



City of Bethlehem Firefighter Application





City of Bethlehem Firefighter Application



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GENERAL INFORMATION

The City of Bethlehem Fire Department will be accepting applications for the position of Firefighter. Firefighters for the City of Bethlehem Fire Department are responsible for safeguarding the lives and property of those who live, work, and play in the City of Bethlehem.

Written applications will be accepted beginning at 8:30 a.m., June 10, 2019. The application deadline is 3:00 p.m., July 12, 2019. Mailed applications must be postmarked no later than July 12, 2019.

Individuals interested in applying must complete this application packet and submit all required documentation (see Appendix 1 – Application Checklist for a complete list of required documents) via mail or in person to:

City of Bethlehem Human Resources Bureau
10 East Church Street
Bethlehem, PA 18018.

Please note: failure to provide all required information and documentation and to submit your application by 3:00 p.m., July 12, 2019 will be cause for dismissal of the application and the application fee will be forfeited. Mailed applications must be postmarked no later than July 12, 2019. No extensions will be granted.

Eligible applicants will be notified via email after the application deadline and required to undergo a written examination on Saturday, July 27, 2019. Applicants who pass the written examination will be required to undergo a physical fitness examination.

Any questions regarding the application process may be directed to the City of Bethlehem Human Resources Bureau at 610-865-7015.

The City of Bethlehem Fire Department is an Equal Opportunity Employer (E.O.E.).



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BETHLEHEM FIRE DEPARTMENT HIRING PROCESS

The following information is a guideline of what is required and expected of applicants for the Bethlehem Fire Department. This information, although thorough, is not all inclusive.

I. ELEMENTS OF THE SELECTION PROCESS:

- A. Written Application** – Application Cover Sheet, Application Forms 1 -3, and Civil Service Board Voucher gathering information on the applicant to determine eligibility and history. **Written applications will be accepted beginning at 8:30 a.m., June 10, 2019. The application deadline is 3:00 p.m., July 12, 2019.** Late submittals will not be accepted. The document requests:
1. Personal information: name, address, contact information, citizenship and driving information
 2. Education information: High School, Vocational & Trade schools, Community Colleges, Colleges/Universities, Graduate Schools, and any other Post High School education
 3. Military Service
 4. Firefighter experience
 5. References
 6. Civil Service Applicant Questionnaire
 7. Civil Service Voucher
- B. Written Exam**
1. The written exam is scheduled for Saturday, July 27, 2019 at 9:00 a.m. at the Nitschmann Middle School Cafeteria (1002 W Union Blvd, Bethlehem, PA 18018). Doors open at 8:00 a.m.
 2. The written exam consists of 100 questions relating to general knowledge, observation abilities, reading comprehension and legal knowledge. The exam is administered by McCann Associates, www.mccanntesting.com.
- C. Physical Agility and Fitness Examination (see Physical Agility and Fitness Examination – Appendix 2)**
1. The physical fitness test is comprised of 4 components: a swim test, ladder climb, physical agility test, and maze. This test is administered over two days with the first day consisting of the swim test, ladder climb, and physical agility test and the second day is the maze.
 2. Applicants will be advised of their specific time to appear for the examinations.
- D. Background Investigation** – The background investigation consists of an investigation conducted by the Criminal Investigations Division of the Bethlehem Police Department. Applicants shall complete a background questionnaire which will cover the following topics:
- | | |
|----------------------------------|--------------------------------------------|
| ➤ Personal information | ➤ Education history |
| ➤ Marital and family information | ➤ Criminal History |
| ➤ Financial information | ➤ Employment history |
| ➤ Motor vehicle information | ➤ General information |
| ➤ Driving record | ➤ Firefighter/EMT experience/certification |
| ➤ Military service | |



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BETHLEHEM FIRE DEPARTMENT HIRING PROCESS (CONT'D)

