



# ***Borough of Chambersburg***

*A full service municipality in Franklin County  
celebrating over 65 years of consumer owned natural gas  
service over 100 years of community electric and a  
regional wastewater, water, and municipal solid waste utility*

## **CLOSING DATE FOR APPLICATION: 4:00 P.M., Friday, June 28, 2019**

Applications **MUST** be returned by mail, in person or as an email attachment to the Office of The Borough Secretary Borough of Chambersburg 100 South Second Street, (1<sup>st</sup> fl.), Chambersburg, PA 17201 boroughsecretariesoffice@chambersburgpa.gov) no later than Friday, June 28, 2019 at 4:00 PM.

**NOTE: A \$20.00 fee is required when applications are submitted in any form. The check or money order for \$20.00 should be made payable to the Borough of Chambersburg. The application will not be processed if the fee is not received.**

**Also, note that both your application and background require acknowledgment that all is true and correct under penalty of law to be accepted.**

## **DATE, TIME AND LOCATION OF WRITTEN EXAMINATION: Tuesday, July 9, 2019 – 5:30 PM**

To be conducted in Chambersburg Recreation Center (Bard Hall - downstairs) 235 South Third Street, Chambersburg, PA. In order to participate on test day, your application and payment must have been received. **No monies or applications will be collected on test day.**

All applicants will need to get a score of at least 70% on the written exam to take the second part of the testing process which is the physical agility test (a pass/fail test). Physical agility testing information is included within the application packet.

Applications are on our webpage at: <http://www.chambersburgfire.com> or Chambersburg Fire Department Headquarters, 130 North Second Street, Chambersburg, PA 17201; or by calling 717-251-2407

### **EQUAL OPPORTUNITY EMPLOYER:**

THE BOROUGH OF CHAMBERSBURG DOES NOT DISCRIMINATE ON THE BASIS OF AGE, GENDER, MARITAL STATUS, RACE, COLOR, CREED, NATIONAL ORIGIN, POLITICAL AFFILIATION, RELIGION OR DISABILITY. ANY PERSON WHO NEEDS AN ACCOMMODATION IN ACCORDANCE WITH THE AMERICAN'S WITH DISABILITIES ACT DURING THE APPLICATION PROCESS SHOULD CALL 261-3201 (TDD 261-3227).

## ELIGIBILITY EXAMINATION FOR POSITION OF FIREFIGHTER IN THE CHAMBERSBURG FIRE DEPARTMENT

The purpose of this examination is to develop an eligibility listing for the position of Firefighter in the event of a vacancy. Veterans will be given preference in accordance with law.

All positions with the Borough of Chambersburg that require direct contact with children under age 18 are required to provide a background check sufficient to determine child abuse clearance which includes:

- A Child Abuse Clearance through the Child Welfare Portal
- A Pennsylvania State Police Request for Criminal History Check
- A FBI Fingerprint Criminal History Clearance

You must be 18 years of age or older, in good physical condition, of good moral character and must pass a written examination and a physical agility test to be placed on the eligibility list.

You must be a high school graduate or have equivalent experience or training.

Must have and maintain a valid Commonwealth of Pennsylvania motor vehicle operator's license, 3 years clean driving history, and be insurable in the independent opinion of the Borough's motor vehicle insurance underwriter, in order to be eligible for this position.

You must obtain and retain a Commercial Driver's License and successfully complete an accredited Emergency Vehicle Operations Course prior to the end of your first six months of employment.

You must be a resident or take up residence within 25 driving miles of the corporate boundaries of the Borough of Chambersburg within one year of the date of employment.

Your workweek will average 42 hours. Overtime will be paid for all hours other than your regularly scheduled shifts in accordance with the Collective Bargaining Agreement.

You'll start at \$52,976.47 (2019) annually, with raises during and after 1 years' probation with advancement increases up to a maximum for Firefighter VII of \$69,286.58 (2019) annually. You will receive disability insurance, life insurance and retirement benefits. Your uniforms and equipment will be furnished.

You become eligible for vacation after one year of employment.

Opportunities may be available for a fluent Bilingual English-Spanish Firefighter appointment, should one become available. The applicant should indicate on their application that they are fluent in both Spanish and English.

### **OBTAIN APPLICATION AT:**

Headquarters Fire Station - 130 North Second Street, Chambersburg, PA between 8am and 4pm or at [www.chambersburgfire.com](http://www.chambersburgfire.com). For more information call - 717-251-2407

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TEST DATE FOR 2019 will be held  
SATURDAY July 20, 2019  
at 8:00 am  
McKinley Street Fire Station  
261 East McKinley Street  
Chambersburg, PA 17201

## **FIRE CANDIDATE**

### **PHYSICAL AGILITY TEST**

These are minimum standards for all applicants. This is a pass/fail test. Failure of any of the tests will result in the applicant being disqualified.

