

# TRURO FIRE RESCUE

## GENERAL ORDERS

### **G.O. # 102 PART (B) APPLICATION FOR EMPLOYMENT EFFECTIVE 03-10-93**

#### **1.1. Processing of Application:**

- 1.1.1. The completed application will be submitted to the Chief of Department who will arrange for an interview with the prospective employee with a Board of Interview
- 1.1.2. The board of interview will consist of, at minimum Chief, one Deputy Chief and EMS Officer. At least two members of the Board of Interview must be present, and upon taking a vote whether to recommend approval or disapproval the Board shall initial their decision on the back page of the application.
- 1.1.3. The application will then be sent to the Board of Fire Engineers at their next scheduled meeting for the final decision. The Board of Fire Engineers may or may not request an additional interview prior to final action by the Board. A majority of three (3) members must sign for acceptance or denial of the member on the back page of the application.
- 1.1.4. A prospective employee may not participate in any Department activities, other than interviews, until there is a signed approval on Part B of the application by the Board of Fire Engineers. This action is to reduce potential liabilities to the Department and the Town of Truro and to legally afford the prospective employee any benefits available by reason of his/her employment in Truro Fire Rescue.

#### **1.2. Handling & Care of Part (B) The Application For Employment:**

- 1.2.1. Part B Application for Employment and its contents will be considered that of confidential material.

#### **1.3. Handling And Care within the department.**

- 1.3.1. Examination and/or possession will be limited to those persons holding the rank of Board of Fire Engineers; Fire Chief, Deputy Fire Chief.
- 1.3.2. Storage of Part B application will be in a manner to prevent examination and/or possession by all others.
- 1.3.3. Examination and/or possession by others outside Truro Fire Rescue will be limited by applicable Federal, State, County and/or Town By-Laws, Regulations or protocols.
- 1.3.4. Application for Employment will become a permanent part of the employee's Personnel file.