



VALLEY COTTAGE FIRE ENGINE COMPANY NO. 1

P.O. BOX 48, 20 LAKE ROAD
VALLEY COTTAGE, N.Y. 10989

Dear Applicant:

Thank you for expressing an interest in joining Valley Cottage Fire Engine Company No. 1 (the "Company"). Attached please find an "Application For Membership" form as well as the associated indoctrination and instruction document for applicants. Please read this material carefully. It is necessary that you answer all questions on the "Application For Membership" form completely and accurately. If you are under the age of 18, the "Parental Consent" portion of the application must also be completed. Please print in black ink.

Once you have printed out the "Application For Membership" form and completed all sections, sign it and put the application form in an envelope marked "ATTN: Executive Board - New Member Application", which you can mail to the address above or bring to the firehouse. After an initial review of your application, you will be contacted to schedule the date of your interview with the Executive Board of the Company.

At the Executive Board interview you will be required to pay an Initiation Fee of \$5.00 and the first year's membership dues of \$3.00. Following your interview with the Executive Board, a background investigation will be conducted. This investigation will include speaking with the people listed by you as references, a check of your driving record, and a check of your criminal record as required and permitted by law. As part of this application process, you must submit specimens of your fingerprints on forms that will be provided to you at the Executive Board interview.

If you are approved by the Company members for membership in Valley Cottage Fire Engine Company No. 1, your name and all information obtained by the Company during the interview and investigation process will be forwarded to the Board of Fire Commissioners (the "Board") of the Valley Cottage Fire District (the "District") for review and final approval. Upon notification of approval by the Board, you must successfully complete a District approved medical examination within ninety (90) days and a mandatory New York State firefighting training course within one (1) year.

If you have any questions about the information above or the attached application form, please come to the firehouse on a Monday evening after 7:00 p.m. or Sunday morning after 9:00 a.m. and one of our members will be happy to provide you with assistance.

Firematically yours,

The Members of Valley Cottage Fire Engine Company No. 1

The Valley Cottage Fire Engine Company No. 1 and the Valley Cottage Fire District do not discriminate because of age, race, religion, creed, color, national origin, gender, sexual orientation, disability or mental status.

**INDOCTRINATION – APPLICANTS FOR ACTIVE MEMBERSHIP
VALLEY COTTAGE FIRE ENGINE COMPANY NO. 1, INC./
VALLEY COTTAGE FIRE DISTRICT**

I. Application Requirements

Applicants for membership must be at least 16 years of age. Applicants who are less than 18 years of age must provide parental consent (see the “Parental Consent” portion of the “Application For Membership” form). Applicants may be required to furnish proof of birth date and place. It is advisable for applicants under 18 years of age to bring proof of their birth date to the Executive Board interview.

II. Executive Board Interview

All applicants for membership must appear at a regular monthly meeting of the Executive Board for an interview. Executive Board meetings are held on the first Monday of every month at 7:30 p.m. in the firehouse. In the event that the first Monday falls on a holiday then the meeting will be held on Tuesday of the same week.

At the interview, the Executive Board will furnish additional details about membership in the Company and may ask the applicant for further information to assist in the application review process. In addition, applicants will be encouraged to ask any questions they may have regarding membership in the Company.

Applicants will also be required to pay the Initiation Fee of \$5.00 and the first year’s membership dues of \$3.00 at the interview as well as allowing the Executive Board to make a copy of their driver’s license in order to perform certain parts of the investigation process. Therefore, applicants should ensure that they bring sufficient funds to the interview and have their driver’s license available for copying.

III. Application Procedure

All applicants will be required to be fingerprinted on a form provided by the Clarkstown Police Department or other agency authorized by the Company and District. A police record check of the applicant’s past arrests and/or convictions may be required. Applicants will receive the form at the Executive Board interview.

If the application is approved by the membership of the Company, the application will be presented to the Board of Fire Commissioners of the Valley Cottage Fire District for final approval. If the Board grants their approval for membership, the applicant will be notified of such approval by a letter from the Secretary of the Board. Until such time as the applicant receives the approval letter from the Board, he/she is not a member and is not eligible to participate in Company functions. Further, until the applicant has passed the required physical examination at the appropriate level, he/she may not perform any firefighting duties.

