



PVFC New Member Application Instructions

Applying for Membership

Follow the instructions below to successfully complete a New Member Application. The application will be reviewed by the Board of Directors and brought to the Company membership for action. If you are offered probationary membership, the requirements for Company orientation and basic training will apply to you and are detailed separately.

These requirements will be reviewed with you in detail during your application interview. Once you are assigned to a crew your officer can assist with questions as can members of the Training Committee and Membership Committee.

1. Secure a copy of the **New Member Application** from the station or download a copy from the website www.purcellvillefire.org
2. Fill out the application completely and return it to the station and ask that it be put in the Membership Committee mailbox. A committee member will contact you directly to arrange for an interview.
3. An interview with a member of the Membership Committee is a requirement of the process. This interview will describe in detail the obligations of membership and the commitment required to be an active member. Details of new member on-boarding with the Company and Loudoun County Fire and Rescue will also be discussed.
4. New member applications are acted upon at general membership meetings **only after you have completed your interview and an initial criminal background and fingerprint check. Information on securing a fingerprint check is attached to this document. DMV checks will be conducted after membership is approved. HS students must turn in the most recent report card.**
5. You should be present at the general membership meeting the evening action will be taken on your application. You will be asked to introduce yourself and to briefly express the reasons you seek membership in the Company. (Job or school obligations are acceptable reasons for missing the meeting.)
6. A membership vote on your application will be taken, and if you are offered probationary member status, you will be asked to remain after the meeting to begin the next step in the process.
7. Questions: Contact the membership chair, Brad Quin at bquin@purcellvillefire.org or call 540-338-5961.



Purcellville Volunteer Fire Company

Membership Committee
P.O. Box 386
500 North Maple Avenue
Purcellville, VA 20132
540-338-5961

Date: _____

NEW MEMBER APPLICATION

INSTRUCTIONS: Complete the application and return it to the Safety Center, attention:

Membership Committee. Upon receipt of the application (or on-line application) the Membership Committee will contact you to arrange for an interview. You will be required to submit to both a State Police fingerprint check and State Police and DMV background check before action is taken on your application. If you are married or under the age of 18 you must have your spouse or parent sign the form on page 5.

PERSONAL INFORMATION

NAME: _____
 First Middle Last

Street Address: _____

City, State, Zip: _____

Home Telephone: _____ Cell Phone: _____

E-Mail Address: _____

Date of Birth: _____ SSN: _____ Shirt Size: _____

Marital Status: _____ Spouse's name: _____

APPLYING FOR (Check One)

___ **Fire Fighter (Operational):** Any member who, after satisfying the probationary requirements, intends to participate in fire fighting duties. In order to successfully complete the probationary period members are required to meet all company training and participation standards as described in company SOPs or By-Laws. The member may, after the completion of the year probationary period (full voting privileges), hold administrative office if elected or appointed as described in the By-Laws.

___ **Associate (Non-Operational):** Any member who, after satisfying the probationary requirements, will not be participating in fire fighting duties. In order to successfully complete the probationary period members are required to meet all company training and participation standards as described in company SOPs or By-Laws. The member may, after the completion of the year probationary period (full voting privileges), hold administrative office if elected or appointed as described in the By-Laws.

CURRENT EMPLOYER

Name: _____ **Occupation** _____

Street Address: _____

City, State, Zip: _____

Telephone Number: _____ **Supervisor:** _____

How long in Present Position: _____ **May we contact employer?** _____

EDUCATION

SCHOOL	NAME AND ADDRESS	DATES ATTENDED	DATE GRADUATED	DEGREE
High School	_____	_____	_____	_____
	_____	_____	_____	_____
College	_____	_____	_____	_____
	_____	_____	_____	_____
Other	_____	_____	_____	_____
	_____	_____	_____	_____

MILITARY EXPERIENCE

Previous/Current Military Experience: _____

Branch: _____ **Years of Service:** _____ **Highest Rank:** _____

Type of Discharge: _____ **Date of Discharge:** _____

Were you ever found guilty of a court martial offense while in the military? _____

If yes, please explain on the **reverse** of this form and attach additional pages if necessary.

