

# WESTFIELD VOLUNTEER RESCUE SQUAD, INC.

## *Emergency Medical Service*

335 WATTERSON STREET - P.O. BOX 356  
WESTFIELD, NEW JERSEY 07091 - 0356  
(908) 233-2500

Dear Prospective Westfield Volunteer Rescue Squad Member,

Thank you for your interest in our organization.

This package contains all the material required for the first step in applying for membership (fact sheet, membership application, and three additional forms to complete and sign).

Please read all the documents carefully, complete, and sign the membership application and each form. We cannot process your application unless all the enclosed documents are completed, signed and returned to us.

We ask that you retain the two-page fact sheet for your reference and become familiar with it.

Please enclose the completed documents in the Rescue Squad envelope provided and return the package to the Rescue Squad building located at 335 Watterson St., Westfield. If, for some reason, you are unable to deliver this package, you may mail the envelope to Westfield Volunteer Rescue Squad, P.O. Box 356 Westfield NJ, 07091- 0356. Please make sure to put appropriate postage on the envelope.

Upon receipt of the forms, we will immediately begin processing them. The first item to be addressed is contacting our insurance company and obtaining an abstract of your driving record. As soon as that is received, we will be in touch with you by telephone to schedule a personal interview.

If, in the meantime, you have any questions, please call the building and leave a message for the Membership Committee. One of the members will respond as quickly as possible.

We look forward to receiving your application.

Very truly yours,

Membership Committee

Enclosures

# WESTFIELD VOLUNTEER RESCUE SQUAD, INC.

## Emergency Medical Service

335 WATTERSON STREET - P.O. BOX 356  
WESTFIELD, NEW JERSEY 07091 - 0356  
(908) 233-2500

### MEMBERSHIP APPLICATION

Please print or type

NAME: \_\_\_\_\_ Sex M / F  
Last Name First Name Middle Name

RESIDENCE: \_\_\_\_\_  
Street Address Town State Zip

MAILING ADDRESS \_\_\_\_\_  
If different from above Street Address Town State Zip

PHONE (Home): \_\_\_\_\_ (Business): \_\_\_\_\_ (Cell) \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SOC. SEC.# : \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

NJ DRIVER'S LICENSE # : \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_  
( Provide Photocopy)

Current Employer: \_\_\_\_\_ Current Job Title: \_\_\_\_\_

Are You Currently Certified as an EMT \_\_\_\_\_ CPR For The Healthcare Provider \_\_\_\_\_ ARC CPR for the Professional Rescuer \_\_\_\_\_  
(Provide Photocopy) (Provide Photocopy) (Provide Photocopy)

#### PLEASE COMPLETE THE FOLLOWING:

Have you been convicted in the last five (5) years of any traffic violations?  YES  NO

If yes, please give approximate year and type(s) of violation(s): \_\_\_\_\_

Have you ever applied to or been a member of an EMS organization, paid or volunteer?  YES  NO If yes, please list full name and address of the organization and the reason you left the organization below. From: \_\_\_\_\_ to: \_\_\_\_\_

Are you currently or have you ever been convicted of a misdemeanor or felony?  YES  NO

If yes, please explain: \_\_\_\_\_

Do you currently have any outstanding charges against you?  YES  NO

If yes, please explain: \_\_\_\_\_

#### PLEASE READ AND SIGN THE FOLLOWING STATEMENT OF INTENT:

*I hereby apply for membership in the Westfield Volunteer Rescue Squad, Inc. If accepted, I agree to volunteer my services without financial remuneration being diligent, prompt and regular in the performance of my assigned duties and following all regulations. I will not partake of nor consume alcoholic beverages for eight hours prior to or while on duty. I understand that my membership may be rejected if I have intentionally made a false statement of fact or practices, or attempted to practice any deception or fraud in this application.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Parent or Guardian if under 18: \_\_\_\_\_

**PLEASE PROVIDE A COPY OF YOUR NJ DRIVERS LICENSE AND ANY CERTIFICATIONS THAT YOU HAVE WITH APPLICATION.**

Please check the duty period(s) for which you are available:

Days (Specify Day) 8 AM - 1 PM \_\_\_\_\_ 1 PM - 6 PM \_\_\_\_\_

Nights (Sun-Thurs.) 6 PM - 6 AM \_\_\_\_\_ (Fri-Sat.) 6 PM - 8 AM \_\_\_\_\_

**WESTFIELD VOLUNTEER RESCUE SQUAD, INC.**

*Emergency Medical Service*

335 WATTERSON STREET - P.O. BOX 356  
WESTFIELD, NEW JERSEY 07091 - 0356  
(908) 233-2500

**INFORMATION TO BE FILLED IN BY MEMBERSHIP COMMITTEE ONLY**

Application received by: \_\_\_\_\_

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

(Membership Chairperson)

Interview date: \_\_\_\_\_ Driver's Lic. Approved (Date): \_\_\_\_\_ Medical Exam Approved (Date): \_\_\_\_\_

EMS Certifications: \_\_\_\_\_ (Dates of expiration): \_\_\_\_\_ (Attach copies of cards)

EMT \_\_\_\_\_ CPR: AHA BLS Health Care Provider \_\_\_\_\_ ARC CPR for the Pro. Rescuer \_\_\_\_\_

OTHER: \_\_\_\_\_

DRIVING CERTIFICATIONS:

Defensive Driving (Date Issued): \_\_\_\_\_ CEVO (Date of Exp): \_\_\_\_\_ EVOC (Date of Exp): \_\_\_\_\_

PROBATIONARY PERIOD STARTED (DATE): \_\_\_\_\_

# WESTFIELD VOLUNTEER RESCUE SQUAD, INC.

## *Emergency Medical Service*

335 WATTERSON STREET - P.O. BOX 356  
WESTFIELD, NEW JERSEY 07091 - 0356  
(908) 233-2500

### **CONSUMER DISCLOSURE AND AUTHORIZATION FORM Disclosure Regarding Background Investigation**

The Westfield Volunteer Rescue Squad, Inc. may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment (including independent contractor assignments, as applicable). This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as "background reports"). These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the Company, throughout your employment or your contract period.

HireRight, Inc., or another consumer reporting agency, will prepare or assemble the background reports for the Company. HireRight, Inc. is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight can be contacted by phone at (800) 400-2761.

The types of information that may be obtained include, but are not limited to: social security number verifications; address history; credit reports and history; criminal records and history; public court records; driving records; accident history; worker's compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; drug/alcohol testing results, and drug/alcohol history in violation of law and/or company policy; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing.

This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; personal interviews with sources such as neighbors, friends and associates; and other information sources. If the Company should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the Company will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

You may request more information about the nature and scope of any investigative consumer reports by contacting the Company. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

#### **Authorization of Background Investigation**

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of background reports by a consumer reporting agency such as HireRight, Inc., and to the release of such background reports to the Company and its designated representatives and agents, for the purpose of assisting the Company in making a determination as to my eligibility for employment (including independent contractor assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the Company hires me or contracts for my services, my consent will apply, and the Company may obtain background reports, throughout my employment or contract period.

I understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any background reports that may be requested by or on behalf of the Company.

Applicant Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**WESTFIELD VOLUNTEER RESCUE SQUAD, INC.**

*Emergency Medical Service*

335 WATTERSON STREET - P.O. BOX 356  
WESTFIELD, NEW JERSEY 07091 - 0356  
(908) 233-2500

I, \_\_\_\_\_

*(Please Print Name)*

I understand that within 2 weeks of my interview with the Westfield Volunteer Rescue Squad, I must schedule a complete physical examination by the Westfield Volunteer Rescue Squad contracted medical facility. Failure to do so will void my eligibility for membership.

I understand that I must start my duty period within one month after being contacted by the Scheduling Lieutenant. Failure to do so will void my membership.

I understand that I should take the first available EMT course after completing twelve duty periods.

I understand that I will always arrive on time for my scheduled duty period and maintain a professional business attitude.

I understand I must obtain certification in AHA CPR for the Health Care Provider or ARC CPR for the Professional Rescuer within four weeks of joining the Westfield Volunteer Rescue Squad.

