



Namozine Volunteer Fire & EMS Co. 4  
3913 Pelham Avenue, North Dinwiddie, Virginia 23803  
Station 804-861-5891 Fax 804-861-2050  
[www.namozinefireems.org](http://www.namozinefireems.org)

### **Volunteer Application Process**

The members would like to thank you for your interest in Namozine Volunteer Fire & EMS Co. 4, Inc.. Due to the state and local mandates governing Fire & EMS agencies, the following guidelines are observed:

1. Complete a **Volunteer Application for Membership**. It is important to fill out all sections of this application completely and to the best of your ability. In-complete applications will **NOT** be considered.
2. Include three references on the application to include full address and contact number of each reference provided. These references will be contacted during the background investigation. **(Do not list relatives or fire department members)**
3. Complete and Sign **Background Check Disclosure and Consent Form** and **DMV Information Request Form** and return the consent/request forms with the Volunteer Application for Membership.
4. If applicant is applying for Junior Membership, complete the **Namozine Volunteer Fire & EMS Co. 4, Inc.** and the **Dinwiddie County Fire & EMS Parent/Guardian Consent Form**.
5. Attach a copy of all **Certifications** which you obtained related to Fire & EMS with your application packet.
6. When an **Application Package** is received the **Background Check Disclosure and Consent Form** and **DMV Information Request Form** are submitted to the Program Support Specialist with the Division of Fire & EMS for processing and a panel interview will be scheduled with the company's membership committee. Interviews are conducted on the 2nd and 4th Mondays of each month unless Monday falls on a company recognized holiday.
7. After successful completion of the initial background check, you will be contacted by the Program Support Specialist with the Division of Fire & EMS to report to the Dinwiddie Public Safety Building to complete the **Pre-Employment Drug Screen** and **Finger Print Process**. Once the applicant is contacted he/she has fifteen (15) days to report to complete the **Pre-Employment Drug Screen** and **Finger Print Process**, failure to do so then the applicant is removed from the process and has to wait six (6) months to reapply.
8. Once the application, reference checks, initial background check, finger prints, and drug test are successfully completed. You will be notified as to the results of your membership status and given a start date. If you are accepted on a ninety (90) day probationary period as a volunteer member, you will begin your Level I Precepting. These requirements must be met before uniforms/equipment are issued and you are released to ride on the apparatus.

Again, we thank you for your interest in Namozine Volunteer Fire & EMS Co. 4, Inc.. If you have any questions concerning the application process, please contact the Recruitment and Retention Coordinator or the Membership Committee Chair Person at 804-861-5891 or email at [membership@namozinefireems.org](mailto:membership@namozinefireems.org)

**Revised 10/05/20**

