



## Hartford Volunteer Fire Department

Applicant must acquire application from Hartford Volunteer Fire Department administration.

Applicant must return application with all necessary and required information. Incomplete applications will not be accepted. If you have questions regarding the application, please contact the Fire Chief. Application will go before a panel which includes;

- ❖ Fire Chief
- ❖ Assistant Chiefs
- ❖ Fire Officer
- ❖ EMS Officer
- ❖ HVFD Member

Panel will review application, perform civil and criminal background checks, perform workman's compensation and liability background checks and contact references.

Panel will meet with applicant in an interview setting. Panel will explain the physical and mental demands of their duties as a member and the requirements.

Panel will make a decision based on information acquired from application, references, background check and interview whether or not applicant qualifies and is able to perform duties.

If panel finds that applicant is able to perform duties, applicant will be contacted. Applicant will be advised of the parameters of their probation which will include, but is not limited to;

- ❖ Probation length will be decided by the Fire Chief and is subject to change.
- ❖ Must have a full medical physical prior to official appointment on the HVFD.
- ❖ Must have a respiratory FIT test prior to official appointment on the HVFD.
- ❖ Must complete any certifications that the Fire Chief assigns by end of probationary period.

At the end of probation period, the body of the HVFD will have chance to speak with panel, without the probationary member present, to discuss their performance during their probation. This must take place at a stated regular business meeting.

Panel will make a decision to appoint probationary member to full time status based on probationary member's performance and completion of required assignments. Comments regarding probationary members performance as made by the body of HVFD will also be given consideration.

A probationary member that has not fulfilled the requirements set forth by HVFD, will be notified an extended probationary period may be warranted.

A Probationary member that has successfully completed all requirements will be appointed a full time member of the HVFD with full benefits and privileges.

**Hartford Volunteer Fire Department**  
**150 W Elm Street, Hartford, IA 50118**  
**515-989-5233 Fax**  
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