

Seventh District Volunteer Rescue Squad MEMBERSHIP APPLICATION

Post Office Box 7 Avenue, Maryland 20609

DATE _____

PERSONAL:

Type of Membership: ___ Active ___ Associate ___ Junior (Age 16-18)

Full Legal Name: _____ SSN: _____

Physical Address: _____

Mailing Address (if different): _____

Home #: _____ Work #: _____ Cell #: _____

Driver License # _____ Expire Date _____ Class _____ State of Issue _____

EMPLOYMENT:

Place of Employment: _____ Address: _____ Length of Time Employed _____

EMERGENCY INFORMATION:

In case of emergency contact: _____ Contact Phone Number _____

Physician Name _____ Physical Disability ___ Yes ___ No . If yes, please explain
_____.

EXPERIENCE:

List Previous EMS, Fire or First Aid Experience:

Check all that apply to your current certification level: _____ No medical care certifications

___ CPR ___ First Responder ___ EMT-B ___ EMT-I ___ EMT-P ___ Other

Highest level of Formal Education Completed: _____

List your reason for joining: _____

BACKGROUND INVESTIGATION CONSENT: _____ By initialing, I, hereby agree to a full disclosure background investigation conducted by a third party for the Seventh District Volunteer Rescue Squad and agree to all policies, procedures and practices set forth by the Seventh District Rescue Squad during this application process.

Additional signature required, if under the age of 18:

I, _____, am a legal guardian and by signing this form provide consent for the minor.

FALSE INFORMATION SHALL BE CAUSE FOR IMMEDIATE DISAPPROVAL OF APPLICATION

DO NOT WRITE BELOW THIS LINE

_____ Approved _____ Disapproved _____ Date _____

Seventh District Volunteer Rescue Squad Consent Form for the Background Investigation

For _____

(Print Full Name)

Please initial each of the following to show your consent:

I, _____, hereby understand that I must submit to a complete background investigation by a third party in order to obtain membership to the Seventh District Volunteer Rescue Squad.

I, _____, also understand that the information obtained in the background investigation is subject to review by the Seventh District Volunteer Rescue Squad Membership Committee and the Executive Board.

I, _____, agree to allow the Seventh District Volunteer Rescue Squad Membership Committee and the Executive Board to use any information found within the background investigation to determine my eligibility for membership.

I, _____, also understand that unfavorable findings in the background investigation may result in the immediate termination of application.

I, _____, also understand that it is my responsibility to refute any unfavorable information with the third party investigation service and I, in no way hold the Seventh District Volunteer Rescue Squad accountable for any disclosure or use of the information for purposes associated with my application for membership in the Seventh District Volunteer Rescue Squad.

I, _____, have been given a copy of the background investigation policy, procedure, and consent form for review.

Seventh District Volunteer Rescue Squad Background Investigation Policy

Purpose:

In order to verify the qualifications and background of individuals before being granted active membership in the Seventh District Volunteer Rescue Squad, effective August 1, 2008, the executive Board shall provide, pre-membership background investigations of individuals(s) applying for membership positions in the rescue squad.

Policy:

At the request of the membership committee, a background investigation will be conducted by an independent vendor that the rescue squad has contracted. Background investigations shall be conducted for all applications to the following:

- Active membership
- Driver only membership
- Junior membership
- Cadet membership

Background investigations will be conducted only at the request of membership committee and must be completed prior to an offer of membership status. Background investigations will contain notification to applicants that, prior to obtaining membership, the applicant must successfully pass a pre-membership background investigation. The cost will be borne by the Seventh District Rescue Squad.

A membership committee of active members will review the background information material provided by the third party vendor. A second review may be required by the Executive Board before the applicant is put forward to the squad membership for voting. The Executive Board consists of President, Vice President, Treasurer, Secretary, Chief, and two Members-At-Large. In the event of a tie, the President will cast the deciding vote.

Background Investigation Procedure

A background investigation should include criminal history, social security number trace, and a credit history. In addition, it is the responsibility of the membership committee to check education and work references before a formal background investigation request is submitted.

1. Membership application, consent forms and the Fair Credit Reporting Act Summary of Rights forms will be provided to membership candidates before a background investigation is initiated.
2. When all consent forms are signed and collected the background investigation will initiated by a third party.
3. If background investigation is satisfactory completed the third party agency will provide all results to the executive board and membership committee for review. If the background investigation is acceptable, the member will be extended probationary membership status. Should the background investigation be unfavorable, the membership committee will provide in writing a recommendation to the executive board and request an executive review and decision on the membership status.
4. The member candidate will be notified of the results in writing. If unfavorable information is found, the candidate must be contacted to determine if they wish to withdraw their membership application. The candidate also has the right to refute the disqualifying information with the third party vendor.
5. After the background results are reviewed, the membership of the Seventh District Volunteer Rescue Squad will proceed with normal voting procedures.
6. If the decision is made not extend membership status to a candidate, a Final Adverse Action Notice is mailed or emailed to the candidate from the executive board explaining the reason for not extending membership.
7. All information received in the background investigation process will be maintained in confidential, secure files, separate from membership files, with access allowed only to those who have a need to know.

Unacceptable Findings Resulting in Membership Process Termination

Seventh District Volunteer Rescue Squad Background Investigation Policy

All candidates failing to demonstrate a clean criminal history check covering a minimum of seven (7) years will not be granted membership status. Any felony convictions automatically disqualify an individual for membership to the Seventh District Volunteer Rescue Squad.

Misdemeanor, petty and/or other convictions will be considered when reviewing background investigation material.

Unsuitable misdemeanors include, but not limited to:

1. Sexual assaults, Domestic and Child Abuse
2. Drug, Alcohol, Controlled Substance and Fire Arms Abuse
3. Driving While Intoxication / Driving Under the Influence
4. Internet Fraud, Criminal Abuses
5. Assault and Battery
6. Burglary
7. Fraud, Embezzlement, Forgery
8. Bankruptcy
9. Excessive traffic violations

Other misdemeanors may be reviewed and discussed by the membership committee and executive boards to determine if the candidate is eligible for membership provided the information is more than seven (7) years old. The membership committee and the executive board will cast votes.

Maintenance of Background Investigation Reports

All background investigation report should be delivered to the President and properly stored a secure container until such time the membership committee can review the information. All background investigation material must be stored in a separate container from general membership documentation.

All reports on non-successful applicants must be discarded by shredding the material after such time the candidate has been notified in writing and had an opportunity to refute the material with the third party vendor. A copy of his or her report shall be given to each applicant.