

Manheim Township

A Pennsylvania First Class Township



Firefighter/EMT Application Packet

2023 Summer Testing Cycle



Recruitment Announcement

Firefighter/EMT

Manheim Township Fire Rescue

Application Opening Date:	6/1/2023
Application Closing Date:	6/30/2023 at 4:00pm
Salary Range:	\$17.00 per hour
Employment:	Part-time
Schedule:	Day/Evening/Overnight/Weekend Shifts

Manheim Township is seeking to establish an eligibility list of highly qualified and motivated individuals to fill the role of part-time Firefighter/EMT within the Manheim Township Fire Rescue (MTFR) system. MTFR is an all-hazards agency serving a community of 43,977 residents in 25 square miles from four fire rescue stations. MTFR remains an active combination fire rescue system, currently consisting of two full-time career Chief Fire Officers, one career Fire Marshal, five career Fire Captains, four career Fire Lieutenants, twenty full-time career Firefighters/EMTs, forty-eight part-time career Firefighters/EMTs, one full-time Fleet Mechanic, and over thirty volunteers filling roles including Firefighters, Junior Firefighters, Administrative, and Auxiliary Support. At this time, MTFR is seeking to establish an eligibility list for future part-time Firefighter/EMT positions.

The comprehensive selection process will take 3-4 months to complete and will include a written civil service examination, the Candidate Physical Ability Test (CPAT), oral interview, background check to include criminal history and child abuse clearances, a physical examination, drug test, and driver's license check. In order to be eligible to apply and be invited to the written civil service examination, interested applicants MUST meet the following minimum qualifications at the time of application.

1. Be a citizen of the United States of good moral character.
2. Be at least 18 years of age at time of hire.
3. Possess a high school diploma or GED equivalency.
4. Possess National Board on Fire Service Professional Qualifications (or equivalent certifying agency) Firefighter I and Firefighter II certification.
5. Possess Pennsylvania Department of Health Emergency Medical Technician (or have the ability to receive Pennsylvania reciprocity for out-of-state certification) and valid CPR/AED certifications.
6. Hazardous Materials Operation certification

7. Possess a valid Pennsylvania operator's license (Class C).

Interested and qualified applicants may apply by completing the application process:

1. Application forms are available at the Manheim Township Municipal Office, 1840 Municipal Drive, Lancaster, PA 17601 or online at www.manheimtownship.org
2. Completed applications must be sealed, addressed, and returned to the Civil Service Commission, 1840 Municipal Drive, Lancaster PA, 17601, and marked "APPLICATION FOR FIREFIGHTER/EMT". A non-refundable \$50.00 check or money order made payable to Manheim Township must accompany the application as payment of the application fee. Applications must be received or postmarked no later than Friday, June 30, 2023, at 4:00pm. NOTE – applications will not be received at any location other than the address listed above.

All applications received will be reviewed by the Manheim Township Civil Service Commission to determine eligibility for testing based on the established minimum requirements. All applicants will be notified by electronic email to report for the selection process if qualified. The selection process will include:

1. A written Civil Service Examination will be administered Saturday, July 15, 2023, at the Manheim Township Fire Rescue Station, 200 East Oregon Road, Lititz, PA 17543. The written test will be given at 9:00am in the 2nd Floor Training Room. Candidates will be notified by electronic email to appear for the test.
2. The top thirty (30) candidates as ranked by the Civil Service Commission after written testing and application of veteran's preference points will move to the next step of the selection process, Candidate Physical Ability Test (CPAT). Candidates will be notified by electronic email to report for the CPAT.
3. CPAT orientation session (classroom only) will be held during the written test on Saturday, July 15, 2023, for all applicants.
4. CPAT orientation, practice sessions, and final test are being scheduled by the regional consortium. Eligible candidates will be notified by electronic email as to their reporting time for the CPAT orientation, practice sessions, and final test day.
5. Finalist after CPAT testing will be required to complete an oral interview, background check to include criminal history, child abuse clearances, a physical examination, drug test, and driver's license check. Finalist will be notified in writing of dates for this process.

Questions on this recruitment announcement can be directed to the Manheim Township Fire Chief at slittle@manheimtownship.org

Douglas Schmuckle, Chairperson
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Manheim Township is an Equal Opportunity Employer

Application Instructions

Eligibility List – Firefighter/EMT (Part-time) for Manheim Township Fire Rescue

Manheim Township will be testing to create an eligibility list for future hiring. A written Civil Service Examination for Firefighter/EMT (part-time) will be administered to all eligible applicants on Saturday, July 15th, 2023, at the Manheim Township Fire Rescue Station, 200 East Oregon Road, Lititz, PA 17543 at 9:00am in the 2nd Floor Training Room.