- E. Administrative Interview:** Applicants will be interviewed by the Bethlehem Fire Department Fire Chief and Deputy Fire Chief. Applicants will be questioned about information gathered throughout the application process.
 - F. Certification by Civil Service Board:** Information gathered from the application process is submitted to the Civil Service Board. The Civil Service Board reviews the information and determines if the applicant will be certified or rejected for employment. Depending on the cause for rejection, applicants may reapply during the next testing schedule.
 - G. Psychological Exam:** Applicants will take a psychological exam to evaluate their capacity for firefighting.
 - H. Medical Exam:** Applicants will have a medical physical to determine their physical condition and eligibility for firefighter work.
- II. APPROXIMATE EXPECTED DURATION OF THE SELECTION PROCESS:** Approximately six (6) to twenty-four (24) months.
- III. POLICY ON REAPPLICATION:** Reapplication is permitted once the current eligibility list has expired. (Maximum two year cycle, see Civil Service Rules)

This information is intended as a basic guide for firefighter applicants. For more detailed information, consult the Civil Service Rules, or contact:

**City of Bethlehem
Human Resources Bureau
10 East Church St
Bethlehem, PA 18018
610-865-7015**



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CIVIL SERVICE BOARD RULES AND QUALIFICATIONS

REVIEW THE FOLLOWING INFORMATION TO ENSURE ELIGIBILITY TO APPLY FOR THIS POSITION.

- A. **Citizenship:** applicants must be a U.S. citizen and resident of the U.S. for at least five (5) years. If the applicant is foreign born, naturalization papers must be provided.
- B. **Age:** applicants must have arrived at eighteen (18) years of age and not be more than thirty-five years of age at the time of the application deadline (July 12, 2019). A copy of the applicant's birth certificate is required.
- C. **Education:** applicants must have a high school diploma or GED. A copy of the applicant's diploma or GED is required.
- D. **Driver's License:** all applicants must possess a valid Driver's License at the time of application and appointment. A copy of the applicant's driver's license is required.
- E. **Character:** must be of a good reputation, moral character, and habits.
- F. **Application:** all applicants will be charged a \$50.00 registration fee at the time of application. This application fee is non-refundable. Any willful misstatement, falsification or concealment in respect to an application shall render the same null and void. Subject to the discretion of the Board, a person making such false application shall be prohibited from making any future application. Applications cannot be accepted from persons who have been convicted of a misdemeanor crime or greater, or from former Firefighters removed for cause.
- G. **Civil Service Vouchers:** applicant must secure two (2) persons to vouch for his/her character. The persons may not be relatives of the applicant. The vouchers should be well acquainted with the applicant and have known him/her for at least one (1) year. The voucher must be signed by the applicant and notarized.
- H. **Examination:** applicants are required to take and pass a written examination. A notice of when and where to appear will be sent by the Secretary of the Civil Service Board via email. Those ineligible will also be notified via email. Any applicant failing to appear for the examination will be removed from the list of applicants.
- I. **Eligibility List:** at least once every two (2) years, the current eligibility list will be cancelled and new examinations will be conducted for an entirely new list.
- J. **Veterans:** any candidate who has completed at least two (2) years of active military duty or six (6) years of reserve military service, received an honorable discharge, submitted proof of service and who has successfully passed the Written Examination of the Civil Service Testing, shall have his/her score increased by ten (10) points.



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APPLICATION INSTRUCTIONS

Read ALL instructions prior to completing the application. Enter the information as requested. Answer ALL questions. Write N/A (Not Applicable) where a question does not pertain to you. Please make sure all handwriting is legible. Any questions regarding any portion of the application or instructions should be directed to the City of Bethlehem Human Resources Bureau at 610-865-7015. **Applications will be accepted beginning at 8:30 a.m., June 10, 2019. The application deadline is 3:00 p.m., July 12, 2019.**

Include your name on all documentation included with this application.

Incomplete applications will be cause for rejection.

