

HUNTINGTON MANOR FIRE DEPARTMENT, INC.

1650 NEW YORK AVE.

HUNTINGTON STATION, NY 11746

Dear Applicant,

The prerequisites for joining the Huntington Manor Fire Department are:

- 1. You must be at least 19 years of age.*
- 2. You must be a resident of the Huntington Manor Fire District for at least one year prior to submitting your application.*
- 3. You must be in good general health in order to perform rigorous firematic duties.*

The application consists of two pages and an authorization form releasing any police records to us. The application must be filled out completely. Any questions left blank could cause the application to be rejected. Please print clearly in blue or black ink. The completed application must be signed and notarized by a public notary in order to be accepted by this organization.

On the application, you will be asked to supply us with three (3) personal references. These references along with your employer will be contacted by our investigation committee.

A physical examination is required of every applicant. This examination must be done by the Fire District's physician and will be of no cost to you. You will be notified by our investigation committee as to the time and place of this examination.

After the application is returned and processed, you will be contacted for a personal interview with our investigation committee. It will be explained to you exactly what is expected of the members of the Huntington Manor Fire Department. You will be encouraged to ask and answer many questions. This will be an opportunity for you to obtain a better understanding of what it is like to be a volunteer firefighter.

Any misrepresentations or fraudulent information given to us during your investigations, either written or verbal, will result in the immediate rejection of your application.

Thank you for your interest in the Huntington Manor Fire Department. We look forward to hearing from you soon.

(PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION)

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To our prospective member:

Welcome to the Huntington Manor Fire Department! We have been a proud and well respected fire department in this community since 1903. The following items are just a few points for you to consider before you decide to become a member of this department.

- 1. The Huntington Manor Fire Department consists of two 65 member companies. They are; the Hose Company #1 and the Hook and Ladder Company.*
- 2. In this organization, we follow a chain of command. It starts at the top with the chief followed by three assistant chiefs. The company captains and lieutenants then follow in the chain of command. Orders may also be given by a chauffeur or a senior member. It is expected that all orders will be carried out when they are given. If you have any problems, you may see your company officers for an explanation or for assistance.*
- 3. Training takes a very high priority in this department. We invest a great deal of time and money in training our new members. We need a total commitment from them. Training sessions are held on Wednesday evenings and on Sunday mornings on a weekly basis. Special training is held regularly at the Suffolk County Training Center in Yaphank. Additionally, you will be expected to attend and successfully complete Suffolk County Fire School, which consists of 17 classroom sessions and 6 field sessions. All training sessions are mandatory while on probation. Attendance records are kept on an individual basis. If you feel that you can not commit yourself to this training schedule, please decide now! If you should become a member and decide to join one of the fire department teams such as the softball, muster, or drill team remember that training takes priority. Please keep this in mind.*
- 4. You will be expected to attend all company and department meetings. There are two meetings every month. One for your respective company (Hook & Ladder - first Monday of the month or Hose Co. #1 - first Tuesday of the month) and one for the department (the second Monday of the month). If you can not attend a meeting for some reason, you will be expected to inform one of your company officers.*
- 5. A one year probationary period is required of all new members. An additional twelve month period may be required in the event that all minimum requirements have not been satisfied.*
- 6. The Huntington Manor Fire Department averages 800 calls a year. A probationary firefighter is expected to respond to 35% of all calls. Once the Probationary period has been completed, you must respond to 25%.*

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7. *You should discuss the commitment that you are thinking about taking with your immediate family. Becoming a volunteer firefighter can significantly affect your lifestyle. You and your family should be prepared for this change.*
8. *The Huntington Manor Fire Department is one of the few departments on Long Island that currently has a waiting list. Once your application is received it will be checked for errors and placed on the department's waiting list. As a vacancy occurs, either through resignation or retirement, the applicant at the top of the list will be notified and asked if they are still interested in joining the company that has the opening. If they are interested the application will be submitted to that company for processing. If the applicant wants to wait for an opening in the other company, their application will remain on the top of the list.*
9. *Once you are accepted into the department, you will be issued a pager. All fire calls are announced over that pager. Remember all members are on call 365 days a year, 24 hours a day.*
10. *If you have any questions about this material or any other matters, please feel free to contact any company officer or anyone on the membership committee.*

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APPLICATION FOR MEMBERSHIP

DATE _____

NAME _____

PHONE _____

ADDRESS _____

ZIP CODE _____

RESIDENCE PAST 5 YEARS?

MARITAL STATUS _____ AGE _____ DATE OF BIRTH _____

SOCIAL SECURITY # _____

HAVE YOU EVER BEEN A MEMBER OF A VOLUNTEER FIRE DEPT. OR ANY DEPT.?

IF YES WHAT DEPT. AND WHEN?

HAVE YOU EVER APPLIED TO ANY OTHER VOLUNTEER FIRE DEPARTMENT?

IF YES WHAT DEPT. AND WHEN?

HAS YOUR APPLICATION BEEN REJECTED _____ EXPLAIN _____

ARE YOU A HIGH SCHOOL GRADUATE? _____ DATE _____

IF YES WHAT HIGH SCHOOL?

DO YOU HAVE ANY MILITARY TIME? _____ BRANCH? _____

HOW MANY YEARS OF SERVICE? _____ TYPE OF DISCHARGE _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A TRAFFIC VIOLATION?

