Woodlawn Volunteer Fire Company, Inc.

2033 Woodlawn Drive
Woodlawn, Maryland 21207-6065

MEMBER OF
BALTIMORE COUNTY
VOL. FIREMEN'S ASSOCIATION

INCORPORATED
MAY 17, 1945

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The steps below explain the application process in detail. This form can be used as a checklist as you complete it. Please read this form carefully **first** and then direct any questions to the committee member who gave it to you.

_____ **1. Short form**--Prospective members should have already completed this preliminary interest form. The Investigating Committee will call prospective members within one week of receiving this form to schedule an interview.

_____ **2. Interview**--Meet with member(s) of Investigating Committee to receive an application packet. This is a very informal meeting to allow the committee member(s) to get to know you and to answer any general questions.

_____ **3. 1st Reading**--The Investigating Committee will first present you to the company and tell them that you are seeking membership. You need not be present for this. All readings take place at company meetings (held 1st and 3rd Tuesday every month at 8pm). The committee member(s) will inform you when this will take place.

_____ **4. Application form**--included in this packet. This form must be completed and **signed**. The application form must also be **notarized**.

_____ **5. Health Questionnaire**--included in this packet. This form includes questions concerning your medical history to be completed by your physician. It is necessary to schedule your own physical exam with your physician.

_____ **6. Background check form**--included in this packet. This service is provided by Background America, Inc. It allows us to investigate the personal and criminal records of all prospective members. There is a $20 nonrefundable fee for this service (payable to Woodlawn Volunteer Fire Company). If finger printing is required, the Investigating Committee will advise you of the additional nonrefundable fee that is required.

_____ **7. Certifications/Classes**--for those prospective members who already hold certifications, it is necessary to bring them with you to the interview. The originals will be copied for your file along with a photo ID (driver's license). For those who have received training through the Maryland Fire and Rescue Institute, it is necessary to complete a transcript release. (Please ask for one!!) **For those with prior military experience:** It is necessary to bring a copy of your discharge summary (Form DD 214N).

_____ **8. Application Submission**--All of the following materials must be submitted with your application:

- ☐ application form **notarized**
- ☐ background check form (**signed**)
- ☐ certifications (if applicable)
- ☐ discharge summary (if applicable)
- ☐ Health questionnaire completed by physician
- ☐ $85 non-refundable fee
- ☐ photo ID (driver's license)
- ☐ transcript release(if applicable)

Although it is preferred that the application be submitted as soon as possible, prospective members will have up to 60 days from the interview to complete the application packet. Incomplete files will be discarded after 60 days of inactivity.

_____ **9. 2nd Reading**--This is the second time that you are presented to the company.
It is necessary to bring membership dues with you. These are $12/year and are prorated for new members. Past members reapplying for membership must pay all back dues as well as their current dues.

You must be present for your 2nd reading. You will be introduced and perhaps asked a few questions. Then, the membership will vote. A majority vote of at least fifty-one percent is required to accept you as a probationary member. Failure to attend your 2nd reading could result in an unfavorable vote by the membership due to your lack of interest. If you are unable to attend your 2nd reading due to illness or work, prior notification will allow the Investigating Committee to postpone the reading until the next company meeting.

Please feel free to call the Investigating Committee at any time during this application process with any questions or concerns at 443.297.9832 (WVFC). We appreciate your interest and look forward to working with you!

Respectfully,

The Investigating Committee

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