

Arbutus Volunteer Fire Department, Inc.

5200 Southwestern Boulevard, Baltimore, MD 21227

Established 1938



Station 350
Fire • Rescue • EMS

Dear Applicant:

Thank you for considering membership at the Arbutus Volunteer Fire Department.

In order for your application to be processed quickly and efficiently, please proceed as follows:

- The application may be found in the NEW MEMBERS section of our website at <http://www.arbutusvfd.org>. It may be printed and completed.
- The application may also be completed and printed electronically, with the exception of signatures. However, form data cannot be saved, so be sure to print an extra copy for your records.
- Complete the forms and signatures using blue or black ink.
- Answer all questions completely to the best of your ability, and indicate any that do not apply to you by marking "NA".
- Please type or write legibly.
- Carefully review the Application Checklist and attach all required materials that apply. Please submit only complete applications.** Incomplete or partial application packets may be rejected.
- If you have any questions regarding the application or the commitments of joining Arbutus VFD, contact the Membership Committee prior to submitting your application. Email: cao350@bcvfa.org
- Upon completion and receipt of these materials, you will be contacted by the Membership Committee to schedule an interview. Allow **30 days** for processing.
- Prospective members are typically interviewed on the last Wednesday of a given month. Applications received less than one week prior to this may be deferred to the following month for processing.
- Applications received after the 3rd week of October may be deferred for voting in January. There is no voting in December.
- A drug screening is required prior to membership approval. A physical fitness exam meeting Baltimore County standards is also required for all active riding members applying after January 1, 2016. Details will be provided at the applicant interview.
- After your interview, a favorable recommendation from the Membership Committee, and favorable results from background investigation and drug testing, you will be eligible for a vote at the first regular business meeting (held most Wednesday evenings at 7:30 pm) of the month for a 365-day probationary period. Attendance at this meeting is encouraged although not required.
- After a successful vote, all operational members must complete a physical. Expenses are covered by the Baltimore County Volunteer Fire Association. Physicals are not required for non-riding members with "administrative only" duties.

Thank you again for considering the Arbutus Volunteer Fire Department. We look forward to working with you in service to the community of Arbutus and the citizens of Baltimore County.

Sincerest thanks,

Arbutus Volunteer Fire Department
Membership Committee
Heather Wilderson, Committee Chair
Phone 410.887.1471

EMERGENCIES 911 • BUSINESS PHONE (410) 242-6601 (410) 887-1471 • HALL INFORMATION (410) 242-9289



Arbutus Volunteer Fire Department, Station 35

5200 Southwestern Boulevard, Arbutus, MD 21227 Phone: (410) 887 - 1471 Emergency: 911

Prospective Member Information

History

- Arbutus VFD was founded in 1937
- Mission statement: To provide superior fire, rescue, and emergency medical services to the Arbutus and surrounding communities. We strive to protect life, property, and the environment through intervention, prevention, education, training, and community involvement.
- We provide fire, rescue, EMS, and Swiftwater Rescue to our community through the Baltimore County Fire Dept. We are a volunteer organization with some paid staff. We respond to approximately 4,000 calls per year. We are one of the busiest and most successful volunteer firefighting organizations in Baltimore County and the state.
- We have an Administrative Side led by our President, who is responsible for the business aspects of the Department. We have a Fireline Side led by our Captain who handles day-to-day and emergency operations. We have an Auxiliary; men and women who do not wish to be active firefighters/EMT's, although wish to support the department through fundraisers, and direct support. The Board of Directors provides oversight to all of these.
- We have a proud tradition of service to the community. If you wish to join us, our expectations are that you will:
 - Serve the community with the integrity, honor, and respect that is part of our tradition.
 - Pay annual dues of \$12.00. The \$90.00 application fee includes 2 calendar years of dues.
 - Respect and maintain all AVFD property, including the building, grounds, equipment, and any property entrusted to you, which may include keys, pager, and turnout gear
 - Respect the other members, the chain of command, and officers
 - Be willing to learn and grow
 - Support the AVFD through you time and efforts in our fundraising activities.
 - Operate at emergency scenes as part of a team, not as an individual, with safety as your utmost concern

