

APPLICATION PACKET FOR THE  
POSITION OF FIREFIGHTER FOR THE  
TOWNSHIP OF CUMRU



**Testing Date: Saturday July 12, 2025**

**Testing Time: 09:00 hours**

**Testing Location: 895 Morgantown Rd.,  
Reading, PA 19607 (Berks County Fire  
Training Site)**

**Application deadline: July 10, 2025, at  
16:30 hours**

\*THIS APPLICATION, OR PORTIONS THEREOF, MAY BE PHOTOCOPIED.

**For official use only**

Applicant's Name \_\_\_\_\_

Date & Time submitted \_\_\_\_\_

Application Fee Paid: \_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_ Cash

Initials of person accepting/receiving application \_\_\_\_\_

**FIREFIGHTER  
TOWNSHIP OF CUMRU  
BERKS COUNTY, PENNSYLVANIA**

Applications are being accepted for the position of Firefighter with the Township of Cumru in accordance with Civil Service Regulations adopted 12/12/2023 and 12/19/2023. Applications are available at the Cumru Township Municipal Building, 1775 Welsh Road, Mohnton, PA 19540, telephone 610-777-1343, or may be printed from the Township's website at [www.cumrutownship.org](http://www.cumrutownship.org). Application forms may be mailed upon written or telephonic request. However, the Township assumes no responsibility for missed filing deadlines due to a delay in the mail. All Applicants must deliver in person, via USPS, or via courier service a completed application to the Cumru Township Fire Department, and pay the non-refundable \$20.00 application fee by cash, check, or money order NO LATER THAN 4:30 P.M., Thursday, July 10, 2025, to be considered for further processing. Applications submitted via USPS or courier service are sent at the applicant's risk and the Township assumes no responsibility for missed filing deadlines due to a delay in the mail. The completed application packet is to be returned to the Township office building, 1775 Welsh Rd., Mohnton, PA 19540.

Applicant prerequisites at the time of the filing deadline of Thursday July 10, 2025: Must be at least 18 years of age and no older than 35 years of age; have at least a high school diploma or equivalent General Education Certificate (GED); Pennsylvania Driver's License (Class C or higher). In addition to successfully passing the written examination, any appointment to the position of Firefighter shall be conditioned upon the candidate successfully completing a CPAT physical fitness test, an oral examination, background investigation including, criminal history clearance, PA child abuse history clearance, FBI identity history clearance, drug/alcohol screening, medical examination, and any other conditions established by the Township of Cumru. Satisfactory clearances must be maintained during the term of employment. Starting salary dependent upon qualifications.

The starting base salary for Probationary Firefighter for 2025 is between \$47,840 and \$55,120 depending on training and experience. These salaries are subject to change due to ongoing collective bargaining negotiations.

The written examination will be held on **July 12, 2025**, at the **Berks County Fire Training Site (lower level classroom)** located at 895 Morgantown Rd. Reading, Pa 19607

Applicants should arrive no later than 15 minutes prior to the test time and photo identification will be required. No one will be permitted to enter the testing facility after the test time. Directions to the testing facility are available by calling 610-777-1343.

The Township of Cumru is a Civil Service  
and Equal Opportunity Employer

Jeanne E. Johnston, Cumru Township Manager

## **Table of Contents:**

- Copy of Newspaper Advertisement (information)
- General Examination Requirements and Guidelines for the Position of Firefighter (information)
- Rules and Regulations for the Civil Service Commission, Township of Cumru (information)
- Cumru Township Fire Department - Firefighter Job Description
- **Employment Application for the Position of Firefighter** (to be completed by applicant)
- Cumru Township Police Department **Authorization and Release** (to be signed by applicant)
- **Notification Procedure Release** (to be signed by applicant)

This document is an application for employment as a Firefighter with the Township of Cumru via the Civil Service process, as required by the First Class Township Code.

Cumru Township is committed to providing the training and equipment necessary for successful applicants to acquire the skills and abilities necessary to meet the job description requirements for the position of Firefighter.

General Instructions:

This application consists of several sections listed in the Table of Contents. Each of these sections contain either information that stands alone or information that needs to be supplied by the applicant. The appropriate sections must be completed in order for the Cumru Township Civil Service Commission to accept the application as complete.

Print your answer to every question in ink, DO NOT type your answers. If a particular question does not apply to you, so state with "N/A". If space is insufficient, use the reverse side of the page and proceed with the number of the referenced block.

