
DOWNINGTOWN FIRE DEPARTMENT

4 WEST LANCASTER AVENUE, DOWNINGTOWN, PA 19335

APPLICATION FOR ACTIVE FORCE MEMBERSHIP

MEMBERSHIP APPLICATION INSTRUCTIONS

The Downingtown Fire Department, consisting of the Alert Fire Company No.1 and the Minquas Fire Company No.2, is a volunteer organization providing fire, rescue, special fire police and EMS services to the Borough of Downingtown, East Caln Township and surrounding municipalities.

This application must be fully completed and submitted to the respective Fire Company (Alert or Minquas) you wish to join. A check for \$15 made payable to the Borough of Downingtown must accompany the application. The **\$15 non refundable fee** covers a Pennsylvania Criminal History and Driving Record Check. Knowledge of an applicant's background and past history is important to maintain the integrity of the volunteer fire service and to maintain the confidence of the public that is being served.

The application process is as follows:

- Application is submitted to Alert Fire Company or Minquas Fire Company (*must choose only one*).
- Borough of Downingtown review includes background, criminal history, and driver's record check. A pass/fail of the background investigation is indicated.
- Fire Company then votes on the application for membership.
- The applicant is notified as to the status of their application.

Thank you for your interest in membership with the Downingtown Fire Department and serving our community. We wish your application to be successful and many years of dedication to the volunteer fire service are in your future.

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B. EDUCATION

High School: _____

Name

City, State

Date Graduated

College/Trade School: _____

Name

City, State

Date Graduated

Major/Concentration: _____

C. EMPLOYMENT

Current Employer: _____

Address: _____ Phone#: _____

Type of Business: _____ Supervisor: _____

Position Held: _____ Length of Employment: _____

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D. COURT RECORD

Have you ever been convicted of any misdemeanor or felony offense? _____

(Note: it is illegal in Pennsylvania for those convicted of arson to be members of a fire department)

If yes, please explain: _____

E. DRIVING RECORD

Are you a licensed driver? _____ State: _____ License #: _____

Class: _____ Restrictions: _____

Have you had any moving violations within the past three (3) years? _____

If yes, please explain: _____

Do you have any current points on your driver's license? _____

If yes, how many? _____

NOTE: PLEASE PROVIDE A COPY OF YOUR DRIVER'S LICENSE WITH THIS APPLICATION

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F. AREAS OF INTEREST

Indicate which areas that you are interested in serving the Downingtown Fire Department:

Firefighter: _____
Special Fire Police: _____
EMS: (Volunteer Division) _____

Have you ever been a member of a Fire, EMS, or any other Emergency Services Organization? _____

If yes, please list the organization's name, address and phone number. Also, provide dates of membership, positions held, and reason for leaving:

Please provide a written recommendation from an Officer of any of these above-named Organizations

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Have you ever been refused membership to any Fire, EMS, or any other Emergency Services Organization? _____

If yes, Please list the organization's name and reason for refusal:

Have you had any fire, rescue or Emergency Medical Services training? _____

If yes, please list the course names, dates, and location of the training:

NOTE: PLEASE PROVIDE A COPY OF ALL CERTIFICATIONS

Do you have any special skills or abilities that you feel could benefit the Downingtown Fire Department?

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G. REFERENCES

Please list three (3) people, non-relative, who are familiar with you and have known you for at least five (5) years:

1. Name: _____

Address: _____

Home Phone#: _____ Years Known: _____

Email address: _____

2. Name: _____

Address: _____

Home Phone#: _____ Years Known: _____

Email address: _____

3. Name: _____

Address: _____

Home Phone#: _____ Years Known: _____

Email address: _____

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H. PARENTAL CONSENT

Note: To be completed if the applicant is less than eighteen (18) years of age. Working Papers if needed.

I, _____ As Parent/Legal Guardian, I hereby give my permission
Print name

for _____ to become a member of the

Downingtown Fire Department.

Signature of Parent/Guardian

Date

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I. AUTHORIZATION

I, _____,

FIRST, MIDDLE, & LAST NAME

the undersigned, do hereby authorize the Borough of Downingtown and the Downingtown Fire Department to conduct a complete background investigation including criminal history and driving record as a condition of my applying for membership, and release all persons, agencies or firms from any liabilities resulting from providing such information.