(Signature) \_\_\_\_\_

Date \_\_\_\_\_

**WESTFIELD VOLUNTEER RESCUE SQUAD, INC.**

*Emergency Medical Service*

335 WATTERSON STREET - P.O. BOX 356  
WESTFIELD, NEW JERSEY 07091 - 0356  
(908) 233-2500

**I acknowledge receipt of a 4-page *WESTFIELD VOLUNTEER RESCUE SQUAD* Fact Sheet.**

**I acknowledge that I have received and read the anti-harassment policy and have had it explained to me. I also acknowledge that I understand that no employee, member, or third party, up to and including a Board member has the authority to commit any harassment.**

**I understand that it is my responsibility to abide by all rules contained in the policy. I also understand how to report incidents of harassment as set forth in the anti-harassment policy, including not retaliating against any employee/member exercising his or her rights under the policy.**

**I also acknowledge that I understand the contents and am able to comply with the requirements and rules and regulations outlined therein.**

**I understand that equipment issued to me is the property of the Squad. I further state that should there come a time when I am no longer associated with the Squad that it is my responsibility to return each item issued to me within ten (10) days of my leaving.**

**I further indemnify and hold harmless the WESTFIELD VOLUNTEER RESCUE SQUAD, INC. for any costs incurred by them after said ten days that they must pay to obtain the return of these items. Upon receipt of a bill from the Squad, I will promptly pay these charges.**

---

(Signature) Prospective Member and Parent if under 18

---

(Address)

---

(Date)

# **WESTFIELD VOLUNTEER RESCUE SQUAD, INC.**

## *Emergency Medical Service*

335 WATTERSON STREET - P.O. BOX 356  
WESTFIELD, NEW JERSEY 07091 - 0356  
(908) 233-2500

### **WESTFIELD VOLUNTEER RESCUE SQUAD FACT SHEET**

#### **WHO WE ARE**

The WVRS is the designated emergency medical service (EMS) for the Town of Westfield. It is a self-governing, volunteer staffed organization separate and apart from the municipal government, although it does work closely with the Town's paid police and fire organizations.

It is financially independent from the Town of Westfield, and receives its entire operational budget from tax deductible contributions from the community.

The WVRS maintains a headquarters facility centrally located at Watterson Street, near the South Avenue traffic circle, from which it operates three ambulances. In addition to ambulance bays, the facilities include operations, dispatch, meeting, office, and recreation rooms, as well as a duty crew dormitory and tenant apartment.

Our members consist of "riding" members, either full "Regular Members" who have completed training as emergency medical technicians (EMT), or "Probationary Members", who are still in training or performing under supervision of regular members. Others are "Associate Members," who serve as volunteer dispatchers or perform administrative tasks for the WVRS.

While most volunteers live or work within Westfield, there is no residency requirement. Members come from varied occupational and educational backgrounds, and their age ranges from high school through retirement.

#### **WHAT IS EXPECTED OF YOU**

Duty crew riding members (divided into morning, afternoon, and night shifts) perform their duty periods at the headquarters. They are dispatched directly from the squad headquarters by volunteer dispatchers. By being a "resident squad", the WVRS is thus able to significantly reduce its average response time.

To become a riding member you must possess a valid New Jersey driver's license and be capable of performing the job responsibilities of an emergency medical technician. This requires certain physical capabilities, such as the ability to lift equipment and stretchers with patients on them, and to drive under hazardous conditions, mental capability to meet and maintain training levels, and emotional capability to deal with often stressful situations.

Applicants for riding membership must be capable of completing classroom work at the beginning college level. Initial EMT training is the equivalent of a three or four credit one semester college course.

# **WESTFIELD VOLUNTEER RESCUE SQUAD, INC.**

## *Emergency Medical Service*

335 WATTERSON STREET - P.O. BOX 356  
WESTFIELD, NEW JERSEY 07091 - 0356  
(908) 233-2500

### ***WESTFIELD VOLUNTEER RESCUE SQUAD FACT SHEET (continued)***

EMT training is offered locally by several organizations that specialize in EMS education. EMTs must recertify every three years, by completing successfully a refresher course, and by obtaining continuing education credits.

EMTs must also obtain and every two years recertify in the cardiopulmonary resuscitation (CPR) course for professional health care providers. This course is offered periodically by local hospital affiliated instructors at the WVRS building specifically for squad members.

The squad offers monthly in-house training sessions, and publicizes other courses available through other squads or local hospitals. A probationary duty crew will familiarize the new member with squad specific protocols and assist him or her in practical application of EMT classroom training, while certain procedures will be explained by specific squad training personnel, all overseen by the squad's training officer, who follows a checklist to insure each probationary becomes fully familiar with all squad equipment and its use.

