

# **Dunmore Fire Department**

## **Application Packet**

### **Borough of Dunmore**

#### **Employment Opportunity**

#### **Position: Part-Time Firefighter**

*Applicants must complete Employment packet and it must be returned to the Borough Office in a sealed envelope. Packets may be hand delivered or mailed to the address below. If any part of Employment packet is not completed correctly or missing, they will be disqualified from the hiring process.*

Borough of Dunmore  
Firefighter Packet  
400 S. Blakely St.  
Dunmore, PA 18512

**Summary of Position:** Dunmore is located in Northeast Pennsylvania with a population of over 14,000. The fire department protects industrial, educational, and residential communities in its response area of 8.7 square miles. Interstates 81 and 84, US 6 and State Route 435 add miles of divided highway to response area. The department consists of 15 full time firefighters and a roster of part-time firefighters. Although not all inclusive, the fire department responds and/or controls fire, hazardous materials, vehicle, medical and technical rescue emergent and non-emergent incidents.

Members of the fire department must possess the skills, attitude and temperament to work in extremely dangerous and stressful situations. Firefighters must be flexible to work in all areas of firefighting especially Driving/Pumping of apparatus.

#### **Qualifications (required):**

1. Be at least 21 years of age.
2. Three (3) years of Firefighting experience.
3. Possess current Pennsylvania driver's license.
4. High school diploma or equivalent.
5. Possess current Pennsylvania DOH EMT-B and/or NREMT-B and Professional Rescuer CPR/BLS.
6. No felony convictions and/or misdemeanor convictions which preclude service as a firefighter.
7. Pass medical physical.
8. Pass physical agility test.
9. Successfully completed Dunmore Fire Department Orientation Program.
10. Pass written exams and simulation that will be administered at the conclusion of the Orientation Program.
11. Current Hazardous Materials Operations Level or higher training.
12. Minimum 16 hours vehicle rescue training (PA DOH of Fire Academy).

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13. Essentials or Interior Firefighting: Live Fire Exercises (ELIF) or Interior Firefighting: No Live Fire Exercise (ELIF) or Bucks Basic Fire Academy of FF-1 from an accredited fire school.
14. Structural Burn Session from an accredited fire school.

#### **Qualifications (desired):**

1. Structure I (or equivalent) at Pennsylvania State Fire Academy, or have completed a career or military firefighting academy.
2. Proboard, IFSAC or DOD Firefighter I & II, Hazardous Materials Operations, Vehicle/Machinery certification. National certifications of any type desired.
3. DOH Vehicle Rescue Technician.
4. Five (5) years of firefighting experience.
5. Current Commercial Drivers License, Class B or higher.
6. Associates degree or higher, preferably in Fire Science.

**Salary:** Determined by the Collective Bargaining Agreement.

**Current Duty Schedule:** Firefighters work a 24-hour shift schedule (0700-0700). However, the shifts can be split into 12-hour parts (0700-1900, 1900-0700). Part Time firefighters will work on an "as needed basis". Scheduling of part time work hours are based on department needs only.

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#### **Part-Time Firefighter Candidate Hiring Process:**

1. Application/Supporting Documents/Resume review.
2. Physical Agility Test (medical physical and waiver must be completed to test).
3. Oral interview.
4. Background and Driver's License check etc.
5. Candidates names forwarded to Borough Council for employment consideration.
6. If hired, Fire Department Orientation Program will start.
7. Evaluations/Simulation.

- Application/Supporting Documents/Resume review: Candidates application packet will be screened to ensure minimum qualifications are met. Candidates that meet qualifications and have not been otherwise disqualified will be contacted for a Physical Agility Test.
- Physical Agility Test: Candidates must bring photo id to Physical Agility Test. NO EXCEPTIONS. Test will be pass/fail. Candidates must meet minimums for each individual exercise to pass. See Physical Agility Test page for more details. Refreshments will NOT be supplied for test.
- Oral Interview: An oral interview will be administered by the Fire Chief/designee(s).
- Consideration for Employment: For candidates that have successfully satisfied all of the above listed steps, their names will be forwarded to Borough Council for employment consideration.
- Dunmore Fire Department Orientation Program: Candidates that are hired will start an orientation program. This will consist of a minimum (20) hour of paid in house training. Skills will be tested and a simulation will take place at the end of the program. The skills test and simulation will be pass/fail. Written exam and a street test will be given after passing the skills testing and simulation.

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### **Personal Information:**

Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Emergency Ph: \_\_\_\_\_ Relationship to contact: \_\_\_\_\_

### **Liability Waiver:**

I, the undersigned, being aware of my own health and physical condition, and having knowledge that my participation in any exercise program may be injurious to my health, am voluntarily participating in a physical activity.

Having such knowledge, I hereby acknowledge this release, any representatives, agents, and successors from liability for accidental injury or illness which I may incur as a result of participating in the said physical activity. I hereby assume all risks connected therewith and consent to participate in said program.

