

APPLICATION FOR EMPLOYMENT
(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

DATE _____

NAME _____ SOCIAL SECURITY NUMBER _____
 Last First Middle

PRESENT ADDRESS _____

PERMANENT ADDRESS _____

PHONE NO. _____ ARE YOU 18 YEARS OR OLDER? Yes No
 If hired and you are under 18 years of age, we will require, prior to starting work, an Age Certificate or Work Permit issued through the local school district.

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes _____ No _____

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? _____ IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

EVER APPLIED TO THIS COMPANY BEFORE? _____ WHERE? _____ WHEN? _____

REFERRED BY _____

Any offer of employment is conditioned on your satisfactory completion of a health screen including a drug test. The health screen may also determine your physical ability to perform the essential functions of the position for which you have applied. Are you willing to do this? Yes No

EDUCATION	NAME & LOCATION OF SCHOOL	No. of Years	Did you graduate?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

SPECIAL SKILLS _____

ACTIVITIES: (CIVIC, ATHLETIC, ETC.) _____
 (Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or national origin of its members)

U.S. MILITARY OR NAVAL SERVICE _____ RANK _____ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES _____

This form complies with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guideline promulgated by the EEOC on July 26, 1991.

(CONTINUED ON OTHER SIDE)

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS STARTING WITH LAST ONE)

DATE: MONTH & YR	NAME & ADDRESS OF EMPLOYER	PHONE NUMBER	SALARY	POSITION	REASON FOR LEAVING
FROM TO					
FROM TO					
FROM TO					
FROM TO					

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

OTHER CERTIFICATIONS & EDUCATION (COPIES OF CERTIFICATIONS MAY BE REQUESTED AT TIME OF YOUR INTERVIEW)

TITLE OF CERTIFICATION	DATE CERTIFIED

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS	PHONE NUMBER	YEARS ACQUAINTED
1			
2			
3			

PLEASE READ CAREFULLY BEFORE SIGNING: I swear that all of the information contained in this application is true and correct. I understand that all of the information contained in this application is subject to verification by the City. This investigation may include contacting prior employers, checking my driving record and a criminal record check. I understand that misrepresentation or omission of any facts on this application will cause it to be rejected, or if not discovered until after hire, will subject me to termination. I understand that as a condition of employment I will be required to successfully pass a drug and alcohol screening test. If an offer of employment is made to me it may be contingent upon my taking and passing a complete physical examination. I further understand that nothing in this application or in the granting or conduction of an interview or tests is intended to create an employment contract of any kind. No promises regarding employment have been made to me and I understand that no such promise would be binding upon the City.

DATE

SIGNATURE



City of Coatesville Civil Service Test Part-time Firefighter

Job Specifics

Title: Career Firefighter
Classification: Part-Time
Reports To: Fire Chief
Employer: City of Coatesville
Salary: Collective Bargaining Agreement (Current \$22.44 per hour)
Posting Date: March 25, 2024
Deadline: March 15, 2023 4:00PM

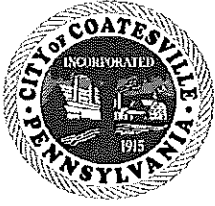
Minimum Qualifications

- Shall be a citizen of the United States
- Shall possess High School Diploma or equivalent
- Shall possess a valid Driver's License
- Shall be of good moral character
- He shall be physically, medically, and psychologically fit to perform the essential functions of the job classification, with or without reasonable accommodation;
- Shall have no less than 4 years as a senior firefighter in a fire department; and the applicant shall if requested, provide a letter from their most recent fire chief on company/department letterhead, stating that the individual is a member of the organization in good standing that meets the named requirements
- Certified Firefighter II NFPA 1001 Standard
- PA Emergency Medical Technician – Basic
- Valid CPR
- ICS 100, 200, 700, 800
- Pump Operations 1 & 2 or equivalent
- Vehicle Rescue Technician
- Aerial Apparatus
- Current Hazardous Materials Operations NFPA 472
- Emergency Vehicle Operators Course

Additional training may need to be completed within the probationary period as required and/or outlined by the Fire Chief.

Applications are available for pick-up at City Hall or at www.coatesville.org

The City of Coatesville is an Equal Opportunity Employer.



Civil Service Commission Part-time Firefighter Announcement

The Civil Service Commission for the City of Coatesville will be administering an entry level examination for the position of Part-time Firefighter.

Applications for the position of Part-time Firefighter will be available beginning Monday March 25, 2024 at the front desk of City Hall, 1 City Hall Place Coatesville, PA 19320. Applications may be picked up between 8:30 AM to 12:30 PM and 1:30 PM to 4:00 PM, Monday through Friday, or may be accessed from the City's website at www.coatesville.org.

Completed applications must be notarized and submitted to City Hall prior to 4:00 PM on April 26, 2024. Completed applications must be accompanied with a non-refundable fee in the amount of **Thirty-five (\$35.00) dollars per application**. Payment must be in the form of a check or money order payable to City of Coatesville.

