



32628 Oak Orchard Road
Millsboro, DE 19966

RE: Auxiliary of the Indian River VFC Membership Packet

Dear Prospective Member:

Thank you for expressing interest in becoming a part of the Delaware Volunteer Fire Service and thank you for expressing interest in the Auxiliary of the Indian River Volunteer Fire Company, Inc. Without the willingness of dedicated volunteers such as yourself, our organization would not be able to function and provide the service that we do to our community.

Enclosed within this application packet you will find various documents that need to be completed in their entirety. We acknowledge that there is a large amount of information that is needed, however due to the day and time that we live in, we must conduct extensive background investigations to ensure the safety of the members of our organization as well as the community that we serve.

In addition to completing the documents within, you will be required to obtain a Criminal History Record from the Delaware State Police – State Bureau of Identification (SBI) and a non-refundable \$5.00 application fee must accompany your application. Please see information provided within the packet as to where the necessary documentation should be forwarded.

Please know that the following actions will be taken for prospective members who do not comply with the procedures and requirements: (1) The application will be declared incomplete and the applicant will be notified in writing that they have fifteen (15) days to provide the necessary information; or (2) Failure to comply with the fifteen (15) day guideline will result in the application being denied and another application shall not be submitted for a period of one year.

Again, thank you for your interest, and we look forward to having you become a part of the family here at the Indian River Volunteer Fire Company, Inc.

Highest Regards,

Membership Committee of the Auxiliary
Indian River Volunteer Fire Company, Inc.

ATTACHMENTS

EMPLOYMENT INFORMATION

Current Employer:

Business Name

Address

Occupant

Years Employed

Supervisor's Name

Contact Number

Do you object to IRVFC contacting your employer?

___ Yes ___ No

CHARACTER REFERENCES

Please list two (2) personal references that are NOT related to you.

Reference #1

Full Name

Phone Number

Reference #2

Full Name

Phone Number

PREVIOUS AUXILIARY EXPERIENCE

Do you have any previous Auxiliary experience or training?

___ Yes ___ No

Department

Name of Department / Company (Please Include State)

Phone Number

Position(s) Held

Years of Service

BACKGROUND QUESTIONNAIRE

- 1) Have you ever been arrested for ANY offense other than a minor traffic violation? ___ Yes ___ No
- 2) Have you ever had ANY offenses dismissed via Probationary Before Judgment? ___ Yes ___ No
- 3) Are presently awaiting court action for anything other than minor traffic violations? ___ Yes ___ No

If yes, please explain:

APPLICANT ACKNOWLEDGEMENT & CONSENTS

I, _____, the undersigned applicant for membership within the Auxiliary of the Indian River Volunteer Fire Company, Inc., hereby waive the physician-patient privilege of confidentiality, and do hereby consent that the Indian River Volunteer Fire Company, Inc. may request copies, examine and/or copy, any and all medical records bearing upon my character, personal characteristics, habits, associates, and/or traits.

Applicant's
Signature _____

Date _____

The undersigned, upon oath, deposes and states as follows: that he/she is the person whose signature appears herein on these documents; that he/she has read and is aware of the consent thereof of the accompanying documents; that the same is true and correct according to the best knowledge and belief of the undersigned; and that he/she executed same freely and voluntarily.

Applicant's
Signature _____

Date _____

I understand that upon acceptance into the Auxiliary of the Indian River Volunteer Fire Company, Inc. I am required and expected to participate in various activities as outlined in the Company BY-LAWS and based upon my respective membership type. I further understand that upon acceptance into this Company I am on a one (1) year probationary period and must meet all requirements of a member and failure to do so will result in dismissal from the company. I hereby acknowledge that the above questions and information have been answered correctly to the best of my knowledge. If it is discovered at any time that I have made a willfully false statement, it will be considered just cause for dismissal from the company.

Applicant's
Signature _____

Date _____

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public: _____

(Seal Endorsement)



Indian River Volunteer Fire Company
Serving Oak Orchard, Riverdale, Long Neck and Vicinity

Station #1 – 32628 Oak Orchard Road
Millsboro, Delaware 19966
Phone: (302) 945-2800 • Fax: (302) 945-1130

Station #2 – 25375 Banks Road
Millsboro, Delaware 19966
Phone: (302) 945-2801 • Fax: (302) 947-9447

SUPPLEMENTAL REQUIREMENTS

The following items must be completed and attached to the application prior to remitting this packet to the Company for membership consideration.

I. CRIMINAL HISTORY RECORD

Each applicant is required to obtain a Criminal History Record from the Delaware State Police – State Bureau of Identification (SBI) and must be dated within sixty (60) days of your current application. The attached Fingerprint Verification Form must be filled out by the SBI Agent at the time your record is requested.

Applicants may obtain their Criminal History Record at either of the following locations:

- (1) Sussex County SBI Office
Thurman Adams State Service Center
546 South Bedford Street – Room 202, Georgetown Delaware 19947
Monday – Thursday, 8:30 AM – 3:30 PM

Appointment Required – Applicant's should contact (302) 739-2528 to schedule an appointment. Results will not be made available on the same day at this location.

- (2) Kent County SBI Office
Blue Hen Corporate Center
655 South Bay Road – Suite 1B, Dover Delaware 19901
Monday, 8:30 AM – 6:30 PM
Tuesday – Friday, 8:30 AM – 3:30 PM

NO Appointment Required – Applicant's responding to the Kent County SBI office should make it known that the background check is for a Volunteer Fire Company which will enable you to receive the results on the same day.

2. CERTIFIED DRIVING RECORD

Each applicant is required to obtain a Certified Driving Record from any state in which they have been licensed within the last three (3) years.

Delaware Driving Records can be obtained via the following means:

- (1) Georgetown DMV – Driver Improvement Office
23737 DuPont Boulevard, Georgetown Delaware 19947
- (2) Indian River VFC

The Company has the ability to obtain your Delaware Driving Record on your behalf at a cost of \$30 USC.

INDIAN RIVER

VOLUNTEER FIRE COMPANY

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Delaware Volunteer Firefighter Background Check Application

Fire Company:	Indian River Volunteer Fire Co., Inc		
Fire Company Address:	32628 Oak Orchard Road, Millsboro, DE 19966		
Fire Company Phone Number:	302-945-2800		
Applicant's Name:			
Street Address:			
City:	State	Zip	
Telephone		DOB	
I, the undersigned certify that I am applying for membership in the above named Volunteer Fire Company.			
Signature:		Date:	

I, the Chairman of the Membership Committee or Recruiter for the above name Volunteer Fire Company certify that this above named applicant is applying for membership in our fire company. My signature is certified by the placement of the fire company seal in the space provided below.	
Names of Company Representative (printed)	Patrick C. Miller, President
Company Representative's Signature	Date:

Fire Company Seal