Applicants shall answer the questions truthfully and correctly to the best of their ability. Any omitted information, untruthful answers and/or attempts to conceal information by the applicant, shall be grounds for removal from the application process, withdrawal of an offer of employment and/or termination of employment.

This application shall be returned to the Administrative Office of the **Township of Cumru**, 1775 Welsh Road, Mohnton, PA 19540 no later than 4:30 PM, Thursday July 10, 2025. The Township assumes no responsibility for non-receipt of a mailed application. Applications will not be accepted after the above noted time and date. Failure to return all pages attached by the time and date specified above shall terminate the further processing of the applicant for the position currently being offered.

## **GENERAL EXAMINATION REQUIREMENTS AND GUIDELINES FOR THE POSITION OF FIREFIGHTER**

The application process and subsequent examinations for the position of Firefighter for the Township of Cumru shall consist of the following steps:

**Application Packet for the Position of Firefighter for the Township of Cumru** – to be completed and returned to the Cumru Township Fire Department.

**Written Examination** – score of seventy percent (70%) or more required to continue the application process.

**Physical Fitness Examination (CPAT)** – The job of a Firefighter is one of the most physically demanding jobs. It requires high levels of cardiopulmonary endurance, muscular strength and muscular endurance. The Candidate Physical Ability Test consists of eight critical physical tasks that simulate actual job duties on the fireground. This test is physically demanding and requires that you be physically fit to be successful.

**Oral Examination** – Candidates with the twenty (20) highest scores in the Written Examination, 70% or above, will be scheduled for an Oral Examination. A score of seventy percent (70%) or more on the Oral Examination is required to continue the application process.

**Personal Data Questionnaire** – to be completed by the applicants attaining the highest twenty (20) total overall scores (total of the Written Examination score and Oral Examination score) to continue the application process.

**Background Investigation** – A thorough Background Investigation will be conducted by the Cumru Township Police Department, on the applicants who have attained the highest three (3) total overall scores (or more than three (3), depending upon the number of vacancies determined by the Cumru Township Board of Commissioners).

**Certification of Applicants** - The Cumru Township Civil Service Commission will certify the applicants who have attained the highest three (3) total overall scores (or more than three (3), depending upon the number of vacancies determined by the Cumru Township Board of Commissioners)

**Conditional Offer of Probationary Employment** – The Cumru Township Board of Commissioners or their designee, will notify an applicant (or more than one, depending upon the number of vacancies determined by the Cumru Township

Board of Commissioners) from the list of Certified Applicants that a Conditional Offer of Probationary Employment has been granted. The applicant will then be required to successfully complete a medical examination and drug screening performed by qualified medical examiners chosen by the Cumru Township Civil Service Commission AND any other probationary requirements of the Cumru Township Civil Service Commission, as detailed on the Conditional Offer of Probationary Employment.

### **Written Examinations**

The Written Examination shall be graded on a one hundred (100) point scale and an applicant must score seventy percent (70%) or higher **and receive one of the top twenty (20) scores in order to continue in the application process.** Any ties for the aforementioned highest twenty (20) or other predetermined number of the highest scores, shall also be eligible to take the Oral Examination. Applicants receiving less than the required seventy percent (70%) score shall be rejected.

Applicants not receiving one of the twenty (20) highest scores but more than the required seventy (70%) passing grade, shall be placed on a “waiting list”, to be activated if the department’s needs increase or the list of twenty (20) highest applicants becomes depleted. The Cumru Township Board of Commissioners, before each test, shall determine the number of positions to be filled according to the needs of the department.

Within thirty (30) days after the administration of the written examination, all applicants shall be given written notice of their test results.

### **Physical Fitness Examination CPAT Dates**

Tuesday & Wednesday August 5 & 6, 2025 – Candidate Orientation

Tuesday August 19, 2025 – Candidate Orientation

Tuesday & Wednesday September 2 & 3, 2025 – Timed Practice Test #1

Wednesday September 24, 2025 – Timed Practice Test #2

Monday September 29, 2025 – Final CPAT

The applicant will be responsible for signing up for CPAT report times. Further instructions will follow.

**All sessions to be held at Lancaster County Public Safety Training Center,  
101 Champ Blvd, Manheim, PA 17545**

### **Oral Examination**

Every applicant who received one of the top twenty (20) qualifying scores and scored seventy percent (70%) or higher in the written examination shall be eligible to continue with the application process. A candidate will be eligible to participate in an oral examination which will be graded on a one hundred (100) point scale with a score of seventy percent (70%) or higher, necessary for passing. The oral examination shall involve questioning applicants on how they would handle situations relevant to firefighting. Within thirty (30) days after the applicants' oral examination, they shall be informed of the score in their oral examination and total overall score. For candidates submitting an application for the July 12, 2025, Written Examination, the Oral Examinations will take place in the early fall of 2025.

