

# Alert Hose Co. No. 1



3 Columbia St.  
Adams, MA 01220

Phone: (413)743-1929  
Website: www.adamsalerts.com

Volunteers Since 1876

## AUTHORIZATION AND RELEASE

I, \_\_\_\_\_ hereby authorize the Adams Fire Chief and officers of the Alert Hose Co. No. 1 to conduct an appropriate background investigation including, but not limited to, personal interviews for determination of my eligibility to occupy a position of trust. I authorize all persons who may have information relevant to this background investigation to disclose it to the Chief of the Adams Fire Department or his representative, and the officers of the Alert Hose Co. No. 1 and I release all persons from liability on account of such disclosure. I hereby further authorize that a photocopy of this authorization may be considered as valid as an original.

All or any of the following may be contacted in pursuant to the above mentioned investigation:

- Any person, organization or agency having knowledge of my conduct or activities; or
- Any past or present employer; or
- Any credit bureau, retail merchant's association, bank, financial institution or any other credit extending organization; or
- Any dean, registrar, principal, counselor, instructor or other authorized person at a school, university, college, high school, trade school, clinic, or other; or
- Any doctor, hospital, clinic or sanatorium; or
- Any department or agency of a city, county or state government, or of the federal government

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SS# \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
(for purpose of positive identification)

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## PRELIMINARY APPLICATION - PART 1

I, \_\_\_\_\_, respectfully submit my name upon this Preliminary Application indicating my intention of becoming a member of the Alert Hose Company.

I realize that I must wait one full year before I can make formal application providing that there is a vacancy at that time or any time thereafter. I understand that a record will be kept on my performance during the probationary period and considered when I am proposed for membership. I agree to make every effort to attend all drills and fires and abide by the rules and regulations as stipulated in the attached "Candidate Guidelines" that I received for my keeping.

CANDIDATE: \_\_\_\_\_ DATE: \_\_\_\_\_

SPONSOR: \_\_\_\_\_ DATE: \_\_\_\_\_

SECRETARY: \_\_\_\_\_ DATE: \_\_\_\_\_

FOREMAN: \_\_\_\_\_ DATE: \_\_\_\_\_

This application will be kept on file with the secretary of the company until such time as the candidate either applies for membership, is rejected, or shows/states no interest in becoming a member.

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## PRELIMINARY APPLICATION - PART 2

### Personal

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ TEL: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SS#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ MARITAL STATUS: Single \_\_\_ Married \_\_\_

### Employment

EMPLOYER: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ IMMEDIATE SUPERVISOR: \_\_\_\_\_  
TEL: \_\_\_\_\_ SHIFT: \_\_\_\_\_ HOURS: \_\_\_\_\_

### References

1. ARE YOU ASSOCIATED WITH ANY ORGANIZATIONS SUCH AS:
  - a. LIONS CLUB, ..... YES / NO
  - b. ADAMS FOREST WARDENS, ..... YES / NO
  - c. OTHER (*specify*) \_\_\_\_\_
2. PLEASE LIST TWO (2) PERSONAL REFERENCES.
  - a. NAME: \_\_\_\_\_ TEL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_
  - b. NAME: \_\_\_\_\_ TEL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_

### Health

- INDICATE APPROXIMATE DATE OF LAST PHYSICAL EXAM: \_\_\_\_\_
3. DO YOU HAVE A FEAR OF HEIGHTS ..... YES / NO
  4. DO YOU HAVE A FEAR OF BEING IN ENCLOSED AREAS ..... YES / NO
  5. DO YOU HAVE OR EVER BEEN TREATED FOR:
    - a. ANY RESPIRATORY DISEASES SUCH AS ASTHMA ..... YES / NO
    - b. ANY HEART RELATED DISEASES ..... YES / NO
    - c. DIABETES ..... YES / NO
    - d. BACK RELATED PROBLEMS ..... YES / NO

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## PRELIMINARY APPLICATION - PART 2(continued)

### *Legal*

1. HAVE YOU EVER BEEN CONVICTED OF:
  - a. A MISDEMEANOR..... YES / NO
  - b. A FELONY..... YES / NO
2. HAVE YOU EVER BEEN CONVICTED OF ANY DRIVING OFFENSES..... YES / NO
3. HAVE YOU EVER HAD YOUR DRIVING LICENSE
  - a. SUSPENDED..... YES / NO
  - b. REVOKED..... YES / NO

(IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE, PLEASE EXPLAIN BELOW.)

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### *Purpose*

WHY DO YOU WANT TO BE A MEMBER OF THE ALERT HOSE COMPANY?

