



# Cedarburg Fire Department

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W61 N631 Mequon Ave • PO Box 327 • Cedarburg, WI 53012  
Station – (262)375-7630 • Fax – (262)375-9203

## **CEDARBURG FIRE DEPARTMENT VOLUNTEER MEMBERSHIP APPLICATION**

Updated January 15, 2021



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Dear Applicant,

We welcome your membership application to join the Cedarburg Fire Department. The attached information will provide you with instructions on how the application process works and what steps that you will need to take in order to complete the application process. It is important that you fill out each part of the application packet completely and honestly.

As I am sure you will agree, our organization is one in which integrity is paramount. Our reputation is directly related to the code of conduct displayed by each of our members. At the Cedarburg Fire Department, we follow our Value and Mission statements, which consistently guide us as we proudly serve our community.

- **Value Statement:** The core values of the Cedarburg Fire Department are to serve the community with Courage, Honor, Pride and Commitment.
- **Mission Statement:** With our core values as a foundation, the Cedarburg Fire Department will provide our community and visitors with the highest level of Fire Suppression, Fire Inspection, Rescue, Emergency Medical Services and Public Education.

Our membership committee will thoroughly review the information that you provide on the membership application. We do this in an effort to provide the citizens of the City of Cedarburg and the Town of Cedarburg, as well as visitors to our community, with individuals who will uphold the excellent reputation of the Cedarburg Fire Department.

Thank you for your interest.

Sincerely,

*Jeffrey J. Vahsholtz*  
Chief



The Cedarburg Fire Department is a volunteer organization “Devoted to the Preservation of Life and Property”. We are the primary emergency response agency for all fire and medical emergencies within the City and Town of Cedarburg. Members of the Cedarburg Fire Department are volunteers who are called upon to respond to fire calls, medical emergencies, vehicle accidents, and provide mutual aid with other Ozaukee County departments. Our members also interact with our community by assisting with public education, safety and fire prevention.

There are several volunteer roles available as follows:

**Active Membership:** Active members serve as either firefighters, emergency medical technicians (Basic and Advanced Levels), and/or Rescue Drivers. Active members are required to attend monthly meetings, monthly trainings, and must answer calls for fires and/or medical emergencies as assigned by their duty groups. The Cedarburg Fire Department provides state approved school/courses, training, equipment and uniforms/fire gear for all active members. Active members also participate in fundraising events, public education, maintenance and care of vehicles and buildings; as well as perform some administrative functions and/or duties approved by the Fire Chief.

**Passive Membership:** Passive membership is defined as a member who supports the active membership of the Cedarburg Fire Department by participating in fundraising events, public education, maintenance and care of vehicles (including our antique vehicles) and buildings, as well as perform some administrative functions and/or duties approved by the Fire Chief. Passive members are important as they contribute to the general good of the department. They are encouraged to attend business meetings, where they can speak and vote on department business, as well as attend our annual Awards banquet and other social functions.

**Fundraising:** The Cedarburg Fire Department supports our fund raising branch, Cedarburg Firemen’s Park Inc., which is a private corporation made up of the members of the fire department, both active and passive. Its purpose is to raise funds to support the fire department and help keep our taxes lower in the City and Town of Cedarburg. It is also a great place to continue to build camaraderie with the members of the department.

Active and passive members are encouraged to participate in our fundraising events, most importantly Maxwell St. Days which is held four times a year at Firemen’s Park. Passive members are also extremely helpful with general maintenance of the park.

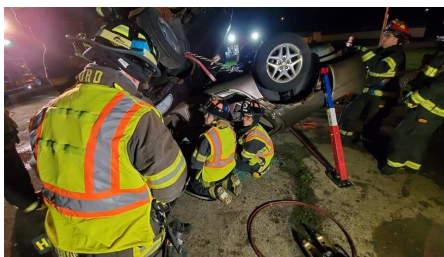




The Cedarburg Fire Department is a place where members not only serve their community, but also participate in fun activities and exciting training opportunities.



**Our members, and their families, find friendships and camaraderie as part of our family at the Cedarburg Fire Department**





## Application Process



Completion of Application: All applicants must *completely* fill in the information on the application and sign it under the Authorization section. The following items are important to remember when completing the application: 1) If you state that you are a member of other organizations, or that you have previous experience in other fire service or emergency medical service organizations; please provide name, address and phone number of the appropriate official that can be contacted to verify the information submitted. This information can be provided on a separate sheet of paper and attached to the application. If you have special licenses or certifications, please attach a *copy* of that as well.

Administrative Review of Application: When you submit your application, a thorough administrative review will be done. All information provided on the application will be verified. After the information is verified, you will be called to schedule an interview with a panel of 3 to 4 members on our Membership Committee.

Background Check and Physical Examination: A thorough background check is conducted of each applicant, with the assistance of the Cedarburg Police Department, and a five-year motor vehicle abstract is conducted through Motor Vehicle Records.

A thorough physical examination will be conducted of each applicant for active status membership. The fire department will provide the medical center address and phone number, and it is the applicant's responsibility to have the physical examination done as soon as possible after receiving our notification to proceed. The fire department is responsible for the cost of the examination. The physical exam consists of a 1) non-invasive physical, 2) an agility test and 3) a drug test and physical history that the applicant will provide to the physician, to determine the overall health of the applicant.

Review by Chief of Department and Approval Process: When all portions of the application process are complete, the Fire Chief will review the applicant's information. If there are any questions, further investigation will occur. If the Chief recommends membership for the applicant, the Chief will confirm said recommendation with the Cedarburg Police and Fire Commission. The applicant will be notified and the new member orientation process will begin.