**Veteran's Preference** Veteran's Preference Points, where applicable, shall be added to the total overall score in accordance with all Federal, State, Local Statutes and Ordinances, First Class Township Coded and Cumru Township Civil Service Rules and Regulations.

## **JOB DESCRIPTION**

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

TITLE: Firefighter  
DEPARTMENT: Fire Department  
PROBATIONARY PERIOD: 12 months  
SUPERVISED BY:

This position is supervised by the Fire Chief and Captains (shift commanders). The Fire Chief has the authority to comment and evaluate the Firefighter position. Comments are made through verbal and written instructions and by physical demonstration, as necessary. Evaluations are written and may be completed every 12 months.

JOB IS: Full-time

### **WORK SCHEDULE:**

While completing the CTFD Training Packets, work hours may involve 8, 10, 12 hour shifts. After completing the training packets, you will be assigned to a platoon and work a 24/72 schedule.

WORK BREAKS: All break and lunch periods are paid and incorporated in the work day. During such period, the employee shall remain on call.

SPECIAL SCHEDULE: Available, as necessary, unless prior arrangements have been made with the Fire Chief

DATE COMPLETED: December 27, 2023  
EFFECTIVE DATE: January 1, 2024  
REVISION DATE: February 5, 2024

### **PURPOSE OF THE POSITION:**

Under direction of the Captain / Shift Commander, Firefighters perform public safety work which may require working in a hazardous atmosphere both in an individual capacity as well as a team member involving the protection of life and property by fighting fires, responding to emergency incidents, using Emergency Medical Services (EMS) skills, rescue operations skills and engaging in fire code enforcement, public education, and station and equipment maintenance activities.



**MINIMUM REQUIREMENTS TO HOLD THIS POSITION:**

- 1) Required Education/Experience/Training:
    - High school diploma or GED equivalent
    - Successful completion of the CPAT physical agility test
  - 2) Required Ability to Use / or / Learn to Use and Operate the Following:
    - Standard office equipment, including personal computers
    - Standard equipment/tools/machines/vehicles, typically used in a municipal fire department
  - 3) Required Licenses/Certificates/Registrations:
    - Valid Class "C" Pennsylvania driver's license without suspension or revocation, during the term of employment
    - Satisfactory background checks by the end of the application and testing process, including PA State Police Criminal History Clearance, PA Child Abuse History Clearance, FBI Criminal Background Check, and DMV Driving Background check; must maintain satisfactory clearances during the term of employment
  - 4) Preferred License:
    - Valid Class "B" Pennsylvania commercial driver's license, with air brakes and tanker endorsement, without suspension or revocation, during the term of employment
- These certifications are required to be maintained during employment, with training to be provided at the cost of the Township:
    - NIMS 700, 800, 100 & 200
    - NFPA 1001 - Fire Fighter I & Firefighter II Certifications
    - NFPA 472 - Haz Mat Awareness & Haz Mat Operations Certifications
    - Flashover Recognition Training
    - American Heart Association Certificates in both Professional CPR
    - RIT & Firefighter Survival Training
    - PA DOH Basic Vehicle Rescue Operations.
    - PA DOH State certified EMT Course

**ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION:****LANGUAGE SKILLS**

Ability to read, analyze and interpret professional journals and technical procedures. Ability to effectively present information and respond to questions from the general public. Ability to write incident related reports and documents in a standard format and in accordance with commonly accepted practice and standard in Fire Rescue/EMS documentation. Must also have the ability to effectively communicate relevant incident and other information concerning Fire/EMS calls or other issues/incidents in written and verbal form.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to make life or death decisions during emergency conditions. Maintain personal safety and safety of others and make critical decisions in a confused, chaotic and potentially life threatening environment throughout the duration of the operation. Must have the ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **COMPUTER OPERATIONS**

Basic personal computer skills including electronic mail, word processing, spreadsheet and graphics as well as the ability to learn and effectively utilize department specific software and applications including, but not limited to, Emergency Reporting software.

