



# MIDDLEPORT VOLUNTEER FIRE COMPANY #1

## APPLICATION FOR MEMBERSHIP

MIDDLEPORT FIRE COMPANY #1  
PO BOX 94  
MIDDLEPORT, NY 14105

[WWW.MIDDLEPORTFIRE.COM](http://WWW.MIDDLEPORTFIRE.COM)

THE MIDDLEPORT VOLUNTEER FIRE COMPANY #1 IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

### INTRODUCTION AND APPLICATION INSTRUCTIONS

The Middleport Fire Company #1 strives to recruit qualified and dedicated personnel for membership in our organization and we thank you for your interest in membership. First, you should be acquainted with the application process and subsequent orientation period. Listed below is an outline of the steps you will go through. If you have any questions during your application/investigation process, please direct them to your Sponsor or Investigating Official. If you are selected for membership you will become a member of one of the very finest emergency services teams. We look forward to your joining with us in this noble service.

Thank You,  
The Middleport Fire Company #1

### **Step 1 Application**

There are 11 pages in this application packet including the cover and attachments. Please read over the application packet, follow the instructions carefully, and answer each question fully. **Please note that giving any incomplete or false information will result in the rejection of your application and the forfeiture of your application fee. Also, falsification or non-disclosure on your application discovered after you are accepted for membership will be grounds for immediate dismissal from the company.** This application must be submitted with a **non-refundable** application fee of \$10<sup>00</sup>. You will be required to fill out an authorization for the Middleport Fire Company# 1 to submit a Criminal History Record Check (Background Check) to the Niagara County Sheriff's Office. This will require a copy of your Driver's License. In absence of a Driver's License, any official government issued ID can be used. *(A background check is not required of minors applying to the Jr. Firefighters)* After completing the application and having it notarized as indicated, you should submit your application and the \$10<sup>00</sup> application fee to an Officer of the Fire Company or place it in the US Mail to the address on the cover of this application.

### **PLEASE NOTE:**

**The Affirmation & Authorization for Release of information MUST be signed in the presence of a Notary Public. (Not required for Junior Firefighter applicants)**

### **Step 2 Investigation**

Your application will be presented at the Fire Company's first monthly general meeting following receipt of this application and submitted to the investigating Officer for further review. The investigating Officer will contact you for an interview. The investigating committee will then consider all information, including the result of any background, employment, credential, and reference checks, and make their recommendation to the Executive Board of the Fire Company.

### **Step 3 Balloting**

After the investigation process is completed (usually within one month), the Executive Board will give a report to the general membership at the next scheduled meeting as to the findings and recommendation of the Investigating Officer. At this time a *Yes* or *No* ballot will be taken whether to accept you for membership in the Fire Company. You must be accepted by a majority of the voting members present at that meeting. The Secretary of the Fire Company will then contact you and advise you of the result of the application process. If you are accepted, your application and all supporting information will then be forwarded to the Board of Trustees of the Village of Middleport for final approval.

### **Step 4 Induction**

After being accepted as a member, you will be put in contact with the Fire Chief or other Department officer for induction. At this time you will be required to complete additional paperwork and give information required for your permanent personnel record. You will also be issued various items such as a copy of the By-Laws, a key to the Fire Station, and a pager.

### **Step 5 Probation**

You must serve a one-year probationary period during which your performance will be closely monitored. During this period you are required to satisfactorily complete the following tasks and/or responsibilities:

1. Complete your physical examination. This must be done before you are placed on active duty.
2. Have satisfactory participation in company functions as outlined in the By-Laws.
3. Complete a six-month interview, as deemed necessary by the Executive Board, to discuss your performance.
4. Complete any training relevant to the classification of membership you have applied for.
5. Complete an interview at the end of one year at which time a decision will be made whether to accept you for full active membership.
6. Junior Firefighters will be monitored by their advisor.

The following are activities in which you will be required to participate:

1. 75% of drills/training - Held Thursday evenings at 7:00 PM lasting 1 to 2 hours. \* *Not applicable to Social Members*
2. 3 out of the first 6 meetings of your Probationary period - Held the second Monday of every month at 7:30 PM.
3. Parties and fundraisers - as assigned.
4. 20% of all alarms - make every reasonable effort to report for duty as available. \* *Not applicable to Social Members or Junior Firefighters*

### **Limited Duty Membership Classifications**

The Middleport Fire Company offers limited duty memberships for persons who wish to serve but do not want to be firefighters. You will be able to indicate your intentions in Section 5 below.

