

# VOLUNTEER APPLICATION



## **Equal Opportunity Statement**

*Applicants are not required to give any information prohibited by law. Our volunteer/employment policies are nondiscriminatory regarding age, color, sex, race, religion, national origin and disabilities for qualified applicants.*

**216 Lewisville-Clemmons Road  
Lewisville, NC 27023  
(336)945-5983  
[www.lewisvillefire.com](http://www.lewisvillefire.com)**

## VOLUNTEER POSITIONS

The following are volunteer positions with the department:

### **Firefighter**

All applicants not N.C. Firefighter I certified will be classified as non-interior firefighters. A Non-Interior firefighter performs limited service work in fire suppression, hazardous material mitigation, and rescue, does related work as required. Work is performed under regular supervision. Individual must execute orders of their supervisor promptly and efficiently. Applicants N.C. Firefighter I certified performs intermediate protective service work in fire suppression, hazardous material mitigation, and rescue; does related work as required. Work is performed under regular supervision. Individual must execute orders of their supervisor promptly and efficiently. No personnel will perform medical care until N.C. Emergency Medical Technician Certified.

### **Resident Firefighter**

The department has recently established a Resident Firefighter program. This program is ideally suited for college students who are pursuing a career in the fire service. Our staff will assist each resident with their career goals in the fire service. The Resident Firefighter works and trains with the department during their stay. All training is provided at no charge. During their stay residents also have duty shift responsibilities to perform. In return for their services, we provide them with living accommodations.

### **Junior Firefighter**

Performs support functions in fire suppression, and rescue; does related work as required. Work is performed under regular supervision. Individual must execute orders of their supervisor promptly and efficiently.

### **Support Personnel**

Performs support functions for department to include but not limited to traffic control, fire and life safety education, maintenance and rehabilitation functions; does related work as required. Work is performed under regular supervision. Individual must execute orders of their supervisor promptly and efficiently.

### **MINIMUM SELECTION STANDARDS FOR FIREFIGHTER / SUPPORT PERSONNEL**

- Must be at least 18 years of age
- Must have United States citizenship.
- Must possess a valid driver's license.
- Must be in acceptable physical condition.
- Must pass criminal background
- Must have a safe driving record.
- High School Graduate/or GED

### **MINIMUM SELECTION STANDARDS FOR JUNIOR FIREFIGHTER**

- Must be 16-17 years of age
- Must have United States citizenship.
- Must be in acceptable physical condition.
- Must pass criminal background
- Must have a safe driving record (If applicant has drivers license).
- Must be enrolled in High School with an overall grade of "C" or better.

### **APPLICATION DIRECTIONS**

Applications for volunteer positions are accepted two times each year:

1<sup>st</sup> Application Period: January-May for July-December Recruit School

2<sup>nd</sup> Application Period: July-November for January-June Recruit School

Please fill out this form completely and legibly. Failure to provide all information requested may disqualify you from the application process. If you have any questions, please call the Lewisville Volunteer Fire Department Inc. administration @ 336-945-5983. **Applicant must obtain and turn in the following documents with this application. DO NOT submit application without submitting the following along with the application:**

- Copies of fire service related certifications (if applicable), military record, High School Diploma or GED.
- Signed Authorization for Background Check and Pre-Employment Drug Testing
- Other information indicated in application package

### **PROBATIONARY PERIOD / RECRUIT SCHOOL**

Successful applicants are placed on a six-month probation period and must attend recruit school during the probationary period. The recruit school last six-months and applicants will be trained on essential skills. Applicants will be given written and practical examinations at the completion of the recruit school. Applicants who do not successfully pass the written and practical examinations will be required to attend recruit school again and their probationary status will be extended an additional six-months. If the applicant fails to successfully complete the recruit school a second time the applicant will be dismissed. Applicants successfully completing recruit school will be taken off probation and be appointed to the appropriate position based on position applied for, certification, and training. **All personnel must successfully complete the following after the six month probationary period:**

- Completion of N.C. Firefighter I Certification (within 18 months)

### **TRAINING REQUIREMENTS**

No previous training or experience is necessary. All training required of department personnel is provided and paid for by the Lewisville Volunteer Fire Department Inc. All personnel are required to complete a minimum number of training hours annually. The training hours are based on the individuals' position with the department.

