

APPLICATION FOR EXAMINATION

FIREFIGHTER

UPPER MORELAND TOWNSHIP

NOTICE TO APPLICANT: Read the following instructions carefully before completing the application.

GENERAL INSTRUCTIONS

GENERAL INSTRUCTIONS: This application consists of several sections: In the application; a Notification Procedure Release; a Verification: A General waiver, and a description of essential job functions. Every one of these sections must be completed in order for the Township to accept the Application as complete. Print (do not type) an answer to every question. If a particular question does not apply to you, so state with N/A. If space available is insufficient, use reverse side and proceed with the number of the referenced block. **DO NOT MISSTATE OR OMIT MATERIAL FACT, SINCE THE STATEMENTS MADE HEREIN ARE SUBJECT TO VERIFICATION TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT.**

- A. In completing the application please print clearly.
- B. All applications **MUST** be notarized before filing.
- C. All completed applications **MUST** be received on or before Monday April 11th, 2022 by 4:30 P.M. at the Upper Moreland Township Building, 117 Park Avenue, Willow Grove, PA 19090. The envelope must be marked on the outside "APPLICATION FOR FIREFIGHTER".
- D. A \$50.00 fee to cover the administrative costs of processing the application must accompany the application. A check or money order must be made payable to Upper Moreland Township.
- E. All completed applications **MUST** be accompanied by copies **(DO NOT SEND ORIGINALS)** of the following documents at time of filing:
 - 1. Birth or Baptismal Certificate;
 - 2. Military discharges and DD214 if ever a member of the Armed Forces;
 - 3. High School Diploma or equivalency certificate;
 - 4. If a naturalized citizen, submit proof of a naturalization;
 - 5. Copy of Pennsylvania Driver's License;
 - 6. Fire Fighter I NFPA 1001
 - 7. Firefighter II NFPA 1001
 - 8. Pump 1 and 2
 - 9. Hazardous Materials Operations NFPA 472
 - 10. Copy of current PA DOH EMT or EMT-P certification
 - 11. Copy of PA DOH Vehicle Rescue Technician

If special or reasonable accommodations are requested for the examination or any part thereof, your written signed request, along with written documentation to support the request, must be attached to your application.

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10. **FAMILY:** List in order given showing relationship, parents, guardians, step-parents, foster parents, parents-in-law, brothers, sisters, step-brothers, and step-sisters. Include any others with whom you have resided with or with whom a close relationship existed or presently exists.

<i>Relationship</i>	<i>Name</i>	<i>Address (if living)</i>
Father		
Mother		

11. **VEHICLE OPERATOR'S LICENSE:** Give the following information concerning any vehicle operator's license you have held or now hold.

<i>Type of License</i>	<i>Number</i>	<i>Issuing Authority</i>	<i>Expiration</i>

(Attach Copy)

Have you ever had a license suspended or revoked? (CIRCLE ONE) YES / NO

If yes, please explain: _____

12. **CONVICTION OF CRIME:** Have you ever been convicted of a misdemeanor, felony or greater criminal violation? (CIRCLE ONE) YES / NO

If yes, indicate violation, court of jurisdiction and date of conviction.

13. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS:

<i>Name/Address/Zip</i>	<i>Type (social, fraternal, professional, etc.)</i>	<i>Membership dates: From/To</i>

14. EDUCATION:

- A. List all elementary, junior high and high schools attended. Attach transcript from last high school attended. Attach a copy of either your high school diploma or GED.

<i>Name/Address/City/State/Zip</i>	<i>Dates Attended From/To</i>	<i>Date(s) Graduated</i>	<i>Completed Yes/No</i>

- B. Higher Education. List all colleges or universities attended. Attach transcript from last institution.

<i>Name/City/State/Zip</i>	<i>Dates Attended From/To</i>	<i>Credit Hours Quarter Received</i>	<i>Degree/Year</i>

Major and Minor Courses:

C. Schools or training, non-firefighting related. (trade, vocational, military).

<i>Name and Address of Trade School/Military</i>	<i>Attended From/To</i>	<i>Subject</i>

Attach copies of all relevant certificates - DO NOT SEND ORIGINALS

15. HOBBIES AND SPORTS:

<i>Name</i>	<i>Length of Participation</i>	<i>Level of Proficiency</i>

16. **EMPLOYMENT:** Begin with your most recent job and list your work history for the past ten years, including part time, temporary or seasonal employment and all periods of unemployment. (Use additional paper if necessary).

