

FIRE CIVIL SERVICE COMMISSION

Thank you for your inquiry into employment as a Firefighter with the Hazleton Fire Department. Enclosed you will find application, general information, qualification requirements and an examination application for the position of Firefighter. The enclosed application must be COMPLETED, NOTARIZED and RETURNED on or before NOON (12:00PM) THURSDAY, AUGUST 8, 2024. Applications should be returned to:

**Office of Administration
First Floor
Hazleton City Hall
40 North Church Street
Hazleton, PA. 18201**

There will be a fee of \$50.00 for all applications processed. Please enclose a MONEY ORDER or BANK CHECK MADE payable to the "City of Hazleton" with your application. NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED!!

**City of Hazleton
Fire Civil Service Commission**

APPLICATION FOR EXAMINATION FIREFIGHTER CITY OF HAZLETON, PENNSYLVANIA

This application **MUST** be carefully and correctly filled out, and all questions must be answered in ink by the applicant.

NOTE TO APPLICANT: Start your entries on line 1. Do not complete shaded area.

Application Number : _____		Recorded Date: _____		20 _____
Application	Accepted _____	Rejected _____	Recorded Date: _____	20 _____
Physical Agility Test	Accepted _____	Rejected _____	Recorded Date: _____	20 _____
Medical Exam	Accepted _____	Rejected _____	Recorded Date: _____	20 _____
Date of Hire	_____	_____	Recorded Date: _____	20 _____
Applicant Identification No.	Written Exam Score	Oral Exam Score	Other Points	Final Score
				Rank

1. Position for which application was made _____

2. Name (LAST) (FIRST) (MIDDLE) _____

3. Number and Street _____

4. City or Post Office State Zip Code _____

5. Telephone Number _____ 6. Social Security _____

7. a. Will you be at least 18 years of age prior to date of application is submitted _____ YES _____ NO
b. Date of Birth: _____

8. Have you filed a previous application for any position in this city? _____ YES _____ NO
If so, what position, and when did you apply? _____

FF 1 ID# _____ FF 2 ID# _____ EMT # _____

10. List your places of residence for the past five years, beginning with your present address.

From	To	Number and Street	City	State

(If you need additional space, use supplemental sheets and attach to form.)

13. EDUCATION

Give the highest grade completed _____	Name and location of last high school attended
If you completed high school, give date _____	

Name and location of college or university	Dates Attended		Degrees Received
	From	To	

List your major fields of study

Name and location of other schools or colleges attended	Dates Attended		Degrees or Diploma
	From	To	

14. List any type of trade or professional license you have ever held.

Kind of license _____	Licensing Authority _____
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15. REFERENCES — What three persons, other than relatives and former employers, may be contacted for information about your character and reputation?

Name	Address	Phone

16. Do you hold a valid State of Pennsylvania operators license? Yes No Operator's Number _____

a. Have you ever held an operator's license in another state? Yes No If so, when _____ & what state _____

17. MILITARY SERVICE

Did you ever serve in the United States Armed Forces, Reserves or National Guard component? Yes No

Dates of Service		Branch of Service (Army, Navy, Air Force, etc.)	Type of Discharge
Entry	Separation		

Indicate your answer to the following questions. Where your answer is "yes", explain under "remarks," prefixing remarks by the question number.

18. Are you presently using controlled substances other than prescription medication that has been prescribed for you by a licensed physician? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever used controlled substance in the past other than prescription medication prescribed by a licensed physician? <input type="checkbox"/> Yes <input type="checkbox"/> No
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19. Are you affiliated with any group whose policies or activities are subversive to the form of government set forth in the Constitution and Laws of the United States and the Commonwealth of Pennsylvania? Yes No

20. Since your 18th birthday, have you ever been convicted, fined, or imprisoned or placed on probation, for the violation of any law, police regulation or Ordinance? Yes No

GENERAL INFORMATION AND QUALIFICATION REQUIREMENTS FOR THE POSITION OF FIREFIGHTER

THE HAZLETON FIRE DEPARTMENT REQUIRES active, intelligent men and women who are conscientious and possess the highest moral character and personal integrity.