An orientation session (classroom only) for the Candidate Physical Ability Test (CPAT) will be given immediately prior to the written test on July 15, 2023. The CPAT test will then be administered by the regional consortium beginning in August, with the final test in October for eligible candidates.

The CPAT includes the following: stair climb, hose drag, equipment carries, ladder raise and extension, forcible entry, search, rescue, ceiling breach and pull. A copy of the CPAT Test Preparation Guide will be issued to each eligible applicant during the first orientation session.

All applicants for Firefighter/EMT (part-time) must complete the Civil Service Examination.

Applicants must meet the following requirements:

- U.S. Citizen
- 18 years of age or older
- High school diploma or GED

All applicants for part-time employment must have the following National Board on Fire Service Professional Qualifications (or equivalent) to apply:

- Firefighter I
- Firefighter II
- Pennsylvania Department of Health Emergency Medical Technician or Paramedic (or ability to obtain reciprocity for out-of-state certification)
- Valid CPR/AED
- Hazardous Materials Operation certification

To take this examination, each applicant must complete the attached application and pay the \$50.00 non-refundable application fee. The Civil Service Commission will review all applications prior to the test date. Individuals who are NOT eligible to take the examination will be notified by electronic mail.

Applicants must return the following:

- Application fee (\$50.00 check or money order only – payable to Manheim Township)
- Copy of Driver's license

- Completed application for Firefighter/EMT
- Copy of ALL required prerequisites for the position you are applying for

If you are a veteran, as defined by current law (attached) and you desire to receive veteran's preference points, attach a copy of your discharge paperwork (DD Form 214) to your application. The DD Form 214 must be the copy that reflects "Reentry Code".

Applications must be returned or post-marked no later than Friday, June 30, 2023, at 4:00pm. An application fee of \$50.00 made payable to Manheim Township (check or money order only) must accompany the application. Application packets must be marked "Attention Civil Service Commission – Application for Firefighter/EMT". Application packets will only be accepted in-person or via mail/delivery at the Manheim Township Municipal Office, 1840 Municipal Drive, Lancaster, Pennsylvania 17601.

On the date of the exam, eligible applicants must provide valid government identification (driver's license). Applicants will be notified in writing before progressing to the next step in the selection process. Please refer to the recruitment announcement for the selection process.

**Manheim Township Civil Service Commission
Equal Opportunity Employer**



**MANHEIM TOWNSHIP
LANCASTER COUNTY, PENNSYLVANIA**

(An Equal Opportunity Employer)

Application for Firefighter/EMT

Applicant Name (Last) (First) (Middle)

Street Address

City State Zip

Primary Contact Number (Area Code & Number) Secondary Contact Number (Area Code & Number)

Email Address

Valid Drivers License Number License Class State of Issue

Are you a U.S. Citizen? Yes ___ No ___ Place of Birth _____

Please briefly explain why you are interested in becoming a Firefighter/EMT for Manheim Township Fire Rescue:

I, _____, understand failure to complete this application packet completely, accurately, and legibly will eliminate me from further consideration.

Applicant Signature _____

Date _____

Education

	Name Of School	Mailing Address	Did you Graduate	Years Attended	Diploma Or Degree Rec'd
High School					
College					
Technical or Trade School					

Employment History

Please provide your employment history beginning with your current or most recent employer. List all positions held including fulltime and part-time for the past 10 years. Details of any period of unemployment must be included. Include additional sheets if necessary.

Start Date:	Employer Name:	Phone:	Position Title:	Salary:	Reason for leaving:
End Date:	Employer Address:				
Start Date:	Employer Name:	Phone:	Position Title:	Salary:	Reason for leaving:
End Date:	Employer Address:				
Start Date:	Employer Name:	Phone:	Position Title:	Salary:	Reason for leaving:
End Date:	Employer Address:				
Start Date:	Employer Name:	Phone:	Position Title:	Salary:	Reason for leaving:
End Date:	Employer Address:				

Military Background

Response required for all questions, use N/A if not applicable.

