

BERKELEY HILLS FIRE COMPANY

Allegheny County Station 247

235 Siebert Rd. Pittsburgh, Pa. 15237

Phone (412) 366-2910 Fax (412) 847-0631

www.station247.org



APPLICANT GUIDE

Thank you for your interest in joining the Berkeley Hills Fire Company! Begin your application process by submitting a Membership Information Request Form at <http://station247.org/site/membership.php>. Someone from our Membership Committee will email you as soon as possible. In the meantime, you can begin some of the application process on your own, listed below. **Retain this page after submitting your application.**

Application Process:

() Complete the application in ink, SIGN ALL FORMS or use the PDF fill in option before you print the application.

() Complete a Pennsylvania Criminal History Background Check and a Pennsylvania Child Abuse Clearance (free if no other free checks done in last 5 years), or turn in copies of prior checks if within the past six months:

Criminal: <https://epatch.state.pa.us/> Submit a New Record Check for volunteers.

Child Abuse: <https://www.compass.state.pa.us/cwis/public/home> Create a new account if you do not already have one. Create a new Clearance Application, selecting "Volunteer" and using "Berkeley Hills Fire Company" as the business name.

() If you have **lived outside of Pennsylvania within the past 10 years**, complete an FBI Criminal History Record Clearance. There is a cost associated with this background check that may be reimbursed by the Company if your application is accepted.

FBI: <https://uenroll.identogo.com/> Enter Service Code 1KG6ZJ, complete the pre-registration application, and follow the instructions to have your fingerprints taken.

() **Special Active** members **MUST** already be trained as a firefighter or EMS provider, and either be a member/employee of an Emergency Service agency OR have 20 years of service, career or volunteer.

() You should expect to be emailed or called to set up an interview. Know that all of your references and prior departments will be checked thoroughly. Bring your completed Application, copies of all Background Checks and Clearances, and copies of any Emergency Services training records.

() After your interview, the Membership Committee will make a recommendation to the Board of Directors and a decision will be made at an upcoming Board of Directors meeting. Please note that this portion may take over a month dependant on when your interview is completed. You will be notified by the Membership Committee of the decision.

Date Application Submitted: _____ Member Receiving Application: _____

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APPLICATION FOR MEMBERSHIP

Date Application Submitted: _____ Member Receiving Application: _____

Full Name:				DOB:	
Address:					
City:		State:		Zip:	
Phone #:			DL Number:		
Email:			SSN (last 4):		

Have you ever been convicted of a crime? () Yes () No If yes, please explain below:

Type of Membership: () Active () Special Active () Junior Active (if under 18)

Interests: () Firefighter () QRS/EMS () Administrative () Fire Police

Emergency Service Affiliations, if applicable (Special Active must have one Current Affiliation):

Dates:	Organization:	Phone:

Emergency Services Training (Copies will be required at interview):

() Interior FF () FF1 () FF2 () EMS Provider () Vehicle Rescue

Other: _____

Employment:

Occupation:			
Employer:			
Supervisor:		Phone:	

References (cannot be family):

Name:		Relation:	
Phone:		Email:	

Name:		Relation:	
Phone:		Email:	

Name:		Relation:	
Phone:		Email:	

Emergency Contact

Name:		Phone:		Relation:	
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APPLICANT SIGNATURE:

By signing this application, I confirm that all of the information contained herein is true and correct to the best of my knowledge and that no intentional omission of requested information has occurred. Furthermore, I indicate by my signature below that I grant permission for representatives of the Berkeley Hills Fire Company to contact individuals, employers, educational and any other entities which become known through this verification process for the purpose of background verification. It is my clear understanding that this application may or may not result in membership in the Berkeley Hills Fire Company and that the presence of criminal history or child welfare violations, and/or any false information included in the application, may preclude further processing of this application for membership and this application for membership may be denied.

Signature of Applicant: _____

Printed Name: _____ Date: _____

Signature of parent/guardian if applicant is under the age of 18: _____

Printed Name: _____ Date: _____