



# Volunteer Applicant Process Flow Chart

## Step 1

- Submit completed application and reference forms to Fire/Rescue Administration
- Preliminary background check is conducted

## Step 2

- Upon receipt of a clear preliminary check, applicant will be invited for to participate in a panel interview.
- If panel interview results are favorable, applicant will be sent information on how to get their fingerprints completed.

## Step 3

- Once fingerprints are taken, a more thorough background check will be completed by the Virginia Office of EMS.
- Virginia Office of EMS will notify Goochland Fire/Rescue if applicant is eligible for membership.

## Step 4

- Application is sent to the Fire/Rescue Chief for final review and approval.
- If approved, Deputy Chief or designee will notify applicant of station assignment.
- Applicant will be required to pass a medical/physical exam conducted by contract medical provider.

**\*\*\*NOTE: Overall process could take 30-90 days to complete\*\*\***