Have you ever served on active duty in a military organization of the United States? YES _____ NO _____

Branch of service

Dates of active service

Highest rank held during active service

Was your discharge honorable? YES _____ NO _____

Are you claiming Veteran's Preference? YES _____ NO _____ Copy of DD-214 must be attached

Applicant Fire Service Prerequisites

If applying for a part-time position, or a fulltime position where the applicant is claiming prior fire service training with a fire academy, this section must be completed.

COPIES OF ALL REQUIRED MINIMUM TRAINIUNG MUST BE ATTACHED TO THE APPLICATION PACKET.

NFPA 1001 Firefighter I	Certifying Agency:	Certification Number:	Attach a copy to the application packet
NFPA 1001 Firefighter II	Certifying Agency:	Certification Number:	Attach a copy to the application packet
Emergency Medical Technician	Certifying Agency:	Certification Number:	Attach a copy to the application packet
PA BVR-Technician Or NFPA 1006	Certifying Agency:	Certification Number:	Attach a copy to the application packet
CPR/AED	Certifying Agency:	N/A	Attach a copy to the application packet
Hazardous Materials Operations Level	Certifying Agency:	N/A	Attach a copy to the application packet

Personal References

Please list three persons who are not related to you who have knowledge of your work, character, and abilities.

Personal Reference No. 1

Name/Relationship

Phone Number

Address/City/State/Zip

Personal Reference No. 2

Name/Relationship

Phone Number

Address/City/State/Zip

Personal Reference No. 3

Name/Relationship

Phone Number

Address/City/State/Zip

I have read all material in this application packet and I certify that all statements made in this application packet and any other materials or documents furnished as part of this application packet are true, complete, and accurate to the best of my knowledge and belief. I further understand that any false statements or omitted information shall be considered sufficient cause for employment disqualification or dismissal.

I further hereby release the Township of Manheim, agencies and departments thereof including the Fire Rescue Department, any person or entity acting on their behalf, and all other persons or entities releasing information from any damages or liability as a result of releasing any information to any member of Manheim Township Fire Rescue or any person or entity acting on their behalf.

Applicant Signature

Date

Authorization and Release to Obtain Information

I, _____, authorize Manheim Township to conduct a personal background investigation in connection with my application for employment.

This investigation may include information from educational institutions, physicians and/or medical records, police and/or court records, Department of Transportation motor vehicle and driver license records, listed personal references, and previous employers. Additionally, this information may include background and criminal history checks and child abuse clearance checks.

I authorize the release of any information Manheim Township may request from the above sources. I waive all rights to inspect or review any information compiled pursuant to my application for employment.

I fully understand that all information gained from such investigations is confidential and will be released only to authorized persons in the employment process.

I agree to give any further information which may be required and hereby certify that there are no willful misrepresentations, omissions, or falsifications in any of the applications and/or documents furnished for the position and/or to any answers contained here within. I am aware that should an investigation disclose any willful misrepresentations, omissions, or falsifications, my application may be rejected or if already employed, my employment terminated.

Applicant Signature

Date

Who may be Eligible for Veterans' Preference

To be eligible for veterans' preference, an applicant must first meet the definition of "Veteran," as provided in the [Veterans' Preference Act, 51 Pa.C.S § 7101.1-7111](#). Applicants in any of the following categories are considered to be Veterans for the purposes of veterans' preference:

1. An individual who has completed service in the armed forces of the United States, including a reserve component or National Guard, **has completed their initial contractual military service obligation**, and their last discharge or release was under conditions other than "dishonorable".
2. An individual in the armed forces of the United States, including a reserve component or National Guard, who has served during a period of war or armed conflict (as determined by the United States Department of Defense), has completed a tour of active duty for purposes other than training, was released from that period of active duty under conditions other than "dishonorable" and continues to serve in a reserve component or National Guard.
3. An individual in a reserve component or National Guard, who has completed an initial contractual military service obligation and continues to serve.
4. An active-duty member of the armed forces of the United States who is completing a tour of active duty that is three (3) years or more and is within ninety (90) days of an approved discharge or release, as evidenced by documentation of the projected discharge or release from active duty under conditions other than "dishonorable."

The hiring preference afforded to Veterans under the Veterans' Preference Act is also extended to Surviving Spouses of a deceased Veteran and Spouses of a Disabled Veteran. The deceased or disabled service member must meet the definition of "Veteran," as provided in the Veterans' Preference Act, 51 Pa.C.S § 7101.1-7111. A disability must be classified by the U.S. Department of Veterans Affairs, Veterans Benefits Administration as a permanent total disability.