**Section 1  
Residence**

**1) Full Name**

\_\_\_\_\_  
First Middle Last Sr., Jr., etc.

**2) Home Address (Must be a street address, PO boxes are not acceptable)**

\_\_\_\_\_  
Number & Street or Road Apartment, Suite, or Room number

\_\_\_\_\_  
City, Town, or Village State Zip Code

**3) Mailing Address (if different from above address)**

\_\_\_\_\_  
Number & Street or Road, Post Office Box or RD Number

\_\_\_\_\_  
City, Town, or Village State Zip Code

**4) Telephone Number(s): Please provide a valid contact number and circle the best way to reach you**

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

What is the best time for our interviewer to contact you? \_\_\_\_\_

**5) How long have you resided at the above address?** \_\_\_\_\_ Years \_\_\_\_\_ Months

**6) How long have you been a resident of:** Niagara County \_\_\_\_\_ Years \_\_\_\_\_ Months

New York State \_\_\_\_\_ Years \_\_\_\_\_ Months



**Section 2  
Personal Information**

**7) Are you at least 18 years of age?**  Yes  No

You **MUST** be at least 18 years of age to apply for regular membership. If you are not 18, but are between the ages of 14-18, you may apply for membership to our Junior Firefighter program.

Are you applying for membership to the Junior Firefighter program?  Yes  No

**8) Is additional information about a change in your name, or your use of an alias, assumed name, or nickname necessary to enable a check on your eligibility for membership?**  Yes  No

If "YES", Please explain on the sheet provided for additional information.

**9) Do you have a valid New York State Driver's License?**  Yes  No

**Section 3**  
**Personal Information**  
(Continued)

10) **Are you currently employed?**     Yes             No

If "YES", Please give employer information below.

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Employer Telephone \_\_\_\_\_            Name of contact person \_\_\_\_\_

May we contact your employer for a reference?                             Yes             No



**Section 4**  
**Background/Experience**

11) **Do you have any previous Emergency Services experience?** (Fire, Police, Ambulance, First Aid, etc.)

Yes             No

If "YES", Please give details on the sheet provided for additional information and attach any certificates and/or credentials.

12) **Have you ever been a member of the United States Armed Forces?**             Yes             No

If "YES", did you receive a dishonorable discharge? \*                             Yes             No

If "YES", please give complete details on the sheet provided for additional information.

\*Dishonorable Discharge is not an absolute bar to membership. This and other factors will effect a final decision.

13) **Have you ever been convicted of, or pled guilty to a felony, misdemeanor, or insurance fraud or a reduction of any of these offenses?\***             Yes             No

If "YES", Please give details on the sheet provided for additional information.

\*Note: An applicant will not be denied membership based solely on them having a criminal record unless there is a direct relationship between their offense(s) and their involvement in the Fire Company.



**Section 5**

**Availability for Participation**

- 14) If you are applying for one of our limited duty membership classifications, please check the appropriate classification. ⇒  EMS Only  Fire Police Only  Social Member  Jr. Firefighter
- 15) Fire Company rules require participation in drills, meetings, alarms, and other activities as outlined in the introduction section of this application. Will you be available to participate as required?  
 Yes  No                      If "NO", Please give details on the sheet provided for additional information.
- 16) OSHA Regulations and Fire Department Policy require you to pass a comprehensive physical examination before being placed on active duty. The Fire Department's contracted medical facility will administer this exam at no cost to you. Will you be willing to submit to this examination?     Yes                       No



**Section 6  
Jr. Firefighter Program**

Applicants that are between the ages of 14-18 may apply for membership to the Junior Firefighter program. Our program dates back to the 1960's is designed to foster and promote the firefighting profession to young people. Our membership is composed of many firefighters who got their start as a Junior Firefighter. Our program is closely supervised by one or more Advisors who guide and mentor the Junior Firefighters through many areas such as training, community service, and taking on new responsibilities.

