

Recruitment

Application Process

1. **Initial Expression of Interest:** Individuals that are interested in becoming members of their local JEM Teams must fill out the application form and provide HRM EM with a Criminal Records Check and Vulnerable Sectors Check. Once HRM EM has processed the application, the information will be provided to the appropriate JEM Team Chair. It should be noted that the costs of the Criminal Record Check will be reimbursed by HRM EM upon submission of a clear record.
2. **Orientation:** HRM EM will provide template orientation packages to the JEM Teams for new volunteers. HRM EM will provide contacts for new applicants to JEM Team Chairs. Orientation packages will contain documents and literature that will need to be reviewed to complete their registration. An orientation package checklist must be completed and provided back to HRM EM.
3. **Volunteer Registration:** After applicants have received and completed their orientation packages, they will be registered in hfxALERT and will be considered JEM Volunteers. Registration will ensure volunteers are covered under HRM EM insurance policies when responding to HRM emergency events.

Applications

All JEM applications must go through the Emergency Management Office, this will ensure all applicants are covered under Halifax insurance. and that applicants have gone through the appropriate background checks.

individuals can contact the office directly and/or submit the application form.

we require criminal record checks and vulnerable sector checks done. when submitting the application, the individual will be asked to complete through mybackcheck if they don't have one.

[Go to Forms](#)

Resources

All updated recruitment resources such as posters, handouts, videos, rack cards etc. can be found under Public Education Resources.

</procedures-and-resources/public-education-resources>

Criminal Record Checks

Criminal Record Checks

All JEM Volunteers must undergo a Criminal Background check and a Vulnerable sector check every two years.

if a volunteer requires a check they should contact HRM_EMO@halifax.ca and provide their full name and email address, they will receive an email from mybackcheck with instructions to complete the check.