

APPLICATION FOR  
JUNIOR MEMBERSHIP  
In The  
PRINCETON FIRE DEPARTMENT  
PRINCETON, NJ

REVISED February 26, 2014

**PRINCETON FIRE DEPARTMENT  
APPLICATION FOR MEMBERSHIP**

**APPLICATION CHECKLIST**

**(for use by applicant)**

- Page 3, Release Authorization.**
  - Fill in blank with your legal name, 2<sup>nd</sup> paragraph.
  - Sign and date at bottom of page.
  - Have witness print and sign name, insert date in proper blanks.
  
- Page 4, Personal Data.**
  - Fill in all the blanks on this page.
  
- Pages 5 - 6, Experience, Motor Vehicle History, Contact Information.**
  - Fill in all the blanks on this page that apply.
  
- Page 7, Certification of Application.**
  - Fill in the blank after “I”, first full paragraph.
  - Do NOT sign unless you are with the Notary Public, they have to witness you sign this!
  - The blanks at the top of the page and the blanks at the bottom of the page will be filled in by the notary public you will have notarize this page.
  
- Page 8, Criteria for Eligibility.**
  - Please read this page for important information about the application process.
  
- Page 9, Application Tracking.**
  - For Princeton Fire Department use only. Nothing you need to fill out on this page.
  
- Pages 10 - 11, Section of Princeton Ordinance Detailing Junior Membership.**
  
- Page 12, Permission Letter.**
  - Fill in applicant’s name.
  - Signatures of parent(s) and school principal or guidance counselor.
  
- Page 13, Physical Exam Form.**
  - To be completed by the physician we send you to for your physical.
  
- Complete attached Princeton HealthCare System Drug Screen Consent Form**
  
- Blue Form, NJ State Police Request for Criminal History Record Information.**
  - Applicant to complete Section B.
  - Sign and date Section E.
  
- Attach copy of Birth Certificate**

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**INSTRUCTIONS**

Read every question carefully. Answer every question, leave no blank spaces, if a question does not apply to you, use "Not Applicable", or "N/A". An applicant may be rejected who has intentionally made a false statement of a material fact; and/or practiced, or attempted to practice any deception or fraud in this application.

The applicant shall personally prepare this form. All entries, except the signatures, must be hand written in black ink.

If the space provided for answering any question is insufficient, attach a separate sheet of paper and include the question and question number above the answer or continuation.

All applications must be accompanied by copies (not originals) of Birth Certificate.

Please note that applications will be rejected if the applicant does not meet the eligibility requirements attached to this application

**RELEASE AUTHORIZATION**

To all Courts, Probation Departments, Selective Service Boards, Physicians, Hospitals, Employers, Educational and other Institutions and Agencies without exception.

I, \_\_\_\_\_ am making application to the Princeton Fire Department. As a result, an investigation is being conducted to determine my eligibility for membership/employment.

Therefore, you are authorized to release to Princeton and/or Princeton Fire Department or its representatives, any and all information documentary or otherwise pertaining to the above applicant that they may request.

I hereby release, discharge, and exonerate Princeton, Princeton Fire Department, its agents or representatives and any person so furnishing information, from any liability of every nature and kind arising out of the furnishing, inspection, or collection of such documents, records, and other information or the investigation made by the Princeton of Princeton and/or Princeton Fire Department.

A photostatic copy of this authorization will be considered as effective and valid as the original.

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

Parent/Legal Guardian Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

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Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONAL DATA**

1. What is your full name? \_\_\_\_\_  
(Last) (First) (Middle)

2. Give any other names you have used or have been known by and attach a statement giving reasons.

A. \_\_\_\_\_ B. \_\_\_\_\_

3. Date of birth: \_\_\_\_\_ Age at time of application: \_\_\_\_\_  
(Month) (Day) (Year)

Sex: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

4. Place of birth: \_\_\_\_\_  
(Hospital) (City) (State)

5. Birth Certificate: \_\_\_\_\_  
(City) (County) (State)

6. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Issued in which State: \_\_\_\_\_

7. What is your current legal address? \_\_\_\_\_  
(Number) (Street) (City)

\_\_\_\_\_  
(County) (State) (Zip Code) (Home Phone #) (Cell Phone #)

8. How long have you resided at the above address? \_\_\_\_\_

9. Drivers License Number: \_\_\_\_\_ Issued in which State \_\_\_\_\_

10. Email address: \_\_\_\_\_

*If a high school level student not living at home, list your school address here:*

\_\_\_\_\_  
(Number) (Street) (City)

\_\_\_\_\_  
(County) (State) (Zip Code)

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**EXPERIENCE**

1. Have you ever been a member of another fire department in New Jersey or any other State?

Yes     No

Department/Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Present status: \_\_\_\_\_

2. Have you ever been terminated, asked to resign or rejected by another fire department for membership in this state or any other state?