I agree to disclose any physical limitations, disabilities, ailments, or impairments which may affect my ability to participate in said fitness program.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Dunmore Borough Firefighter Candidate Questionnaire

1. Do you have any objections working overnight shifts?

( ) Yes ( ) No

2. Do you have any objections working weekends?

( ) Yes ( ) No

3. Are you afraid of heights?

( ) Yes ( ) No

4. Do you suffer from claustrophobia or are you unable to tolerate being in tight areas?

( ) Yes ( ) No

5. Do you have any objections participating in fire prevention/community outreach programs?

( ) Yes ( ) No

6. Do you have any objections responding to medical emergencies?

( ) Yes ( ) No

7. Do you have any objections wearing a uniform?

( ) Yes ( ) No

8. Are you willing to be called in for emergencies when you are off duty?

( ) Yes ( ) No

9. Do you have any objections working holidays?

( ) Yes ( ) No

10. Are you willing to participate in physical fitness programs throughout your time of employment?

( ) Yes ( ) No

11. Are you willing to participate in firefighter training programs?

( ) Yes ( ) No

## Dunmore Fire Department Physical Agility Test Requirements

1. **Quarter Mile Run:** Applicant is required to run a distance of one quarter mile on a measured course in 110 seconds (one minute fifty seconds) or less.
2. **Stretcher Carry:** Applicants will be paired off and required to lift and carry a stretcher with a simulated patient weighting approximately 180 pounds over a distance of 100 feet. Those applicants failing on the first attempt will be allowed to retake the exercise with an applicant who has successfully completed the exercise.
3. **Body Drag:** An applicant is required to remove a simulated motor vehicle operator, weighing approximately 180 pounds, from behind the steering wheel of a motor vehicle and drag the simulated operator to a point of 50 feet from the vehicle.
4. **Aerial ladder Climb:** An applicant must don a Self-Contained Breathing Apparatus (SCBA) provided by the Borough, mount the aerial ladder fire apparatus, climb the aerial ladder to a height of approximately 105 feet, and descend the ladder, dismount the apparatus, remove the SCBA, Pre-evolution instructions will be given to the applicant and all activities must be performed in a safe manner. *(Note: Applicant is not required to be on air.)*
5. **Ladder Raise:** An applicant shall remove a 24-foot extension ladder from the provided fire apparatus. The applicant must carry the ladder a distance of 50 feet to a building and raise the ladder to full extension. The applicant must carry a bundle consisting of 100 feet of 1 ¾ inch hose to the roof line and then back to the ground. Pre-evolution instructions will be given to the applicant and all activities must be performed in a safe manner.

Note: 100% successful completion of all of the above listed is required.

## Dunmore Fire Department

### Firefighter Medical Examination

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#### Physician's Statement

I have read/reviewed the Dunmore Fire Department application packet and attest that the applicant,

\_\_\_\_\_, is able to perform the activities as a Firefighter/EMT as well as physically capable and has no medical history that would prevent/limit them from participating in the Physical Agility Test as listed, as well performing firefighting duties including the wearing of respirators.

Physician Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Printed or typed Physician name, address and phone number

## EMPLOYMENT APPLICATION

The Borough of Dunmore is an equal opportunity employer. The Borough does not discriminate on the basis of race, color, citizenship status, religion, creed, national or ethnic origin, sex, sexual orientation, gender identity, age, physical or mental disability, veteran's status, genetic information, or any other trait protected by state or federal law.

### Personal Information:

Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Email Address			
Telephone Number (Home)		Telephone Number (Mobile)	

Are you 18 years of age or older? ☐ Yes ☐ No

Have you ever filed an application with us before? If yes, give date: \_\_\_\_\_ ☐ Yes ☐ No

Have you ever been employed with us before? If yes, give dates: \_\_\_\_\_ ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer (or your previous employer, if not currently employed?) ☐ Yes ☐ No

Are you legally eligible to work in the United States? ☐ Yes ☐ No

*Proof of eligibility to work will be required upon employment.*

Have you been convicted of a felony or misdemeanor offense within the last 7 years? ☐ Yes ☐ No

*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Are you available to work: ☐ Full Time ☐ Part Time ☐ Temporary

### Education:

	High School	Undergraduate College/University	Graduate/Professional
School Name and Location			
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4 4+
Diploma/Degree			
Course of Study			
Describe any current/active professional certifications you have received; any specialized training, skills, apprenticeships, and extra-curricular activities; and/or honors you have received (e.g., CPR, Act 120, etc.)			



**References:**

Give name, email address and telephone number of three references who are not related to you and are not previous employers. Must include at least one (1) professional reference and one (1) personal reference.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you had any job-related training in the U.S. Military?

Yes    No

If Yes, please describe \_\_\_\_\_

**Employment Experience:**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

<b>Employer:</b>	<b>Dates Employed</b>		<b>Work Performed</b>
	To	From	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			
<b>Employer:</b>	<b>Dates Employed</b>		<b>Work Performed</b>
	To	From	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			
<b>Employer:</b>	<b>Dates Employed</b>		<b>Work Performed</b>
	To	From	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			

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## APPLICANT'S STATEMENT

READ CAREFULLY BEFORE SIGNING. IF YOU ARE HIRED, THE FOLLOWING BECOMES PART OF YOUR OFFICIAL EMPLOYMENT RECORD AND PERSONNEL FILE.

I certify that the information contained herein is true and complete to the best of my knowledge, information and belief and subject to the penalties of 18 Pa. C.S.A. § 4904, relating to the unsworn falsification to authorities

I authorize investigation of all statements contained on this Application for Employment. I hereby authorize the Borough of Dunmore to contact the references listed above, unless otherwise noted. I hereby release the Borough of Dunmore from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on the information contained in this Application.

This Application shall be considered active for a period of time not to exceed 180 days. If I wish to be considered for employment beyond this time period, I understand that I should inquire as to whether or not applications are being accepted at that time.

I understand that all information appearing on this application is subject to verification, and any false or misleading information may result in refusal to hire or, if already hired, the immediate termination of employment. I also understand that I am required to abide by all applicable rules and regulations of the Borough of Dunmore. I further understand that neither the Borough of Dunmore's employment policies nor anything said during the interview process shall constitute a contract of employment for any fixed duration. I understand that any employment that may be offered to me by the Borough of Dunmore will be at-will, unless I am covered by the terms of a written employment contract or collective bargaining agreement that contains other terms and conditions of employment.

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Signature of Applicant

Date