

Application Packet Instructions

Read these instructions carefully. There are some documents which need to be returned, others which are for you to keep. Documents marked with an asterisk (*) MUST be returned in order for us to process your application. You should keep a photocopy of all documents you submit for your records during the application process. If you are applying as an EMS-only member (FF-EMS) the documents marked with a blue asterisk (*) are applicable to you; if you are applying as a firefighter these documents are not applicable and may be disregarded. The documents marked with a green asterisk (*) are applicable to you only if you are applying for membership under the college program.

This application packet contains the following:

- BFD Application *
- Rescue Squad Application **
- Beneficiary Card *
- Probationary Member Requirements *
- College Program Amendment **
- Probationary Sign-off Sheet *
- Arson Investigation Release Form * MUST BE NOTARIZED
- NYS DCJS Vol. Firefighter Inquiry Form *
- Anti-Harassment Policy
- Drug Abuse Policy
- Percentage Policy
- Department Bylaws
- Rescue Squad Bylaws *
- Suffolk County Radio Signals and BFD Unit Identifiers
- Suffolk County SERVES Administrative Guide *

All items above marked with a red asterisk (*) must be returned (except those also marked with a blue or green asterisk which are not applicable to you) along with 3 copies of your driver's license or state issued photo ID.

Step 1: BFD Application

This is a fillable PDF. Completely fill out only the first page to the best of your ability.

- If you are unsure which Company you want to join, select undecided.
- If you checked yes for “Have you ever been a member of a Fire Department or Ambulance Company before?” you MUST have a letter from all previous agencies sent to the Chiefs Office. If you have any current certifications (FF1, EMT, Hazmat Tech, etc) you MUST enclose a copy of your certificates with your application, as these may waive training requirements.

Step 2: Rescue Application *(FF-EMS ONLY)

Fill this out ONLY if you checked FF-EMS on the application. Fill out only the section below the “fill out below” line. Leave “Department #” and “requested crew night” blank. You must circle “12 Hrs” under weekly time. If your company choice was undecided on the BFD application, leave this field blank on this application as well. Sign and date.

Step 3: Beneficiary Card

Fill this out in its entirety; you MUST include the SSN of your beneficiary. You do not need a contingent beneficiary.

Step 4: Probationary Member Requirements

This is an outline of what will be expected of you within your first year. This list will be explained during your interview with the Recruitment Committee – some of these events are once per week, once per month, or once per year. Print and sign on the “member” lines and put today’s date. Keep a copy for your records.

Step 5: College Program Amendment *(COLLEGE PROGRAM APPLICANTS ONLY)

This is an amendment to the requirements form above for those joining under the college program. If you are joining under the college program, print, sign, and date this form as you did under step 4. Keep a copy for your records. If you are not joining under the college program you may discard this form.

Step 6: Probationary Sign-off Sheet

This is an older form that is still part of the application packet. It is similar to the Probationary Requirements form and some items are repetitive. Print, sign, and date this form. Keep a copy for your records.

Step 7: Arson Investigation Release Form

Fill this form out completely. THIS FORM MUST BE NOTARIZED.

Step 8: NYS DCJS Vol FF Inquiry Form

Fill out only the fields numbered 1 through 10: name, address, alias, sex, racial appearance, ethnicity, height, date of birth, place of birth, and social security number. Leave all other fields blank.

All other documents in this packet are for your records and should not be returned.

The completed packet consisting of the forms outlined in steps 1 through 8, 3 copies of your state issued photo ID, and copies of any certifications can be mailed to:

Babylon Fire Department
153 West Main St.
Babylon, NY 11702
Attn: Chief Price/Application

You may also deliver the packet in any of the following ways:

- Drop off in person to the mailbox labeled “Chiefs” at the top of the stairs adjacent to the Chiefs Office door.
- Scan and email to recruitment@babylonfd.com
- Hand deliver at the time of your interview with the Recruitment Committee.

The longest part of this process is waiting on the background. Mailing or dropping off only the Arson Investigation Form, NYS DCJS Vol. FF Inquiry, and 3 copies of your ID will start your background process immediately prior to the receipt of the rest of the packet.

If you have any questions, email the Recruitment Committee at recruitment@babylonfd.com or call the Chiefs Office at 631-669-1600.