

Dear Prospective Volunteer Member:

We are pleased that you are interested in becoming a volunteer member of the Edinboro Volunteer Fire Department (EVFD). We are seeking committed individuals who wish to contribute their time and talents to the community as a member of our organization. Before you complete the attached application, please read this material completely so that you will have an understanding of the application process and the level of commitment required to be a member of the Department.

The application process consists of several steps:

- Complete an application form.
- Complete a REQUEST FOR CRIMINAL RECORD CHECK, which will be submitted to the Pennsylvania State Police.
- Complete a REQUEST FOR DRIVER INFORMATION, which will be submitted to PENNDOT.

When the forms are completed, drop them off at the station, mail them to the address below, or e-mail them to admin@edinborofire.org:

Edinboro Volunteer Fire Department
Atten: Membership Committee
125 Meadville St.
Edinboro, PA 16412

You will be contacted, and an interview will be scheduled. During the interview, we will go over the expectations of membership. When all requirements have been met, you will be notified you are eligible to begin a probationary membership period of at least 6 months, but not to exceed 24 months.

We have three (3) initial classifications of membership:

- Active
- Allied
- Support Services

ACTIVE:

Active members provide direct service to the community through emergency response. There are three divisions to the active membership. Emergency Medical Services (EMS), Fire/Rescue and Fire Police. Many members are cross-trained and qualified to serve in many different roles.

Emergency Medical Services (EMS): Members in this division respond to medical emergencies and assist patients as Emergency Medical Technicians or Emergency Medical Responders. These members respond to calls ranging from broken bones, fall victims, diabetic emergencies, cardiac symptoms, and victims of motor vehicle accidents. Emergency Medical Technicians have completed approximately 150 - 200 hours of training to prepare them to respond to all kinds of medical incidents. Emergency Medical Responders have completed approximately 60 hours of training and operate as an assistant to EMT's and Paramedics.

Fire/Rescue: Members in the Fire/Rescue division respond to structure fires, vehicle fires, motor vehicle accidents and all kinds of rescue situations. Members in this division take a series of courses to become a Firefighter and then continue with other courses in rescue and advanced firefighting techniques. The basic firefighting course consists of 166 hours of training.

Fire Police: Members in the Fire Police division respond with both the EMS and Fire members to provide scene security and traffic control. The Fire Police are responsible for the safety of the Departments crews on an incident by providing scene control. These

members take multiple 16-hour courses to become trained in traffic control and public relations.

ALLIED:

Allied members hold primary membership with another Fire or EMS unit and are frequently in town, due to work or education, to assist with emergency responses.

SUPPORT SERVICES:

Support Service members have no requirements for emergency response. They provide administrative support including business office functions, fund raising, community relations and other assistance.

MEMBERSHIP REQUIREMENTS: TRAINING

EVFD provides opportunities for all necessary training to its members at no cost. During the probationary period, all active and allied members must complete training in the following courses or offer evidence training has been completed:

- Cardio-Pulmonary Resuscitation (CPR) and an annual refresher course
- Health Information Portability and Accountability Act (HIPAA) Training
- Infectious Control or Preventing Disease Transmission and an annual refresher
- Emergency Vehicle Driver Training (EVDT)
- Incident Command Systems and National Incident Management System (NIMS)
- Hazardous Materials Operations Class (IAFF) and the Operations Level Annual Refresher Training (HMOR)
- A Safety Component course (several different courses are available)

In addition, there are specific training requirements for each division. Training is held throughout Erie County and many courses are hosted by the Department.

Support Service members have no training requirements.

MEMBERSHIP REQUIREMENTS: ATTENDANCE/ON-CALL RESPONSIBILITIES

Active members must attend a minimum of 18 meetings or drills per year, and provide 192 hours of on call time annually. We hold an instructional drill every Wednesday night at 7:00 p.m., except the third Wednesday of every month which is our business meeting.

Support Service members are required to complete fifty (50) hours of service a year.

Allied members have no attendance requirements, but are required to perform 96 hours of on-call time annually.

