

**ASHBURN VOLUNTEER  
FIRE AND RESCUE DEPARTMENT**

20688 ASHBURN ROAD, ASHBURN, VIRGINIA 20147

NEIGHBORS HELPING NEIGHBORS

We are always here for you

ORGANIZED 1945

Dear Prospective Member,

Thank you for your interest in applying for membership at the Ashburn Volunteer Fire Rescue Department (AVFRD). The enclosed handout will provide you with an overview of the department and a basic outline of the membership process and requirements.

Please do note that due to safety and communication concerns, the Commonwealth of Virginia requires you to be fluent in English to take firefighter or EMT classes.

**On the last Tuesday of every month, there will be a new members meeting at the Station 6 at 20688 Ashburn Rd. starting at 7:00pm.** Anyone interested in becoming a member is encouraged to attend. We encourage you to bring your spouse or significant other. Prospective junior members (ages 16 & 17) must have a parent or guardian come with them. During this meeting, the application process, training and TIME COMMITMENT will be discussed in detail. This is also an excellent opportunity to learn more about our station and ask any questions you may have about joining.

Bring a copy of your driver's license/permit; resident card.

Once again, thank you for your interest. We look forward to meeting you at our membership meeting.

Sincerely,  
Loring Dixon  
Membership Committee Chair  
[ldixon@avfrd.net](mailto:ldixon@avfrd.net)  
703-554-9824

## **Introduction to the Applicant**

### **Overview**

The AVFRD is an independent and private incorporation that follows National, State and County Fire/Rescue guidelines. The AVFRD works hand-in-hand with Loudoun County Fire-Rescue, but is not owned by or run by Loudoun County. The AVFRD receives some monetary funding from Loudoun County, but most of our budget comes from fundraisers and donations.

### **History**

The Ashburn Volunteer Fire Department (AVFD) was founded in 1945 after a fire killed three children in Sterling, Virginia. At that time, the closest fire department was in Herndon, Virginia. The citizens of Ashburn decided that this situation was unacceptable and decided to start their own fire department. In 1991 ambulance service was added, and we became AVFRD (Ashburn Volunteer Fire and Rescue Department).

### **Response Area**

Our response area (also called first-due) encompasses approximately 26 square miles. We are bound by the Potomac River to our north, River Creek to our west and Broad Run to our east. Our southern border ends roughly in the vicinity of Waxpool Road. Our first-due presents us with a variety of buildings, businesses and terrain to cover and requires a wide range of equipment to manage all of the possible emergencies.

### **Probationary Members**

Operational members complete the **Volunteer Recruit School (VRS) training** prior to becoming active operational members, regardless of current certifications or skill levels. The training will orient the new member to station history, station operational procedures, communications, ambulance operations and fire behavior. The prospective member will also be introduced to apparatus and equipment.

Administrative members are required to attend the class sessions on station history, station operational procedures and communications, and are encouraged to participate in CPR training.

All new members will also participate in a 6-month Service Requirement.

## **Duty Crews**

The Operational Staff in Ashburn is comprised of both career and volunteer members. County career staff cover all 0600-1800hrs shifts. Volunteers are responsible for covering the night (1800-0600hrs) shifts.

After VRS training, you will be assigned to a duty crew.

Each member is required to participate in some of the other events that provide interaction with the community and help us raise funds to support our department. These events include, but are not limited to: Pancake breakfasts, Community “stand bys and public service events,” spring and fall Open House and special dinners. All operational members must put in at least 24 hours of “non – emergency time” per year to become and remain a voting member

## **Operational Members**

Operational members will be cleared to ride any apparatus after the completion of the VRS TRAINING but are considered “red hats” (a term used to designate a new operational member) until they have completed either Firefighter I-II or EMT-B. All mandated training is provided at no cost to the AVFRD member.

An EMT-B from another area may obtain reciprocity from Office of Emergency Services in Richmond (1-800-523-6019). However, any EMT new to Loudoun County must attend a Loudoun County BLS Protocols and skills verification classes/Challenge.

## **Junior Members**

Junior members must be at least 16 years old and must follow the same requirements as outlined above. Junior members must maintain a 2.0 or better GPA and cannot be failing any class in order to maintain his/her status. Junior members are required to provide a copy of their most recent report card at the time of application. A junior member may only remain at the station until 10:00 p.m. on any school night and 11 PM on the weekend.

## **Explorer Post**

Explorer Post 1666 comes under the umbrella of the Boy Scouts of America “Life for Learning” program. The program is co-ed. Young girls and boys who are at least 14 years old and have finished the eighth grade are eligible to join. The purpose of the Fire-Rescue Explorer Post is to expose teenagers from ages 14-21 to fire/rescue services. The Explorer participates in the training that is similar to VRS Training and performs other station duties. Grade point average and station rules apply as above.