Junior Firefighters are NOT allowed to be present at alarms except when escorted by their advisor(s) or designee and specifically not for the purposes of "hands-on" firefighting. At larger multiple alarm fires, Junior Firefighters may be called on for certain clean-up duties such as rolling hose, picking up tools, carrying equipment, or to assist with other non-firefighting duties. Junior Firefighters are directly supervised at all times.

The Junior Firefighter program has its own rules and guidelines that are dictated through a separate set of By-Laws that are subject to approval by the Fire Company.

On the Junior Firefighter's 18<sup>th</sup> birthday, he/she may, on the recommendation of the Advisor, transfer to the regular membership as a regular firefighter. This is pursuant to By-Laws Article 1, Section 13B.

Applicants MUST have parental/guardian consent/approval to apply to the Junior Firefighter program. An interview with the parent/guardian will be conducted by the Investigating Officer prior to balloting.

Name of Parent/Guardian: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Best time to call: \_\_\_\_\_

**PARENTAL CONSENT**

I, \_\_\_\_\_, hereby give \_\_\_\_\_, consent to join the  
(Name of Parent or Guardian) (Name of Applicant)  
Middleport Volunteer Fire Company #1 Junior Firefighting Program. I understand that I have been made fully aware of  
the intentions and practices of the Junior Firefighter Program and hereby give my approval for \_\_\_\_\_  
(Name of Applicant)  
to become a member. I understand I may remove \_\_\_\_\_ from the program at any time with or  
without notice. (Name of Applicant)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 7**  
**Personal References**

17) Please list three personal references **other than members of this organization**, who have known you for at least 3 years.

A. Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

B. Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

C. Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

18) Please list the names of any acquaintances that are members of the Middleport Fire Company.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



<b>For Fire Company Use Only</b>			
Applicant - Do not write in this box			
	Date	By (Company Official)	Comments
<b>Application Received</b>	/ /		
<b>Application Fee Collected</b>	/ /		
<b>Proposed</b>	/ /		
<b>Interviewed</b>	/ /		
<b>Arson Check Returned</b>	/ /		<input type="checkbox"/> No Convictions <input type="checkbox"/> Convictions
<b>Balloting</b>	/ /		<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected
<b>Staff ID Number Assigned</b>	/ /		ID#
<b>Approved by Village</b>	/ /		Mayor:





## **Privacy Notification**

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

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

The information obtained in this application and subsequent investigation will be:

- Used to determine your qualifications for membership in the Middleport Fire Company # 1.
- Released to the Council of the Middleport Fire Company # 1 and the Board of Trustees of the Village of Middleport
- Maintained in your permanent personnel file if you are selected for membership.
- Maintained in our application file for at least one year if you are not selected for membership.

Failure to provide information or authorization, or the giving of false information, will result in your application for membership in the Middleport Fire Company # 1 not being considered. Also, falsification or non-disclosure on your application discovered after you are accepted for membership will be grounds for immediate dismissal from the company

All information will be maintained by the Secretary of the Middleport Fire Company # 1 at 28 Main Street Middleport, New York.

**WITHIN THE FREEDOM OF INFORMATION LAW, ALL INFORMATION CONTAINED OR OBTAINED HEREIN WILL REMAIN CONFIDENTIAL AND WILL BE USED ONLY FOR INTERNAL MEMBERSHIP PROCESSING.**

**AFFIRMATION**

*(not required for Junior Firefighter applicants)*

**This MUST be signed in the presence of a Notary Public**

In witness whereof, this application has been subscribed this \_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_by the undersigned applicant who affirms that he/she has read and understands all statements, instructions, and requirements herein and that, under the penalties of perjury, that the statements made herein by him/her are true and complete to the best of his/her knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

Stamp Here

## APPLICANT'S AUTHORIZATION FOR RELEASE OF INFORMATION

*(not required for Junior Firefighter applicants)*

### **This MUST be signed in the presence of a Notary Public**

In order to confirm the information supplied by me on my Application for Membership in the Middleport Fire Company # 1, I authorize all licensing agencies, present and former employers, and the military services to disclose their relevant records about me to the Middleport Fire Company #1 whether the information be of a public, private, or confidential nature, and I release them from any liability and/or responsibility from doing so.

This authorization shall be valid for this and any future information, reports, or updates that may be requested.

I understand that a copy of this form will accompany requests for official documents and confirmations of my credentials.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

Stamp Here