IV. General Requirements

- a. All new members must take a Board approved physical examination within ninety (90) days of the date of the Board's approval letter. The physical examination is provided at no cost to members by a physician designated by the Board. The Board's approval letter will contain instructions as to how and where to take this physical. All new members will be required to pass the physical at the appropriate level prescribed by the Board. In addition, all new members must complete an eighty-six (86) hour New York State Firefighter 1 basic firefighter training course within one (1) year of the date of the Board's approval letter. Failure to take the physical examination or complete the New York State Firefighter 1 course within the specified time periods will cause the automatic removal of the new member from the rolls of the Company/District. All new members shall also be required to attend any additional new member training as determined by the Board.
- b. All new members must serve a probationary period of nine (9) months. During this time, a new member's interest, conduct, character, availability for duty and activities as well as completion of all mandatory tasks and training will be reviewed by the Company's fire officers and the Executive Board. At the end of the probationary period, the new member's record will be reviewed and the new member will be considered for i) final acceptance based upon achieving a satisfactory probationary period; ii) rejection and removal from the membership rolls of the Company/District for failure to satisfactorily complete the probationary period and/or any mandatory requirement(s) of the Company and/or District or; (iii) the grant of a three (3) month extension of the new member's probationary period.
- c. All members are expected to attend and actively participate in as many fires, drills, schools, and other Company/District activities as is possible. Each member is expected to the best of his/her ability to make a sufficient contribution in time and service to the Company/District in accordance with the requirements of the Company/District and to take necessary actions to become adequately and sufficiently educated and trained in firematic skills so as to be an asset to the Company/District in general and to be able to work safely and proficiently on the fire ground.
- d. The activities of all members are reviewed periodically by the Executive Board and those members found to have insufficient activities may be contacted by the Executive Board for an explanation. Members who are found to be continually deficient in achieving the required activity levels may be fined or dropped from the Company/District rolls for such continued inactivity.



VALLEY COTTAGE FIRE ENGINE COMPANY NO. 1
APPLICATION FOR MEMBERSHIP

Date: _____

Last Name First Name MI

Address Apt/Suite No.

City/Town/Village State Zip Code

Date of Birth: _____ SS#: _____ - _____ - _____

Home Telephone: (____) _____ Work or Cell: (____) _____

eMail Address: _____

How long have you resided at the above address? Years: _____ Months: _____

How long have you resided on New York State? Years: _____ Months: _____

Are you 18 years of age or older? Yes: _____ No: _____ If no, your age: _____

Is additional information about a change in your name or your use of an assumed name or nickname necessary to enable a check on your eligibility for membership? Yes__ No__

If yes, explain: _____

Are you currently in school? Yes: _____ No: _____

- If yes, give school information below. May we contact your school as a reference? Yes ___ No ___

Are you currently employed? Yes: _____ No: _____

- If yes, give employer information below. May we contact your employer as a reference? Yes ___ No ___
- Contact Name and Phone #: _____

Name of company: _____

Address: _____

Telephone #: _____

Do you have a valid New York State Drivers License? Yes: _____ No: _____

If "No", you must provide a photo identification document issued by a competent authority

License No. _____ Expires ____/____/____ State _____

Please indicate your availability to participate in normally required activities (meetings, drills and emergency calls) of Valley Cottage Fire Engine Company No. 1 and the Valley Cottage Fire District.

Please check appropriate time periods:

Weekdays: Days _____ Evenings _____ Nights _____

Weekends: Days _____ Evenings _____ Nights _____

Previous emergency services experience (include only fire, rescue, police, and emergency medical service agencies)

Name of Agency: _____

Address: _____

Contact person: _____ Phone #: _____

if more space is needed, please identify on attached sheet

Have you ever been a member of the United States Armed Forces? Yes: _____ No: _____

If the answer is yes, did you receive a dishonorable discharge? Yes: _____ No: _____

If "Yes", please give complete details in the space provided for additional information on the next page (include service branch and service dates)

(Note: Dishonorable discharge is not an absolute bar to membership. This and other factors will effect a final membership decision.)

Have you ever been convicted or pled guilty to a felony, misdemeanor, insurance fraud, arson, or a reduction of one of these offenses? Yes: _____ No: _____

If yes, explain: _____

Occupational Safety and Health Administration and Valley Cottage Fire District (the "District") regulations require that you pass a physical examination before becoming a firefighter. The District's designated physician will provide you with a medical examination at no cost. Will you be willing to undergo such a medical examination within ninety (90) days of the date of the letter from the Board of Fire Commissioners of the District approving your membership? *(Note: Failure to take the required physical within the ninety (90) day period will cause the automatic removal of your name from the membership rolls of the Valley Cottage Fire District and Valley Cottage Fire Engine Company No. 1)*

Yes: _____ No: _____

Please list three (3) personal references, other than family members, who have known you for at least three years.

