



Henrietta Volunteer Ambulance
280 Calkins Road • Rochester, New York • 14623 • (585) 334-4190
<http://www.HenriettaAmbulance.org>

Personal Letter of Reference

Dear Sir or Madam:

The person you are providing this reference for is in the process of applying for membership into Henrietta Volunteer Ambulance (HVA) Service. The applicant has chosen you as a person qualified to render a fair opinion of their suitability for membership.

Please complete and sign this form as soon as possible. The applicant will not be considered for membership until we receive your letter of reference. Mail this form to the address noted on the back or return it to the applicant. This information will be held in strictest confidence.

This letter of reference is for (name of applicant): _____

Your name: _____

Address: _____

Phone Number: _____ The best time to call: _____

- In what capacity do you know this person?
☐ Personal friend ☐ Acquaintance ☐ Colleague at work ☐ Relative
☐ I am not really qualified to comment on this person
- How long have you known this person? _____ years
- Do you understand that the person named above is applying for membership into HVA and the nature of the business that HVA is in? ☐ Yes ☐ No
* Information on HVA can be found on Page 2 of this letter
- Do you recommend this person for membership into HVA?
☐ Highly Recommend ☐ Recommend ☐ Do **not** Recommend ☐ No Comment

Please explain why you recommend or do not recommend this person for HVA Membership:

----- Additional comments may be made on the back of this sheet -----

Your signature: _____

Date: _____

Information about Henrietta Volunteer Ambulance Service

Henrietta Volunteer Ambulance (HVA), founded in 1962, is the primary emergency medical service provider for the Town of Henrietta, NY. In addition to our Basic Life Support (ambulance) service, we also provide Advanced Life Support (fly-car) services to Henrietta and its neighboring communities. Our calls for emergency service cover the entire spectrum of possible types. We respond to heart attacks, injuries, general illnesses, motor vehicle accidents, assaults, and – occasionally – we deliver babies. We respond to approximately 4,300 requests for emergency medical service per year.

HVA receives its calls for service through Monroe County's Office of Emergency Communications ("911" System). Dispatching of our ambulances is then handled by an HVA Dispatcher. The Dispatcher remains at our operation's base during the emergency call, monitors the radio transmissions of the ambulance crew, manages office tasks, and handles loans of crutches or wheelchairs to the public.

HVA provides four New York State (NYS) – certified ambulances for the transport of patients to local area hospitals. The Medic and Driver respond to emergency calls on the ambulance. The Medic and the Driver must both be certified as a New York State Emergency Medical Technician (EMT) or higher.

HVA provides two New York State (NYS) – certified special response vehicles, known as fly-cars that provide Advanced Life Support (ALS) care. The ALS program at HVA is a state-of-the-art operation that began service in 1975. This service employs Critical Care Technicians and Paramedics to respond on any serious or critical calls. The ALS technician responds to calls either on an ambulance or on the fly-car to provide life-saving skills to patients in need.

Please use this space for additional comments (if needed):

If you wrote any comments on this side of the paper, please add your signature here:

Your signature:	Date:
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If you have any questions, please contact us at 334-4190 between the hours of 9 AM & 5 PM.

Send this letter of reference to:

Henrietta Volunteer Ambulance
Attention: Vice President of Membership
280 Calkins Road
Rochester, New York 14623