### **DUTY REQUIREMENTS**

In addition to the minimum training requirements, the duty requirements are:

#### **Firefighter**

All Firefighter / EMT personnel, except Resident Firefighter/EMT, are required to perform 12 hours of duty time each month. Personnel will be expected to begin performing duty time after the completion of recruit school.

#### **Resident Firefighter**

All resident firefighters are required to perform twelve hour night duty shifts. The night shift hours are 1700-0700.

#### **Junior Firefighter**

Junior Firefighters are required to perform 12 hours of duty time each month. Personnel will be expected to begin performing duty time after the completion of recruit school.

### **BENEFITS**

- Accident/Sickness Disability Insurance
- Wellness Program
- On-duty Workman's Compensation Insurance
- N.C. Firemen's and Rescue Squad Workers Pension Fund
- Forsyth County Fire and Rescue Association Benevolent Brotherhood Fund
- N.C. State Firemen's Association Member
- N.C. State Rescue Association Member
- Piedmont Firemen's Association Member
- Annual Physical
- Flu Vaccine (if available)
- N.C. State Tax Deduction for Volunteer Firefighters

Note: Some benefits are not made available until completion of the recruit school.

**AUTHORIZATION FOR BACKGROUND CHECK**

I hereby authorize Lewisville Volunteer Fire Department Inc. to contact, obtain and verify the accuracy of information contained in this application from all previous employers, educational institutions, references, criminal record, driving record and release any and all persons, companies, or agencies responding to such investigation from any liability for any damage due to releasing information pertaining hereto. I understand that any misrepresentation or material omission made by me on the application will be sufficient cause for cancellation of the application or immediate termination of employment, whenever it may be discovered.

Applicants Name: \_\_\_\_\_  
(Please Print)

Applicants Signature: \_\_\_\_\_

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

**NOTICE TO APPLICANTS REGARDING PREEMPLOYMENT DRUG TESTING**

Any individual applying for a volunteer position with the Lewisville Volunteer Fire Department Inc. may be required to submit to a urinalysis drug test as a mandatory part of the application process. This notice serves as a written statement of the department's intention to conduct such testing as part of the application process. The testing will be conducted by a certified laboratory/testing service selected by the department, in accordance with the procedures required by applicable state and federal regulations.

Tested applicants will be given a copy of any positive test result. All test results shall be considered confidential by the department and shall not be disclosed to the employees/volunteers of the department, or any other person, other than to those persons for whom such disclosure is necessary.

Positive test results or a refusal to sign this consent form and participate in pre-employment drug testing shall be grounds for denial of a volunteer position. Arrangements for testing will be made by a representative of the department, in consultation with each applicant. Cooperation in scheduling the testing is important for processing an application.

By signing below, you consent to be drug tested and acknowledge you have thoroughly read the foregoing notice and policy, and you understand and agree that in order to be considered for a volunteer position with the Lewisville Volunteer Fire Department Inc., you will comply in full with the department's drug testing policy.

Applicants Name: \_\_\_\_\_  
(Please Print)

Applicants Signature: \_\_\_\_\_

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

Indicate position applying for: \_\_\_\_\_

**PERSONAL INFORMATION**

NAME: Last		First		Middle	DATE OF BIRTH:
ADDRESS: Number & Street			CITY:	STATE:	ZIP CODE:
PREVIOUS ADDRESSES IN LAST FIVE YEARS (Use extra page if necessary – Include how long you lived at each residence)					
HOME PHONE:	WORK PHONE:	CELL PHONE:	EMAIL:		
PLACE OF BIRTH:	U.S. CITIZEN?	IF NOT A CITIZEN, LEGAL RESIDENT?	MAIDEN NAME :(If applicable)		
MARTIAL STATUS:	ROUTINE MEDICATIONS:	ALLERGIES:	SOCIAL SECURITY #		
PERSON TO CONTACT IN CASE OF EMERGENCY:		CONTACTS RELATIONSHIP TO YOU:	CONTACT PHONE NUMBER(S):		
EMERGENCY CONTACTS ADDRESS:					