I understand, however, that the Borough and Fire Department intends to protect the confidentiality of the personal information obtained concerning me.

I understand the mission of the Downingtown Fire Department, consisting of the Alert Fire Company #1 and the Minquas Fire Company #2, is to protect lives and property with no compensation for my services. Further, that I will adhere to all department rules and regulations, and act as a role model in the volunteer fire service.

APPLICANT'S SIGNATURE

DATE

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ADMINISTRATIVE USE ONLY

Borough of Downingtown Review:

Application Complete Yes_____ No_____

Criminal History Report No Record_____ Criminal Record_____

Driver's License Report Valid License_____ No License or Suspended_____

Background Investigation Pass_____ Fail_____

Note: a failure of the background investigation as determined by the Borough of Downingtown prohibits the applicant from participating in the active force.

Borough of Downingtown _____
Assistant Borough Manager/Fire Department Administrator

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FIRE COMPANY ACTION

ALERT FIRE COMPANY #1

MEMBERSHIP VOTE

APPROVED _____

NOT APPROVED _____

TITLE/SIGNATURE

MINQUAS FIRE COMPANY #2

MEMBERSHIP VOTE

APPROVED _____

NOT APPROVED _____

TITLE/SIGNATURE

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ESSENTIAL DUTIES

FIREFIGHTER

- Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- The volunteer is frequently required to stand, walk, use hand to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to sit, climb or balance; stoop, kneel, crouch, or crawl; talk to hear; and taste or smell.
- Occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibrations.
- Position and climb ladders to gain access to upper levels of buildings or to assist individuals from burning structures. Be able to work from ladders, roofs and elevated positions.
- Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to the volunteer's own body weight.
- Ability to handle stressful situations.
- Ability to operate with training, pumpers, aerial devices, specialized apparatus, ladders, fire hoses, nozzles, defibrillators, SCBA, Compressors, Power Equipment, Data processing.
- Communicate effectively with individuals suffering from trauma.
- Complete written reports in a clear and concise manner.
- Required to attend regularly scheduled work nights.

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EMS (Volunteer Division)

- Responds to emergency calls to provide efficient and immediate care to the critically ill and injured, and transports to a medical facility.
- Determines the nature and extent of illness or injury and establishes priority for required emergency care.
- Administers EMS skills to patients as prescribed by protocol.
- Lifts stretcher with patient body weight.
- Reports verbally and in writing their observation and emergency medical care of the patient at the emergency scene and in transit to the medical facility.
- After each call, restocks and replaces used linens, blankets and other supplies, cleans all equipment following appropriate disinfecting procedures, and makes careful check of all equipment so that the ambulance is ready for the next run.
- Ability to handle stressful situations.
- Communicate effectively with individuals suffering from trauma.
- Complete written reports in a clear and concise manner.
- Required to attend regularly scheduled work nights.
- Required to attend minimum CPR and First Aid Training classes as provided.
- Required to attend EVOG training classes if wishing to become a driver.
- Wear proper attire when responding on an emergency call as per Minquas EMS uniform policy.

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SPECIAL FIRE POLICE

- Fundamental duty to serve the public and protect firefighters in their efforts to save life and property.
- Ability to be alert and constant in duties at all times.
- Constantly mindful of the welfare and rights of others.
- Impartial in the treatment of all persons coming in contact with.
- Be firm, but also courteous and helpful to all and not permit personal feelings to influence decisions.
- Never be vulgar or profane in actions when on duty.
- Cooperate fully with supervisors, fellow officers and all law enforcement agencies to provide greater protection to the public and the fire department.
- Strive to become more proficient in my duties through study and training.
- Regard badge as a symbol of trust from the Commonwealth and the Borough of Downingtown and act accordingly.
- Withstanding prolonged periods of exposure to extreme weather conditions.
- Standing for prolonged periods of time.

I have reviewed the above list of essential duties for Firefighter, EMS and Special Fire Police with the Downingtown Fire Department and believe that:

_____ *I can fully perform all duties with or without reasonable accommodations.*

_____ *I cannot fully perform all duties even with accommodations.*

Name

Signature

Date