



## Woolwich Fire Company

### Station 25-1

**Membership Application Packet**

**1517 Kings Highway**

**Swedesboro New Jersey, 08085**

**Main Station Phone Number-(856) 467-2195**

**[www.woolwichfd.com](http://www.woolwichfd.com)**

**Facebook- Woolwich Fire Company**

Dear applicant,

Thank you for your interest in joining the Woolwich Fire Company. Enclosed you will find the information needed to begin an exciting adventure with the Woolwich Fire Company. It is important that you follow the directions carefully while filling this application out, as it will delay your entry to the department if anything is missing.

The Woolwich Fire Company has been in operation since 1898. We are a department that is rich in history and tradition. A long time farming community that is facing the inevitable growth into a thriving suburban community. We face these challenges every day and are constantly seeking motivated individuals to become part of the family that we have all become to each other. We place a strong focus on training, and being able to provide the best service to the residents of the Boro of Swedesboro and The Township of Woolwich.

Once you have finished filling out the packet, please return to the station on a Tuesday night. We will begin the process as soon as possible. It is important to remember that our members deal directly with the public. With that in mind, be aware that we will thoroughly scrutinize the information that you provide. We do this to continue to hold the trust of the citizens who have entrusted us to protect them in their times of need.

## Important facts to consider

**Time Commitment-** Volunteering with the WFC, or any other fire department, requires a significant time commitment on the applicant's part. This department runs 600 or more calls a year. That, along with 50+ special assignments and a weekly drill/meeting can become overwhelming for some people. To help the families understand where their loved ones spend so much time, we often hold family events. This also allows the rest of your family to be accepted into the much bigger family that this department becomes for many.

**It's not a glamorous job-** Participation in the fire department is not necessarily for everyone. Depiction of the service on television and movies, although often based on real life situations, are not an accurate portrayal of what one necessarily does or observes in the fire service. The work is physically strenuous, emotionally challenging, and highly stressful. Service providers have to deal with extremely noisy, dirty, work environments. You are also exposed to unsightly, disturbing sights on a regular basis. The rewarding aspects of the service is the knowledge of a job well done, having the ability to help someone in need, and often having made a difference in someone's life. It is often a thankless job with few tangible rewards, a lot of training and little recognition. You will need to ask yourself; **"Is this for you?"**

If you think you are ready to commit the time and effort, then we will welcome you with open arms.

-The Membership of the Woolwich Fire Company



## Application Process

### **1. Contents of the packet**

- a. WFC Membership application
- b. Authorization sheet
- c. Emergency Contact information sheet
- d. Junior member parental release

### **2. Completion of the entire packet**

All applicants must fill out this packet completely. If you have any questions, you can call or stop by the station on a Tuesday night after 630pm. The NJ State Fireman's Association Application will need to be signed and certified in front of a Notary. We have a member who is certified that will do this free of charge. Along with the completed packet, you will need to submit a copy of your driver's license and any copies of fire service certifications.

### **3. Administrative review of the packet and submitted documents**

A thorough evaluation of your application will be completed once submitted. All information will be reviewed and confirmed. A background check will also be completed with the Woolwich Township Police Department. Once all of the information is returned, a representative will be in touch to schedule a meeting with the administration.

### **4. Meeting with the administration**

You will be scheduled for a meeting with the department administration. This meeting will include many of the Line Officers as well as members of the Executive Board. We use this meeting as a chance to get to know the applicant (and their guardian, in the case of a junior member). We also use this opportunity to review any negative findings from your application.

## **5. Floor vote from the membership of the department**

You will be presented before the membership for a yes/no vote. The Chief (or another officer in his absence) will announce you to the company. You will be given a chance to introduce yourself to the membership. If a yes vote is put forth, you are accepted into a probation period of 6 months. After 6 months, you would become a full member.

## **6. Gear fitting and active duty**

Once you are voted into the company as a probationary member, arrangements will be made to get you fitted into some gear. The officers will advise you to any mandatory classes that you may need to attend. You will also need to have your picture taken for ID tags. There will also be someone to set your smart phone up with our paging applications so that you can receive alerts.

## **7. Relief Association paperwork**

Applicants that are 18 years of age and older, once accepted into the department, will receive an application for the N.J. State Firemen's Relief Association. This form will need to be filled out in full with a physical performed by a doctor. The form will be certified by a notary and sent to the state for admittance into the association. Additional details will be provided to you by your mentor.