Firefighters work under undesirable and demanding conditions. You should be aware of these conditions and be willing to accept them. Ask yourself the following questions to assist you in making your personal determination as to your qualifications to become a Hazleton Firefighter:

- 1. Are you willing to have your personal background Thoroughly investigated?**
- 2. Are you willing to withstand prolonged periods of time in Dark, confined smoke-filled areas often in inclement weather, working in conjunction with other firefighting personnel to extinguish fire and rescue victims?**
- 3. Are you willing to withstand frequent exposure to stress Producing situations such as fires and vehicle accidents where injuries and fatalities are common?**
- 4. Are you willing to operate departmental vehicles in a Safe and efficient manner in situations where speed and safety is of the essence?**
- 5. Are you willing to use fire fighting equipment quickly And effectively under often very dangerous conditions?**
- 6. If you served in the Armed Forces of the United States, Do you have an Honorable Discharge?**
- 7. Can you accept responsibility, discipline and make sound Decisions on you own initiative.**

IN ADDITION:

- 1. Each applicant for a uniformed position in the Hazleton Fire Department shall have graduated from an accredited high**

school or have an equivalent education acceptable to the Commission. Applicants must be licensed to operate a motor vehicle in the Commonwealth of Pennsylvania. Applications will be rejected if: the applicant includes a picture of himself/herself; the applicant references his/her race, color, creed, or national origin; or reference his/her ancestry, marital or familial status. Applications delivered to the Office of the Administrator will be received at any time during the designated application period during normal business hours. Any application which is incomplete, not properly executed, or which is not filed on or before the last day fixed in the notice for applications to be received, shall not be accepted. The official application form, and the contents of that form, are incorporated by reference into these Rules and Regulations and shall be as much a part of these Rules as if they were fully described herein. Any application which, on its face, reveals that the applicant does not meet the minimum requirements of the position shall be rejected. Applications filed shall be dated and numbered to reflect the order in which the applications were received. Application forms shall not be returned to the applicants.

2. Applicants must be at least eighteen (18) years of age, but not older than thirty-five (35) years of age as of the date of the relevant physical performance/physical agility examination. Persons who fall outside this age range on the designated date will not be eligible to complete the entry level employment process.
3. The minimum acceptable standard of visual acuity shall be Corrected to 20/20 in each eye
4. Within two years of appointment to the Hazleton Fire department, the appointee shall be required to obtain his/her State certification as firefighter I and II per NFPA 1001 Professional firefighter qualifications. Within three years of Appointment to the Hazleton Fire Department, the appointee shall be required to obtain his or her Pennsylvania State Emergency Medical Technician. Each appointee shall also be required to keep all yearly refresher courses up to date. Failure to obtain the said certifications shall result in termination if the class was available to the firefighter and the firefighter did not take or failed the class

If you answer YES to the entire mentioned question, the Hazleton Fire Department is interested in having you apply.

FIRE CIVIL SERVICE COMMISSION

NOTICE TO APPLICANT

The City of Hazleton Department of Administration is in receipt of your completed application for employment as a Probationary Firefighter.

Please be advised that you will be notified via mail as soon as the Fire Civil Service Commission provides the City with the date, time and location of the physical agility orientation (NOT MANDATORY) and the physical agility test (MANDATORY). If you do not attend the Orientation you are still allowed to take the Agility Test...No applicant will be permitted to take the physical agility test if they do not meet the basic requirements for eligibility as established by Rules & Regulations for the City of Hazleton Fire Civil Service Commission. The applicant must pass all stations of the physical agility test to continue to the written test.

A minimum score of 70% is required on the Written Examination prior to applicant participating in the oral interview part of the examination

After the Oral interview, if eligible Veterans Preference and Certifications points will be added to the applicant's final score. Then the commission will comprise the final list of eligible candidates for the position of Probationary Firefighter.

The final steps in the selection process will be a thorough background conducted by the Hazleton Police Department and Medical Examinations. The Civil Service Commission at no cost to the candidate will at a time and place designate all stages in the selection process.

NOTE: ONLY THOSE WHO HAVE SUBMITTED COMPLETED APPLICATIONS PRIOR TO THE DEADLINE WILL BE PERMITTED TO START THE TESTING PROCESS

FIRE CIVIL SERVICE COMMISSION

APPOINTMENT

Once all processing phases have been completed and it has been determined that an applicant has qualified for the position of Probationary Firefighter, the applicant will be notified as to their appointment date.