## **Administrative Members**

Administrative members are the backbone of the AVRFD. They assist with planning, as well as participate in department fund-raisers (i.e. pancake breakfasts, Photo fund drive, etc.) and department sponsored events such as Open House and community education. There are many other tasks such as equipment maintenance, marketing, bookkeeping and public relations. These tasks will be assigned either by the President of AVRFD or the Chairpersons of the committees working under the President's direction. All contributions of time and involvement are greatly needed and deeply appreciated. Training requirements are outlined under the probationary member section. Administrative members are required to provide 120 hours of volunteer time per year.

## **Membership Benefits**

Members are eligible for numerous benefits as part of the volunteer system. Points are accrued based on your activity level within the department. Based on the number of points earned per year, members are eligible for the following:

- Fire/Rescue tag privileges
- One (1) free county sticker worth \$25.00
- Personal property tax waiver for one vehicle per member (applicable for Loudoun County residents only)
- No rental fee for the use of the social hall. Cleaning fees are not exempt
- Loudoun County Credit Union membership
- Tuition Reimbursement Program (Up to \$16,000)
- Retirement Program

# ASHBURN VOLUNTEER FIRE & RESCUE DEPARTMENT

20688 Ashburn Road, Ashburn, Virginia 20147

## APPLICATION FOR MEMBERSHIP

To whom it may concern:

Attached is my application for membership with the Ashburn Volunteer Fire and Rescue Department. I have given my full name, address and other pertinent information as requested. I understand that this application must be entirely completed to be considered.

I certify that I have carefully completed this application, that I have given all information herein without omission or falsification, that no information has been withheld about me or my background which may cause concern to AVFRD in any way, should the Board of Directors grant me membership with the Department.

I certify that I am a citizen or legal resident of the United States; a resident of the Commonwealth of Virginia; hold a valid driver's license/permit; have a social security number, have a High School diploma or GED equivalent; and am fluent in English. Junior members should be attending High School. Non-US citizens/legal residents must provide a copy of their green card and visa.

By signing my name to this letter, I consent to the investigation of all facts and circumstances given in the attached application for membership to the Ashburn Volunteer Fire and Rescue Department. I also consent to the interview of any references provided herein, to any background investigation, and fingerprint check. I understand that I am subject to an agility test, a physical examination, and a drug screening.

I consent to periodic background and driving record checks for the duration of my membership.

I fully understand that should any information found herein be investigated and found to be false, that I will be subject to immediate dismissal from the Ashburn Volunteer Fire and Rescue Department without recourse.

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Applicant's Signature

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Date of Application

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Parent/Guardian Signature if applicant if under 18 and/or still in High School)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
Maiden/Prior Name: \_\_\_\_\_ Last 4 of SSN \_\_\_\_\_ Date of Birth: \_\_\_\_\_ T-Shirt size \_\_\_\_\_  
Home Address (Street, Apt. No.) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Birthplace(City/State): \_\_\_\_\_ Citizenship\*\* \_\_\_\_\_

**\*\*Note: non-US citizens must provide a copy of their resident card/visa**

**EMPLOYMENT HISTORY:** (last three years)

**1. Current Employer Name:** \_\_\_\_\_ Working Days/Hours: \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Employer Phone: \_\_\_\_\_  
Employer Address \_\_\_\_\_  
Position Held: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

**2. Previous Employer Name:** \_\_\_\_\_ Working hours/days \_\_\_\_\_  
Supervisor's \_\_\_\_\_ Employer Phone: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
Position Held \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Please explain any gaps in you employment history: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged, asked to resign from a job, or resigned to avoid discharge? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MILITARY SERVICE\*** **\*Attach a copy of Copy#4 of your DD-214**

Previous/Current Military Experience: \_\_\_\_\_ Branch: \_\_\_\_\_ Years of Service: \_\_\_\_\_  
Last Rank: \_\_\_\_\_ Type of Discharge\*: \_\_\_\_\_ Date: \_\_\_\_\_  
Were you ever found guilty of a court martial offense while in the military: Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please explain in detail:

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**EDUCATION :** (NOTE: **Junior Applicants (16 and 17) must attach copy of latest grades**):

High School/ College/ Vocational \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Highest Grade Level: \_\_\_\_\_ Degree/Major \_\_\_\_\_

Post-Graduate Education \_\_\_\_\_

**PREVIOUS FIRE/EMS EXPERIENCE:**

Are you presently or have you ever been a member of any fire, rescue, EMS, or emergency services agency?