Administrative Operations, Application Process, LOSAP, and Dues

- The membership will vote on you for a 365-day probationary membership.
- In order to be considered for a permanent membership vote after 1 year, you must accumulate 50 Length of Service Award Program Points (LOSAP). This is a Maryland state system to track your service time. Points accumulate for everything you do here, including emergency calls, meetings, fundraising, training, duty time, and sleep-ins. It is important that you document your time in the LOSAP book and utilize your key FOB (logging you into Fire Rescue Reports), both located in the radio room. If you do not have 50 points, you cannot be voted on for permanent membership.
- After 3 years of service with at least 50 points per year, you become eligible for a MD state tax deduction of \$3,750.00 (scheduled to increase in 2017), which will continue as long as you acquire 50 points per year. After 25 years of service, you become a life member, and are eligible for a monthly stipend at age 60 (currently \$275/month), along with a \$5,000 burial benefit.
- Attendance for your probationary membership vote is not required. If you attend the next Business Meeting, you will be invited in following a successful vote. You will sign the attendance book as a probationary member. The Financial Secretary will assign you a 6 digit LOSAP number, and will confirm this with you via mail. You will be given a new member book that includes the bylaws and membership handbook. A mentor will be assigned to you to explain the basics of membership and firehouse operations. You may also receive your key (deposit of \$6.00 is included in the application fee. The key opens the dayroom door and the doors on the front ramp entering the engine bays.
- A portion of your application fee (\$24) covers dues for 2 years, covering you to the last day of December for your 2nd calendar year. It is your responsibility to pay \$12 dues for the next calendar year before the last business meeting of December. If you fail to do this, you will be dropped from the membership roles and must reapply. Dues are payable at any regular business meeting, by deposit in the Treasurer's Office safe, by certified mail, or by PAYPAL. Dues may be paid in advance, and many members find it very advantageous to pay at least one additional year.

Fundraising

- The Arbutus VFD owns this property, land, building, apparatus, and equipment.
- We receive some subsidies and grant funds, but the majority of our income is from donations and fundraising
- Operating a fire department is expensive. As a member, you will be expected to assist and participate in fundraising events to support this department



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Prospective Member Information, continued

Emergency Operations

- The requirements to ride are outlined in the Membership Handbook. Initially, you will need Bloodborne Pathogens Awareness, HAZMAT Operations, CPR, and Hepatitis B vaccine/waiver in order to ride as an observer on the engines/squad/ambulance.
- A physical fitness exam is required for all riding members. There is no cost to the applicant.
- Your time availability, interest, and engagement will determine how rapidly you progress. If you introduce yourself to members and express interest in learning and training, you will progress more rapidly.
- After your vote, you are eligible to register for any Maryland Fire Rescue Institute (MFRI) class for which you meet the requirements. Be sure to follow MFRI cancellation procedures if you register for a class, but cannot attend.
- We require applicants to commit to a duty crew. A duty crew is a group of members and officers who regularly attend the station shifts each day of the week. All members are welcome to attend any crew at any time, regardless of their committed duty crew.
- New members desiring to become operational riding members will be issued a green OBSERVER t-shirt that must be worn at all times while riding apparatus until the member is cleared as an operational FF or EMT. Additional/replacement shirts are available for purchase.
- Shorts may not be worn on EMS calls due to safety concerns, unless covered with turnout gear/coveralls. Navy blue Dickies or navy blue EMS/tactical pants are encouraged.
- Open-toe shoes/sandals/flip-flops are not permitted for riding. Black leather safety boots are encouraged.
- We encourage training and learning is a lifelong process.