I. PERSONAL DATA:

- a. **Name:** Enter your name as it currently appears on all legal documentation such as driver's license, birth certificate and social security card.
- b. **Email Address:** Enter an email address that you check regularly since all communication will be sent via email. Keep in mind, the application process may extend over the course of two (2) years, so do not use your school email addresses. In the event this email changes prior to being contacted for any additional stages of the application process, provide this information to the Human Resources Bureau of the City of Bethlehem at 610-865-7015.
- c. **Home Address:** Enter your permanent address. Do not use temporary addresses such as college addresses, summer residences or military appointments. Be sure you enter the address where you can be reached for any future stages of the application. Keep in mind the application process may extend over the course of two (2) years. In the event this address changes prior to being contacted for any additional stages of the application process, be sure to provide this information to the Human Resources Department of the City of Bethlehem at 610-865-7015. If you wish to include additional addresses, write them on a separate sheet of paper and attach it to this application.
- d. **Contact Phone Number:** This number may be a home phone number or cell phone number. Enter the number in the space provided. Be sure you enter the phone number where you can be reached for any future stages of the application. Keep in mind the application process may extend over the course of two (2) years. In the event this number changes prior to being contacted for any additional stages of the application process, provide this information to the Human Resources Department of the City of Bethlehem. If you wish to include additional phone numbers, write them on a separate sheet of paper and attach it to this application.
- e. **Operator's License Number and State:** Enter your Driver's License Number/Operator's License Number and the state where the license was issued. Check the appropriate box with regards to your license status (valid or not).



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APPLICATION INSTRUCTIONS (CONT'D)

II. EDUCATIONAL INFORMATION:

- a. **High School Name, City and State:** Enter the name, city, and state of the High School where you graduated. If you attended more than one high school, list these schools on a separate sheet of paper and attach it to the application.
- b. **Course of Study:** If your High School has a designation for your course of study, enter it here. Courses of study may include, but are not limited to: College Prep, Vo-Tech, Science, Performing Arts, etc. If you did not complete High School but earned a G.E.D., enter the last High School you attended and in the "Course of Study" section enter "G.E.D."
- c. **Community College / Other Associate Degree Program:** Enter any Community Colleges, Trade Schools or other academic institutions where an Associate's Degree may be awarded. Enter additional institutions on a separate sheet of paper and attach it to the application. Be sure to include all information as it appears on the application.
- d. **Degree Received or Credits Earned:** Check the appropriate box if you received a degree from this institution. If you did not earn a degree, enter the number of credits completed at this institution.
- e. **College / University:** Enter all colleges and universities attended starting with the institution most recently attended.
- f. **Course of Study:** Enter the course of study (major) as it appears on your degree and/or transcripts.
- g. **Degree Received or Credits Earned:** Check the appropriate box if you received a degree from this institution. If you did not earn a degree, enter the number of credits completed at this institution.

III. MILITARY SERVICE

- a. Complete the section appropriately. Check N/A if you did not serve in the military.

IV. REFERENCES

- a. Provide name, address and a daytime phone number for all references.

V. CIVIL SERVICE BOARD VOUCHERS AND THEIR CERTIFICATES

- a. Follow the directions and complete the information as it applies to you.
- b. Make sure you sign the bottom of the voucher and have it notarized.



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APPLICATION COVER SHEET

*****Read ALL instructions prior to completing the application*****

Note: Failure to provide all required information and documentation will be cause for dismissal and termination of the application and the application fee will be forfeited. No extensions will be granted.

Complete the application in accordance with the Application Instructions sheet. Application may be completed on computer, typewriter, or legibly hand printed. Upon completion, print the application and sign all pages where appropriate. The application must be delivered (in person or via mail) to the Human Resources Bureau, 10 E. Church St, Bethlehem, PA 18018. **Applications will be accepted beginning at 8:30 a.m., June 10, 2019. The application deadline is 3:00 p.m., Friday, July 12, 2019.**

Copies of the following information are to be submitted with the application packet. Only submit those items that are applicable. *Do not send any resumes, certificates, awards, or any materials not mentioned below.*

1. **Application Fee** – applicable to all, **non-refundable. \$50.00 certified check or money order** made payable to the “City of Bethlehem”. The City of Bethlehem **does not** accept personal checks, cash, or credit cards.
2. **Driver’s License** – applicable to all.
3. **Social Security Card** – applicable to all.
4. **Birth Certificate** – applicable to all.
5. **Naturalization Papers** – applicable only if the applicant is not a natural born citizen of the United States of America.
6. **High School Diploma** – applicable to all (if a G.E.D. was received include the certificate).
7. **College Diploma for all Degrees Received** – applicable to all who have completed a College Degree course and received at least an Associate’s Degree.
8. **Military Separation Papers (DD-214)** – applicable for all military service. For Veteran’s Preference, the Veteran’s Preference Act only applies to members of the Armed Forces who have completed at least 2 years of active military service or 6 years of reserve military service and have received an honorable discharge.