Within six (6) months of appointment, the appointee shall be required if not already doing so, live within a ten (10) mile radius of Hazleton City Hall. Proof of Address along with two utility bills in appointee name must be submitted to the City of Hazleton as proof. Failure to move into the stated ten (10) mile radius of Hazleton City Hall in allowed time will result in termination

Within two years of appointment to the Hazleton Fire department, the appointee shall be required to obtain his/her State certification as firefighter I and II per NFPA 1001 Professional firefighter qualifications. Within three years of Appointment to the Hazleton Fire Department, the appointee shall be required to obtain his/her Pennsylvania State Emergency Medical Technician. Each appointee shall also be required to keep all yearly refresher courses up to date. Failure to obtain the said certifications shall result in termination if the class was available to the firefighter and the firefighter did not take or failed the class

Upon full-time appointment, you will be joining an agency serving a city of more than 29,000 residents. The Hazleton Fire Department employs approximately 23 sworn personnel and utilizes modern principles and techniques as its operational guidelines.

You will also enjoy liberal benefits in the form of:

STARTING SALARY - \$51,000.00 (approx.) w/annual increases amounting To approx. \$62,000 after 4 years.

HOLIDAYS - 12 holidays per year.

VACATION -
After 1 year - 14 work days
After 6 years, but
Less than 20 years - 18 work days
Over 20 years - 22 work days

INSURANCE - Medical insurance shall be provided as described in for Firefighters of the City of Hazleton.

SICK DAYS - 14 full days of annual sick leave.

PENSION - Available after 20 years of service. Pension amount Is Equal to one-half (1/2) the monthly pay of the Firefighter as of the date of retirement.

FIRE CIVIL SERVICE COMMISSION APPLICATION FOR EXAMINATION

NOTICE TO APPLICANTS: Read the following instructions carefully before Completing the application.

GENERAL INSTRUCTIONS:

THE INFORMATION THAT YOU INCLUDE IN THIS APPLICATION WILL BE USED TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT.

It is therefore important that you supply all information and material requested and that you answer all questions fully and accurately. Failure to do so may cause a rejection of your application and a loss of employment opportunity. If more space is required, attach as many sheets of 8-1/2" x 11" white paper as may be required. Number the comments accordingly. More than one comment may be placed on a page.

- In completing the application, please PRINT clearly in your own Handwriting.
- All applications must be **NOTARIZED** before filing.
- All completed applications must be filed on or before:

(Noon) 12:00 PM, THURSDAY, AUGUST 8, 2024

Office of Administration - First Floor
40 North Church Street
Hazleton, Pennsylvania 18201

- All completed applications must be accompanied by the following documents at Time of filing:
 1. Birth or Baptismal Certificate
 2. Military discharge and DD214 for applicants with Honorable Discharge.
 3. High School Diploma or equivalency certificate.
 4. If a naturalized citizen, submit proof of naturalization.
 5. Copy of Valid Driver License
 6. Personal Injury Waiver **(NOTARIZED)**.
 7. Statement of Physical Capability. **(SIGNED BY DOCTOR)**
 8. Notification Procedure.
 9. Information Release **(NOTARIZED)**.
 10. COMPLETED APPLICATION FOR EXAMINATION **(MUST BE NOTARIZED ON PAGE 4)**

NOTE: Copies of items 1 through 3 should be provided.
DO NOT SUBMIT ORIGINAL DOCUMENTS.
(An Equal Opportunity Employer)

FIRE CIVIL SERVICE COMMISSION

NOTIFICATION PROCEDURE

PLEASE RETURN WITH APPLICATION

In the processing procedure required for applicants, it may become necessary to contact the applicant in the event they are being given further consideration for the position of Firefighter with the Hazleton Fire Department.

If conventional methods fail in attempting to contact the applicant, a certified registered letter will be sent to the applicant's address listed on the application. Should the registered letter be returned indicating that it was unclaimed or undeliverable, the applicant will be eliminated from further processing and consideration.

It is the applicant's responsibility to notify the Hazleton Fire Department, in writing, of any address change. By affixing your signature to this form, the applicant acknowledges that he/she has read and understood the contents of this procedure.

SIGNATURE OF APPLICANT

DATE SIGNED

FIRE CIVIL SERVICE COMMISSION

PERSONAL INJURY WAIVER

PLEASE RETURN WITH APPLICATION

Applicant's Name:

Social Security #: _____-_____-_____

WAIVER

I, THE ABOVE-NAMED APPLICANT, HEREBY, for myself, my heirs, Executive Administrators and Assignees, forever release and discharge the City of Hazleton Or any of its officials, authorized representatives, the servants of any or all of these, and those facilities that are being used for this test, from any and all manner of actions, suits, proceedings, judgments, claims, damages, and demands whatsoever in law or in equity which I ever had or my have against the City of Hazleton, Pennsylvania, its Officers, Agents, or employees by or for the reason of any injuries, damages, and/or loss to myself as a result of said test. I assume the risk of all dangerous conditions of the premises of said test, and waive away any and all specific notices of the existence of such conditions.