MEMBERSHIP REQUIREMENTS: FUNDRAISING / COMMUNITY AWARENESS

The Department holds several fundraising activities during the year. All members are encouraged to assist in these activities as much as possible.

As you can see, membership requires a commitment of time on your part. We encourage you to carefully consider this prior to applying. Your satisfaction in knowing you are helping the community and your fellow man is your reward for volunteering. Please visit our website at www.edinborofire.org for information on call statistics, training opportunities, pictures of recent incidents and training classes and other news. WE LOOK FORWARD TO RECEIVING YOUR COMPLETED APPLICATION.



APPLICATION FOR MEMBERSHIP/EMPLOYMENT

Classification of Membership Requested:

- Volunteer Active
 Volunteer Allied (Must Be An Active Member of Another Fire Dept./EMS Agency)
 Volunteer Support Services (Non-Operations)
 Paid Per Diem Employee (Must Be Firefighter/EMT & Cannot Be A Volunteer Member of the EVFD)

Area(s) of Interest (Volunteer Only) – Check All That May Apply:

- Fire/Rescue
 Emergency Medical Services
 Fire Police

Last Name		First Name		Middle
Address (Number, Street, and Lot/Apt)				County
City		State	Zip	
Home Phone	Work Phone	Cell Phone	Email Address	
Emergency Contact Name		Phone Number 1	Phone Number 2	

Are You At Least 18 Years of Age? Yes No

Do You Have A Valid PA Driver's License? Yes No Class: _____ Number: _____

Have you ever been convicted of a criminal offense? Yes No

For the purposes of this application, criminal offenses include felonies, misdemeanors, and summary offenses. A conviction is an adjudication of guilt, including determination before a District Justice or in a criminal court, resulting in a legal penalty such as a fine, sentence of probation, etc. Omit minor traffic violations. If "YES" for conviction, you MUST list the offense, date of conviction and disposition. Use a separate sheet of paper if necessary.

If "Yes", Please Explain:

EDUCATION

	School / Agency	Diploma/Degree	# of Years
High School/GED			
College			
Trade / Other			
Other			

Are you now, or have you ever been, a member of an EMS of Firefighting Service? Yes No

If "Yes", please provide the information requested:

Date Month & Year	Fire Department or Company Name & Address	Chief Officer or Company Contact	Telephone #
From:			
To:			
From:			
To:			
From:			
To:			

EMPLOYMENT HISTORY

Record previous employment, include military experience, beginning with the most recent.

Date Month & Year	Company Name & Address	Supervisor	Telephone
From:			
To:			
Position Held:			
Date Month & Year	Company Name & Address	Supervisor	Telephone
From:			
To:			
Position Held:			
Date Month & Year	Company Name & Address	Supervisor	Telephone
From:			
To:			
Position Held:			
Date Month & Year	Company Name & Address	Supervisor	Telephone
From:			
To:			
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To:			
Position Held:			

REFERENCES

Please list three personal or professional references that are not related to you.

Name	Relationship	Years Acquainted	Telephone
Address	City	State	Zip
Name	Relationship	Years Acquainted	Telephone
Address	City	State	Zip
Name	Relationship	Years Acquainted	Telephone
Address	City	State	Zip

List and provide copies of any emergency services related certifications that you have earned.

Briefly state your reason(s) for joining\seeking employment with the Edinboro Volunteer Fire Department:

If I am accepted into membership, or offered per diem employment, I agree to sign for and be held responsible for such articles of equipment and supplies as are listed and signed for on my equipment record and agree to care for this equipment to the best of my ability.

If for any reason my membership/employment with the Edinboro Volunteer Fire Department is terminated, I agree to return in serviceable condition any and all such equipment as is listed and on my equipment record.

I agree to perform all reasonable orders of the Commanding Officer(s) and staff while on duty with the Edinboro Volunteer Fire Department, and will conduct myself in a professional manner at all times.

I will submit to a complete physical examination, as required, at the expense and clinic of choice, of the Edinboro Volunteer Fire Department.

I acknowledge that a full background check will be run through the Pennsylvania State Police and Pennsylvania Department of Transportation as relates to any police records and/or driving records.

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am a member/employee, my membership/employment may be terminated at any time.