**EDUCATION AND TRAINING**

HIGH SCHOOL GRADUATE? If yes, month and year:	IF NOT HIGH SCHOOL GRADUATE, HIGHEST GRADE COMPETED:	NAME/LOCATION OF HIGH SCHOOL:	GED? If yes, month and year completed:	
ENTER BELOW ANY COLLEGES, UNIVERSITIES OR TECHNICAL SCHOOLS ATTENDED (Use extra page if necessary)				
NAME OF SCHOOL	CITY/STATE	DATES ATTENDED	MAJOR	DEGREE

**FIREFIGHTER / MEDICAL / RESCUE TRAINING**

ENTER BELOW ALL FIREFIGHTER, EMT, PARAMEDIC OR OTHER APPLICABLE FIRE/RESCUE SERVICE TRAINING (Use extra page if necessary)				
CERTIFICATION	DATE RECEIVED	EXPIRATION (If applicable)	STATE IN WHICH RECEIVED	REMARKS

**DRIVING RECORD**

N.C. DRIVERS LICENSE # (Indicate if you hold an out of state license):	LICENSE CLASS:	RESTRICTIONS:
CURRENT # OF POINTS (If any):	HAS YOUR LICENSE EVER BEEN REVOKED? If yes, explain:	

**EMPLOYMENT HISTORY**

**Begin with your most recent employer and work back at least five years. Use an extra page if necessary.**

EMPLOYER NAME	POSITION	DATES EMPLOYED	SUPERVISOR	PHONE NUMBER

Have you ever been dismissed or forced to resign from any position? If yes, please explain:

**MILITARY EXPERIENCE**

(Please include a copy of your DD214)

SERVICE NUMBER(S)	MILITARY BRANCH	RANK	DATES OF SERVICE	TYPE OF DISCHARGE

Briefly describe your military job(s) and training.

**CRIMINAL HISTORY**

Have you ever been convicted, fined, placed on probation, or imprisoned since your eighteenth birthday? NO  YES   
 If yes, explain:

**FIRE/RESCUE DEPARTMENT WORK/VOLUNTEER HISTORY**

Have you ever been an applicant or held a position with Lewisville Vol. Fire Dept. or any other fire dept. or rescue squad? NO  YES   
 If yes, please provide information below. Use an extra page if necessary.

DEPARTMENT	ADDRESS	SUPERVISOR	DATES OF SERVICE

**REFERENCES**

(List three references. Do not list relatives or past supervisors)

NAME	ADDRESS	CONTACT NUMBER

**SHORT ESSAY**

**In the space below please indicate why you wish to volunteer for Lewisville Fire Department.**

**APPLICANT SIGNATURE**

I CERTIFY that all of the statements made in this application are true and correct to the best of my knowledge. I give Lewisville Fire Department and its agents the right to investigate all information given and to secure additional information, if necessary. I hereby release from all liability or responsibility all persons, companies or corporations furnishing such information.

I UNDERSTAND that prior to appointment I will be required to pass a drug test and may be required to pass a physical examination provided by Lewisville Fire Department.

I FURTHER understand that completion of this application does not assure me of an interview or a position and does not obligate Lewisville Fire Department to me in any way.

I REALIZE that any misleading or incorrect statement or failure to complete any part of this application not prohibited by law may render this application void and if selected for a volunteer position would be cause for immediate discharge.

\_\_\_\_\_  
APPLICANTS SIGNATURE

\_\_\_\_\_  
DATE OF APPLICATION