## **8. Mentor**

Probationary Members will be assigned a mentor from the Membership Committee. The mentor will be responsible for guiding the "probie" through their first few months. They will become a point of contact for the "probie" and will be responsible for providing information and directions from the chief or other officers to the member as needed.

## Member Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ M.I. \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Email Address \_\_\_\_\_ DOB \_\_\_\_\_

Are you a citizen of the United States? Yes \_\_\_ No \_\_\_

Current Occupation \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_

Has your driver's license ever been suspended and/or revoked? If so, please provide details?

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Have you ever pled guilty or no contest to a crime other than a minor traffic citation in court yes \_\_\_\_\_ No \_\_\_\_\_?

Please explain \_\_\_\_\_

Please list any special skills \_\_\_\_\_

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Please explain in a few sentence's why you want to join the Woolwich Fire Department? \_\_\_\_\_

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## Emergency Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Relationship \_\_\_\_\_

## Education

Name of last high school you attended? \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Last grade completed \_\_\_\_\_ Diploma received Y \_\_\_\_\_ N \_\_\_\_\_

Name of College/University \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Credit or Degree earned \_\_\_\_\_

Foreign Language spoken/read \_\_\_\_\_

## Employment

Current Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Date Employed \_\_\_\_\_

May we contact your employer Y \_\_\_\_\_ N \_\_\_\_\_

Previous Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Date Employed \_\_\_\_\_

May we contact your employer Y \_\_\_\_\_ N \_\_\_\_\_

Previous Employer \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Date Employed \_\_\_\_\_

May we contact your employer Y \_\_\_\_\_ N \_\_\_\_\_



## Previous Emergency Response Experience

Have you ever applied to join the WFC? Yes \_\_\_\_\_ No \_\_\_\_\_

Previous Emergency Response Department's (and contact information)

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May the chief(s) of previous departments be contacted?

Y \_\_\_ N \_\_\_

The Woolwich Fire Company reserves the right to contact employers and previous departments as a way of obtaining a professional reference for the applicant. If the applicant does not wish an employer to be contacted he/she need only specify on the appropriate space. A negative reference does not immediately disqualify an applicant from membership with the department. All information obtained from employers will remain confidential.

**Previous training in Emergency Response**

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## References

Name \_\_\_\_\_ Years known \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_ Years known \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_ Years known \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**By signing below, you confirm that all of the information provided within this packet is true to the best of your knowledge.**

**Printed name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date-** \_\_\_\_\_

**Parent or Guardian Signature if applicant is below the age of 18.**

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



# Authorization for release of Employment Records, Criminal Background Check, and Drivers Abstract

I, \_\_\_\_\_, as a candidate for the position of \_\_\_\_\_, with the Woolwich Fire Company, hereby authorize any individual within this institution with whom I've been associated, to furnish the Woolwich Fire Company with any information concerning my ability and character which they have on record or otherwise, and do hereby release the individual of said institution and all individuals connected therewith from all liability for damages incurred in furnishing such information. A photocopy of this release bearing my signature shall be considered as valid as the original. This form also authorizes this institution to obtain a five-year drivers history abstract through Motor Vehicles. I hereby give permission to the Woolwich Fire Company and their authorized agents to obtain my driving record on an annual basis from this date forward as long as I am a member of the company.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_

Driver's License # and State \_\_\_\_\_

# Background Check

## Parental Consent Form

I acknowledge my child's eligibility for membership in the Woolwich Fire Company is contingent upon the outcome of a background check. By my signature below, I acknowledge that I have given my consent to the Woolwich Fire Company to conduct a background check of my child including, but not limited to: obtaining my child's criminal history record information, county court record, municipal court record, and school disciplinary records. I further consent to my child's cooperation in supplying sufficient information to allow such a background check to be conducted, including supplying a fingerprint sample. I understand that this information will be used to evaluate my child's eligibility for membership in the Fire Company. I understand that if I refuse to consent to this background check, my child's application for membership shall not be considered.

I understand that my child shall be informed of the results of this background check and shall be granted the opportunity to correct any of the errors in the records obtained.

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Applicants Full Name \_\_\_\_\_

**For Official Use Only:**

Date submitted \_\_\_\_\_

Accepted by \_\_\_\_\_

Acceptance meeting date \_\_\_\_\_

Chief Signature \_\_\_\_\_

President Signature \_\_\_\_\_

\*Copies filed with secretary, training officer, relief association (if applicable)