Yes     No

Department/Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Reason: \_\_\_\_\_

3. State of New Jersey Firefighter Certification Number (if applicable) # \_\_\_\_\_

**MOTOR VEHICLE HISTORY**

1. Have you ever received a summons for a violation of the Motor Vehicle Laws in this state or any other state?(Exclude overtime parking violations)

Yes     No

If yes, complete the following:

Date	Offense	Location	Court Disposition	Your age (at time)	Police Agency



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**CERTIFICATION OF APPLICATION**

STATE OF NEW JERSEY.....

)ss.

COUNTY OF.....

I, \_\_\_\_\_ being duly sworn, depose and say I am the above named person. I signed the forgoing statement. I personally read and printed by hand, answers to each and every question therein and I do solemnly swear that each and every answer is full, true and correct in every respect.

“Under Penalty of Law”, a person who makes a false statement under oath or equivalent affirmation, or swears or affirms the truth of such a statement previously made, when he does not believe the statement to be true, is guilty of a crime of the fourth degree in violation of 2C:28-2.

\_\_\_\_\_  
(Applicant sign here)

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of :

County of:

Before me personally appeared the said \_\_\_\_\_ who says that he/she executed the above instrument of his/her own free will and accord with full knowledge of the purpose therefore.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ year of \_\_\_\_\_.

My Commission expires: \_\_\_\_\_ Notary Public \_\_\_\_\_  
(printed name)

Notary Public \_\_\_\_\_  
(Signature)

Seal:

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**CRITERIA FOR ELIGIBILITY**

NO APPLICANT FOR THE POSITION OF FIREFIGHTER WITH PRINCETON FIRE DEPARTMENT SHALL BE CONSIDERED ELIGIBLE FOR MEMBERSHIP IF DURING THE MEMBERSHIP PROCESS IT IS DISCOVERED THAT THE APPLICANT:

**A. DRIVING RECORD**

- 1) Has one (1) or more DWI convictions;
- 2) Has one (1) or more DUI convictions;
- 3) Has two (2) or more convictions for driving while suspended;
- 4) Has failed to appear in court two (2) or more times;
- 5) Has two (2) or more convictions for reckless driving.

**B. CRIMINAL HISTORY**

- 1) Has been arrested and convicted as an adult of any of the following:
  - Has been arrested and convicted of any offense which involves dishonesty (including offenses under 2C:51-2);
  - Has been arrested and convicted of any offense which touches on the position of a Firefighter;
  - Has been arrested and convicted of any offense which is a third degree or higher (including offenses under 2C:51-2);
  - Has been incarcerated for a conviction in a correctional facility of any jurisdiction;
  - Is pending Grand Jury action or trial for any offense in any jurisdiction;
  - Is presently on probation as part of a Conditional Discharge or Pre-Trial Intervention Program;
  - Has been convicted of any Domestic Violence offense (“Lautenburg Amendments”);

**C. OTHER**

- 1) Refuses to consent to any part of the security and/or background investigation;
- 2) Has been found to have falsified any document or intentionally given false information in any part of this application process;
- 3) Has failed to meet any one of the requirements of the employment screening process;
- 4) Has refused/failed to submit to a urine and/or blood sample or has submitted urine and/or blood sample that has been found to be positive for an unauthorized controlled substance.
- 5) Has failed any portion of the pre-appointment physical examination or has failed to appear for a scheduled physical examination more than one time.

**D. APPEAL PROCESS**

- 1) Any applicant who has been declared ineligible as a result of one or more criteria in A through C above may appeal such declaration within 30 days of receipt of notification of such declaration
- 2) Such appeal shall be directed to the Administrator of the Princeton of Princeton, shall be set forth in writing, and shall set forth the circumstances and give a reason for such declaration to be reversed.
- 3) The Princeton Administrator, after consultation with such individuals as may be deemed necessary, shall make a ruling in regards to the appeal and notify the applicant of such ruling in writing.

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**FOR OFFICE USE ONLY**

**APPLICATION TRACKING**

**Company:** (circle one)      Engine Co. #1      Princeton Hook & Ladder      Mercer Engine Co. #3

**Date approved by Company:** \_\_\_\_\_

**Signature of Company President/Secretary:** \_\_\_\_\_

\*\*\*\*\*

**Date Received by Borough:** \_\_\_\_\_

**Date of Physical Exam:** \_\_\_\_\_

**Date of Appointment by Mayor & Council :** \_\_\_\_\_

**NOTES:**

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**Applicants and at least one parent must read the following and sign at the end of this section that they have read and fully understand the section of the Princeton ordinance dealing with junior members of Princeton Fire Department.**

**From: An Ordinance Amending and Supplementing  
Articles III, IV and V of Chapter 14 "Fire" of  
The Code of the Princeton of Princeton, NJ 1974**

**Sec. 14-28. Junior firefighter.**

(a) All applicants for junior firefighter membership will come under the same residency rules as regular members and be sixteen or seventeen years of age. All applications for membership shall be in writing on a form provided by the department. Applicants will be physically and mentally fit to perform the duties of a junior firefighter, evidenced by completing a physical provided by a physician selected by the borough. All applicants must include a letter of written permission from the applicant's parents or legal guardians and high school principal or guidance counselor. Membership will be limited to fifteen members per company. Fine and dues structure of regular members does not apply to junior firefighters.