1. Hose stacking to top rack by picking up and stacking eight (8) hose bundles and then returning them to their original location within three minutes.
2. Ladder climbing by ascending and descending a 65 foot ladder.
3. Hose relay requiring a hose bundle to be carried fifty (50) yards and a 2-1/2 inch hose to be extended fifty (50) yards, and then both to be returned to their original positions within three minutes.
4. Obstacle course requires carrying a hose bundle and climbing, crawling and running to complete the course in one minute, thirty seconds.
5. Charged hose reposition requires the moving of a charged hose over a series of barrels in two minutes.

# APPLICATION FOR EMPLOYMENT

Patrolman or Fire Fighter  
CIVIL SERVICE COMMISSION  
BOROUGH OF CHAMBERSBURG  
100 SOUTH SECOND STREET  
CHAMBERSBURG, PA 17201  
(An Equal Opportunity Employer)

POSITION APPLIED FOR: \_\_\_\_\_

DATE: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Phone # \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street City State Zip

Social Security # : \_\_\_\_\_

U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Do you have a current vehicle operator's license? Yes \_\_\_\_\_

No \_\_\_\_\_

License # \_\_\_\_\_

**EMPLOYMENT HISTORY:** (starting with present or last job, give employment for the past five (5) years)

From (Mo/Yr) To (Mo/Yr)	Employer	Address/Phone#	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do we have your permission to contact your present employer about your work? Yes \_\_\_\_\_ No \_\_\_\_\_

**MILITARY SERVICE:** Yes \_\_\_\_\_ No \_\_\_\_\_

Branch	From (Mo/Yr)	To (Mo/Yr)
Serial # _____	Kind of Discharge: Honorable _____	Other _____

Do you claim Veteran's Preference? **(If yes, attach your DD214 to your application)** Yes \_\_\_\_\_ No \_\_\_\_\_

**\*\*NOTE: You must have a DD214 in order to claim Veteran's Preference**

**RESIDENCY HISTORY:** (Starting with present residence, give residences for past five (5) years)

From (Mo/Yr) To (Mo/Yr)	Number and Street Address	City and State
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: Please attach additional paper if necessary for Employment History or Residency History

**EDUCATION AND TRAINING:**

Did you graduate from High School?

Other education (College, Business, Correspondence, Vocational or Technical School)

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Specialized Training (Licensed and/or Certification): \_\_\_\_\_

Experience and/or Training related to desired position(s) \_\_\_\_\_

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**REFERENCES:** (Not related to you)

Name	Address/Phone #	Yrs Acquainted
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PERFORMANCE:**

Can you perform the essential functions of the position applied for? Yes \_\_\_\_\_ No \_\_\_\_\_

**MISCELLANEOUS:**

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, give details on a separate sheet and attach to Application)

State reasons why you are applying for this position: \_\_\_\_\_

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**ATTACHMENT TO APPLICATION  
CIVIL SERVICE COMMISSION  
BOROUGH OF CHAMBERSBURG**

This attachment is considered a part of the application for employment as a Patrolman or Fire Apparatus Operator with the Borough of Chambersburg. Please read this form carefully. Answer accurately #3 below. This form must be attached to your application when it is returned to the Office of the Borough Secretary. If it is not attached, you may not be eligible to take the examination.

1. Each applicant for a position in the Police and Fire Departments shall be at least eighteen (18) years of age, a citizen of the United States (in cases of foreign born applicants, evidence satisfactory to the Commission shall be produced showing a person to be a naturalized citizen), and shall have graduated from an accredited high school or have an equivalent education acceptable to state standards. Any applicant who is physically disabled and unfit for the performance of the duties of the position to which he seeks employment, or who is addicted to habitual use of intoxicating liquors or narcotic drugs, or who has been guilty of any crime involving moral turpitude or of infamous or notorious disgraceful conduct or who has been dismissed from public service for delinquency or misconduct of office or who is 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 Pennsylvania will not be eligible to take the examination.

2. Vacancies are filled by Borough Council through a conditional appointment of a qualified candidate who is certified by the Civil Service Commission. This appointment is conditioned on the candidate's successful passage of a physical exam, including drug screening, a psychological appraisal and a fitness assessment. Additionally, candidates for police officer will be subject to a polygraph examination for verifying the accuracy and completeness of the information furnished on the application form, statements of personal history or during interviews and background investigations. This examination will be completed only after the written examination and the physical agility test are successfully passed.