I have read and fully understand these Instructions as well as the Application Instructions which follow.

Signature and Date

Print Name



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APPLICATION FORM – 1

Application Deadline: 3:00 p.m., July 12, 2019 (Applications sent via mail must be postmarked no later than July 12, 2019).

Application Fee: \$50.00 payable by certified check or money order, no personal checks, cash or credit cards. Non-refundable.

Written Exam Date: July 27, 2019, 9:00 AM, Nitschmann Middle School, 1002 W Union Blvd, Bethlehem, PA 18018.

Type or print legibly, use black ink. Write NA (Not Applicable) where a question does not pertain to you.

Personal Data	<ul style="list-style-type: none"> ➤ Applicants must be a United States Citizen for at least five years, if foreign born produce naturalization papers. ➤ Applicants shall provide copies of their birth certificate, driver's license and social security card. ➤ Applicants must have reached the age of 18 and not be more than 35 by the application deadline (July 12, 2019). 					
	Name:		E-Mail Address:			
Home Address:		City:	State:	Zip Code:		
Contact Phone:		Operator's License number & State:		Is license current and valid: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Educational Information:	<ul style="list-style-type: none"> ➤ Applicants must have a high school diploma or GED. ➤ Applicants shall provide copies of diplomas for all completed programs ➤ Applicants shall provide copies of transcripts for all college/university programs 					
	High School Name, City & State:		Course of Study (i.e.: College prep, science, arts, vo-tech):		Degree Received: <input type="checkbox"/> Yes <input type="checkbox"/> No Graduation year:	
Community College / Other associate degree program:		Course of Study:		Degree Received or Credits Earned <input type="checkbox"/> Associates Number of Credits Received:		
Community College / Other associate degree program:		Course of Study:		Degree Received or Credits Earned <input type="checkbox"/> Associates Number of Credits Received:		
College / University:		Course of Study:		Degree Received or Credits Earned <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral Number of Credits Received:		
College / University:		Course of Study:		Degree Received or Credits Earned <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral Number of Credits Received:		
Military Experience	<ul style="list-style-type: none"> ➤ A DD-214 shall be provided for all military service. ➤ Applicants using the military waiver for the educational requirement must have served two years of active service or six years of reserve service and received an honorable discharge. ➤ To claim veteran's preference, applicants must have served a minimum of two years of active service or six years of duty in the reserves and received an honorable discharge. 				Do you claim Veteran's Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> N/A					
Active Duty	Duration of Service - Active Duty:		Reserve Duty	Duration of Service - Reserve Duty:		Type of Discharge:
<input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Marines <input type="checkbox"/> Navy <input type="checkbox"/> National Guard	Date Entered	Date Discharged	<input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Marines <input type="checkbox"/> Navy <input type="checkbox"/> National Guard	Date Entered	Date Discharged	<input type="checkbox"/> Honorable <input type="checkbox"/> General <input type="checkbox"/> Medical <input type="checkbox"/> Other than honorable <input type="checkbox"/> Dishonorable



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APPLICATION FORM – 2

NAME:

Firefighter Experience	<p>➤ Include all fire agencies you have worked for or completed internships for, list any additional fire agencies on a separate sheet of paper and attach it to this application</p> <p><input type="checkbox"/> N/A</p>			
Municipal Fire Academy training and certification - (Include Academy Name, County and State):				
Fire Agency Name:			Agency Phone number:	
Agency Address:		City:	State:	Zip:
Commissioner/Chief:		Position / Assignment / Rank:	Start Date:	End Date:
Reason for leaving (Provide a reason even if you are currently employed by this department):				<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time
References	Provide three (3) references that are <u>not</u> relatives or current/former employers/supervisors (Co-workers who are not supervisors are acceptable). Provide name, address and phone number for each. Do not use the same people as used in the Civil Service Voucher.			
Reference #1				
Name:				
Street Address, City, State, Zip:				
Contact Phone Number:				
Relationship (How do you know this person?):				
Reference #2				
Name:				
Street Address, City, State, Zip:				
Contact Phone Number:				
Relationship (How do you know this person?):				
Reference #3				
Name:				
Street Address, City, State, Zip:				
Contact Phone Number:				
Relationship (How do you know this person?):				



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APPLICATION FORM – 3

NAME:

CIVIL SERVICE APPLICANT QUESTIONNAIRE

- A. Do you agree to accept the decision of the Civil Service Board if rejected? Yes No
- B. Are you between 18 and 35 Years of Age? Yes No
- C. Have you ever applied to the City of Bethlehem Fire Department before? Yes No

If yes, how far did you get in the process?

