

Bernardsville Fire Co. Checklist for Applicants

<u>Criteria</u>	<input checked="" type="checkbox"/>
Filled out and submitted the Preliminary Application.	<input type="checkbox"/>
Decided on a tract (Firefighter, EMT, Firefighter/EMT or Administrative).	<input type="checkbox"/>
Discussed volunteering with Membership Committee.	<input type="checkbox"/>
Met with the Chief and/or EMS Captain.	<input type="checkbox"/>
Attended at least four Monday nights, drills or training sessions in eight weeks.	<input type="checkbox"/>
Received a Criminal Background Application.	<input type="checkbox"/>
Filled out the Criminal Background Application and got it notarized.	<input type="checkbox"/>
Scheduled an appointment and confirmed appointment with the Membership Committee.	<input type="checkbox"/>
Fingerprinted at the Bernardsville PD.	<input type="checkbox"/>
Fingerprints came back cleared and the applicant can proceed with the application process.	<input type="checkbox"/>
Obtained a full Membership Application from the Membership Committee.	<input type="checkbox"/>
Filled out the front part of the application and got it notarized.	<input type="checkbox"/>
Obtained a Purchase Order for medical examination.*	<input type="checkbox"/>
Scheduled a medical examination with the Borough's contracted physician.*	<input type="checkbox"/>
Obtained the medical and respiratory examination.*	<input type="checkbox"/>
Obtained Hepatitis B vaccination or completed Declination Form.*	<input type="checkbox"/>
Completed the HIPAA Release form.*	<input type="checkbox"/>
Submitted the fully completed application and other appropriate forms to the Membership Committee.	<input type="checkbox"/>
Received confirmation from the Membership Committee that the Borough Council approved application.	<input type="checkbox"/>
Received confirmation that the Membership Committee approved the application.	<input type="checkbox"/>
Coordinated to attend a monthly business meeting (second Thursday of each month).	<input type="checkbox"/>
Attended a monthly business meeting and was initiated into the Fire Company.	<input type="checkbox"/>
CONGRATULATIONS!!! YOU ARE NOW A MEMBER!	<input type="checkbox"/>

*Does not apply to Administrative Applicants

Revised July 2011

Bernardsville Fire Co. New Member Checklist

<u>Criteria</u>	<input checked="" type="checkbox"/>
Advised of and Received Bylaws, SOG's and Policies	<input type="checkbox"/>
Received door combination.	<input type="checkbox"/>
Informed the Radio Committee of mobile number to receive text messages.*	<input type="checkbox"/>
Accepted by the NJ State Firemen's Association (only applies to Firefighters).	<input type="checkbox"/>
Received Line Number from NJSFA and Information on NJSFA (only applies to Firefighters).	<input type="checkbox"/>
Filled out and signed Beneficiary Card*	<input type="checkbox"/>
Discussed training courses with a chief or EMS officer.*	<input type="checkbox"/>
Received/Submitted Blue Light Permit*	<input type="checkbox"/>
Received orientation from Membership Committee.	<input type="checkbox"/>
Received Initial Harassment/Anti-Discrimination Briefing	<input type="checkbox"/>
Received Pager (when available).*	<input type="checkbox"/>
Received Radio (applies to EMTs) (when available).	<input type="checkbox"/>
Received Turnout Gear*	<input type="checkbox"/>
Received Class B Uniform*	<input type="checkbox"/>
Received Class A Uniform and Badges*	<input type="checkbox"/>

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