

Yorktown Fire Department

Application for membership as a volunteer firefighter

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Introduction:

Thank you for showing interest in applying to the Yorktown Volunteer Fire Department. Currently our fire department serves approximately 35 square miles of territory and 20,000 residents. This includes but is not limited to providing fire, rescue and a non-transport emergency medical service. Currently our department averages approximately 800 – 1000 calls per year.

To be considered for membership, all applicants must:

- Be at least 18 years of age
- Possess a valid driver's license
- Be of good mental and physical health
- High School Diploma or GED or in the process of obtaining one
- Pass a physical examination
- Pass a comprehensive background check
- Pass a toxicology screen

Fire department participation requirements:

All members must:

- Follow all department guidelines and operating procedures
- Participate in scheduled station duties
 - Attend at least one of two monthly meetings – meetings are held each month on the first Sunday at 9:00 AM and the third Monday at 7:00 PM.
- Pull 2 night shifts from 10:00pm to 6:00am each month

In addition:

- Applicants of Mt. Pleasant Twp. must participate in 20% of all calls on a monthly basis
- Applicants living outside of Mt. Pleasant Twp. must log 24 hours of on station time per month.
 - Logged hours need to be between 6:00 AM and 6:00 PM and must be in blocks of at least 2 hours of time
- High School students that are 18 years of age or older must meet with fire department leadership and their parents. These students will be unable to pull night shifts except for Friday and Saturday night and will be unable to make runs after 10:00p. Report cards will be mandated from students as well

Members of the Fire Department are also members of the *Yorktown Volunteer Firefighter's Association*. The purpose of this organization is to support the fire department and the community.

In addition to the Fire Department requirements above, Association members must:

- Attend one of two meetings every month (scheduled with the Fire Department meeting)
- Attend community based projects for manpower (annual 5k, etc.) as required
- Pay annual dues of \$24

Training Requirements:

At time of appointment:

- Mandatory Firefighter
- Hazardous Materials Awareness & Operations
- CPR, S.I.D.S. and Bloodborne Pathogens

Within 3 months of appointment:

- National Incident Management System courses 100, 200, 700, and 800

Within 2 years of appointment:

- First Responder within 2 years of hire date
- Firefighter I / II within 2 years of hire date

Other:

- Minimum of 2 hours of fire training per month (minimum of 24 hours per year)

No prior experience is required and these classes will be offered at the Fire Department's expense. Applicants with current certifications in these or other fire/medical areas should include documentation with this application. Some or all of the above training may be waived for those applicants with current certifications.

Last Name: _____

First Name: _____

Application Date: _____

Personal Information:

Last Name: _____ First Name: _____ Middle Name: _____
 Date of Birth: _____ Drivers Lic #: _____ Issue State: _____
 Address: _____ Phone #: _____
 _____ Cell #: _____
 City, State, Zip: _____ Email: _____
 City, county, and state of birth: _____

Employer Information:

Current Employer: _____
 Address: _____

 City, State, Zip: _____
 Phone: _____ Supervisor: _____ Years of Employment: _____
 Previous Employer: _____
 Address: _____

 City, State, Zip: _____
 Phone: _____ Supervisor: _____ Years of Employment: _____

Reference Information:

Please provide the names of two people not related to you who can speak to your character and/or ability to perform as a firefighter.

Name: _____	Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____
Relationship: _____	Relationship: _____

Fire Department Availability: (please mark the hours you would be available in each)

Weekdays: _____ Nights: _____ Weekends: _____

Answer the following:

- Do you believe you are physically able to perform the duties of a firefighter? Yes No
- Are you willing to undergo a medical examination at the fire department’s expense? Yes No
- Are you willing to submit a blood or urine specimen for substance abuse testing? Yes No
- Have you ever been in the military? Yes No
- Do you have any prior firefighting experience or medical training?
 (If yes, please attach proof of certifications) Yes No
 With what department(s)? _____
- Have you ever been arrested; including traffic offenses?
 (If yes, please provide detailed information on a separate sheet.) Yes No
- Have you ever been convicted of a misdemeanor or felony?
 (If yes, please provide detailed information on a separate sheet.) Yes No

Last Name: _____ First Name: _____ Application Date: _____

How did you hear about being a volunteer with this fire department? _____

The process for becoming a full member of the Fire Department consists of 7 steps:

1. *Submit application and all requested information*

Please use this checklist to insure you have all necessary information:

- Completed application
 - Make sure the application is signed and dated
 - Write your name and the date you submitted your application in the box on the right side of each page
- Copy of driver's license
- Copy of birth certificate
- Copy of high school diploma or equivalent (if you possess one)
- Copies of any fire or medical certifications (if applicable)

2. *Classroom lecture*

Part of your training will be in the form of a classroom lecture. It is recommended that detailed notes be taken. Parts of each test will directly correlate to the presentation.

3. *Practical Skills*

All skills are pass / fail. Each candidate will have 2 attempts at each portion of the practical exam. Any candidate failing to complete any of the practical skills on the second attempt may not be allowed to continue in the class and the applicant being removed from consideration.

4. *Written Testing*

Candidates will take written tests over each section of the class. Any candidate failing any test shall have the opportunity to retest. All testing will follow and adhere to the recommendations and guidelines set forth by the Indiana Department of Homeland Security. Passing all tests is required for successful completion of the class and membership on this fire department.

5. *Background Investigation*

A background check will be completed for each applicant. This will include a thorough investigation into any misdemeanor, felony, civil, and/or criminal actions. Information learned during this process may result in an applicant not being appointed.

6. *Physical examination*

All candidates will be required to pass a physical examination. The cost of the examination will be paid for by the Fire Department. To comply with the Fire Department's drug testing policy you shall be required to pass a drug screening test through urinalysis or CVC testing. Any candidate failing any portion of the physical examination may not be appointed.

7. *13 month probationary period*

Once the previous seven steps have been successfully completed, the applicant will be accepted as a member of the Fire Department and the Association. Each new member, regardless of prior experience, will be considered a probationary member for the first 13 months. During this period, a member can be removed at any time if performance is not deemed appropriate.

Last Name: _____

First Name: _____

Application Date: _____

After reading all information in this application packet, please read the information below, write your name in where indicated, and then sign and date below.

Each candidate successfully completing the entire application process will be appointed as a firefighter with the Yorktown Fire Department. Each member of the Department will also be a member of the Yorktown Volunteer Firefighter’s Association. The Association is a non-profit, non-discriminating, equal-opportunity organization benefiting our community and the Fire Department with fund-raising activities and events throughout the year. Each new member shall receive a copy of the Association By-Laws which govern membership requirements. Also, each member will receive a copy of the Fire Department’s Standard Operating Procedures.

Appointment of applicants shall be based upon the Fire Department’s needs, i.e.: shift availability, number of positions available, etc. After approval and placement each member must agree to follow all Department and Association rules, regulations, and procedures. Any member failing to do so will be subject to disciplinary action up to and including termination.

I, _____ (name of applicant), have thoroughly read the information in this application and understand the training and other requirements to become a member of the Yorktown Fire Department and Association. I also give permission to the Fire Department to contact my references and complete all necessary background checks outlined here.

Signature of Applicant: _____ Date: _____

All four pages of this application must be submitted along with requested supporting documentation. Please refer to the checklist on page 3 to insure all necessary information is submitted.

It is recommended that the applicant keep a copy of the application materials for their own records. No portion of this application or supporting information will be returned to the applicant.

Last Name: _____

First Name: _____

Application Date: _____