- | | |
|------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> 1. Written Application | <input type="checkbox"/> 6. Certification by Civil Service Board |
| <input type="checkbox"/> 2. Written Exam | <input type="checkbox"/> 7. Psychological Exam |
| <input type="checkbox"/> 3. Physical Fitness Test | <input type="checkbox"/> 8. Medical Exam |
| <input type="checkbox"/> 4. Background Investigation | <input type="checkbox"/> 9. Offered a position |
| <input type="checkbox"/> 5. Oral Interview | <input type="checkbox"/> 10. Hired |

- D. Have you ever been convicted of a criminal act? Yes No

(If yes, provide an explanation on a separate sheet of paper and attach it to this application)

- E. Have you ever been convicted of a traffic offense? Yes No

(If yes, provide an explanation on a separate sheet of paper and attach it to this application)

*****READ CAREFULLY*****

Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that falsified statements on this application shall be considered sufficient cause for dismissal. In consideration of employment, I authorize the City of Bethlehem to make any investigation of my personal history, financial and credit record, or any other relevant information through applicable sources. (Note: The provisions of the Fair Credit Reporting Act may be applicable if a credit report is obtained and considered.)

Applicant Signature: _____
(Sign and Date)



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CIVIL SERVICE BOARD VOUCHER

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

VOUCHERS AND CERTIFICATES

DIRECTIONS — Two persons must vouch for the character of the applicant. They should be well acquainted with the applicant, have known him/her for at least one year, **and may not be relatives of applicant.** They should be persons of good character and standing.

EACH of the undersigned respectfully represents to the CIVIL SERVICE BOARD of the City of Bethlehem, that he/she knows the applicant personally and knows the applicant to be a person of good moral character and sober and industrious habits; that he/she has never known the applicant to be convicted of any criminal act: and each of the undersigned further says that he/she consents that this certificate may be made public, and is willing to furnish any other information respecting the applicant which he/she may possess to the said CIVIL SERVICE BOARD.

VOUCHER No.1 (To be filled out by the person who signs it.)

I, the undersigned, hereby certify upon my honor that I am more than twenty-one years of age; and that by occupation a _____; and that I am personally well acquainted with the applicant; that all statements made by me in this voucher are in my own handwriting; that I have carefully read the answers of the applicant to the questions contained in the application, and that they are true to the best of my knowledge and belief; that I consent that this certificate may be made public, and that I am willing to furnish to the CIVIL SERVICE BOARD any other information I may possess concerning this applicant.

QUESTIONS	ANSWERS	QUESTIONS	ANSWERS
How long have you known the applicant?		Is the applicant of good reputation and of industrious habits?	
Are you related to the applicant?		Would you yourself trust the applicant with employment requiring undoubted honesty and courage?	
Do you know of any incident in the history of the applicant that might disqualify the applicant for the duties of the position in which he/she seeks employment?		Was the applicant ever in your employ?	
SIGNATURE: _____ DATE: _____		PRINT NAME: _____ PRINT ADDRESS: _____ PHONE NUMBER: _____	

VOUCHER No.2 (To be filled out by the person who signs it.)

I, the undersigned, hereby certify upon my honor that I am more than twenty-one years of age; and that by occupation a _____; and that I am personally well acquainted with the applicant; that all statements made by me in this voucher are in my own handwriting; that I have carefully read the answers of the applicant to the questions contained in the application, and that they are true to the best of my knowledge and belief; that I consent that this certificate may be made public, and that I am willing to furnish to the CIVIL SERVICE BOARD any other information I may possess concerning this applicant.

