

Brassfield Volunteer Fire Department

Greetings,

This letter is to address your interest in becoming a part-time employee of the Brassfield Volunteer Fire Department. Due to the increasing call volume in our area and the added responsibilities that go along with running a successful department, we have decided to hire part-time staff. We feel this is a needed step at this time, and that it will be a rewarding experience for both the department and the employees. We ask that each potential candidate review the job requirements and carefully fill out the application for employment in its entirety. In addition to the application, the items below should be submitted for consideration by department management.

- A photocopy of a valid NC driver's license
- A copy of your driving record
- A copy of your criminal background check
- A copy of your OSFM transcript
- A copy of your EMT certification
- Copies of any addition certifications that you feel may be applicable to this position

Once the application date is closed the department will be in touch with you about the status of your application. You will then be expected to appear for an interview if requested. Once the interview has been completed and all necessary paperwork has been reviewed you will be notified in a timely manner if you are offered a position. The current plan is to hire multiple individuals. Work hours will be roughly from 07:00 till 17:00 each weekday. Obviously if you are getting off shift on a day that you are scheduled to work this may be adjusted. You will be expected to work till 17:00 regardless of the arrival time. It will be the employee's responsibility to notify management of the correct hours worked on days that begin after 07:00 hours.

The management of Brassfield Volunteer Fire Department looks forward to working with you and moving into a successful future for our department.

Best Regards,

Chief Greg Hockaday