Yes:\_\_\_ No:\_\_\_ If yes, what agency(s)? \_\_\_\_\_ Dates there: \_\_\_\_\_

Supervisor Name & Title: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

Have you ever been denied membership, had disciplinary action taken against you, or been asked to resign by any organization or emergency services agency? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, please explain in detail:

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**WHAT IS YOUR AREA OF INTEREST?** Fire \_\_\_\_\_ EMS \_\_\_\_\_ Administrative \_\_\_\_\_

**QUALIFICATIONS/SKILLS & TRAINING:** Please list any fire, rescue, EMS, and/or emergency management training, experience, and certifications you currently hold. Include expiration dates and certifying state, department or agency and attach copies of your certifications to this application. Language skills....

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**REQUIRED\*** Please give a brief explanation re why you would like to become a member of this department.

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**MEDICAL HISTORY:**

Do you have any medical conditions or physical limitations that should be considered: Yes: \_\_\_\_ No: \_\_\_\_

Are you currently receiving any special medical treatment or medications? Yes: \_\_\_\_ No: \_\_\_\_

If yes to either question, please explain: \_\_\_\_\_  
\_\_\_\_\_

**CRIMINAL HISTORY:**

Have you ever been convicted of or charged with a felony and/or misdemeanor? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_

List all prior Criminal/Traffic convictions (i.e. drunk driving, reckless driving, speeding, failing to obey traffic signal, etc). List Charges, Place and Date: \_\_\_\_\_  
\_\_\_\_\_

**DRIVING LICENSE:** Attach a copy of your driver's license/permit.

Do you have a valid driver's license/permit? Yes: \_\_\_\_ No: \_\_\_\_\_.

State: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**REFERENCES:** List 3 adults whom you have known at least 2 years.

Do not include supervisors or employers already mentioned on page 2, relatives, or spouses.

**Email addresses preferred!!!!!!!!!!!!!!!!!!!!!!**

**JUNIOR applicants must submit 2 more letters/emails of reference = total of 5 references**

1. Name: \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone : \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_



**CERTIFICATION & AGREEMENT**

**This statement must be signed. Please read the following statement carefully before signing.**

I hereby certify that the facts set forth in the above Application for Membership are true and complete to the best of my knowledge, and I have not intentionally omitted any information. I further certify that there are no willful misrepresentations or falsifications of the above statements and answers to questions. If a background/fingerprint/DMV investigation discloses such misrepresentations, omissions, and/or falsifications, my application could be rejected, and I could be disqualified from ever providing volunteer service with the Ashburn Volunteer Fire and Rescue Department.

I hereby certify that I have never been: (1) convicted of any felony; (2) convicted of any crime involving sexual misconduct or morals and decency; (3) convicted of any crime involving sexual or physical abuse of children, the elderly or the infirm; (4) convicted of any crime involving abuse, neglect, or financial exploitation, (5) or convicted of any crime involving initiating a false alarm, making a bomb threat, threats to burn, or arson.

\_\_\_\_\_  
Signature of Applicant:

\_\_\_\_\_  
Date

**If applicant is under 18:**

**The responsibilities of a Fire/Rescue Department member involves many hazardous duties, including, but not limited to the following:**

- **Driving and riding on several types of emergency response vehicles**
- **The lifting and movement of heavy objects**
- **Fire suppression and rescue in an environment that could be toxic or potentially hazardous**

**I/We, the parents/guardians of \_\_\_\_\_ have been duly informed of the duties our son/daughter will be required to participate in if he/she becomes a member of the Ashburn Volunteer Fire & Rescue Department, and we give our son/daughter permission to participate as a full member.**

**Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_**

**Parent/Guardian (print) \_\_\_\_\_**

**Parent/Guardian address \_\_\_\_\_**

**Parent/Guardian Cell # \_\_\_\_\_ email \_\_\_\_\_**

**BACKGROUND, FINGERPRINT, AND DRIVING RECORD CHECK**

**AUTHORIZATION FORM**

**For the purposes of this membership application and, if accepted as a member, periodic recertification while a member of the Ashburn Volunteer Fire and Rescue Department, I expressly authorize the Ashburn Volunteer Fire and Rescue Department, the Loudoun County Fire and Rescue Department and/or any employee, agent or representative thereof to conduct a background investigation, including but not limited to: an investigation of my personal history, criminal history, fingerprint check, driving record, and/or employment history. I expressly consent to the release of information concerning my capacity and fitness by employers, educational institutions, law enforcement agencies, and other individuals and agencies duly accredited. This authorization will be valid for the entire length of my membership with the Ashburn Volunteer Fire and Rescue Department.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date