**New Recruit Sign Off Sheet**

Dept. logo here

**\*\*\*\* FOR COMPANY USE ONLY\*\*\*\***

**Applicant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Procedure: Date:

1. Application received and reviewed \_\_\_\_\_\_\_\_\_\_
2. Arson background information reviewed \_\_\_\_\_\_\_\_\_\_
3. *Medical History* form completed \_\_\_\_\_\_\_\_\_\_
4. *Fit to Serve* form completed \_\_\_\_\_\_\_\_\_\_
5. Copy of physical secured \_\_\_\_\_\_\_\_\_\_
6. Initial letter sent to applicant \_\_\_\_\_\_\_\_\_\_
7. Applicant contacted for interview \_\_\_\_\_\_\_\_\_\_
8. Applicant interviewed by Committee \_\_\_\_\_\_\_\_\_\_
9. Reference checks completed \_\_\_\_\_\_\_\_\_\_
10. Forms delivered to the Chief \_\_\_\_\_\_\_\_\_\_
11. Personnel folder set up \_\_\_\_\_\_\_\_\_\_
12. Letter of acceptance sent to applicant \_\_\_\_\_\_\_\_\_\_
13. Letter of rejection sent to applicant \_\_\_\_\_\_\_\_\_\_

*Comments:*