Every applicant for the position of Part-time Firefighter must:

- (1) be a citizen of the United States;
- (2) possess a diploma from an accredited high school or a graduate equivalency diploma accepted by the Commonwealth of Pennsylvania (PROOF MUST BE PROVIDED);
- (3) be physically, medically, and psychologically fit to perform the essential functions of the job classification, with or without reasonable accommodation;
- (4) be licensed to operate a motor vehicle in the Commonwealth of Pennsylvania (PROOF MUST BE PROVIDED);
- (5) be of good moral character;
- (6) shall have no less than 4 years as a senior firefighter in a fire department; and the applicant shall if requested, provide a letter from their most recent fire chief on company/department letterhead, stating that the individual is a member of the organization in good standing that meets the named requirements;
- (7) be a Pennsylvania State Certified Level II Firefighter or equivalent and have an issued certification number in accordance with the National Fire Protection Association (NFPA) 1001 consensus standards (PROOF MUST BE PROVIDED);
- (8) possess a valid certification as Emergency Medical Technician and Cardio Pulmonary Resuscitation (CPR) or equivalent (PROOF MUST BE PROVIDED);
- (9) possess certification in Vehicle Rescue or equivalent (PROOF MUST BE PROVIDED);
- (10) possess current certificates (either of the full course within the last 12 months, or a refresher course within the last 12 months for Hazardous Materials Operations) from an approved training facility for Hazardous Materials Operations in accordance with the NFPA 472 consensus standards (PROOF MUST BE PROVIDED);



Civil Service Commission Part-time Firefighter Announcement

(11) possess an Emergency Vehicle Operators Certificate or equivalent (PROOF MUST BE PROVIDED);

(12) have completed Pump II and Aerial Apparatus courses or equivalent (PROOF MUST BE PROVIDED);

(13) have completed National Incident Management System 100, 200, 700, 800 (PROOF MUST BE PROVIDED);

Proof of all pre-requisites meeting the minimum eligibility requirements must be enclosed and/or attached with each application.

The written examination will take place on **Wednesday, May 1, 2024 at 7:00 PM sharp at Chester County Public Safety Training Campus located at 137 Modena Road Coatesville, PA 19320**. Applicants should report to the administration building.

Candidates will be emailed results of the written exam no later than Wednesday May 8, 2024. Those who successfully completed the written exam with a score of 70% or greater will be scheduled for the physical agility test taking place on **May 11, 2024 beginning at 8:00 AM sharp. The agility test will be held at Chester County Public Safety Training Campus located at 137 Modena Road South Coatesville, PA 19320**. Candidates should report to the Tactical Village in the rear. The physical agility test is graded as pass or fail.

Any applicant arriving after the prescribed start times shall be disqualified.

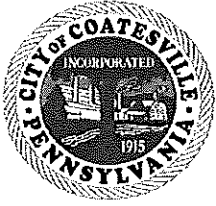
The READING LIST/STUDY MATERIALS for the written examination consist of:

- Firefighter 1: "Essentials of Fire Fighting"
- Firefighter 2: "Essentials of Fire Fighting"
- Hazmat Operations: "Hazardous Materials Operations"
- Driver Operator Pumper: "Pumping and Aerial Apparatus Driver/Operator"

The oral examination dates will be announced to candidates successfully completing the written and physical agility portions of the process. Other mandatory components of the complete testing process included for appointment require selected candidates to successfully undergo Psychological Testing, Background Investigation, and a NFPA 1582 Medical Examination.

The City of Coatesville is an Equal Opportunity Employer. If you require any special accommodation in accordance with the Americans With Disabilities Act to complete the testing, please provide evidence of such recognized disability at the time the application is submitted.

Any questions, please contact Fire Chief Steve Dobson at 610-384-0300 x3145, or by email at sdobson@coatesville.org



Civil Service Commission Part-time Firefighter Announcement

Physical Agility Test

An Applicant for the position of entry-level Firefighter must be able to perform the events of the following physical agility test:

Required Equipment/Clothing

Applicants must wear long sleeve shirt and pants, helmet and gloves and a completely filled self-contained breathing apparatus (SCBA) excluding the face piece for all events with exception the Aerial Ladder Climb. The SCBA will be supplied to the Applicants at the test site. **Applicants may provide their own helmet and gloves.** Helmet and gloves will be available to the applicant if necessary.

Testing Expectations

Prior to the start of the start of the test, each applicant will be walked through the testing course by an examiner. The examiner may provide an explanation of each station to the applicant.

Timing

Applicants will have ten minutes to complete the aerial climb. After a 2-minute rest period, applicants will then be given ten minutes to complete the remaining events. Timing for events 2-8 will begin at the start of Event 2 and end once Event 8 is completed.

