



## **Butler Township Fire District**

290 South Duffy Road

Butler, PA 16001

Phone: 724-283-3430 Fax: 724-282-2142



# Firefighter New Member Application

# BUTLER TOWNSHIP

## INTER OFFICE MEMO

TO: Fire Department Applicants

FROM: Tom Knights, Butler Township Manager

RE: Various Application Processing Forms

As a result of your interest in applying for membership to the Butler Township Volunteer Fire District, the following information is required. **Approved membership status cannot be granted until the following documents have been completed by you.** Please find enclosed the following documents:

1. Firefighter Application
2. Authority to Release Information
3. Butler Township Beneficiary Form
4. Sexual Harassment Signature Form
5. Workers Compensation Information Signature Page
6. Employee's Workers Compensation Acknowledgement Form
7. Workers Compensation Physician Panel List

Kindly complete items one through six and return to my attention at the Butler Township Municipal Building, 290 South Duffy Road, Butler. Keep item number seven for your records.

If you have any questions, please call Marcie at 724-283-3430, extension 212.

Thank you for your cooperation.

# Process for New Members

1. Applicant completes application and returns to fire department.
2. Fire Department reviews application and Line Officer signs application.
3. Applicant brings the application to the Township with the following forms:
  1. Authority to Release Information Form
  2. Beneficiary Form,
  3. Two (2) Workers' Compensation Signature Pages
  4. Sexual Harassment Policy Signature Page
4. Criminal Background Check and Driver's License Record Check is performed by Township.
5. Applicant is contacted by FalconER Urgent Care in Cranberry to schedule a firefighter physical.
6. Once the physical report is received from FalconER Urgent Care the Township Manager will send a letter to the Fire Department Chief with his recommendation.
7. Fire Department notifies applicant of their membership status.

# Butler Township Volunteer Fire District Membership Application

Name \_\_\_\_\_ Date of Application \_\_\_\_\_  
(Last, First, Middle Initial) (Maiden Name - if applicable)

Current Address \_\_\_\_\_

E-mail Address: \_\_\_\_\_

How long have you lived at your current address? \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone Number \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver License Number \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date \_\_\_\_\_ State \_\_\_\_\_

Education Level \_\_\_\_\_ High School Year Graduated \_\_\_\_\_

College Year Graduated \_\_\_\_\_ Degree in \_\_\_\_\_

Name/ Address Present Employer \_\_\_\_\_

How Long Have You Worked There? \_\_\_\_\_

Have You Ever Belonged to Another Fire Company? YES NO

If yes, list name and address of fire company. \_\_\_\_\_

Reason for leaving previous fire company. \_\_\_\_\_

Have you had any previous related training or experience? \_\_\_\_\_

Circle the areas you are interested in. Firefighting Rescue Social Activities

In a brief paragraph, state why you wish to join this Department, what the Department can gain from your membership, and what you expect to gain from membership.

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

List three (3) references other than relatives that we may contact. (Name/ Address/Phone Number)

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

Have you ever been convicted of a crime other than summary traffic violations? If yes, please explain:

\_\_\_\_\_

Has your driver's license ever been suspended? \_\_\_\_\_ NO \_\_\_\_\_ YES

If yes - when was your license suspended \_\_\_\_\_ for what type of infraction

\_\_\_\_\_

Do you have any citations or accidents on your driving record? If yes, please explain:

\_\_\_\_\_

In case of an emergency notify:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

If you are under 18 years of age, parent signature and working papers must accompany this application.

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

The undersigned hereby affirms that the foregoing information is true and correct to the best of said persons knowledge, information and belief, said affirmation being made subject to the penalties prescribed by 18 PA C.S.A. Section 4904 (unsworn falsifications to authorities).

Having made application for membership with the Butler Township Volunteer Fire District and desiring that they be informed of my previous records and character, I hereby authorize an investigation into all records which may be of interest to them. This authorization includes, but is not limited to medical, hospital, school, credit records, driver's license check and criminal background check whether privileged or not. This authorization to furnish information is executed in consideration of the Butler Township Volunteer Fire District giving my application consideration and shall serve as a release of all liability to all parties furnishing such information to the Butler Township Volunteer Fire District. The applicant understands and agrees that acceptance is dependent upon successful completion of a drug test, and a complete physical examination by a Butler Township appointed Doctor and any misrepresentation or omission of facts called for is cause for dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Fire Department Use Only*

Line Officer Signature:

\_\_\_\_\_

**Firefighter Minimum Age Requirements - 14 years of age**

# Authority to Release Information

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

Having made application for membership with Butler Township Volunteer Fire District and desiring that they be informed of my previous records and character, I hereby authorize an investigation into all records, which may be of interest to them. This authorization includes, but is not limited to medical, hospital, school and credit records whether privileged or not. This authorization to furnish information is executed in consideration of Butler Township Volunteer Fire District giving my application consideration and shall serve as a release of liability to all parties furnishing such information to Butler Township Volunteer Fire District.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

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

State: \_\_\_\_\_

## Butler Township Beneficiary Form

NOTE TO MEMBER – Our Volunteers are protected with Group Insurance. It is to your advantage to name a beneficiary. Please show the following information. Return to Secretary immediately. **THIS IS IMPORTANT.**

Member's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Social Security Number \_\_\_\_\_ Telephone \_\_\_\_\_

Full Name Given of Beneficiary \_\_\_\_\_

Relationship to Beneficiary \_\_\_\_\_

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

**If upon the death of an Insured Member, and there is no surviving beneficiary or record on file with the Secretary of the Policyholder, benefits for Loss of Life shall be payable in one sum to the first surviving class of the following classes of beneficiaries, otherwise to the estate of the Insured Member: The Insured Member's (1) wife or husband (2) child or children (3) mother or father (4) brothers or sisters.**

# SEXUAL HARASSMENT POLICY

## **Section 1 - Statement of Policy**

Title VII of the Civil Rights Act of 1964 and other federal and state laws prohibit employment discrimination on the basis of race, color, sex, age or national origin. Sexual harassment is included among the prohibitions. This policy prohibits not only sexual harassment, but also harassment based upon race, color, national origin, age, handicap or any other classification protected by law.