The selection of competent and responsible personnel for membership in the Cedarburg Fire Department is essential in our mission to provide safety, protection and service to the public. Applicants are reminded to be patient with the membership process in order to allow sufficient time for the review of each applicant. Our goal is to complete the application process for each applicant within 30 days.

# CITY OF CEDARBURG - CEDARBURG FIRE DEPARTMENT EMPLOYMENT APPLICATION

Qualified applicants receive equal consideration. The City of Cedarburg – Cedarburg Fire Department does not discriminate in employment on the basis of any race, religion, national origin, sex, age, marital status, disability, sexual orientation, arrest or conviction record, or any other legally protected status.

## PERSONAL INFORMATION

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

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ Email address \_\_\_\_\_

All offers of employment are contingent on the production of documents which verify eligibility to work in this country.

## EMPLOYMENT DESIRED

Check box that applies: Fire (Active) EMS (Active) Fire/EMS (Active) Passive/Fundraising

Are you currently employed? Yes No May we contact your employer? Yes No

Ever applied for a fire department before? Yes No Where? \_\_\_\_\_ When? \_\_\_\_\_

How were you referred to the Cedarburg Fire Department? \_\_\_\_\_

## EMPLOYMENT HISTORY (List present or most recent employer first)

(1) Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Date (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_  
Position \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

(2) Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Date (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_  
Position \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

(3) Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Date (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_  
Position \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

## FIRE / EMS CERTIFICATION / LICENSE / EDUCATION

Are you a certified Firefighter I in Wisconsin?	Yes	No	In another State?	Yes	No	_____
Are you a certified Firefighter II in Wisconsin?	Yes	No	In another State?	Yes	No	_____
Are you licensed as an EMT Basic in Wisconsin?	Yes	No	In another State?	Yes	No	_____
Are you licensed as an Advanced EMT in Wisconsin?	Yes	No	In another State?	Yes	No	_____

\*\*\* Please attach copies of your certificates, licenses and/or CPR card \*\*\*

Do you have any other previous Fire and/or EMS service experience?

If so, please provide organization name and a contact phone number \_\_\_\_\_

## EDUCATIONAL HISTORY

High School \_\_\_\_\_ Location \_\_\_\_\_ Did you graduate? Yes No

### **COLLEGE OR UNIVERSITY TRAINING:**

School \_\_\_\_\_ Location \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_ Degree Earned and Date \_\_\_\_\_

### **TRADE, BUSINESS OR CORRESPONDENCE SCHOOL:**

School \_\_\_\_\_ Location \_\_\_\_\_ Subjects Studied \_\_\_\_\_ Did you Graduate? \_\_\_\_\_

### **GENERAL:**

Subjects of Special Study: \_\_\_\_\_

Are you pursuing further studies? Yes ☐ No ☐

If yes, what studies? \_\_\_\_\_

## REFERENCES (List the names of three persons not related to you, who know of your work or qualifications)

\_\_\_\_\_ Name \_\_\_\_\_ Address \_\_\_\_\_ Organization \_\_\_\_\_ Phone \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## BACKGROUND INFORMATION

List past residences, chronologically, during the past three (3) years, not including your present address.

Street Address City / State Date \_\_\_\_ to \_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? Yes No

If yes, please provide an explanation:

Have you ever paid a civil forfeiture or fine for a non-traffic related offense (including municipal ordinance violations)? Yes No

If yes, please provide an explanation:

Do you have any pending charge(s) against you? Yes No If yes, please provide an explanation:

Have you ever been criminally charged with an offense that was held open, suspended or dismissed after you agreed to a pretrial diversion program, treatment, rehabilitation, restitution or other alternative? Yes No If yes, please provide an explanation:

(In reference to the above questions; a conviction, pending charge(s) or arrest, and/or an agreement is not an automatic bar to employment and will be considered only as it relates to the job in question.)

## PERSONAL STATEMENT

Indicate in a brief statement your interest in a position with the City of Cedarburg – Cedarburg Fire Department, personal qualifications, and special talents or experience which you believe demonstrates your potential to succeed in the position for which you are applying.

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## AUTHORIZATION

I authorize investigation of all statements contained in this application or made by me during my interview. I understand that misinterpretation or omission of facts called for may be cause for rejection or subsequent dismissal if hired. I also authorize any former employer, person, firm, corporation or government agency to disclose to the City of Cedarburg – Cedarburg Fire Department any information they may have regarding me. I understand that the employment information may include, but is not necessarily limited to, performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it.

I also understand that a thorough background check for records maintained by any law enforcement agency, including but not limited to records of arrest and/or conviction, juvenile records, or those relating to traffic violations will be conducted by the Cedarburg Police Department, for which I have provided my driver's license information below. I agree that the City of Cedarburg – Cedarburg Fire Department shall not be held liable if I am denied employment or terminated following employment if it is verified that I submitted false statements or omitted substantive information.

**I release the City of Cedarburg – Cedarburg Fire Department, as well as any providers of information, from any liability and for any damage which may result from the furnishing of information provided during the background investigation of my application and interview except from the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the officer, employee or agent disclosing such facts knows are untrue.**

Applicant's Full Name (as shown on driver's license): \_\_\_\_\_

Applicant's Driver's License #: \_\_\_\_\_

Dated: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Please return application to us by one of the following methods:

**Email:** info@cedarburgfiredept.com

**Fax:** (262) 375-9203

**By Mail:** ATTN Fire Chief Cedarburg Fire Department PO Box 327 Cedarburg, WI 53012

**Deliver in Person to the Fire Department:** W61N631 Mequon Ave. Cedarburg, WI 53012