A. Name: _____ Tel. #: _____

Address: _____

B. Name: _____ Tel. #: _____

Address: _____

C. Name: _____ Tel. #: _____

Address: _____

Please list the names of any acquaintances that are members of Valley Cottage Fire Engine Company No. 1.

Additional Information – Please supply any other information you feel may assist us in processing your application

Within the Freedom of Information Act, all information contained or obtained herein will remain confidential and will be used only for internal membership process.

IN WITNESS WHEREOF, THIS APPLICATION HAS BEEN SUBSCRIBED THIS _____ DAY OF _____ 20 ____ BY THE UNDERSIGNED APPLICANT WHO AFFIRMS THAT THE STATEMENTS MADE HEREIN ARE TRUE UNDER THE PENALTIES OF PERJURY.

Applicant Signature: _____ Date: _____

Witnessed By: _____ Date: _____

The Valley Cottage Fire Engine Company No. 1 and the Valley Cottage Fire District do not discriminate because of age, race, religion, creed, color, national origin, gender, sexual orientation, disability or mental status.

PRIVACY NOTIFICATION

Section 94 of the Public Officers Law (personal Privacy Protection Law) requires that you be notified of the following facts when information is collected from you that will be maintained in a record system.

The authority to request and confirm personal information on you is found in Article 6 of the Executive Law.

The information obtained will:

- Be used to determine your qualifications for the position for which you are applying.
- Be released to the Chief Officer of the Valley Cottage Fire Engine Company No. 1/Valley Cottage Fire District and your potential supervisors.
- Be maintained in your personnel file (if you become a member of Valley Cottage Fire Engine Company No. 1) or in a resume file for six months (if you do not become a member of Valley Cottage Fire Engine Company No. 1).

Failure to provide (i) the information or authorization for release of such information or; (ii) providing false information will result in your application not being considered for membership.

The information will be maintained by the Vice President of Valley Cottage Fire Engine Company No. 1 at 20 Lake Road, Valley Cottage, NY 10989, (845) 268-8707.

APPLICANT'S AUTHORIZATION FOR RELEASE OF INFORMATION

In order to confirm the information I supplied on my Application For Membership with Valley Cottage Fire Engine Company No. 1, I authorize all licensing agencies, educational institutions, law enforcement agencies, present and former employers, and the military services to disclose their relevant records about me to the Valley Cottage Fire Engine Company No. 1 whether the information be of public, private or confidential nature; and I release them from any liability and responsibility from doing so.

This authorization, in original copy form, shall be valid for this and any future information reports or updates that may be requested,

Applicant Name (please print) Applicant Signature Date

Witnessed By:

Name and Title (please print) Signature Date

FOR FIRE COMPANY USE ONLY

Executive Board Interview: Date: _____

Initiation Fee Paid: Date: _____ Amount: _____

Dues Paid: Date: _____ Amount: _____

Executive Board Recommendation to the Fire Company: _____

Date of Executive Board Action: _____ Vote - Yes: _____ No: _____

Company Action: Date: _____ Yes: _____ No: _____ Approval or Disapproval
(circle one)

Board of Fire Commissioners Action: Date: _____

Probationary Period Begins: Date: _____

Probationary Period Completed: Date: _____

Fire District Mandated Physical: Date: _____

Fire District Mandated Basic Training: Date: _____

Applicant's Date of Birth: _____

PARENTAL CONSENT

Applicants who are under the age of 18 must have the following Parental Consent completed.

I hereby give consent for my son/daughter/ward _____
Name

to be admitted to the Active Membership in the Valley Cottage Fire Engine Company No. 1, Inc., and to be permitted to perform all the duties required of a Volunteer Firefighter of the Valley Cottage Fire Department.

_____ _____
Date Signature of Father or Legal Guardian

_____ _____
Date Signature of Mother

Both signatures should be obtained (if possible). If this is not possible, please attach a statement signed by both the applicant and the Parent or Guardian giving reasons why two signatures cannot be obtained.