### **Essential Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations
- Apply common sense understanding to carry out instructions
- Attend meetings requested by supervisor
- Carry out job functions with or without supervision
- Carry out job functions without posing a direct threat to the health or safety to self or others
- Communicate effectively
- Drive, as required
- Effectively and efficiently carry out written and verbal job related instructions
- Exercise courtesy and tact when dealing with others
- Exercise sound judgment when evaluating situations, when offering positive suggestions, and when making decisions
- Maintain acceptable attendance/punctuality standards
- Maintain quality and quantity production standards

- Maintain dress code, including uniforms
- Read labels and written instructions which are typically in English
- Communicate orally in English, including speaking in public
- Request assistance when appropriate, including but not limited to, the safe and efficient use and operation of equipment, tools, and machines
- Respond to inquiries and/or complaints in a timely and professional manner
- Understand and comply with safety, personnel, and other policies and procedures
- Work effectively and harmoniously in a culturally and ethnically diverse work force
- Work in coordination with others
- Work under pressure typically associated with this type of position
- Working knowledge of driver safety
- Basic knowledge of emergency medical procedures
- Ability to learn the operations of fire suppression and other emergency equipment
- Ability to learn and apply standard firefighting, emergency aid, hazardous materials handling and fire prevention techniques
- Ability to perform strenuous physical activities for prolonged periods of time under extreme conditions, including heat, smoke, cold, and height
- Ability to act competently in stressful situations
- Ability to learn the proper use of radio communications equipment

**Essential Tasks/Responsibilities:**

- Perform fire-fighting duties, including, but not limited to, hose line operations, roof and wall ventilation, forcible entry, and use of power or hand tools
- Ability to lift and carry objects, including dragging or carrying victims ranging from newborns up to adults weighing over 200 lbs. despite hazardous conditions and low visibility.
- Safely drive fire apparatus; drive, operate, and care for assigned apparatus and equipment thereon, as well as equipment made available to the Fire Department
- Operate fire apparatus or other vehicles in emergency mode with emergency lights and sirens
- Operate in proximity to electrical power lines and/or other hazards.
- Tolerate stressful conditions while wearing personal protective ensembles and self contained breathing apparatus (SCBA), as well as exposure to extremely hot or cold environments for prolonged periods
- Tolerate unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or

hydration.

- Operate pumps, aerial ladders/platforms and cascade air systems
- Treat sick or injured persons within the scope of certified skills
- Perform critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark tightly enclosed spaces, further aggravated by fatigue, flashing lights, sirens, and other distractions.
- Communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and or fixed protection systems (sprinklers).
- Identification of and containment/management of hazardous materials
- Perform medical assist duties
- Assist/coordinate with police for fire service related operations
- Assist/coordinate with public works for emergency operations
- Perform vehicle rescue and extrication
- Perform light and heavy rescues (confined space and high angle)
- Function as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
- Maintain, clean and care for fire stations and apparatus as directed
- Participate in training for fire, emergency medical, hazardous materials and related emergency services as directed and authorized
- Assist with the training of career and volunteer firefighters in fire service techniques and apparatus, as directed
- Perform and participate in fire hydrant surveys and inspections in conjunction with water suppliers
- Perform and participate in fire safety inspections and pre-planning
- Perform and participate in property related reviews in coordination with the codes department and township administration
- Complete timely and clear documentation as required, including competent use of current NFIRS reporting software
- Prepare and participate in the presentation of fire prevention and/or fire safety education programs and related duties
- Maintain a working knowledge of Township and Fire Department orders, policies, directives, Standard Operating Guidelines, and any other documents as necessary
- Perform other related duties as required

## **PHYSICAL DEMANDS OF JOB**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Climb ladders, operate from heights

Walk and/or crawl in the dark along narrow and uneven surfaces

Perform fire-fighting tasks (e.g., hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry, etc.), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles and SCBA, including working in extremely hot or cold environments for prolonged time periods.

Wear an SCBA, including a demand valve-type positive-pressure face piece or HEPA filter masks, which require the ability to tolerate increased respiratory workloads.

Climb six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb (9 to 18 kg).

Search, find, and rescue-drag or carry victims ranging from newborns up to adults weighing over 200 lb (90 kg) to safety despite hazardous conditions and low visibility.

Advance water-filled hoselines up to 2½ in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.

Operate in proximity to electrical power lines and/or other hazards.

Endure unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.

Operate fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.

Complete critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions.

Communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hoselines and/or fixed protection systems (sprinklers).

Function as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.

Must be able to hear and speak on a constant or frequent basis.

Must be able to stand, walk, crouch, kneel, stoop, crawl use hands to finger, handle or feel, reach with hands and arms, climb and balance frequently.

Occasionally required to taste and/or smell.