<i>Dates Employed</i>	<i>Employer' Name and Address</i>	<i>Position Title</i> _____
<i>From:</i>		<i>Responsibilities</i>

To:		
<i>Supervisor's Name/Title/Telephone Number</i>		<i>Starting Salary</i> _____ <i>(annual or hourly)</i> <i>Final Salary:</i> _____ <i>(annual or hourly)</i>
<i>Co-Worker Name/Address/Telephone Number</i>		
<i>Accomplishments:</i>		
<i>Reason for Leaving:</i>		

<i>Dates Employed</i>	<i>Employer' Name and Address</i>	<i>Position Title</i>
<i>From:</i>		<i>Responsibilities</i>
<i>To:</i>		
<i>Supervisor's Name/Title/Telephone Number</i>		<i>Starting Salary</i> _____ <i>(annual or hourly)</i> <i>Final Salary:</i> _____ <i>(annual or hourly)</i>
<i>Co-Worker Name/Address/Telephone Number</i>		
<i>Accomplishments:</i>		
<i>Reason for Leaving:</i>		

<i>Dates Employed</i>	<i>Employer' Name and Address</i>	<i>Position Title</i>
<i>From:</i>		<i>Responsibilities</i>
<i>To:</i>		
<i>Supervisor's Name/Title/Telephone Number</i>		<i>Starting Salary</i> _____ <i>(annual or hourly)</i> <i>Final Salary:</i> _____ <i>(annual or hourly)</i>
<i>Co-Worker Name/Address/Telephone Number</i>		
<i>Accomplishments:</i>		
<i>Reason for Leaving:</i>		

Have you ever been discharged, asked to resign, furloughed, or put on inactive status for cause, or subject to Disciplinary action while in any position (except military)? YES / NO (If yes, state reason)

Have you ever resigned after being informed that your employer intended to discharge you for any reason?
If yes, explain giving the name and address of employer, approximate date, and reasons in each case.

17. MILITARY STATUS:

Have you ever served in the U.S. Armed Forces? YES NO
 (If yes, attach photocopy of discharge or separation papers)

Do you claim Veterans' Preference? YES NO
 (If YES attach copy of DD214)

While in the military service, were you ever convicted for any crime graded as a misdemeanor, felony or greater offense? YES NO
 If yes, give date, place, law enforcement authority or type of Court or court martial, charge and action taken for each incident Using a separate sheet to record this information.

Are you presently a member of the U.S. Reserve or State Guard Organization? (If yes, complete the following) YES NO

Grade and Service Number _____

Service and Component _____

Organization and Station or Unit and address _____

Status _____

Indicate reserve obligation, if any _____

18. SELECTIVE SERVICE

List Classification _____

Selective Service Number _____

Date _____ Local Board _____

Address _____

19. CHARACTER REFERENCES: List only character references that have definite knowledge of you qualifications for the position of application. List 5 (five) character references. (Do not list relatives, Former employers, or persons living outside of the United States.)

<i>Name</i>	<i>Address/Home Phone</i>	<i>Work Phone</i>	<i>Years Known</i>

23. List all Firefighting, Emergency Medical and Hazardous Materials Certifications. **Attach copies of certifications. Do not send originals.**

<i>Training Certifications</i>	<i>Issuing Agency</i>	<i>Date Issued</i>

24. List any experience as a fire investigator or fire inspector.

25. List all experience as a fire apparatus and/or pump operator.

26. ***REQUIRED:***

PA State Fire Firefighter I Certificate Number _____
(Attach Copy)

PA DOH EMT or EMT-P Certification Number _____
(Attach Copy)

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries made by me above are true, complete and correct to the best of my knowledge and belief and are made in good faith.

SIGNATURE OF APPLICANT: _____

DATE: _____

NOTIFICATION PROCEDURE RELEASE

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/EMT with the Township.

The 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 Director of Emergency Services, in writing, of the address change. By affixing your signature to this form the applicant acknowledges that you have read and understood the contents of this procedure.

Signature

Date

WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION

I, _____(Name of Applicant),
Hereby give Upper Moreland Township the right to make a thorough investigation into my background, previous employment, education and references in order to ascertain my suitability for service as a Firefighter/EMT. I release from all liability and claims any and all persons, companies and corporations (public and private) supplying any information whatsoever to representatives of Upper Moreland Township. This includes and is not limited to parties with whom I have entered into a written or oral agreement, which contains a confidentiality clause. I release, indemnify and hold harmless Upper Moreland its officials, officers and employees from and against any and all liability, which might result from conducting such an investigation.

