

Application Date: \_\_\_\_\_

## Application Volunteer RVFC Co. 410

### ***VOLUNTEER MEMBERSHIP APPLICATION***

*Directions: Return the completed application and the \$50.00 application fee to the station in a sealed envelope addressed to the Membership Committee. You must also attach a copy of your driver's license.*

#### 1. Department Information

Department: Reisterstown Volunteer Fire Company Inc.  
Address: 108 Main Street  
City/State/Zip: Reisterstown, Maryland 21136  
**Telephone: (410)833-1370**

It is the policy of Reisterstown Volunteer Fire Company Inc. to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

#### 2. Applicant Information

Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Number of years at this address: \_\_\_\_\_  
Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
DOB: \_\_\_\_\_

#### 3. Emergency Contact

Who should be contacted if you are involved in an emergency?  
Contact Name: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

#### 4. Position Applied For: Volunteer Member

5. Who referred you to our company? \_\_\_\_\_

6. Have you applied to this or any other volunteer company previously?  Yes  No  
If yes, when? \_\_\_\_\_  
Current status of membership? \_\_\_\_\_  
If so, did you leave in good standing? \_\_\_\_\_

7. Are you at least 16 years old?  Yes  No

8. Driver's License Number: \_\_\_\_\_  
What state issued your license? \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
(Please attach a copy of your License or government issued ID)

9. Are you able to perform the essential functions of the job position with or without reasonable accommodation?  Yes  No

What reasonable accommodation, if any, would you require?  
\_\_\_\_\_

10. Have you ever been convicted of any crime, including traffic violations?  
 Yes  No If yes, please describe:  
\_\_\_\_\_

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO MEMBERSHIP UNLESS RELEVANT TO THE TYPE OF MEMBERSHIP.

### 11. Applicant's Skills/Training

Check off those skills that you have. List any other skills that may be useful for the position  
(Please attach copies of any certifications that you currently have)

- Firefighting \_\_\_\_\_
- Emergency Medical Service \_\_\_\_\_
- Rescue Services \_\_\_\_\_

### 12. Applicant Employment History

List your current or **most recent** employment **first**.

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year): \_\_\_\_\_

Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Dates of Employment (Month/Year): \_\_\_\_\_

### 13. Applicant's Education and Training

College Name and Address

\_\_\_\_\_

Did you receive a degree?  Yes  No    If yes, degree received: \_\_\_\_\_

High School Name and Address

\_\_\_\_\_

Last Grade?  9     10     11     12    Diploma?  Yes     No

Other Training (graduate, technical, vocational):

\_\_\_\_\_

Awards, Honors, Special Achievements:

\_\_\_\_\_

### 15. References

List any three people, with the exception of family members, who would be willing to provide a reference for you.

1.)    Name: \_\_\_\_\_  
      Address: \_\_\_\_\_  
      City/State/Zip: \_\_\_\_\_  
      Telephone: \_\_\_\_\_  
      Relationship: \_\_\_\_\_

2.)    Name: \_\_\_\_\_  
      Address: \_\_\_\_\_  
      City/State/Zip: \_\_\_\_\_  
      Telephone: \_\_\_\_\_  
      Relationship: \_\_\_\_\_

3.)    Name: \_\_\_\_\_  
      Address: \_\_\_\_\_  
      City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

16. Please provide any other information that you believe should be considered:

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**CERTIFICATION**

I certify that the information provided on this Application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my Application, or if membership commences, immediate termination.

I authorize Reisterstown Volunteer Fire Company Inc. to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

\_\_\_\_\_  
APPLICANT SIGNATURE DATE

\_\_\_\_\_  
RECEIVING MEMBER SIGNATURE DATE

\_\_\_\_\_  
MEMBERSHIP COMMITTEE SIGNATURE DATE

## **Final Checklist for Membership Application**

**01/01/2014**

### **Make It Legal**

- The Employment Application should be signed and dated by the Applicant on the appropriate line of the Application.

### **Copies**

- If the Applicant is approved, a copy of their Application should be kept in their permanent personnel file. Otherwise, a copy of the Application may be retained for a predetermined number of months to be referred to when other opportunities become available.
- Of all training records, license and certifications

### **Interview**

- Date and results \_\_\_\_\_

### **Application Fee**

- Application Fee of \$50.00 should accompany the Membership Application  
Checks can be made out to RVFC.

### **Other Information**

\* Laws governing membership are very specific regarding what is legal to ask on a membership application or during an interview. It is essential to be familiar with these laws when undertaking to hire applicants for any position.

### **Reasons to Update**

- \* To incorporate a change in federal or state employment law.
- \* To fill a different position.