A probationary member is expected to pull one duty period a week. Night time duty periods start at 6:00 PM and run through at least 6:00 AM. Weekday duty periods are 8:00 A.M. to 1:00 P.M., and 1:00 P.M. to 6:00 P.M.; weekends are 8:00 A.M. to 1:00 P.M., and 1:00 P.M. to 6:00 P.M. (Special arrangements can sometimes be arranged for members with special specific work or school schedules and can be discussed further with the membership committee.)

Additionally, all members are expected to abide by squad rules and regulations. These range from those requiring adherence to specific squad call protocols and maintaining patient confidentiality to "housekeeping". Members of all types are subject to immediate dismissal if they discuss / release confidential information to non-members.

### **WHAT HAPPENS NEXT**

After completing the membership application forms in this packet and returning them to the Squad building, your driving record is reviewed through the police and the state division of motor vehicles.

If satisfactory, you will be interviewed by the squad's membership committee, and undergo an examination by the squad's physician.

While the WVRS adheres to a policy of non-discrimination In its selection process, it otherwise retains the right to determine, at its sole discretion, whether an applicant would be capable of performing squad duties, and thus acceptable for membership.



# WESTFIELD VOLUNTEER RESCUE SQUAD, INC.

## *Emergency Medical Service*

335 WATTERSON STREET - P.O. BOX 356  
WESTFIELD, NEW JERSEY 07091 - 0356  
(908) 233-2500

### **Anti-Harassment Policy**

The Organization prohibits and does not tolerate sexual harassment in the workplace or during any Organization-related activity.

The Organization provides internal procedures for victims of sexual harassment to report sexual harassment and disciplinary penalties for those who commit sexual harassment.

No employee, members, third party, or board member, no matter his or her title or position has the authority to commit or allow sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any other verbal, physical, or visual conduct of a sexual nature that unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

The Organization prohibits and does not tolerate any employee, members, board member or visitor, male or female, to harass an employee/member or to create a hostile or intolerable working environment by exhibiting, committing or encouraging:

- Direct or implied threats that submission to sexual advances will be a condition of employment or continued service with the Organization;
- Sexually explicit or pornographic material such as posters, calendars, pictures or objects;
- Unwelcome advances, including, but not limited to, requests, comments or innuendoes regarding sex, sexual jokes, gestures, statements, e-mail or voicemail messages, leering or stalking;
- Physical conduct that is sexual in nature, including, but not limited to touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes; and
- Physical assaults on other employees/members, including but not limited to rape, sexual battery, or any attempt to commit such acts.

The Organization will take all allegations of sexual harassment seriously and determine what constitutes sexual harassment based on a review of the facts and circumstances of each situation.

The Organization will make every effort to ensure that those named in the report, or are too closely associated with those involved in the report; will not be part of the investigative team.

# **WESTFIELD VOLUNTEER RESCUE SQUAD, INC.**

## *Emergency Medical Service*

335 WATTERSON STREET - P.O. BOX 356  
WESTFIELD, NEW JERSEY 07091 - 0356  
(908) 233-2500

### **Anti-Harassment Policy (continued)**

The Organization reserves the right and provides notice that third parties may be used to investigate harassment claims.

Even conduct that is intended to be “innocent” may still constitute sexual harassment if it falls within the terms of this policy. If any member expresses concern that your behavior may violate this policy, please respect his/her concerns. Regardless of your intent, how others interpret your behavior is important.

This policy is not meant to interfere with or discourage friendships among members. However, members must be sensitive to acts or conduct that may be considered offensive by other members.

The Organization prohibits retaliation made against any member who lodges a good faith complaint of sexual harassment, or who participates in any related investigation. The Organization recognizes that making false accusations of harassment in bad faith can have serious consequences for those who are wrongly accused. The Organization prohibits deliberately making false and/or malicious harassment allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

### **Reporting Procedure**

If you are aware of sexual harassment taking place, you must immediately report to your direct supervisor. If you feel uncomfortable doing so or your direct supervisor is the source of the complaint, condones or ignores the harassment, immediately report to your supervisor's supervisor.

If neither of these alternatives is satisfactory to you, then you should immediately direct your reports to the Captain or President, any line or administrative officer. You are not required to directly confront the person who is the source of your report before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make the harassment known to the Organization.