Safety and Wellness

- There are responsibilities, stresses, and potential hazards associated with training and fireground operations. We have highest safety standards, but the potential for injury is a part of the fire service. If you are injured in the firehouse or on the fireground, you need to inform an officer immediately.
- Fireground operations are physically and mentally demanding. It is important that you discuss these activities with your doctor. If you have any health issues, (e.g. injuries, medications) either permanent or temporary that could interfere with your well-being on an emergency scene, you need to be honest about your capabilities and should talk with an officer.
- There is potential for you to witness scenes of tragedy on the fireground that may be disturbing to you. This is especially true of incidents involving children, abuse, mass casualty, or dismemberment of a victim. Baltimore County Fire Department has Critical Incident Stress Debriefing (CISD) resources available. If you are disturbed by something you experienced, please inform your officer so that appropriate resources can be activated. CISD is most effective when implemented within 24 hours of the incident.
- The Arbutus VFD lifestyle needs to be balanced with your family, spouse, children, job/school, and your personal responsibilities. The firehouse is not an escape from responsibilities and problems. We encourage you to talk with your family/friends/employer about your involvement with the AVFD and discuss schedules and expectations.
- We have no tolerance for horseplay, reckless, dangerous, or careless action.
- We do not discriminate against age, gender, race, religion, or sexual orientation. We take these issues seriously and require all our members to take fair practices training. Arbutus VFD does not participate or tolerate "hazing."
- There is a security system throughout this building. We have no tolerance for behavior that is criminal or detrimental to this department.
- We take vehicle safety very seriously. Your personal vehicle is not an emergency vehicle. You are expected to obey all traffic and safety laws when you are responding to the department. You may not flash your lights or honk your horn to move through traffic. You may not install unauthorized flashing lights and sirens on your vehicle. There is no freelancing (e.g. you do not bypass the department to respond directly to a scene and act alone)



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Prospective Member Information, continued

For members 16-18 with their parent/guardian present

- The fire department demands a high degree of professionalism and maturity. This is an exciting but demanding environment. It is vital that you keep a healthy perspective on priorities.
- We have some specific rules pertaining to members under 18:
 - Cannot be at the firehouse during times when scheduled for school, out by 10:00 pm on school nights
 - Must have permission to sleep in, cannot sleep in on school nights, max 2 consecutive nights/week when school is not in session
 - Must maintain a C average in school to be at firehouse/ride and submit quarterly report cards
- Academic success is more important than the firehouse. We value your interest and efforts, but your education must be your higher priority. The Captain will maintain contact with you parents/guardian. If the Captain and/or your parents believe that the firehouse is interfering with your academic success, you will be asked to take a break from the firehouse and concentrate on your school work until you improve your grades.



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Application for Regular Membership

Application Checklist:

Thank you for considering membership at Arbutus VFD. Please assure all of the following appropriate materials are included prior to submitting an application. Incomplete packets may be subject to delay or rejection:

All applications require:

- A completed application, fully and truthfully completed, signed, and dated. Applicants between the ages of 16-18 additionally require signature and date from a parent/legal guardian.
- A completed *Applicant Notice and Consent Document* from HR First Contact, signed and dated
- Application fee of \$90.00, check or money order (complete with signature, payable to Arbutus VFD). Personal checks must contain name and current address. **Do not send cash.**
- Three (3) **signed and dated** (signed in ink, dated within 6 months of application) letters of character reference, **including contact phone number**. Unsigned and/or undated letters will not be accepted. Letters may not be from members of Arbutus VFD or immediate family members.

Additionally:

- If you have a driver's license, a photocopy of the front and back of the license
- If you have a driver's license, a certified copy of your MVA record from the state issuing your driver's license. In Maryland, this is available from the MVA website for a fee of \$12.00.
- If you are a current or past member of any volunteer fire/rescue/emergency medical services (EMS) organization in the state of Maryland, you must provide a signed and dated (within 6 months of application) letter from the President or Chief Officer of the company expressing permission for the applicant to join Arbutus VFD, or stating that your obligations with that department have been fulfilled.
- If you are under the age of 18 and still attending school, a copy of most recent report card
- Copies of fire/rescue/EMS courses, licenses, and certifications may be submitted with the application.

Please read and initial your agreement to each statement below. If you have ANY questions about application materials or the statements, please discuss with the Arbutus VFD Membership Committee before submitting your application:

- _____ I have completed this application completely and truthfully.
- _____ I understand I must provide all required paperwork, attend a Membership Committee interview (with a parent/legal guardian present if under 18), and pass a mandatory drug screening and criminal background investigation prior to a vote by the membership. I also understand that riding members must complete a physical fitness exam.
- _____ I understand that part of the \$90.00 application fee is non-refundable. If I withdraw my application, or if my application is rejected by the membership, I understand that I will be refunded \$30.00.
- _____ I understand that joining Arbutus VFD requires maturity, integrity, and professional commitment. I am prepared to dedicate my time and effort towards training, fundraising, events and the operational success of the fire department.
- _____ I understand that a degree of personal risk is associated with emergency service operations, including the potential for exposure to hazardous environments and situations that could result in injury or bodily harm. I agree to commit to safe training and work practices, use all appropriate personal protective equipment, and follow all commands and instructions for my safety and the safety of others.
- _____ I understand that Arbutus VFD is a professional volunteer emergency services organization, and I will commit to upholding the positive reputation of the department.
- _____ I am prepared to respect and obey the rules, bylaws, chain of command, and the officers of the Arbutus VFD.