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## CANDIDATE GUIDELINES

The following guidelines should be read and understood by all candidates. If you have any questions in regards to the meaning of these guidelines, contact your sponsor.

1. Always keep the best interest of the Alert Hose Company in mind. All of your actions, everywhere, directly reflect on this organization. Dress cleanly and neatly when representing the company in public, always being courteous and professional.
  - a. Keep any company information or problems within the membership private.
  - b. **"What you hear here, should stay here."**
2. Obey all orders given to you by the Officers of the Alert Hose Company and/or the Chief and his Engineers.
3. Make every effort to attend all drills.
  - a. Drills are held every Tuesday, except the first Tuesday of each month, at which time the Company holds its monthly dinner /business meeting.
  - b. Drills begin promptly at 7:00 p.m. Be early! Always come with full turnout gear - if you have not been issued any, see the Company Foreman or either of his two Assistants.
  - c. As an apprentice, attending drills should be your number one priority. This is where you will attain your fire fighting knowledge and skills. This is where you will experience what it takes to be an ALERT.
  - d. At drill you will learn the use of SCBA, beards and jewelry are not allowed since they affect the use and safety of the face piece. (NFPA 1500)
  - e. Since drill participation is an important part of your apprenticeship evaluation, it is important that you notify a Company Officer if you are unable to attend a drill; depending on your situation, he may be able to excuse you.
4. Make every effort to attend all fires.
  - a. If you are not issued a pager, and do not or cannot monitor the fire frequency by scanner, ask your sponsor or another member to notify you by phone when a call comes in.
  - b. Always respond with full turnout gear. Turnout Gear will not be issued until you attend four (4) drills.
  - c. Respond directly to the scene. Do not stop at the station. The only exception to this rule is MVA calls across town. Ask your sponsor to explain this policy to you.
  - d. Never ride any piece of fire apparatus unless instructed to do so. Do not ask to ride. If on a piece of apparatus, relinquish your seat to any member seeking to board.
  - e. When responding, obey all traffic rules and never use flashing lights of any kind. **"No red light is permitted.** Red light permits are issued by the Registry of Motor Vehicles through the Fire Chief. Give members the right of way."

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## CANDIDATE GUIDELINES (*continued*)

- f. Upon arriving at a fire scene, report to Engine 1 and wait for instructions.
  - g. Relinquish any piece of gear on your person to an active member who may have immediate need of that item.
  - h. In most cases, you will be strictly an observer unless instructed otherwise.
5. Attendance at the monthly dinner is by invitation only.
  - a. If attending, you are expected to help the kitchen crew prepare, serve and clean up after the dinner.
6. Be respectful, be courteous, be ambitious, be willing to learn.  
We will be monitoring your performance very closely during your apprenticeship.  
Volunteer for parades and special committees.
7. Coats, hats, sweat shirts, and fireman's auto plate etc. can only be purchased after becoming a member.
8. Beverage machine off limits to candidates.  
Beverages can only be purchased by a member.
9. Your first contact is your sponsor if you have any questions concerning these guidelines.  
The company officers are also available should issues arise. Always remember the first guideline...

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## FINAL APPLICATION FOR MEMBERSHIP

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

To the Officers and Members:

Having a desire to become a member of your company, I hereby tender my name as a candidate to balloted at a regular meeting. I enclose the required fee of one dollar.

### Personal

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TEL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ MARITAL STATUS: Single \_\_\_\_\_ Married \_\_\_\_\_

### Employment

EMPLOYER: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ IMMEDIATE SUPERVISOR: \_\_\_\_\_

TEL: \_\_\_\_\_ SHIFT: \_\_\_\_\_ HOURS: \_\_\_\_\_

Do you have any military obligation (*regular service, reserve, or national guard*)..... YES / NO  
If YES, explain \_\_\_\_\_

### Health

Do you have any physical defects or limitations that would prevent you from performing any assigned task in the course of fighting a fire? ..... YES / NO  
If YES, explain \_\_\_\_\_

### References

1. NAME: \_\_\_\_\_ TEL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_

2. NAME: \_\_\_\_\_ TEL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_

### Sponsorship

I, the undersigned, a member of the Alert Hose Company, hereby propose the above applicant for membership.

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>REPORT OF INVESTIGATING COMMITTEE</b>
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CANDIDATE: \_\_\_\_\_

SPONSOR: \_\_\_\_\_

***Membership Recommendation***

After due investigation by the below signed investigation committee, we hereby recommend the above candidate be:

ACCEPTED / NOT ACCEPTED

Respectfully submitted,

Committee Chairman, \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature)*

Committee Member, \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature)*

Committee Member, \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature)*

Committee Member, \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature)*

Committee Member, \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature)*