3. When certifying names to Borough Council from the Eligible List, the Commission will note whether or not the applicant is a user or non-user of tobacco products. A user of tobacco products is an individual, who at the time of application, is a user of tobacco products at least once per week. Tobacco products are cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and any other similar product made from tobacco. Based on the above, please check one:

- User of Tobacco Products
- Non-user of Tobacco Products

\_\_\_\_\_

Date

\_\_\_\_\_

Signature or Electronic Signature

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This information will be separated from the application upon receipt of the application.

**APPLICATION STATISTICS**

The Borough of Chambersburg is required to keep the following information on applicants under the Uniform Guidelines on Employee Selection Procedures. (1978)

Please check the appropriate blank(s) as it applies to you.

MALE							FEMALE				
White	Black	Hispanic	Asian or Pacific	American Indian or Alaskan Native	Handicapped Status		White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

**BOROUGH OF CHAMBERSBURG**  
100 SOUTH SECOND STREET  
CHAMBERSBURG, PA 17201

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_, having made application with the Chambersburg Fire Department, and desiring that organization to be informed of my previous record and character, hereby authorize an investigation of my background, and the obtaining of any and all information which may concern my record and character, whether the said records are of a public, private, or confidential nature, including the results of any polygraph test; and, further, I hereby release all persons whomsoever, from any charge or civil suit resulting from furnishing of said information.

I intend this authorization to include, among other records from any other sources, release to the Borough of Chambersburg by the National Personnel Records Center, or other custodian of my military record, of information or photocopies from my military personnel and related medical records.

I understand that if and when I am hired, I may be terminated from employment with the Borough of Chambersburg immediately and without cause, if any response that is received from my background investigation is not acceptable to the Borough of Chambersburg. I further realize the Borough of Chambersburg will not disclose to me or my agents, any documents or information that they receive while conducting my background investigation, nor do I have to be told a reason why I was not hired.

By my signature or electronic signature, I attest that I have read and understand the intent and use of this document and authorize its use, of my own free will. I further release the Borough of Chambersburg, its employees and agents from any claim and liability in the use of this document, or the collection of any information concerning me.

A photocopy of this form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature but an electronic signature as per my typed name.

By providing your typed or written name on this document you are attesting that the information provided in this application is true and correct to the best of your knowledge ability and belief. Any false statements made on this application will be cause to reject this application from further employment consideration with the Chambersburg Fire Department and can be further cause to be charged under Unsworn Falsification to Authorities under Title 18 PaC.S. Section 4904, a misdemeanor of the third degree.

Date \_\_\_\_\_

\_\_\_\_\_  
Print Full Name of Applicant

SSN \_\_\_\_\_

Date of Birth \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant (Affiant)

**BOROUGH OF CHAMBERSBURG  
ESSENTIAL DUTIES OF A FIREFIGHTER**

1. Running for several hundred yards or more;
2. Climbing and/or crawling over and around walls and other obstacles while carrying a hose bundle;
3. Lifting and stacking hose bundles on a rack; lifting and setting up fire ladders;
4. Pushing motor vehicles;
5. Pulling or carrying accident and/or fire victims;
6. Ascending and descending stairs wearing turnout gear and carrying breathing apparatus and hose lines.
7. Lifting and placing patients on stretchers and transporting to ambulance; involves the carrying of patients down stairs on a stretcher;
8. Ascending and descending a 65 foot ladder;
9. Withstanding prolonged exposure to extreme weather conditions;
10. Withstanding prolonged periods of standing and sitting;
11. Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by fires, accidents, crimes or suicide;
12. Communicating effectively with individuals suffering from trauma (including family members, friends or others who may have witnessed the trauma); communicating effectively with individuals when conducting inspections.
13. Operating a motor vehicle such as an ambulance or fire truck in emergency situations and for long periods of time;
14. Filling out written reports in a clear and concise manner; entering data in computer.

\_\_\_\_\_ I have reviewed the above list of Essential Job Functions for a Borough of Chambersburg Firefighter and believe that:  
(check one)

\_\_\_\_\_ I can fully perform all duties without accommodation.

\_\_\_\_\_ I can fully perform all duties but only with the following accommodations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I cannot fully perform all duties even with accommodations.

Name \_\_\_\_\_ (please print)

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



# ***Borough of Chambersburg***

*Celebrating 50 years of consumer owned gas service  
and over 100 years of consumer owned electric service*

## Attachment to Civil Service Commission Application Fluent Bilingual English Spanish Police Officer/Firefighter

Applicants for examination may elect to indicate their ability to converse in English and Spanish.

YES NO

- Are you fluent and bilingual in conversational English and Spanish?
- Do you wish to be considered for a Fluent Bilingual English-Spanish Police Officer/Firefighter appointment should one become available?

**You will be required to pass a proficiency test.**