DATE

APPLICANT'S SIGNATURE

APPLICANT'S COMPLETE ADDRESS

AFFIDAVIT

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 thereof.

Sworn to and subscribed in my presence this _____ day of _____,
20____

NOTARY PUBLIC

MY COMMISSION EXPIRES _____

FIRE CIVIL SERVICE COMMISSION

STATEMENT OF PHYSICAL CAPABILITY

PLEASE RETURN WITH APPLICATION

I, _____ M.D. /D.O./PA-C.
(Print Doctor's name)

Hereby certify that:

(Print applicant's name)

As applicant for the position of Probationary Firefighter with the Hazleton Fire Department, has consulted me with regard to his/her taking a Physical Performance test conducted by the Hazleton Fire Civil Service Commission. I understand that this test may be strenuous, but is required to ascertain the applicant's ability to perform job-related Fire Department duties, and therefore state that he/she is physically capable of undertaking such a test.

DATE

Doctor's Signature

BUSINESS ADDRESS:

(STREET)

(CITY)

(STATE)

(PHONE INCLUDING AREA CODE)

NOTE: This form will be submitted with the Examination Application, not later than THURSDAY, AUGUST 8, 2024

FIRE CIVIL SERVICE COMMISSION

INFORMATION RELEASE

PLEASE RETURN WITH APPLICATION

DATE: _____

To Whom It May Concern:

I, _____, have made application for the position of Firefighter in the Hazleton Fire Department, Hazleton, Pennsylvania. This letter shall constitute formal authorization for you to disclose to the City of Hazleton or its duly authorized employees or agencies, any and all information which they may request concerning my employment, background or any and all other information which they may deem appropriate. This authorization or photocopy hereof is the authority to furnish any information requested. Your assistance in providing them with this information is sincerely appreciated.

Sincerely,

AFFIDAVIT

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 thereof.

Sworn to or affirmed and subscribed in my presence this _____ day of _____, 20____

NOTARY PUBLIC

My Commission Expires _____

DUTIES

FIREFIGHTER

GENERAL DEFINITION

This is fire equipment maintenance and control operations work. Duties involve receiving alarms, driving to fire and emergency sites, preparing equipment to attack the problem, rescuing individuals and maintaining equipment and facilities.

A technical and administrative superior supervises Work. Assignments are stable in nature and are carried out in accordance with established precedents, practices and procedures. Work involves shift hours, some physical effort and exposure to danger and the elements, and may on occasion be required or directed to engage in fire suppression.

TYPICAL EXAMPLES OF WORK

1. Respond on all fire, vehicle, emergency medical and various types of incidents as dispatched by the County 911 System
2. Drives apparatus to the scene of the emergency and if needed initiate fire attack and life safety measures
3. Positions and sets up apparatus; connects and lays hose.
4. Assists other emergency response individuals extract persons trapped in vehicles.
5. As directed, takes appropriate action to combat spilled hazardous materials; pumps flooded basements.
6. Conducts weekly checks of fire and emergency equipment to assure they are operational and completes a standard maintenance review report.
7. Following call-outs cleans and sterilizes equipment to assure they are operational and completes a standard maintenance review report.
8. Performs routine maintenance on automotive equipment.
9. Cleans and maintains the station house and its grounds.
10. Conducts fire station tours.

11. Attends various training drills, sessions and schools to keep abreast of developments in the field.
12. Performs related work as required.
13. Within two years of appointment to the Hazleton Fire Department, the appointee shall be required to obtain his/her State certification as firefighter I and II per NFPA 1001 Professional firefighter qualifications. Within three years of Appointment to the Hazleton Fire Department, the appointee shall be required to obtain his/her Pennsylvania State Emergency Medical Technician. Each appointee shall also be required to keep all yearly refresher courses up to date. Failure to obtain the said certifications shall result in termination if the class was available to the firefighter and the firefighter did not take or failed the class

REQUIRED KNOWLEDGES SKILLS AND ABILITIES

1. Some knowledge of basic hand tools and their uses.
2. Some knowledge of routine maintenance and custodial Principles and practices.
3. Ability to expeditiously learn fire equipment principles and practices.
4. Ability to use emergency communications equipment.
5. Ability to prepare standard reports.
6. Ability to inspect equipment for operational readiness.
7. Ability to understand and follow verbal and written instructions.
8. Ability to establish and maintain effective working relations with associates other local emergency response units and the general public.