Date Submitted: _____

Signature: _____



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Application for Regular Membership

Part I. Personal Information:

Please provide your full legal name.

First Name: _____ Middle Name: _____ Last Name: _____

Suffix (check one) NONE JR. SR. II III IV

Have you changed names or used an alias? _____

Do you prefer a shortened or informal version of your first name? _____

Date of Birth (MM/DD/YYYY): _____ Age: _____ Social Security# _____ - _____ - _____

Note: Arbutus VFD respects the sensitivity and confidentiality associated with Social Security numbers. Disclosure is required for insurance and benefit purposes ONLY. Personnel records are stored securely.

Current address:

House# _____ Street _____ Apt# _____ City _____ State _____ Zip _____

Check here if the current address is a dormitory/temporary housing subject to change.
If so, please supply a permanent address under Emergency Contacts.

Previous address/addresses resided within last 5 years:

House# _____ Street _____ Apt# _____ City _____ State _____ Zip _____

House# _____ Street _____ Apt# _____ City _____ State _____ Zip _____

House# _____ Street _____ Apt# _____ City _____ State _____ Zip _____

Home Phone#	
Cell Phone#	
Email	

Emergency Contact Information. Please list in order of preferred contact in the event of an emergency.

Name	Address	Phone	Relationship



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Part IV. Emergency Service Experience

Have you (currently or past) ever been a member of ANY career or volunteer Fire, Rescue, or EMS company or been employed by the Baltimore County Fire Department as a merit employee? Check one: YES NO

If YES, please complete the table below. For multiple companies, list most recent at top.

Company Name/#	City/State	Membership Start Date	Membership End Date or CURRENT	Indicate if RESIGNED or EXPELLED

If you are/were a member of any volunteer fire/rescue/EMS company within the state of Maryland, you MUST attach with your application a signed and dated letter from the President or Chief Officer of that department granting permission for you to join the Arbutus Volunteer Fire Department or stating that your obligations with that department have been fulfilled (See Page 17)

Check here if you have been assigned a Maryland Length of Service Awards Program (LOSAP#).
If so, provide the following:

LOSAP# _____ County of affiliation _____ Years of credit _____

Please list any certifications or training. You may include copies of certifications with the application materials:

Have you ever been turned down for membership, suspended, or expelled from ANY volunteer fire, rescue, or EMS company. Circle one: YES NO If YES, describe below:



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Part V. Driver's License Information

Do you currently have a driver's license in Maryland or any other US state? Check one: YES NO
If YES, you must provide a photocopy of the license and a certified copy of your driving record from the state of issuance.

In the table below, indicate any current or previous driver's licenses you have held. List most recent at top.
For STATUS, indicate CURRENT, SURRENDERED, SUSPENDED or REVOKED

License#	State	Class	Year Issued	Status

If you indicated that you had a license SUSPENDED or REVOKED, please describe the date and circumstances:

Part VI. Education

Check if you are a: FULL-TIME STUDENT PART-TIME STUDENT

High School/s Attended

School Name	City/State	Years Attended Include TO PRESENT if currently enrolled	Graduated? YES/NO

Check here if you have a G.E.D.

Advanced Education (e.g. colleges, universities, trade schools)

School Name	City/State	Years Attended Include TO PRESENT if currently enrolled	Degree Earned /Field



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Part VII. Employment

Please complete the table below with any employment history. List current or most recent first.

Employer, including SELF	City/State	Job Title	PART or FULL Time	Employed from (years)

Address of current employment:

Street# _____ Street _____ Apt# _____ City _____ State _____ Zip _____

Immediate supervisor: Name _____ Title _____ Phone _____

Please indicate any knowledge/skill/professional certifications you possess that may be beneficial to Arbutus VFD.

Please indicate any career goals/aspirations: _____

Part VIII. Criminal Background Disclosure

Completion of an *Applicant Notice and Consent Document* from HR First Contact, signed and dated is required.

Within the past two years, have you ever used a controlled or dangerous substance that was not prescribed to you by a physician? Check one: YES NO

Have you ever been convicted of a crime? Check one: YES NO

If YES, indicate the approximate date/s of and describe each incident and circumstances below.