QUESTIONS	ANSWERS	QUESTIONS	ANSWERS
How long have you known the applicant?		Is the applicant of good reputation and of industrious habits?	
Are you related to the applicant?		Would you yourself trust the applicant with employment requiring undoubted honesty and courage?	
Do you know of any incident in the history of the applicant that might disqualify the applicant for the duties of the position in which he/she seeks employment?		Was the applicant ever in your employ?	
SIGNATURE: _____ DATE: _____		PRINT NAME: _____ PRINT ADDRESS: _____ PHONE NUMBER: _____	

THIS OATH MUST BE TAKEN (at the expense of the applicant) BEFORE A NOTARY PUBLIC, ALDERMAN OR OTHER PERSON COMPETENT TO ADMINISTER OATHS

State of

County of

Sworn, or affirmed, and subscribed to before me this

..... day of

A.D.

.....
Title of Officer administering Oath

The subscriber, (**Applicant** shall sign below),

.....
Having personally appeared before me and having been duly sworn or affirmed according to law, deposes and says that the several statements contained in the application are true and correct to the best of his knowledge and belief, and that the statement of the vouchers were made by the persons signing the same.



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APPENDIX 1 – APPLICATION CHECKLIST

Before submitting your application, please make sure to include all of the below information. All required information must be included in your packet at time of submission – do not have documents forwarded to the City of Bethlehem separately. Failure to provide all required information and documentation will be cause for dismissal of the application.

- 1. **Certified Check or Money Order** in the amount of \$50.00 for application fee made payable to the “City of Bethlehem”. *Personal checks, cash, and credit cards are not accepted. Application fee is non-refundable.*
- 2. **Copy of your Driver’s License** – driver’s license must be valid.
- 3. **Copy of your Social Security Card.**
- 4. **Copy of your Official Birth Certificate** – this must be the official certificate issued by the vital records office in the state you were born.
- 5. **Naturalization Papers** – applicable only if you are not a natural born citizen of the United States of America.
- 6. **Copy of your High School Diploma or G.E.D. Certificate** – in the absence of a copy of your diploma, you may submit a high school transcript that includes your graduation date.
- 7. **Copy of your College Diploma** – required for all degrees received.
- 8. **Military Separation Papers (DD-214)** – applicable for all military service.
- 9. **Application Cover Sheet** – review this document and then sign, date, and print your name at the bottom of the sheet.
- 10. **Application Form 1** – type or legibly print all required information. Write N/A (Not Applicable) where a question does not pertain to you.
- 11. **Application Form 2** – print your name on the top of the page and type or legibly print all required information. Write N/A (Not Applicable) where a question does not pertain to you.
- 12. **Application Form 3** – print your name on the top of the page and fill in all required information. Make sure to sign your name and date on the bottom of the page.
- 17. **Civil Service Voucher** – this form must be filled out by 2 individuals who know you well and are not related to you. You must take the form to a notary, sign the bottom right corner of the form, and have a notary fill out the bottom left corner of the form notarizing the document.



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APPENDIX 2 – PHYSICAL AGILITY AND FITNESS EXAMINATION

The Physical Agility and Fitness Examination consists 4 components: a swim test, ladder climb, physical agility test, and maze. This test is administered over two days with the first day consisting of the swim test, ladder climb, and physical agility test and the second day is the maze.

The Physical Agility and Fitness Examination is designed to measure the cumulative effect on each applicant. Therefore, a failure of one event constitutes a failure of the entire Test Battery and will exclude the applicant from further processing.

Details regarding the components are listed below.