Ability to lift, push, and/or pull up to 200 lbs. on an occasional basis while wearing SCBA.

Wear fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C).

Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.

NOTE: In terms of a 12 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

- I. The individual is frequently required to stand, walk, manually operate tools, and reach with hands/arms for long periods of time.
- II. The individuals is occasionally required to sit, climb, balance, stoop, kneel, crouch, and crawl for extended periods.
- III. The individual is frequently required to lift, carry and move up to 50 pounds.
- IV. The individual is occasionally required to rescue-drag or carry victims ranging from newborns up to adults weighing over 200 lb (90 kg)

- III. Job requires the physical ability to use hands for repetitive actions such as: Simple grasping, fine manipulation, and pushing and pulling of arm controls
- IV. Job requires the physical ability to use legs and feet for repetitive movements as: Pushing and pulling of leg controls
- V. Job requires the physical ability to function in activities involving:  
Specific vision abilities required include close vision, distance vision, color discrimination, peripheral vision, depth perception, and the ability to adjust focus.

## **VERIFICATION STATEMENT**

I have reviewed the list of essential job functions of a Firefighter for the Township of Cumru as listed in the Cumru Township Fire Department, FIREFIGHTER JOB DESCRIPTION and believe that (check the appropriate response):

\_\_\_\_\_ I can fully perform the essential job functions listed, with or without reasonable accommodations.

\_\_\_\_\_ I cannot perform all of the essential job functions listed, even with the reasonable accommodations.

\*Cumru Township Fire Department, FIREFIGHTER JOB DESCRIPTION precedes this verification statement.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**Cumru Township Civil Service Commission**  
**Application for Examination**  

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**Competitive Class – Firefighter**

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, national origin nor disability.

**General Instructions:**

This application **MUST** be carefully and correctly completed, with all the questions answered in ink, in the applicant's own handwriting (printed or typewritten only). A line drawn through a blank space or a "ditto" mark will not be considered an answer to a question. If the space provided for an answer is not sufficient, then attach a separate sheet with detailed information to complete the question. (Please indicate the number of the question of which you are continuing your response on this separate attached sheet.)

**EVERY QUESTION IN EVERY SECTION MUST BE COMPLETED IN ORDER FOR THE TOWNSHIP OF CUMRU TO ACCEPT THE APPLICATION AS COMPLETE.**

Your signature on this application indicates you desire to be a competitor, with a view toward entering service for the Township of Cumru, in the examination to be scheduled for the position of Firefighter. Falsification of this application or any false statements contained within this application may subject applicant to non-hiring, discipline, or termination.

**After this blank form is completed, it is to be returned to the Township of Cumru no later than Thursday, July 10, 2025 at 4:30 PM along with a non-refundable check, cash, or money order payable to the Township of Cumru in the amount of \$20.00.**

For questions, contact Fire Chief James A. Beane at 610 777 1343 or [jbeane@cumrutownship.org](mailto:jbeane@cumrutownship.org).

**Township of Cumru  
Attn: Fire Civil Service  
1775 Welsh Road  
Mohnton, PA 19540**

\_\_\_\_\_  
(Name Printed)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

# Questionnaire

PLEASE PRINT IN INK

Date: \_\_\_\_\_

1. \_\_\_\_\_  
Name (Last, First, Middle Initial)

2. \_\_\_\_\_  
Nickname(s), Alias(es) or any other changes in name

3. \_\_\_\_\_  
Present Resident Address

\_\_\_\_\_  
City State Zip Code

4. \_\_\_\_\_  
Mailing Address (if different from resident address)

\_\_\_\_\_  
City State Zip Code

5. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Social Security Number Date of Birth (mm/dd/yyyy)

6. (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Home Phone Number Cell Phone Number

7. Email Address:  
\_\_\_\_\_

8. Have you completed and graduated from a Fire Academy Program  
\_\_\_\_\_(Yes/No)  
a. If yes, what school did you attend and what was your graduation  
date?

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
School Name Graduation Date

9. Are you a U.S. Citizen? \_\_\_\_\_ (Yes/No)

10. If naturalized, list the following:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Naturalization Number      Date

\_\_\_\_\_  
Place                      Court

11. Are you 18 years of age or older? \_\_\_\_\_ (Yes/No)

**12. Motor Vehicle Operators License:**

List the following information concerning any operations license(s) you have held or hold.