EDUCATION AND EXPERIENCE

1. Education equivalent to completion of the twelfth grade.

LICENSE

Possession of a valid Class C Pennsylvania motor vehicle operator's license.

PHYSICAL PERFORMANCE TEST

FIREFIGHTER

- 1. All applicants should bring sneakers and gym suit or old clothes for the day of the test.**
- 2. All applicants should arrive promptly and bring proof of identification with Them, i.e., a valid driver's license.**
- 3. Applicants who fail to present proof of identification or have not submitted The Waiver of Liability and Statement of Physical Capability signed by a MD, DO, PA-C will not be allowed to enter the selection process.**
- 4. If you are current firefighter and if possible please bring your turn out gear with you for the physical agility test. If you are not a current firefighter, turn out gear will be supplied for you the day of the test**
- 5. A Physical Agility Orientation will be held prior to the Physical Agility Test, Attendance at the Orientation is not Mandatory. The Orientation will answer and explain all parts of the Agility Testing.**

The following physical exercises may be used on the Physical Performance Test. Applicants must successfully complete all of the selected exercises or they will Be eliminated from the selection process. Test to these exercises.

- 1. Candidate must be able to run a mile, without stopping, in under nine Minutes. This test is designed to test the general stamina and conditioning of A candidate.**
- 2. Candidate must climb the Aerial Ladder fully extended at a 70 degree angle. Candidate will climb the ladder from the platform to the top rung of the ladder, And descend without any stops or hesitations.**
- 3. Candidate must take a soft suction hose from a positioned fire pumper At a hydrant and, in one continuous motion, set up for supply operation, in Less than three minutes. Dexterity and body strength are a requisite in Setting up for water flow as quickly as possible. You must also be able to open And operate a fire hydrant during this exercise**
- 4. Candidate must pull a dry section of rolled 3" hose from the ground to the Third floor of the training tower. The rolled section of hose will be attached To a 1/2" rope; the section must be pulled over the side rail in one continuous Motion, hand over hand. No stops are allowed.**

5. Candidate must pull a charged (filled with water) 100-foot section of 2-1/2" Hose. The hose will be lying in a straight line from a hydrant, at the beginning of the test; the candidate will grasp the nozzle, turn down the line of Hose and drag at least one section of the hose past the 4-1/2" outlet of the Hydrant. This exercise must be accomplished within a one minute time period.
 6. Candidate must be able to negotiate the Fire Department Maze in a fifteen Minute time period. The maze is an enclosed series of small 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 totally dark And confined area, similar to what could be encountered in a fire or rescue Situation.
 7. Candidate must perform twenty-five (25) bent-knee sit-ups within ninety (90) Seconds.
 8. Candidate must from a horizontal position, accomplish ten (10) push-ups As prescribed from the officer in charge of testing.
 9. Candidate must be able to carry a high-rise pack full of 150' of 1 3/4' hose from First floor of the designated building to the third floor of the designated building, at that time the Candidate must carry a mannequin, weighing approximately 130 pounds, Over his/her shoulder back down the stairway of the designated building. This exercise must be accomplished within three minutes and back down using a stairway provided
 10. Candidate must be able to drive and navigate the aerial fire apparatus through a driving course set up
- If a candidate fails any one of the Physical Performance Test exercises on The first attempt, a second and final attempt will be allowed the same day Only upon request by the candidate to the officer in charge of testing.

REMINDER

The aforementioned physical exercises may be used in part or whole on The Physical Performance Test. The City of Hazleton Fire Civil Service Commission does not limit the Physical Performance Test to these exercises.

City of Hazleton
Fire Civil Service Commission

Additional Points to Total Score

Before finalizing the eligibility list comprised of persons who have passed the physical performance/physical agility, written, and oral examinations the commission shall ascertain whether any of the remaining candidates have one or more of the following: a Firefighter I certification, a Firefighter II Certification and or Commonwealth of Pennsylvania EMT certification. For **EACH** such certification a candidate shall receive five additional points to his/her final score.

COPIES OF THESE CERTIFICATIONS MUST BE SUBMITTED WITH YOUR APPLICATION NO LATER THEN THURSDAY, AUGUST 8, 2024. IF COPIES OF YOUR CERTIFICATION ARE NOT SUBMITTED YOU WILL NOT BE ELGIBLE FOR THE EXTRA POINTS

FIREFIGHTER I	=	5 POINTS
FIREFIGHTER II	=	5 POINTS
COMMONWEALTH OF PA EMT	=	5 POINTS
TOTAL POINTS		15POINTS