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Application for Regular Membership

STATEMENT OF APPLICATION AND AUTHORIZATION

I, the undersigned, am applying to become a member of the Arbutus Volunteer Fire Department.

I, the undersigned, do promise to abide by all the laws and rules regulating the Arbutus Volunteer Fire Department, either in effect, or to become effective by the vote of the membership.

I, the undersigned, understand that the Arbutus Volunteer Fire Department shall undertake an investigation into my background and that I will be required to appear before the Membership Committee of the Arbutus Volunteer Fire Department. Furthermore, if I am under the age of 18 at the time of application, my parent/s or legal guardian/s must also agree to this application and they will be required to meet with the Membership Committee of the Arbutus Volunteer Fire Department.

I, the undersigned, understand that should my application for membership be accepted by the membership of the Arbutus Volunteer Fire Department, I shall be on a probationary period of at least 365 days, or until I am 18 years of age, whichever period is greater. I understand that at the end of my probationary period, I will be voted on by the regular members present at the next regularly scheduled business meeting of the department following the expiration of my probationary period. I understand that in order to be voted upon, I must have met all the requirements for regular membership by the time of the vote. I understand that the vote will determine my membership status.

I, the undersigned, understand that false, misleading, or incomplete statements to any part of this application, or forthcoming interview with the Membership Committee, constitutes perjury under the law, and that the detection of such falsity will result in immediate rejection of this application for membership or immediate dismissal from the Arbutus Volunteer Fire Department. I further certify that all of the answers to all of the questions on this application are true, complete, and correct to the best of my knowledge and ability.

As an express condition of membership, I, the undersigned, hereby freely and voluntarily consent to examination by polygraph, at the expense of the Arbutus Volunteer Fire Department, at anytime while a member of same, when required by the Membership Committee or Board of Directors and approved by the membership.

I, the undersigned, enclose a \$90.00 application fee, (\$24.00 annual dues/2 years, \$6.00 department key deposit, \$25.00 criminal background check, \$35.00 drug test). I understand that the initiation fee and background check are non-refundable. I understand that any dues paid once I have been accepted for probationary membership are non-refundable. I further understand that annual dues shall be due by the close of OLD BUSINESS during the last meeting of each calendar year and that the dues I am enclosing with this application only cover the calendar year in which the application was submitted.

I, the undersigned, further enclose a certified copy of my driving record, a signed release for HR FIRST CONTACT to perform a criminal background check and three (3) letters of reference from persons outside of my immediate family and the membership of the Arbutus Volunteer Fire Department. If applicable, a letter of permission from the chief officer of any affiliated emergency service organization/s in Maryland is also enclosed.

Please sign and print:

Applicant's Name (Print)

Applicant Signature

Date

**Parent/Guardian Name if
Applicant Under 18 (Print)**

Parent/Guardian Signature

Date



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Application for Regular Membership

Rules for Members of the Arbutus Volunteer Fire Department Between the Age of 16 and 18

Membership in a volunteer fire department requires a tremendous commitment of responsibility, maturity, time, and effort. While the Arbutus Volunteer Fire Department welcomes members aged 16 to 18 years of age, we believe it is vital that the duties of this volunteer service not interfere with this critical stage of development. Therefore, these rules have been established for the well-being of all members in this age group.