In consideration of my membership/employment, I agree to conform to the fire departments rules and regulations, and I agree that my membership/employment can be terminated, with or without cause, and with or without notice, at any time, at either my or the department's option.

The Edinboro Volunteer Fire Department is an Equal Opportunity Provider. We do not discriminate in recruiting, interviewing, hiring, training, length of service, discipline, discharge or other terms conditions, or privileges of membership because of an individual's race, color, age, sex, religion, national origin, disability, sexual preference, or veteran or current military status. It is our policy to recruit and promote those applicants and members who are best suited for the position and possess the necessary skills, education, experience and qualifications.

Signature: _____ Date: _____

UPON COMPLETION OF ALL ASPECTS OF THIS APPLICATION, RETURN IT ALONG WITH ANY RELEVANT DOCUMENTATION TO THE EDINBORO VOLUNTEER FIRE DEPARTMENT.

EVFD USE ONLY BELOW THIS POINT

Application In Date / /	Application Completeness Review <input type="checkbox"/> Complete <input type="checkbox"/> Revised Date: / /
References Contacted <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Certifications Attached <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Mailed
Act 33/34 NCIC Completed Date: / / <input type="checkbox"/> Clear <input type="checkbox"/> BOD Review	PA MVR Check Completed Date: / / <input type="checkbox"/> Clear <input type="checkbox"/> N/A <input type="checkbox"/> Chief Review
Physical Completed / Returned Date: / / <input type="checkbox"/> Clear <input type="checkbox"/> MD Review	Allied Letter of Recommendation Attached <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Interview Date & Time Date: / / Time :	Interview Committee
Probationary Period Start Date / /	Preceptor / Orientation Member Assigned

**PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK
VOLUNTEER ONLY**

1-888-QUERYPA (1-888-783-7972)

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. *A response may take four weeks or longer.*

**TRY OUR WEBSITE FOR A QUICKER RESPONSE
<https://epatch.state.pa.us>**

REQUESTER NAME	
ADDRESS	
CITY/STATE/ ZIP CODE	
TELEPHONE NO. (AREA CODE)	

FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER
AFTER COMPLETION MAIL TO: PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – RCP 1800 ELMERTON AVENUE HARRISBURG, PA 17110-9758

SUBJECT OF RECORD CHECK				
(FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE
VOLUNTEER'S AGENCY/ORGANIZATION (MANDATORY)		TELEPHONE NUMBER		

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only.

By signing this form, I verify that I am submitting this request for criminal history record information in connection with my status as an unpaid volunteer. I understand that the \$8 fee is being waived because of my status as an unpaid volunteer.

REQUESTER SIGNATURE (*Signature required for processing*)	DATE
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WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.



REQUEST FOR DRIVER INFORMATION

DO NOT SEND CASH

PRINT OR TYPE ALL INFORMATION LEGIBLY

SEE REVERSE FOR INSTRUCTIONS / INFORMATION

CHECK (✓) ONE ONLY:

BASIC INFORMATION: \$5.00 FEE (Driver history is not included)

3 YEAR DRIVER RECORD: \$5.00 FEE

10 YEAR DRIVER RECORD: \$5.00 FEE (Employment Purposes Only)

CERTIFIED DRIVER RECORD: \$10.00 FEE

COPY OF DOCUMENT FROM FILE (MICROFILM): \$5.00 FEE

CERTIFIED COPY OF DOCUMENT FROM FILE: \$10.00 FEE

You may obtain a copy of your own 3 Year and/or 10 Year Driving Record on PennDOT'S website at www.dmv.state.pa.us

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Documents Available: <ul style="list-style-type: none"> • Citations • Court Certifications • Applications • License Renewals • Judgments • Suspension Credit Affidavits • Suspension/Revocation Letters • Restoration Letters • Rescind Letters • Department Hearing or Exam Notice 																																				

NOTARIZATION

SUBSCRIBED AND SWORN TO BEFORE ME: MONTH DAY YEAR

X
SIGNATURE OF PERSON ADMINISTERING OATH

SIGN IN PRESENCE OF NOTARY