

FIREFIGHTER APPLICATION INSTRUCTIONS

1. Read instructions on application and answer all questions. Be sure to include your email address as notification regarding the test will be sent via email.
2. Complete Civil Service Voucher and have notarized. Do not have relatives complete voucher. Persons completing voucher do not have to be present when notarized.
3. Attach all copies requested on application.
 - a. Completed and signed Application for Employment
 - b. Copy of H.S. diploma or G.E.D
 - c. Copy of birth certificate
 - d. Copy of valid driver's license
 - e. Notarized Civil Service Voucher
 - f. DD-214, Member 4 Form if you are a veteran claiming Veteran's Preference.
4. Attach money order for \$50.00 for application fee payable to "City of Bethlehem". Personal checks will not be accepted. This fee is non-refundable, even if your application is not accepted.

Please note: **Incomplete applications (i.e.: unanswered questions, missing copies of requested information, etc.) will not be accepted.**

DEADLINE FOR APPLICATIONS IS 4:00 P.M., WEDNESDAY, JULY 5, 2017.

Applicants who are eligible to sit for the written exam will be notified via email with the details regarding the test, which will be given on Saturday, July 29, 2017.

Mail completed application, civil service voucher, application fee, and required documents listed above or bring in person to:

City of Bethlehem
Human Resources
10 E. Church St.
Bethlehem, PA 18018

Please note that all new hires of the City of Bethlehem Fire Department will have one (1) year from date of hire to establish residency within fifteen (15) miles as the crow flies of City Hall, 10 E. Church Street, Bethlehem, PA 18018.