Sexual harassment, according to the Federal Equal Employment Opportunity Commission ("EEOC"), consists of unwelcome sexual advances, request for sexual favors or other verbal or physical acts of a sexual or sex based nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or, (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

It is also unlawful to retaliate or take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination, whether that concern relates to harassment of or discrimination against the individual raising the concern or against another individual. Examples of conduct that would be considered sexual harassment or related retaliation are set forth in the Statement of Prohibited Conduct which follows. These examples are provided to illustrate the kind of conduct prescribed by this policy; the list is not exhaustive.

Sexual harassment is unlawful, and such prohibited conduct exposes not only the Butler Township Volunteer Fire District ("the Fire District"), but individuals involved in such conduct, to significant liability under the law. Fire District Members ("employees") at all times should treat other employees respectfully and with dignity in a manner so as not to offend the sensibilities of a co-worker. Accordingly, the Fire District is committed to vigorously enforcing its sexual harassment policy at all levels.

## **Section 2 - Statement of Prohibited Conduct**

The Fire District considers the following conduct to represent some of the type of acts which violate the sexual harassment policy:

- a. Physical assaults of a sexual nature, such as:
  - (1) Rape, sexual battery, molestation or attempts to commit these assaults; and
  - (2) Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body.
  
- b. Unwanted sexual advances, propositions or other sexual comments such as:
  - (1) Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence



of any employee who has not indicated that such conduct in his/her presence is welcome;

- (2) Preferential treatment or promise of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward;
- (3) Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.

c. Sexual or discriminatory displays of publications in the work place, such as:

- (1) Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic.

A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted or the accomplishment of routine work at the Township and who has posed for the obvious purpose of displaying or drawing attention to private portions of his or her body.

- (2) Displaying signs or other materials purporting to segregate an employee by sex in any area of the work place, other than restrooms and similar semi-private lockers/changing rooms.

d. Retaliation of sexual harassment complaints, such as:

- (1) Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work related matters with any employee because that employee has complained about, or resisted harassment, discrimination or retaliation; and
- (2) Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct.

e. Other acts:

- (1) The above is not to be construed as an all-inclusive list of prohibited acts under this policy;
- (2) Sexual harassment is unlawful and hurts other employees. Any of the prohibited conduct described here is sexual harassment of any one at whom it is directed or who is otherwise subjected to it. Each incident of harassment, moreover, contributes to a general atmosphere in which all persons who share the victim's sex suffer the consequences. Sexually oriented acts or sex based conduct have no legitimate business purpose; accordingly, the employee who engages in such conduct should be and will be made to bear the full responsibility for such unlawful conduct.

- (3) Acts which occur outside the workplace outside working hours can also, in certain circumstances, create a hostile working environment and must be brought to management's attention.

### **Section 3 - Penalties for Misconduct**

Any employee's commission of acts of sexual harassment or retaliation against a sexual harassment complainant will result in appropriate sanctions, up to and including dismissal, against the offending employee, depending upon the nature and severity of the misconduct.

A written record of each action taken pursuant to this policy will be placed in the offending employee's personnel file. The record will reflect the conduct, or alleged conduct, and the warning given, or other discipline imposed.

### **Section 4 - Procedures for Making, Investigating and Resolving Sexual Harassment and Retaliation Complaints**

- (a) Complaints.

Complaints of acts of sexual harassment and retaliation that are in violation of the sexual harassment policy will be accepted in writing or orally, and anonymous complaints will be taken seriously and investigated. A complaint need not be limited to someone who was the target of harassment or retaliation. Anyone who has observed sexual harassment or retaliation should report it to their immediate supervisor. In the event that it would be inappropriate to report such concerns to one's immediate supervisors, the report may be made to the Butler Township Fire Marshal, Butler Township Manager, or Township Secretary.

Only those who have an immediate need to know, including the person to whom a report was made, the alleged target of harassment or retaliation, the alleged harasser or retaliator, or any witness will or may find out the identity of the complainant. All parties contacted in the course of an investigation will be advised that all parties involved in a charge are entitled to respect and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint or who has provided evidence in connection with a complaint, is a separate actionable offense and subject to discipline under this policy.

- (b) Cooperation.

An effective sexual harassment policy requires the support and example of personnel in positions of authority. Township agents or employees who engage in sexual harassment or retaliation or who fail to cooperate with the Township sponsored investigations of sexual harassment or retaliation may be severely sanctioned by suspension or dismissal. By the same token, officials who refuse to implement remedial measures, obstruct the remedial efforts of other Township employees, and/or retaliate against sexual harassment complainants or witnesses may be immediately sanctioned by suspension or dismissal.

**Member's Acknowledgement of Butler Township  
Volunteer Fire Department Sexual Harassment Policy.**

I, \_\_\_\_\_, hereby acknowledge receipt of the Butler Township  
Volunteer Fire Department Sexual Harassment Policy dated November 16, 1998.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness