

# Trafalgar Volunteer Fire Department



**Application for Membership**

# Trafalgar Volunteer Fire Department

## Personal Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

## Education

High School \_\_\_\_\_ Degree/Diploma Yes \_\_\_\_\_ No \_\_\_\_\_

College \_\_\_\_\_ Degree/Diploma Yes \_\_\_\_\_ No \_\_\_\_\_

Major Course of Study \_\_\_\_\_

Trade/Specialty School \_\_\_\_\_

Degree/Diploma Yes \_\_\_\_\_ No \_\_\_\_\_ Major \_\_\_\_\_

Please list any classes or training you have had that may help as firefighter, or EMT

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Please list all hobbies, special interests, and organizations you have been associated with currently and/or in the past:

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# Trafalgar Volunteer Fire Department

## References

Please list three (3) personal references you have known for at least three (3) years other than relatives, employers, and current members of the Trafalgar Volunteer Fire Department.

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

Street city state zip

Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

Street city state zip

Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

Street city state zip

Relationship \_\_\_\_\_

Members of the Trafalgar Volunteer Fire Department that you know?

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

## Trafalgar Volunteer Fire Department

### Residence

Please list all places you have lived in the past eight (8) years.

Community/Address \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

Community/Address \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

Community/Address \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

Community/Address \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

Community/Address \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

### Trafalgar Volunteer Fire Department Background Investigation Policy

It is the policy of the Trafalgar Volunteer Fire Department to recruit the best qualified applicants from the community and surrounding area. In pursuing this goal, a background investigation of each applicant is conducted with respect to factors that may have bearing upon the applicant's future performance.

Members of the Trafalgar Volunteer Fire Department are public servants and must present a good image of the department to the public. All members must be of high integrity and character. They must also exhibit personal habits which make them compatible with other members of the department.

Accordingly, the following items are reviewed during the background investigation:

1. Contents and completeness of this application
2. Driving responsibility (driving record)
3. Former and current employment
4. Criminal record
5. References
6. Personal history and character of applicant

## Trafalgar Volunteer Fire Department

A negative finding on any of these factors shall not be an automatic reason for rejection of an applicant. Instead the circumstances underlying such matters will be considered as they relate to the applicant's ability to perform the duties of a member of the Trafalgar Volunteer Fire Department.

The background investigation phase of the membership process shall be based upon objective factual findings and any required subjective determination shall be in accordance with the aforementioned policy and conducted in such a manner as not to discriminate on the basis of race, sex, religion, creed, national origin, ancestry, as defined by law, political affiliation, or age.

### Background Information

Do you have a VALID Indiana drivers license?    Yes\_\_\_\_\_ No\_\_\_\_\_

If No, Please explain \_\_\_\_\_  
\_\_\_\_\_

Has your license ever been suspended?    Yes\_\_\_\_\_ No\_\_\_\_\_

If Yes, Please explain \_\_\_\_\_  
\_\_\_\_\_

Other than minor traffic violations, have you ever been arrested and/or convicted of a crime?    Yes\_\_\_\_\_ No\_\_\_\_\_

If Yes, Please explain \_\_\_\_\_  
\_\_\_\_\_

## Trafalgar Volunteer Fire Department

### Employment History

Present or Last Employment \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Date of employment \_\_\_\_\_ to \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_  
Street city state zip

Responsibilities \_\_\_\_\_  
\_\_\_\_\_

Previous employment \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Date of employment \_\_\_\_\_ to \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_  
Street city state zip

Responsibilities \_\_\_\_\_  
\_\_\_\_\_

May we contact your current and/or previous employer? Yes \_\_\_\_\_ No \_\_\_\_\_

## **Trafalgar Volunteer Fire Department**

### **Firefighter/EMT Job Description**

**Firefighters must be able to adapt quickly to rapidly changing situations. On the fire ground, environments may present temperatures in excess of 400 degrees F and below zero. Firefighters respond to incidents as members of a team to protect life and property. This is done by fire extinguishment, search and rescue, disentanglement and basic life support at motor vehicle accidents, hazardous material control and confinement, but is not limited to these.**

**Firefighters respond to medical emergencies rendering aid to their level of certification.**

**All members are encouraged to respond to the station, in the event that additional equipment or personnel are required.**

**All members are encouraged to assist in public education, community events, and department events. Members are also required to maintain and improve their firefighting and emergency medical skills/certifications through either in house or external trainings and classes.**

**This is by no means all of the tasks performed by firefighters. Being flexible, able to understand orders, FOLLOW orders, BE SAFE, and have a desire for self-improvement are some basic attributes of a good firefighter.**

**Above all else, SAFETY is always the number one task of a firefighter.**

## **Trafalgar Volunteer Fire Department**

**If I am accepted as a member of the Trafalgar Volunteer Fire Department, I agree to comply with all orders (that I deem to be safe and are within my capabilities) that are issued to me by the acting Fire Chief, Assistant Chief, other line officers, or higher ranking personnel in all matters pertaining to, but not limited to, the duties as described in the job description.**

**I understand that as a part of Trafalgar Volunteer Fire Department procedure, a routine inquiry will be made to provide applicable information concerning character, general reputation, personal characteristics, and mode of living. This will include, but is not limited to inquiries of my driving record, criminal record, employment history or medical record.**

**Unless otherwise stated herein, I give Trafalgar Volunteer Fire Department full permission and the right to make a thorough investigation of my employment and all other activities. I release from all liability, all persons, companies, and corporations supplying such information. I understand that any deliberately false answer or statement made by me on this application or other required documents shall be sufficient cause for denial of membership and/or termination at any time.**

**Signature** \_\_\_\_\_

**Print** \_\_\_\_\_

**Date** \_\_\_\_\_

**TVFD witness** \_\_\_\_\_

# Trafalgar Volunteer Fire Department

## Membership Agreement

If membership is granted, I understand that any and all equipment, gear, and/or uniforms issued by Trafalgar Volunteer Fire Department remain the property of Trafalgar Volunteer Fire Department and must be returned upon resignation or termination. Failure to do so will result in legal action to recover said property and/or equivalent monetary compensation.

All members and/or membership applicants of Trafalgar Volunteer Fire Department may be subject to a drug-screening program.

Inappropriate conduct, insubordination, or conduct in a non-professional manner at activities or incidents, and/or failure to abide by the by-laws of the department can and will result in disciplinary action up to and including suspension and/or termination.

I understand that as a part of this application, certain physical tests to determine my ability to serve as a Firefighter/EMT may be conducted. I hereby waive any claim or cause of action against Trafalgar Volunteer Fire Department for injuries received during said test.

I hereby certify that the statements set forth in this application are true and that I have read and understand the other recitations, statements, and agreements set forth herein.

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Applicant's signature

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date

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Witness signature

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date

## **Trafalgar Volunteer Fire Department**

### **Application Check List**

- \_\_\_\_\_ **Copy of Driver's License**
- \_\_\_\_\_ **Copy of Birth Certificate**
- \_\_\_\_\_ **Copy of High School Diploma or GED**
- \_\_\_\_\_ **Certified Copy of criminal record check from State Police**
- \_\_\_\_\_ **Original Copy of Driving Record from Indiana Bureau of Motor Vehicles**
- \_\_\_\_\_ **Copy of Social Security Card**
- \_\_\_\_\_ **Copies of any and all Fire and/or EMS related certifications**

**Please return this completed application to the Trafalgar Volunteer Fire Department along with all required copies and signatures.**