1. **Swim Test**: Candidate must be able to swim two lengths (50 yards) without stopping or holding on to any object.
2. **Ladder Climb**: Candidate must climb the aerial ladder, extended to 60 feet at a 70 degree angle. Candidate will climb the ladder from the platform to the top touching the tip of the ladder or other indicated area, and proceeding back down the ladder to the platform. This must be done in a continuous climb and ascend without any stops or hesitations.
3. **Physical Agility Test**: Candidate must complete the following tasks within a 7 minute time frame:
 - A. **Stair Climb**: Candidate must carry a highrise pack consisting of 4 sections of 1 ¾ hose with nozzle and adapter to the top of the stairs.
 - B. **Hose Hoist**: At the top of the stairs, candidate must place highrise pack in area indicated and utilizing a rope, pull a 50' section of 2 ½ hose donut roll up from the ground.
 - C. **Forcible Entry**: Candidate comes down steps, making sure to come in contact with each and every step and walk to next station where they must wield an 8 lb. shot hammer to drive a steel beam 5' horizontally.
 - D. **Hose Advance**: Candidate walks 140' and moves a fully charged 1 ¾ hoseline 75' and cracks the nozzle before placing it in the area marked on the ground.
 - E. **Victim Rescue**: Candidate drags a 175 lb. mannequin 100' and across the finish line, which stops the clock.
4. **Maze**: Candidate must be able to negotiate the Fire Department Maze in a 15 minute period. The maze is an enclosed directional planned series of small dark hallways, spaces, and dead ends that allow the candidate to use common sense in following a course of direction in a close proximity situation. The maze is also designed to show if a candidate can function effectively in a total dark and confined area similar to what would be encountered in a fire or rescue situation.



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APPENDIX 3 – COMPENSATION AND BENEFITS

Current salary and benefits for City of Bethlehem Firefighters are listed below and are in accordance with the contract agreement between the City of Bethlehem and the Local 735 of IAFF (AFL-CIO).

1. COMPENSATION:

- a. **Annual Salary:** Firefighters progress through a stepped pay scale, which includes 6 steps for the rank of Firefighter. All Firefighters are hired at Step 1 (Trainee). The current annual base salaries of each step are detailed below:
 - i. Step 1 (upon hire): \$46,053.80
 - ii. Step 2 (8 months after graduation from Fire Academy): \$47,530.60
 - iii. Step 3 (after 12 months at Step 2): \$50,226.28
 - iv. Step 4 (after 12 months at Step 3): \$54,142.66
 - v. Step 5 (after 12 months at Step 4): \$59,712.12
 - vi. Step 6 (after 12 months at Step 5): \$65,820.56
- b. **Longevity:** After completion of 4 years of service, employees receive annual longevity payments on the anniversary of their hire date. The current longevity rates are listed below:
 - i. 4 – 8 years of service: \$1,974.62
 - ii. 9 – 12 years of service: \$2,632.83
 - iii. 13 – 16 years of service: \$3,291.03
 - iv. 17 – 21 years of service: \$4,607.45
 - v. 22+ years of service: \$4,900
- c. **Holidays:** employees receive holiday pay for 13 holidays even though not worked. Those holidays include – New Year’s Day, President’s Day, Good Friday, Primary Election Day, Memorial Day, Flag Day, Independence Day, Labor Day, General Election Day, Veteran’s Day, Thanksgiving Day, and Christmas Day. If worked, these holidays are paid at time and one-half for hours worked, plus holiday pay.
- d. **Education Bonus:** employees who have completed 5 years of service and acquired an Associate’s or Bachelor’s Degree shall receive an annual education incentive payment. Those with an Associate’s Degree receive \$400/year. Those with a Bachelor’s Degree receive \$900/year.

2. BENEFITS

- a. **Paid Leave:** employees accrue paid time off including vacation, sick, and personal days.
 - i. Vacation Days: based on years of service and are accrued annually as follows –
 1. Less than 1 year of service: 0 vacation days.
 2. 2 years of service: vacation days are prorated based on hire date with a maximum of 16 days awarded.
 3. Upon completion of 10 years of service: 20 vacation days.
 4. Upon completion of 20 years of service: 25 vacation days.



City of Bethlehem Firefighter Application



APPENDIX 3 –COMPENSATION AND BENEFITS (CONT'D)

- ii. Sick Days: sick days are accrued quarterly with a total of 21 sick days accrued in a calendar year. Unused sick days may be carried over to the following calendar year.
 - iii. Personal Days: 3 days per year.
- b. **Health Insurance**: Excellent health and dental plans are available for Firefighters and their eligible family members.
- c. **Life Insurance**: The City provides life insurance for all Firefighters in the amount of \$30,000.00 and coverage begins immediately upon employment. Employees may purchase additional coverage at their own expense.
- d. **Pension**: The City has an independent pension system to which both the employee and the City contribute.
- e. **Deferred Compensation Plan**: Additional retirement financial planning can be accomplished through regular contributions to a deferred compensation plan. The funds deferred are not subject to State or Federal taxation until withdrawn.