IF YES BRIEFLY DESCRIBE

DO YOU HOLD A VALID DRIVER'S LICENSE? _____ WHAT STATE? _____

NEW YORK STATE LAW PROHIBITS DISCRIMINATION BECAUSE OF RACE, CREED, COLOR, SEX, OR NATIONAL ORIGIN

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CLASS? _____ DRIVER'S LICENSE # _____ EXP. DATE _____

HAVE YOU EVER BEEN CONVICTED OF DRIVING WHILE INTOXICATED OR IMPAIRED?

ARE YOU A U.S. CITIZEN? _____ IF NO, PLEASE EXPLAIN _____

ARE YOU PRESENTLY UNDER A DOCTORS CARE OR HAVE YOU CONSULTED A PHYSICIAN DURING THE PAST 3 YEARS FOR ANYTHING OTHER THAN A ROUTINE EXAM?

IF YES, DESCRIBE

DO YOU HAVE ANY PHYSICAL LIMITATIONS OR INJURIES WHICH COULD HINDER YOUR PERFORMING

RIGOROUS & STRENUOUS FIREMATIC DUTIES UNDER EXTREME CONDITIONS?

IF YES, DESCRIBE

IN CASE OF EMERGENCY, PLEASE NOTIFY:

NAME _____ RELATIONSHIP _____

ADDRESS _____ PHONE _____

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DECLARATION BY APPLICANT

I, _____ DO HEREBY APPLY FOR MEMBERSHIP TO THE HUNTINGTON MANOR FIRE DEPARTMENT. I AUTHORIZE AN INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATIONS MAY BE NECESSARY IN ARRIVING AT A DECISION. I FURTHER AGREE TO ATTEND ALL REQUIRED SCHOOLS FOR PROBATIONARY FIREFIGHTERS WITHIN MY FIRST YEAR OF MEMBERSHIP. I UNDERSTAND THAT I WILL BE SUBJECT TO DISMISSAL FOR ANY BREACH OF ITS RULES. I HEREBY REPRESENT THAT ALL STATEMENTS MADE HEREIN ARE TRUE. ANY FALSE INFORMATION OR STATEMENTS MADE ON THIS APPLICATION ARE GROUNDS FOR IMMEDIATE DISMISSAL OR DISQUALIFICATION FOR MEMBERSHIP IN THIS FIRE DEPARTMENT.

STATE OF NEW YORK
COUNTY OF SUFFOLK

X: _____
SIGNATURE OF APPLICANT

BEING DULY SWORN, DEPOSES AND
SAYS THAT ALL ANSWERS TO THE
FOREGOING QUESTIONS ARE TRUE.

DATE

NOTARY PUBLIC

SIGNATURE OF NOTARY

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PLEASE SUPPLY US WITH 3 PERSONAL REFERENCES.

REFERENCES WHICH ARE UNACCEPTABLE ARE AS FOLLOWS:

1. RELATIVES, EITHER BLOOD OR BY MARRIAGE.
2. HUSBAND AND WIFE COMBINATIONS.
3. ANY TWO MEMBERS OF THE SAME FAMILY HOUSEHOLD.
4. ANY ACTIVE MEMBER OF THE HUNTINGTON MANOR FD.

REFERENCES SHOULD BE KNOWN TO THE APPLICANT FOR AT LEAST (5) YEARS.

PLEASE MAKE SURE THAT ALL INFORMATION SUPPLIED IS COMPLETE AND ACCURATE. INCORRECT OR MISSING INFORMATION COULD CAUSE THIS APPLICATION TO BE RETURNED OR DELAYED.

REFERENCES

(PLEASE PRINT)

1. NAME _____ PHONE # _____

ADDRESS _____

2. NAME _____ PHONE # _____

ADDRESS _____

3. NAME _____ PHONE # _____

ADDRESS _____

APPLICATION PROPOSED BY:

SIGNATURE: _____ DATE _____

LIST OF ANY MEMBERS OF THE HUNTINGTON MANOR FIRE DEPARTMENT THAT YOU KNOW:

COMPANY PREFERENCE (CHECK ONE)

1. HOSE COMPANY #1 _____
2. HOOK & LADDER COMPANY _____
3. NO PREFERENCE _____

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EMPLOYMENT INFORMATION

WHERE ARE YOU EMPLOYED?

POSITION HELD?

ADDRESS

PHONE # _____ DATE HIRED _____

SUPERVISORS NAME

PREVIOUS EMPLOYMENT

NAME OF COMPANY

POSITION HELD

ADDRESS

PHONE # _____

LENGTH OF EMPLOYMENT FROM _____ TO _____

SUPERVISORS NAME _____

REASON FOR LEAVING

NEW YORK STATE LAW PROHIBITS DISCRIMINATION BECAUSE OF RACE, CREED, COLOR, SEX, OR NATIONAL ORIGIN

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I HEREBY AUTHORIZE THE SUFFOLK COUNTY POLICE DEPARTMENT TO PERFORM AN ARREST RECORDS CHECK, I. E. ARSON/DWI/LARCENY, ETC. INCLUDING SEALED RECORDS, IF ANY AND TO RELEASE THIS INFORMATION DIRECTLY TO THE HUNTINGTON MANOR FIRE DEPARTMENT.

NAME _____

ADDRESS _____

DATE OF BIRTH _____

SOCIAL SECURITY # _____

DRIVER'S LICENSE # _____

EXPIRATION DATE _____

CLASS _____

SIGNATURE OF APPLICANT

NOTARY PUBLIC

DATE

COMPANY CAPTAIN

CHIEF OF DEPARTMENT