PREVIOUS FIRE FIGHTING EXPERIENCE

**Certifications (FF-1/2, First Responder, CPR, EMT-B, EVOC, DPO, etc.)
Attach copies of Certifications**

Certifications	Pro Board Y/N	Date Issued	Location
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PERSONAL STATEMENT

Please describe why you are interested in applying for membership in the Purcellville Volunteer Fire Company and what skills, knowledge or experience you think would make you qualified for membership.

Please list any driving or other offenses for which you have been arrested or convicted. (Conviction of a felony is an automatic disqualification.) Please note any instances when you have had contact with any law enforcement agency which may or may not have led to formal charges being filed.

REFERENCES Please list individuals who can serve as a personal reference for you. Avoid listing family members. Choose current or former employers (other than those listed above), teachers, ministers, neighbors or current or past members of the fire company.

Name	Address	Daytime Phone	Years Known
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

VERIFICATION DATA (Circle One)

Have you ever applied to the Purcellville Volunteer Fire Company in the past? Yes No
If yes, when? _____

Have you ever been refused membership in, or suspended or discharge from, any Fire or Rescue Company in Loudoun County? Yes No
If yes, which one(s) and when? _____

Have you been, or are you now being treated for any medical condition(s) that may prohibit you from performing the duties of the position for which you are applying? Yes No
If yes, please explain: _____

Has your driver's license ever been suspended or revoked? Yes No
If yes, when and for what reason? _____

CONSENT AGREEMENTS

Please read the following statements carefully. The statements must be acknowledged by your signature.

I certify that the facts set forth in the above Application for Membership are true and complete to the best of my knowledge, and that I have not intentionally omitted any information. I further certify that there are no willful misrepresentations or falsifications of the above statements and answers to questions. If a background investigation or subsequent discovery discloses such misrepresentations, omissions, and/or falsifications, my application could be rejected and I could be dismissed from the Company and/or disqualified from ever providing volunteer service with the Purcellville Volunteer Fire Company the future

I hereby certify that I have never been (1) convicted of any felony; (2) convicted of any crime involving sexual misconduct or morals and decency; (3) convicted of any crime involving sexual or physical abuse of children, the elderly or infirm; (4) convicted of any crime involving abuse, neglect, or financial exploitation; or (5) convicted of any crime involving initiating a false alarm, making a bomb threat, threats to burn, or arson.

AUTHORIZATION FOR BACKGROUND, FINGERPRINT AND DRIVING RECORD CHECK

For the purposes of applying for membership and, if accepted as a member, periodic recertification while a member of the Purcellville Volunteer Fire Company, I expressly authorize the Purcellville Volunteer Fire Company, the Loudoun County Combined Fire and Rescue System and/or any employee, agent or representative thereof to conduct a background investigation, including but not limited to: an investigation of my personal history, criminal history, driving record, fingerprints and/or employment history. I expressly consent to the release of information concerning my capacity and fitness as by employers, educational institutions, law enforcement agencies, and other individuals and agencies duly accredited. This authorization will be valid for the entire length of my membership with the Purcellville Volunteer Fire Company.

APPLICANT'S SIGNATURE: _____

DATE: _____

SPOUSE/PARENT CONSENT

I understand that when the above applicant is accepted for membership in the Purcellville Volunteer Fire Company that it will be expected that the member commit to participate fully in activities and responsibilities to satisfactorily execute duties. Initial training courses may require several months to complete and occupy several days per week, and that subsequent participation may involve responding to alarms at any hour of the day or night.

I understand these conditions and will support my family member in this endeavor.

Spouse/Parent Signature: _____

DATE: _____

rev 10/2018

PVFC Use Only **Date Application Received:** _____

Interview Date: _____ **Interviewer's Name:** _____

NCJIS Check: Date Requested: _____ **Date Complete:** _____

DMV Check: Date Requested: _____ **Date Complete:** _____

Fingerprint Form Given to Applicant: _____ **Date Complete:** _____

Recommended to Board: **YES** **NO** **Date:** _____

Board Action: _____ **Date:** _____

Membership Vote: _____ **Date:** _____