Signature: _____

Dated: _____

POSITION DESCRIPTION

And

QUALIFICATIONS FOR PROBATIONARY FIREFIGHTER/EMT

The following qualifications are essential job functions and prerequisites for a probationary Firefighter/EMT appointment

DEPARTMENT: Fire

POSITION TITLE: Firefighter/EMT

GENERAL DEFINITION

The employee engages in hazardous work, both inside and outside. Exposed to extremes in the environment and to extremes of heat from fire; exposed to toxic and explosive gases; lifts and carries heavy weight. Responds to fires and other emergencies.

TYPICAL EXAMPLES OF WORK

(Does not include all of the duties nor do the listed examples include all of the tasks which may be required of this position.)

Performs life support activities, i.e. CPR, patient stabilization, first aid, etc.; drives and operates fire apparatus, lays and connects hose lines, climbs ladders, conducts inspections and investigations; prepares pre-plans, prepares and teaches fire safety education, tests and maintains equipment, performs rescues, extinguishes fires, controls leaks and spills of chemicals and other related duties as may be required by the Director.

REQUIREMENTS TO PERFORM WORK

Principles and practices of fire prevention, education and suppression; use and maintenance of fire fighting equipment and apparatus; departmental rules; first aid techniques and resuscitation methods; basic hazardous material recognition and control; Department Standard Operational Procedures.

ABILITY TO

Learn the principles and procedures of modern fire fighting and apply techniques; react quickly and calmly (in emergencies). Establish and maintain effective working relationship with the public, other employees and volunteer response personnel. Function in Face life or death decisions during emergency conditions. Operate both as a member of a team and independently at incidents of uncertain duration. Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions, in a confused, chaotic, and potentially life-threatening environment throughout the duration of the

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operation. Spend extensive time exposed to the elements. Experience frequent transition from hot to cold and from humid to dry atmospheres. Work in wet, icy or muddy areas Perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders. Work in areas where sustaining traumatic or thermal injuries is possible. Be exposed to grotesque sights and smells associated with major trauma and burn victims. Use manual and power tools in the performance of duties. Learn and operate complex equipment. Learn and operate large and complex vehicles. Read and write the English language in a fluent, comprehensible and concise manner. Learn and use basic computer skills.

SPECIAL REQUIREMENTS

Must be at least 21 years of age at time of appointment. Must possess a valid Pennsylvania Drivers License. Must obtain a PA Class B license during probationary period. Must pass Civil Service Examination. Will be required to obtain Hazardous Materials Response certification at the technician level within one year of appointment.

RESIDENCY REQUIREMENT

Applicants after appointment and upon their first anniversary date must reside in Pennsylvania and within a 20-mile radius north of the Willow Grove Interchange and 12 miles south of the Interchange.

WORKING CONDITIONS AND HAZARDS

1. Inside and outside working conditions, exposed to all extremes of the environment; exposed to toxic and non-toxic odors, fumes, dusts, gases; exposed to extremes of heat from fire; exposed to all hazards of fire fighting, hazardous materials and medical responses.

SUBSTANCE ABUSE

Applicant must have:

1. Zero usage of Schedule I drugs, (excluding marijuana), and non-prescribed Schedule II drugs as listed in the Controlled Substances, Drug Device and Cosmetic Act (Act 64), for a period of three years prior to filing his/her application. (Schedule I and Schedule II drugs include, but are not limited to cocaine, heroin, LSD, Methamphetamine, MDMA (ecstasy), oxycontin, Gamma Hydroxybutyric acid (GHB).

2. Zero non-prescribed usage of steroids (Schedule III) for a period of three years prior to filing an application.
3. Zero marijuana usage for a period of one year prior to filing an application.

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4. No conviction for Driving Under the Influence not resulting in Accelerated Rehabilitative Disposition (ARD).

PHYSICAL REQUIREMENTS

Position normally requires full use of sight, hearing, speech, arms, hands, legs and feet; lifting objects in excess of 100 pounds with frequent lifting and/or carrying of objects weighing 50 pounds or more; able to maintain equilibrium when climbing and walking on slippery surfaces.