Type of License	Number	Issuing Authority/State	Expiration Date

13. **Education:** Minimum qualifications for the position of Firefighter require a High School Diploma or GED in order to be considered Firefighter Certification. Do you possess the minimum educational requirements set forth above? \_\_\_\_\_ (Yes/No)

14. **CPAT:** Do you possess a valid CPAT certification? \_\_\_\_\_ (Yes/No)

If so, when was it issued. \_\_\_\_\_

Who was it issued by: \_\_\_\_\_

### **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

If conventional methods fail in attempting to contact the applicant, a certified-registered letter will be sent to the applicant's mailing address (as indicated on the submitted 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 Township of Cumru Civil Service Board, in writing, of an address change. By affixing your signature to this form the applicant acknowledges that they have read and understood the contents of this procedure.

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*Applicant Name (printed)*

*Date*

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*Applicant Signature*

*Date*

## **REQUEST FOR JOB APPLICANT INFORMATION**

The Township of Cumru is an equal opportunity and affirmative action government Contractor. In compliance with government regulations, we are required to record numbers of job applicants by sex and ethnic category. We ask that you indicate your race or national origin and sex.

*You are not required to provide this information.* This information will not be kept with your application and will be used only in accordance with state and federal regulations.

**Check One:**

☐ Female  
☐ Male

**Check One:**

☐ Asian  
☐ Black/African American  
☐ Hispanic  
☐ Native American/Alaska Native  
☐ Native Hawaiian/Pacific Islander  
☐ White  
☐ Two or More Races

**Job Title Applied for:**

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**Date of Job Application:**

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## **RULES AND REGULATIONS OF THE CIVIL SERVICE COMMISSION TOWNSHIP OF CUMRU, COUNTY OF BERKS, PENNSYLVANIA**

### **Appendix B: (Hiring Firefighters)**

#### **1. Applications and Qualifications for hiring Firefighters**

##### **1.1. Eligibility for Examination**

1.1.1. In order to be eligible for participation in any examination for any position with the Fire Department, every applicant must submit a completed application form to the Commission before the deadline stated by the Commission for that specific examination. The applicant must make an oath or affirmation that the application is completed truthfully, and the applicant is subject to the penalties of 18 Pa. C.S.A. § 4904 relating to unsworn falsification to authorities.

1.1.2. An individual who was previously employed by Cumru Township and has resigned, retired, or was terminated from employment with Cumru Township, is not eligible for participation in any examination for any position with the Fire Department.

##### **1.2. Discrimination**

1.2.1. The Township is an equal opportunity employer. It is the Township's and the Commission's policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, veteran status, marital status or non-job-related physical or mental handicap or disability. The Township and the Commission will provide equal opportunities in employment and promotion.

##### **1.3. Availability**

1.3.1. Application forms shall be available to all interested persons in the office of the Township of Cumru, and from such other offices and officers that the Commission, from time to time, may choose to designate. Application forms may be mailed upon written or telephone request. However, the Commission assumes no responsibility for missed filing deadlines due to a delay in the mail.

#### 1.4. Age and Residency Requirements

- 1.4.1. All applicants must have reached their eighteenth (18th) birthday, but may not be older than thirty-five (35) years old prior to the deadline for submitting completed applications.

#### 1.5. General Qualifications – All Applicants

- 1.5.1. Every applicant for any position in the fire department shall possess a diploma from an accredited high school or a graduate equivalency diploma. In addition, every applicant must be a United States citizen, be physically and mentally fit to perform the full duties of a firefighter, and, prior to appointment, possesses a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania. At the discretion of the Commission, they may increase the minimum educational qualification to an associate's or bachelor's degree. In addition, the Commission may also impose the additional minimum requirements of successful completion of recognized certification training and education programs.

- 1.5.2. All applicants shall have continuous prior service with the Fire Department of Cumru as follows:

- 1.5.2.1. An applicant for the position of Captain shall have a least three (3) years of full-time, continuous service as a Firefighter with the department;

#### 1.6. Rejection of Applicant

- 1.6.1. The commission may refuse to examine or, if examined, may refuse to certify as eligible after examination any applicant who is found to lack any of the minimum qualifications for examination prescribed in these Rules for the particular position for which the applicant has applied. In addition, the commission may refuse to examine, or If examined, may refuse to certify any applicant who is physically or mentally unfit to perform the full duties of the position applied for, or who is a habitual substance abuser, who is guilty of any crime involving moral turpitude, or of infamous or notoriously disgraceful conduct, or who has been dismissed from public service for delinquency or misconduct in office, or who is affiliated with any group whose policies or activities are subversive to the forms of government set forth in the

constitutions and laws of the United States and the Commonwealth of Pennsylvania.

