

# Winslow Township Fire Department Second Responders

## Welcome Letter to New Applicants

Dear Applicant:

We would like to thank you for your interest in becoming a volunteer with the Winslow Township Fire Department Second Responders. We want you to know that as a Member of our Organization you are becoming part of a large family that includes the Winslow Township Fire Department.

Our Organization was formed to assist the efforts of the Winslow Township Fire Department and to assist its members in providing better service to the community and residents of Winslow Township, New Jersey.

The application process is outlined below in checklist form. Maintaining the excellent reputation that the Fire Department has with the public is of utmost importance to us. Accordingly, we set high standards for membership and hope that you will appreciate our efforts to preserve the integrity of both Organizations.

In today's hectic and busy world, finding Individuals to Volunteer their time is harder than ever. We appreciate your interest in our Organization and hope to see you as a Member soon.

The process of application is outlined below:

1. Interested party will receive Welcome letter with Copy of By Laws from Sitting Vice-President
2. Vice-President shall be point of contact for New Applicant.
3. Once welcome letter and By-Laws are reviewed by Applicant, and they wish to continue the membership process, they will receive the following paperwork to fill out.
  - a. Application Form
  - b. Release of information forms that need to be signed and notarized for background check.
4. Once paperwork is received Applicant will complete a criminal background investigation conducted through the Winslow Township Police Department
  - a. Please call 609-567-0700 extension 1 to schedule your fingerprints.
  - b. Let the WTPD know you are with the Fire Department and there will be no charge for fingerprints.
5. Applicant will be assigned a Department email and will be required to complete mandatory training on E-safety, as well as any training deemed necessary by the Winslow Township Fire Department.
6. Applicant must sign the Department Employee Handbook which is located on E-Safety which contains policies such as Social Media and Sexual Harassment.
7. Payment of dues will be collected for Tier 2 Membership status.

8. Once above is completed New Applicant will be sworn in at the next monthly Board of Fire Commissioners meeting. An Executive Officer will attend that meeting as well.
9. In accordance with our By-Laws New Applicant can move up to Tier 1 status once they meet requirements.

Thank you for your interest in becoming a Member with the Winslow Township Fire Department Second Responders. If you have any questions, please reach out to our sitting Vice-President, or the Fire Department at 1-609-561-4225 for contact information.

Sincerely,

Executive Committee

Winslow Township Fire Department Second Responders