



MT. HOLLY FIRE DISTRICT NO. 1

MT. HOLLY FIRE DEPARTMENT

P.O. BOX 741

Mt. Holly, New Jersey 08060

PHONE: (609)518-7911

FAX: (609)518-0204

Dear Applicant,

You have taken the first step in fulfilling your desire to become part of a firefighting family steeped in tradition and dedication to Mount Holly Township and its citizens. The following steps have been established to assist you in understanding the process associated with attaining membership:

1. Complete the Mount Holly Fire District – Application for Membership. Complete the application in its entirety answering, all questions. An incomplete application will cause a delay in approval and, ultimately, a delay in your becoming an active member with the District.
2. Sign and date the application in the presence of a Notary. (The application **MUST** be notarized).
3. Return the completed application to the Fire Chief or his/her designee. The Fire Chief may be reached by contacting (609)518-8911.
4. Once received, your application will be checked for completeness. When deemed complete, the application will be forwarded to the Recruitment and Retention Officer (RRO). This officer will contact you to schedule your District orientation.
5. During the orientation meeting, the RRO will discuss participation requirements, training, and other requirements of membership. If you feel as if you have the available time and are willing to commit to the District and the Township of Mount Holly, you will then receive additional materials for your background investigation.
6. You will schedule an appointment with an independent third-party vendor to be fingerprinted and submit to a criminal background investigation, as performed by the New Jersey State Police – Criminal Information Unit.
7. While awaiting receipt of your criminal background report from NJSP, a Driver's License check will be performed and motor vehicle abstract generated.
8. The results of your background investigation and driver's abstract will be reported to the Director of Fire Services.

9. Once reviewed and approved by the Director, the RRO will provide you with a letter of authorization for medical physical and the NJ State Firemen's Association physical exam form. Once received, it will be your responsibility to schedule your medical physical with the District's medical service provider. Both forms provided by the RRO shall be brought with you to your physical examination. Failure to bring both forms will delay your membership onboarding process. The medical physical includes drug screening.
10. Results of your medical physical will be submitted by the medical service provider to the Director.
11. Once reviewed and approved by the Director, the RRO will inform you that all qualifying stages of the application process have been completed. At this time, your name will be presented to the Board of Fire Commissioners for membership approval at its next regularly scheduled meeting.
12. Following Board approval, the RRO will notify you of your acceptance and will schedule an appointment to complete your indoctrination. Your indoctrination will provide you with additional training, equipment, and information regarding your membership with the District.

Should you have any questions during the process, please contact the RRO or the Fire Chief. Again, the Board of Fire Commissioners thank you for your interest in serving the residents of Mount Holly and look forward to providing a rewarding volunteer experience.