1.7. Recording and Filing Applications

1.7.1. Applications for positions in the fire department shall be received at the Township building only after a hiring or promotional test has been properly advertised and before the deadline for receiving applications which must be set forth in the public advertisement. Applications will be received by the municipal officer designated in the public advertisement or that officer's designee. That person shall record the receipt of all applications and provide each applicant with notice of the time and place for the first portion of the testing procedure, the written examination. Any application containing material errors or omissions may, at the discretion of the commission, be returned to the applicant for correction prior to the deadline for filing applications, after which no new applications or amended applications will be accepted.

1.8. Hearing for Disqualified Applicants

1.8.1. Any applicants or other persons who believe that they are aggrieved by the actions of the commission in refusing to examine or to certify them as eligible after examination, may request a hearing before the commission. Within ten days after such request, the commission shall designate a time and place for the hearing which shall be conducted pursuant to the procedures set forth in the Local Agency Law, 2 Pa C.S. § 101 *et seq.* The applicant or aggrieved party must make his request for a hearing in writing within ten calendar days of the date when the party knew or should have known of the commission's action which is being challenged.

1.9. Public Notice

1.9.1. The commission shall conspicuously post in the Township building an announcement of the hiring or promotional testing and set forth the time and place of every examination, together with the information as to the type of position to be filled, the requirements for that position, where applications may be obtained, and the deadline for filing those applications. In addition, at least two weeks prior to the close of the application period, publication of the notice



shall occur in at least one newspaper of general circulation or a newspaper circulating generally in the Township.

## **2. Examination and Grading Procedure**

### **2.1. General Examination Requirements for the Position of Firefighter**

2.1.1. The examination for firefighter will consist of a written and an oral examination which will be graded on a point scale. The grade of the written examination and oral examinations will be weighted equally. In addition, each applicant will undergo a physical ability test, polygraph or similar truth verification device, and a background investigation. These tests and investigation will be graded on a pass/fail basis for every applicant. After an applicant has been extended a conditional offer of employment, final appointment shall be contingent upon the applicant passing a psychological evaluation and medical examination, including drug screening.

### **2.2. Appointment of Examiners**

2.2.1. The commission shall appoint a written examination administrator, an oral examination administrator, a polygraph or similar truth verification examiner, a physical ability examiner, a medical examiner and a psychological examiner to conduct the appropriate examination required by these Rules.

### **2.3. Selection of Examinations**

2.3.1. The Commission or its designee shall have the sole discretion to select all examinations to be use, provided that such examinations are practical in character and relate to such matters and include such inquiries as will fairly test the merit and fitness of the persons examined to discharge the duties of firefighter.

### **2.5 Sequence of Examinations**

2.5.1. Prior to the start of a new hiring process which will culminate in a new eligibility list, the Commission may change the sequence for the exams.

## 2.6. Written Examination

2.6.1. The written examination shall be graded on a point scale, and an applicant must score seventy percent (70%) or higher and receive one of the top 20 highest scores, including ties, in order to continue in the application process. Applicants scoring less than seventy percent (70%) or not receiving one of the top 20 highest scores shall be rejected. Within thirty (30) days after the administration of the written examination, all applicants shall be given written notice of their test results, and each passing applicant shall be informed of the next step in the examination process.

## 2.7. Oral Examination

2.7.1. Every applicant who scored seventy percent (70%) or higher and receives one of the top 20 highest scores, including ties in the written examination, shall be given an oral examination that will be graded on a point scale with a score of seventy percent (70%) or higher necessary for passing. The oral examination shall involve questioning applicants on how they would handle situations relevant to fire fighting work. Within thirty (30) days after the applicants' oral examination, they shall be informed of their oral examination and total overall scores, and each passing applicant shall be informed of the next step in the examination process.

## 2.8. Veterans' Preference Points

2.8.1. Pursuant to the Veterans' Preference Act, any applicant for the position of firefighter who qualifies as a "soldier" under this Act shall receive an additional ten (10) points on top of their total score if that applicant had received passing scores under Sections 2.1.1. Any applicant claiming veterans' preference is responsible for providing any and all relevant documents to the Commission.

## 2.9. Physical Ability Testing

2.9.1. Every applicant for the position of firefighter shall undergo a physical fitness test. The Commission shall furnish the examiner with the criteria for evaluating the applicant physical ability.

2.9.2. All applicants, prior to undergoing the physical ability test, shall present a written medical doctor approval, which indicates that they are sufficiently fit to undergo the physical fitness examination.