(1) Applicants for junior firefighter shall first be approved by the particular fire company, after which the applicants shall be approved by resolution of the mayor and council.

(2) The term of a junior firefighter shall expire when such junior firefighter is appointed to regular membership by the mayor and council pursuant to section 14-25 or when the junior firefighter reaches the age of eighteen and one-half years of age, whichever occurs sooner.

(3) Failure to abide by the requirements for junior membership as established by the Princeton ordinances shall subject a junior member to summary dismissal by the chief. Any junior member aggrieved by such an action may request a hearing by the fire chief and the two deputy chiefs who may affirm or reject the summary dismissal.

(4) In addition, junior firefighters not following the rules and regulations established by the particular fire company may also be disciplined or dismissed by the fire company with no action by the fire chief, deputy chief and/or assistant chief.

(b) All junior firefighters shall be subject to the following rules and regulations, plus those adopted by mayor and council of the Princeton of Princeton, and such other rules and regulations which may be adopted by the department and not in conflict with state or local regulations.

(1) All juniors must maintain a passing academic average to continue membership. If it is determined that said member is not keeping a passing average, said member will not be allowed to participate until the average is brought up to a passing level.

(2) Junior firefighters must wear full protective clothing, helmet, hat, gloves and boots when taking part in a working drill.

(3) Junior firefighters shall vacate the firehouse by 10:00 p.m. on nights preceding a scheduled school day, and by 11:00 p.m. on all other nights. On special occasions, the particular company may grant permission for the juniors to remain later.

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(4) Junior firefighters shall at all times be in the direct charge of the line officers and advisors of the particular fire company and failure to obey their orders can be reason for corrective measures or even discharge.

(5) At no time shall any junior obtain or consume any alcoholic beverage on Princeton Fire Department property. No junior member shall at any time consume any drug or controlled dangerous substance on Princeton Fire Department property.

(6) Junior firefighters shall not display any light, such as an emergency blue light, on their vehicles.

(7) Junior firefighters shall be permitted to ride under the following criteria:

- a. They must already be at the fire station;
- b. They must wear full protective clothing;
- c. They must ride inside the cab or enclosed seating area; and
- d. They must remain with the apparatus unless ordered to do otherwise by an officer or the driver.

(8) Junior firefighters may be allowed to assist the driver with hooking and unhooking hose lines, getting equipment, relaying messages and other duties as assigned by the driver or any fire department officer. Junior firefighters may also train on equipment as authorized by an officer at training drills.

(9) Junior firefighters may not hold or direct a charged hose line during a priority incident, nor may they hold or operate any power equipment. In addition, junior firefighters may not participate in the mitigation of hazardous materials incident or in any area of immediate danger. Junior firefighters may not don an SCBA at the scene of an incident.

(10) Junior firefighters may not leave school for any Princeton fire department activity at call, nor may they wear a Princeton fire department pager while at school.

(c) Junior firefighters may elect two officers, a president and a secretary. The juniors may conduct their own meetings provided at least one advisor is present.

Any suggestions or requests from the juniors will be presented by the advisors or in a letter from their secretary.

(1) Requests for information on fires shall be referred to the chief, while requests for information on company matters shall be referred to the president.

(2) Juniors shall not be issued keys to the firehouse.

(3) Junior firefighters shall be reasonably expected to participate in all of the department's activities.

(d) Two or more advisors shall be appointed by the chief of the department. It shall be the duty of the advisors to oversee the juniors and enforce the rules and regulations governing them. At least one of the advisors will be a line officer.

(Ord. No. 93-11, § 1; Ord. No. 2000-7, § I; Ord. No. 2003-36, § I; Ord. No. 2007-23.)

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**PERMISSION LETTER**

Letter of written permission for \_\_\_\_\_ to become a junior member of the Princeton Fire Department. We have read and fully understand the section of the Princeton ordinance dealing with junior members of Princeton Fire Department that has been provided with this application package. We also will assist Princeton Fire Department officers and/or officers of the fire company the applicant joins with information needed to enforce the ordinance requirements, the Princeton Fire Department Standard Operating Guidelines, fire company rules and regulations and any other standards/rules/regulations/etc. that may govern the actions of junior members of Princeton Fire Department.

We understand that the applicant's schooling is a higher priority than this membership and will act accordingly to protect the academic standing of the applicant while a junior member of Princeton Fire Department.

We understand that questions we may have at any time can be directed to the Princeton of Princeton's Director of Emergency Services.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent #1/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent #1/Legal Guardian Printed Name: \_\_\_\_\_

Parent #2/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent #2/Legal Guardian Printed Name: \_\_\_\_\_

Principal/Guidance Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Guidance Counselor Printed Name: \_\_\_\_\_