1. The applicant must provide the Captain with a copy of their most recently-issued report card from the school where they are currently enrolled. The applicant must have a "C" average or better in all subjects to be eligible for probationary membership. Should an applicant not be presently enrolled in a daily school program, they must possess an official high school diploma (e.g. graduated "early"), or they must possess an official GED, or they must be enrolled in a certified GED program. If they are enrolled in a GED program, the instructor of the program must provide a signed and dated letter advising that the student is maintaining a satisfactory progress level. If home-schooled, adequate quarterly progress and activity must be maintained to an acceptable degree to be determined by the captain and the parent/guardian/instructor.
All probationary members enrolled in school must present a copy of each quarterly report card they receive to the Captain within five (5) days after receiving it from school. Students who are enrolled in a GED program must present either a report card or a signed and dated letter from the instructor each quarter indicating satisfactory progress. Failure to maintain a "C" average or satisfactory performance level in school, home-school, or a GED program shall result in immediate suspension from all activity related to the Arbutus Volunteer Fire Department. If this happens, the probationary member shall not be permitted on the property, nor may they participate in any activities related to the department without expressed permission of the Captain or President. This suspension will remain until the student again achieves at least a "C" average and his/her parents or legal guardians agree that fire department activities may resume.
These regulations also apply to summer school, evening school, and alternative school programs.
2. All probationary members under the age of 18 shall leave the fire department premises before 10:00 pm (2200 hours) on any evening school is scheduled for the following day. In general, this involves Sunday night through Thursday night. In addition, all probationary members under the age of 18 shall provide the captain a copy of their class schedule at the beginning of each semester. Probationary members under the age of 18 may not be present on the property during times when they are scheduled for classes, study periods, work/study periods, or school lunch periods.
3. When school is not scheduled the next day, probationary members under the age of 18 may remain until 11:00 pm (2300 hours), unless permission to spend the night is granted (see below).
4. Probationary members under the age of 18 may only spend duty nights at the department if they fulfill all of the following: A.) they have permission from the Captain, B.) they have permission from their parent/legal guardian, and C.) they are cleared to ride an ambulance, engine, or rescue squad in at least OBSERVER capacity.
5. During the summer when regular school is not in session, probationary members under the age of 18 may spend a maximum of two (2) duty nights per week (Monday to Monday) if they meet all requirements of Rule #4.
6. At least one (1) parent or legal guardian shall join applicants under the age of 18 for their interview with the Membership Committee. The Membership Committee may require additional meetings with applicants under the age of 18 and their parents/legal guardians in addition to the standard interview.
7. The probationary period for members under the age of 18 lasts from the time they are approved for probationary status by the membership until either A.) they reach the age of 18, or B.) a 365-day period has elapsed. The longer of these two conditions shall apply, after which the member shall be eligible for vote for regular membership at the next regular business meeting.



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Application for Regular Membership

Agreement for Applicants and Members of the Arbutus Volunteer Fire Department Who Are Between the Ages of 16 and 18

I understand that I am undertaking a large commitment of responsibility, maturity, and public trust. I understand that my commitment to the Arbutus Volunteer Fire Department is second to my commitment to success in my education and my responsibilities to my parent/s or legal guardian/s. I understand that to continue activities at the fire department, I must succeed in my education.

I understand that there are risks associated with emergency service, including such potential exposure to environments containing immediate dangers to life and health (e.g. fire, hazardous materials, and body substances), encountering persons who are traumatically injured or deceased, and the emotional stress that is a natural result of these situations. I promise to talk to my parents/guardians and my officers about anything of this nature that is troubling to me.

I understand that I must comply with all rules and regulations of the Arbutus Volunteer Fire Department, including the abovementioned rules applying to members under the age of 18. I understand that to remain a member during my probationary period, I must comply with all rules. I understand that if I violate any rule, I may be suspended from the premises and all activities, or my membership may be terminated.

Applicant's Name (Print)

Applicant Signature

Date

Agreement for Parent/s or Legal Guardian/s of Applicants and Members of the Arbutus Volunteer Fire Department Who Are Between the Ages of 16 and 18

I understand all the rules and regulations governing the probationary membership regarding the applicant for which I am responsible. I understand that to continue membership, the applicant must comply with all rules of the department, as well as all rules pertaining to members under the age of 18. I further understand the risks, and the graphic and emotional situations to which the applicant may be exposed.

I authorize my child/legal ward to pursue membership with the Arbutus Volunteer Fire Department of Baltimore County, Maryland, which may include training and response to emergency calls when sufficient training is complete.

I agree to hold harmless the Arbutus Volunteer Fire Department of Baltimore County, Maryland, and all its Officers and Members for any injuries and/or damages, both physical and mental, sustained by my child/legal ward in the course of training, emergency response, or other activities related to or sponsored by the Arbutus Volunteer Fire Department.

Parent/Legal Guardian of above (Print)

Signature of Parent/Legal Guardian

Date

Membership Committee witness (Print)

Signature of Membership Committee

Date



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Application for Regular Membership

Self-Assessment for Potential Members of the Arbutus Volunteer Fire Department

Prior to submitting your application, we recommend completion of this self-assessment to determine your readiness to commit to the Arbutus VFD. This is a commitment that should not be taken lightly. Please take some time to consider how each statement applies to you, and respond honestly. Place an "X" in your interest and comfort level for each skill/statement.

For each statement below, select the level that best applies to you.	INTEREST IN SKILL		COMFORT IN SKILL		
	I am not interested	I am interested	Below Average	Average	Above Average
Academic					
My reading skills are...					
My writing skills are...					
My spoken communication skills are...					
My ability to study for and pass a practical/skills exam is...					
My ability to study for and pass a practical/skills exam is...					
My knowledge/comfort with math and numbers is...					
My knowledge/comfort with biology and anatomy is...					
My knowledge/comfort with chemistry is...					
My knowledge/comfort with physics is...					
Fitness					
My upper body fitness (arms, chest, back muscles, lifting capability) is ...					
My lower body fitness (hips, legs, knees, feet) is...					
My overall cardiovascular fitness is (heart, lungs, circulation) is...					
My level of physical agility (mobility, flexibility) is...					
My swimming ability is...					
My mental fitness level (stress management, emotional stability) is...					
Experience/Knowledge/Skills/Abilities					
My comfort level with small hand tools (hammers, wrenches, screwdrivers) is...					
My comfort level with large hand tools (axes, shovels, sledgehammers) is...					
My comfort level with power tools (chainsaws, drills, power saws) is...					
My comfort level with ropes, knots, and rope equipment is...					
My motor vehicle driving skills (normal, non-emergency driving) are...					
My knowledge of electricity and electrical systems is...					
My knowledge of radios and electronic communications systems is...					
My knowledge of plumbing, pumps, and water distribution systems is...					
My knowledge of motor vehicles/automobiles is...					
My knowledge of building/home construction is...					
My knowledge of heating/ventilation/air handling systems is...					
My knowledge of home appliances (stoves, ovens, dryers) is...					
My knowledge of computers, email, and the internet is...					
My knowledge of outdoor/camping/survival skills are...					
My knowledge of small boats and water-related activities is...					
My comfort level with map reading and navigation (without a GPS) is...					
My comfort level working at heights is...					
My comfort level working in darkness is...					
My comfort level working in confined spaces is...					



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Application for Regular Membership

Self-Assessment, Continued

For each statement below, select the level that best applies to you.	INTEREST IN SKILL		COMFORT IN SKILL		
	I am not interested	I am interested	Below Average	Average	Above Average
Leadership/Attitude/Emotion					
My comfort level speaking/presenting in front of a group is...					
My comfort level in being a member of a team completing a task is...					
My comfort level leading a team to complete a task is...					
My comfort level speaking to children is...					
My comfort level in dealing with blood and bodily substances is...					
My comfort level dealing with people who are stressed/upset is...					
My ability to respect different opinions and viewpoints other than my own is...					
My patience in dealing with difficult/uncooperative people is...					
My self-confidence level is...					
My self-motivation and willingness to take initiative is ...					

The Arbutus Volunteer Fire Department is a professional organization, and membership requires a significant commitment of personal time. This decision should take into account commitments and priorities you have already established, including work, school, and family obligations. Consider that initial training as an EMT-B requires 165+ hours of training. These classes typically meet two evenings a week at a volunteer station for four to five months, including some weekends.

Given your current schedule and obligations, please complete the chart below and indicate your current availability for training and participation in activities at Arbutus VFD.

Based on your current schedule, indicate your availability for volunteering in the table below. Also indicate your top 3 preferred choices for duty crew preference:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							
Overnight							

Please complete this table using: X=unavailable, S=sometimes available, A=often available

① ② ③ Indicate top three preferred choices for duty crew.

Check here if you work rotating shifts or have a varied work schedule

Hobbies/interests that you enjoy in your free time include:

There are no right or wrong answers in this assessment. However, if you answered "Not Interested" and/or "Below Average" to a significant number of questions, or if you have any hesitations or reservations about making this commitment, you should speak to a Membership Committee representative prior to submitting your application.

Name _____ Signature _____ Date _____

Arbutus Volunteer Fire Department, Inc.

5200 Southwestern Boulevard, Baltimore, MD 21227

Established 1938



Station 350
Fire • Rescue • EMS

To: President or Chief Officer of _____

Greetings,

A member or former member of your department has applied for membership at Arbutus Volunteer Fire Department in Baltimore, MD. If an applicant has prior membership with another volunteer fire/rescue organization within the state of Maryland, our bylaws require letter of permission from the applicant's company prior to joining Arbutus VFD. Please assist us by completing the form below, signing and dating, and returning to us.