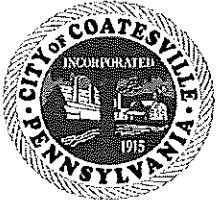
Events

- A. **Aerial Ladder Climb:** This task simulates the actions necessary to climb an aerial ladder. Applicants will stand at the rear of the apparatus with a ladder belt on. When the examiner tells the applicant to go, the Applicants will climb to the aerial turntable and then ascend the ladder seventy-five (75) feet at a sixty (60) degree angle. Once the Applicant reaches the top they will return to the ground.
- B. **Forcible Entry Simulation:** This task simulates the actions necessary to open a roof for ventilation, Applicants will swing a flat-head axe and chop a wood block thirty (30) times. When the task is completed, Applicants will set the axe down.
- C. **Stair Climb:** This task simulates the actions necessary to carry a hose pack to the upper floors of a high-rise building. The hose pack will consist of 100' of 1-3/4" hose and will be located at the bottom of the stair tower. The Applicants will reach down, pick up the hose pack and carry it 4 flights to the top of the stair tower. The Applicants will then return down the stair tower and place the hose pack at the bottom of the stair tower.
- D. **Ladder Raise:** This task simulates the actions necessary to raise a 24' extension ladder. Applicants will pick up an aluminum 24' extension ladder from its resting position, carry the ladder to the wall and place the bottom of the ladder against the wall. Applicants will then safely raise the ladder to a vertical position and then position the ladder for climbing. Once the Applicant has checked the climbing angle of the ladder, they will safely lower the ladder and it to the starting position.



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- E. **Equipment Hoist:** This task simulates the actions necessary in hoisting equipment to upper floors. Applicants will stand in front of "a third-floor window from which a rope is hanging. The rope is attached to a fifty (50) foot rolled piece of 3" hose.
- F. Applicants will pull the rope using a hand over hand method until the hose appears in the window. Applicants will then hoist the hose over the window sill and place it on the floor.
- F. **Hose Drag:** This task simulates the actions necessary to advance a charged 1-3/4" hose line. The Applicants will then reach down, pick up the charged hose line at the starting point and advance it 50 feet. When the Applicants reach the 50-foot mark, they will then pull an additional 50 feet of hose using a hand over hand method.
- G. **Dummy Drag:** This task simulates the actions necessary to drag a victim to safety. Applicants will drag the dummy 20 feet to a cone. The Applicants will drag the dummy around the cone and continue the 20 feet to the starting position. The Applicants may not drag the dummy by any limbs or clothing.
- H. **Search Simulation:** This task simulates the actions necessary to complete a search in a smoke-filled structure. Following a section of 1.75" hose, Applicants will navigate through a tunnel approximately 30 feet long with obstructions and turns.



**Civil Service Commission
Part-time Firefighter Announcement**

**Emergency Services Participation History
List All Agencies and/or Memberships**

From Date	Name & Address	Job Title	Reason for leaving
To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

From Date	Name & Address	Job Title	Reason for leaving
To Date		Description of Duties	
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Salary	Name of Supervisor	Name of Co-Worker	



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VERIFICATION OF TRUTHFULNESS
PLEASE READ CAREFULLY BEFORE SIGNING

I, _____, the undersigned, hereby swear that the statements made in the foregoing Application are true and accurate to the best of my information, knowledge and belief. I understand that false statements made herein are subject to the penalties of 18 Pa.C.S. §4904, relating to unsworn falsification to authorities. I understand that all the information contained in this application is subject to verification by the City of Coatesville. This investigation may include contacting prior employers, checking my driving record and conducting a criminal record check. I understand that misrepresentation or omission of any facts on this application will cause it to be rejected, or if not discovered until after hire, will subject me to termination. I understand that as a condition of employment I will be required to successfully pass a drug and alcohol screening test. If an offer of employment is made to me, it may be contingent upon my taking and passing a complete physical examination. I further understand that nothing in this application or in the granting or conduction of an interview or tests is intended to create an employment contract of any kind. No promises regarding employment have been made to me and I understand that no such promise would be binding upon the City of Coatesville.

Printed Name

Signature

Date SWORN TO AN SUBSCRIBED BEFORE ME THIS
____ DAY OF _____, 2023.

**COATESVILLE CITY POLICE DEPARTMENT
1 CITY HALL PLACE
COATESVILLE, PA 19320
610-384-2300**

AUTHORIZATION TO RELEASE INFORMATION

I, _____, do hereby authorize and request any individual, corporation, or other entity, including but not limited to any city, county, state or federal agency, department or bureau, any current or prior employers, any doctor or hospital, any credit bureau or financial institution, any public or private school, college or other educational institution, or any entity having any information or files relating to me, to furnish any information in their files under my name to The Coatesville City Police Department, their members and agents, pursuant to the processing of my application for appointment as police officer or civilian staff member with the Coatesville City Police Department. I agree to hold any source of information blameless for any error in reporting this information. I release all persons whatsoever from any damage on account of furnishing said information.

APPLICANT'S SIGNATURE: _____

DATE: _____