EDUCATION/TRAINING

High School Graduate or equivalent. At least 21 years of age by date application is due. Have a valid Pennsylvania Driver's License. Have earned at least (60) credits from an accredited college or university or have served at least (5) years as a fulltime or volunteer firefighter in the Commonwealth of Pennsylvania the following certifications are required

Fire Fighter I NFPA 1001

Firefighter II NFPA 1001

Pump 1 and 2

HAZ Mat Operations NFPA 472

Certified by Pennsylvania Department of Health as a Vehicle Rescue Technician

Certified by Pennsylvania Department of Health as an Emergency Medical Technician or Emergency Medical Technician - P. Be physically and mentally fit to perform the duties of a Firefighter/EMT.

POSITION DESCRIPTION

And

QUALIFICATIONS FOR PROBATIONARY FIREFIGHTER/EMT

I have reviewed the above position description and qualifications for a probationary Upper Moreland Township Firefighter/EMT and believe that:

_____ I can meet and fully perform all duties without reasonable accommodations.

_____ I can meet and fully perform all duties but only with the following reasonable accommodations for the duties specified.
SPECIFY:

_____ I can meet and fully perform all duties even with accommodations.

Printed Name _____

Signature _____

Date _____

FIREFIGHTER/ EMT PHYSICAL AGILITY TEST

The firefighter must be in good physical condition, including the various components of strength, power, endurance and agility. The physical agility test is designed to test these components. The applicants rotate to each of seven stations. The test is pass/fail and two tries will be allowed for each station.

The top (30) applicants scoring a 70% or above on the written test will participate in a physical agility test. The physical fitness test is as follows:

Physical Agility Testing

An applicant for the position of Firefighter/EMT shall complete the following tasks while dressed in long pants, a firefighter bunker coat, a self-contained breathing apparatus without a mask and wearing sturdy boots. The applicant shall wear gloves and helmet while performing each task. Tasks (a), (b), (c), (d), (e), and (f) shall be completed consecutively. Each applicant shall be permitted to rest before completing task (g). Task (g) will not require a self-contained breathing apparatus.

(a) **Body Drag.** Starting from a standing position, drag a manikin weighing approximately 175 lbs. Around a cone and back to the starting point without stopping. The cone will be placed 25' from the starting point. Walk to the next event.

(b) **Hose Pack Carry.** Starting from a standing position, pick up a 100' bundle of 1 3/4" hose without stopping. Carry the bundle around a cone and back to the starting point. The cone will be placed 100' from the starting point. Walk to the next event.

(c) **Ladder Raise.** Fully extend a 24 foot ladder that is fixed to an object in a vertical position, then lower the fly completely in a controlled hand over hand motion. Again, fully extend the ladder and lower it in a controlled hand over hand motion. Walk to the next event.

(d) **Hose Hoist.** Without stopping hoist a 100' bundle of 1 3/4" hose a predetermined height without dropping using a rope that is attached to the hose bundle. Lower the bundle to the starting location. Walk to the next event.

(e) **Ladder Carry.** Remove a 16' roof ladder from a parked fire apparatus. Without stopping carry the ladder around a cone and back to the starting point. The cone will be placed 50' from the starting point. Place the ladder back on the fire apparatus. Walk to the next event.

(f) **Equipment Shuttle.** Pick up two 5-gallon pails of foam and carry them to a predetermined point, marked by a cone, 50 feet away. Put them down and pick up two other 5-gallon pails of foam and return to the starting point.

(g) **Aerial Ladder Climb. With CONTINUOUS MOVERMENT HAND OVER HAND** Starting from the turntable, climb to the tip of the aerial ladder that is fully extended and elevated to an inclination of 70 degrees. Return to the turntable after placing one hand on the top rung. The applicant must climb and descent while facing the ladder at all times.

FIREFIGHTER/ EMT PHYSICAL AGILITY TEST

I, _____ affirm that I am an applicant for the Upper Moreland Township Emergency Services Department. I have read the requirements of the physical agility test and should I be eligible to participate in the Physical Agility Test I hereby release and hold harmless the Township of Upper Moreland of any liability for claims arising out of injuries sustained by myself, or any kind whatsoever in the performance of the physical agility test, it being understood that I assume all risks involved in the conduct of said test.

Signature of Applicant

Date

Witnessed By

Signed

Date

Witness

Date

VERIFICATION

I understand that this Application has been completed subject to the penalties of 18 Pa. C.S. 54909 relating to unsworn falsification to authorities.

Signature: _____

Date: _____

Notary Public

(SEAL)