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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Hiring/Applying for Membership**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

A proper hiring process with correct application procedures are the first step in reducing the possibility of future employment or membership issues. If the organization has a sound application, prospective employee/ membership review procedure and new employee/member orientation, then the organization will be able to select successful members. If employment/membership issues arise, this procedure becomes a good first defense in the event a disgruntled or disenchanted employee/member brings a wrongful termination suit

**Procedure:**

The following are some guidelines to use when interviewing/ hiring prospective employees/members.

**Hiring/Application Guidelines**

* Position/Job descriptions should be developed for each job classification.
	+ Included in the job description should be the duties, responsibilities, required experience, limitations and any physical and mental ability requirements.
* "Bona Fide Occupational Qualifications" should be established for each job classification.
* A written application should be completed which includes the following information about the applicant:
	+ Identification of the applicant (name, address, telephone number)
	+ Qualifications of the applicant (education, training, certificates, licenses)
	+ Experience of the applicant (relevant experience with date)
	+ Background and references (at least three (3) personal reference, not related)
	+ Waiver/consent (which includes):
		- Statement included that information is truthful and accurate
		- Applicant waives confidentiality rights with respect to criminal history checks, reference checks, etc.
* Applicant should sign and date application
* Face-to-face interviews should be completed by several officers. The group will have a variety of opinions of the individual, to make the best organizational decision.
	+ Use only application/resume and job description to ask questions.
	+ Concentrate the interview on elements that are tied to the job itself.
* The organization should be aware of the following federal laws which guard the rights of applicants.
	+ Title VII of Civil Rights Act of 1964
	+ Age discrimination in Employment Act of 1967
	+ American with Disabilities Act
	+ Fair Credit Reporting Act
	+ Employee Polygraph Protection Act of 1988
* Confirm employment/membership with a letter which details terms, conditions, restrictions, requirements, salary (if appropriate) etc.
* Present to new employee/member an organization orientation manual and job description for which the individual must sign off and date as receiving same.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

Employee Practice Exposure – Hiring/Applying for Membership, www.vfis.com