Applicant's Name: _____

President or Chief Officer Name (Printed) _____

Position/Title _____

Please check all that apply:

- This applicant is a CURRENT member in good standing with this department.
- This applicant is a PAST member of this department:

RESIGNED DROPPED EXPELLED

- Our company has no knowledge or record of this applicant.
- This applicant MAY pursue membership with Arbutus VFD
- This applicant MAY NOT pursue membership with Arbutus VFD, due to obligations or conflicts with our rules/bylaws.

Any comments, commendations, or concerns regarding this applicant?

Signature _____ Date _____

Thank you for your time. Please respond through one of the following:

- Mail: Address above
- FAX: 410.242.6962
- Scan and email: cao350@bcvfa.org

Sincerely,
Arbutus Volunteer Fire Department, Membership Committee

EMERGENCIES 911 • BUSINESS PHONE (410) 242-6601 (410) 887-1471 • HALL INFORMATION (410) 242-9289



**THE BALTIMORE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION
PLACE AN ENTRY IN EVERY SPACE! PLEASE PRINT LEGIBLY**

LAST NAME OF INSURED		FIRST NAME OF INSURED		MIDDLE INITIAL
HOME ADDRESS			INSURED'S DATE OF BIRTH	
CITY		STATE	ZIP CODE	
INSURED'S I.D. NO.	STATION NO.	NAME OF VOLUNTEER COMPANY		

BENEFICIARY DESIGNATION	
PRINT THE FULL, LEGAL NAME OF THE PERSON YOU WISH TO DESIGNATE AS THE BENEFICIARY OF THIS POLICY IN THIS BLOCK	
RELATIONSHIP OF BENEFICIARY TO INSURED	
SIGNATURE OF INSURED	DATE SIGNED

THIS FORM MUST BE KEPT IN THE MEMBER'S COMPANY PERSONNEL FILE



Full Service Pre-Employment
Screening, Testing & Verification

Applicant Notice and Consent Document

Fax Number: 267-419-1396

Client Name: Arbutus Volunteer Fire Department (443-324-2973)

Client Code: ARBVOL Branch Code: FIRE

Service Code: Level 1C Level 2C OTHER _____
(please select)

Authorized Agent: _____ Time/Date Sent: _____

NOTICE TO JOB APPLICANTS

Your prospective employer has contracted with **HR First Contact** to verify certain information contained in your application for employment (**including contract for services**) or provided by you during the interview process. The information requested below is necessary to complete this task. This information is **NOT** a part of the application for employment and will be used for the sole purpose of verification of information, and or statements made by you. **Please complete all information requested.**

APPLICANT'S LEGAL NAME:

Last Name

First

M.I.

DAYTIME PHONE #:

EVENING#:

CURRENT HOME ADDRESS:

Street

City/State

Zip

DATE OF BIRTH:

Month/Day/Year

SOCIAL SECURITY #

DRIVER'S LICENSE #:

STATE OF ISSUANCE:

It is possible that your employment may be determined in whole or in part by your prospective employer using data from a report supplied by **HR First Contact**, 535 West Pennsylvania Avenue, Suite 101, Fort Washington, PA 19034. Pursuant to Section 609 of the Fair Credit Reporting Act, you may be entitled to a copy of this report.

APPLICANT CONSENT: I understand and agree that **HR First Contact** will verify all or part of the information I have given my prospective employer. I understand that this verification may include an inquiry into my credit history, driving record, criminal and civil records, felony & misdemeanor and deferred adjudication records, prior employment (including contacting prior employers), education (degree, GPA and attendance) as well as other public record information. I understand I may be required to provide a sample (either urine or hair) for a screening for illegal drugs. I agree that such information which HR First Contact has or obtains, and my employment history if I am hired, may be supplied by HR First Contact to other companies that subscribe to HR First Contact. If hired or contracted, this authorization shall remain on file and shall serve as ongoing authorization for the procurement of consumer reports at any time during my employment or contract period. I authorize the release of such information as may be necessary to verify the information I have provided. I release and hold harmless from all liability any individual or entity requesting or supplying information with respect to my application for employment.

APPLICANT SIGNATURE: _____ DATE: _____