2.10. Polygraph or similar truth verification device

2.10.1. Every applicant for the position of firefighter shall fill out a Personal Data Questionnaire and undergo a polygraph or similar truth verification device examination. The Commission shall furnish each examiner with forms upon which the examiner shall state whether any of the applicant's responses to questions from the applicant's Personal Data Questionnaire are deceptive. The report on each examination shall be submitted to the Commission within five (5) days after the date of the examination.

2.10.2. The examiner shall ask questions based on the information contained in the Personal Data Questionnaire. Before administering the test, the examiner shall ask each applicant whether there is any more information related to the Personal Data Questionnaire which the applicant would like to provide. There shall also be a post-test review, during which the examiner shall again ask the participant, if deception is indicated or whether there is any information which the applicant is withholding.

2.10.3. If the examiner shall deem any of the applicant's responses to be deceptive, the examiner must tell the applicant immediately and give the applicant an opportunity to explain, deny or admit the deception. If the applicant denies being deceptive or if the explanation is found unsatisfactory by the examiner, the applicant will be given the opportunity to retake the test with a second examiner. Notice of the opportunity to retest shall be given in writing to the applicant. The second examiner will not have access to the results of the first test prior to re-administering the test. If the second examiner finds no deception, the applicant will be considered as having passed the test. If the second examiner also finds the applicant deceptive, the applicant will be considered as having failed the examination.

2.10.4. An applicant who has failed both tests may appeal to the Civil Service Commission for a third examination, and the decision to give the applicant an opportunity to take a third test resides solely within the discretion of the Commission. If the applicant is awarded an opportunity to take a third test and passes, then the applicant will be considered as having passed the

examination. If the applicant is found deceptive on a third test, the applicant will be rejected.

## 2.11. Background Investigation

- 2.11.1. The Commission shall request the Chief of Fire or the Chief's designee to conduct a background investigation on each applicant. The background investigation shall also include interviews with the applicant's family, acquaintances, current and former employers, current and former neighbors, references and current and former teachers and school officials. At a minimum, personal interviews shall be conducted with at least three (3) people that have personal knowledge of the applicant but who are not related to the applicant and with the applicant's employer(s) for the past five (5) years. The background investigation shall also include a criminal history check, including the submission of fingerprints to the Central Repository for the Commonwealth of Pennsylvania and the Federal Bureau of Investigation. The applicant's credit history and record of criminal convictions shall also be investigated, as well as the applicant's driving record for verification that he possesses a valid driver's license. The applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation.
- 2.11.2. If necessary to complete a thorough background investigation on any applicant, the commission may, upon the request of the Chief of Fire or his designee, subpoena the personnel records maintained by any other fire department(s) by which the applicant was previously employed.
- 2.11.3. After the background investigation is completed, the chief, or designee, shall make a written recommendation to the commission on whether the applicant is appropriate for consideration for appointment as a firefighter.
- 2.11.4. Appropriateness of the applicant shall be based on the criteria set forth in Section 1.7 of these Rules. This recommendation shall be in writing and, if the recommendation is to disqualify, then a written explanation of the reasons for disqualification must be included. The Commission shall make the final determination on whether the information collected during the background investigation warrants rejection of the candidate. Within thirty (30) days after the Commission considers the recommendation of the Chief of Fire or designee, each applicant will be informed of whether they have passed the background investigation.

### **3. Certification of the List of Eligible Candidates and Appointment**

#### **3.6. Creation of Eligibility List**

3.6.1. At the completion of the examination requirements set forth in Section 2, written examination, oral examination, physical ability test, polygraph or truth verification device examination, and background investigation, the Commission shall rank all passing applicants on a list with the applicant receiving the highest score at the top of the list and the applicant receiving the lowest passing score at the bottom of the list. Applicants for firefighter who qualify for veterans' preference points shall have those points added to their passing score prior to being ranked on the eligibility list.

3.6.2. The eligibility list will be valid for one year from the date the Commission ranks all passing applicants, assigns veterans' preference points and formally adopts the eligibility list. The Commission may, at its sole discretion, before the original expiration date, by a vote of the majority of the commission at a duly authorized Commission meeting, extend the list for up to an additional twelve (12) months. The Commission may, at its sole discretion, void an eligibility list at any time for any reason.

#### **3.7. Voiding Current Testing List**

3.7.1. At the scoring of the written or physical ability test, if there are less than 3 passing candidates the Commission may void and discontinue the testing process.

#### **3.8. Appointment**

3.8.1. The appointing authority of the Township may fill any vacancy in an existing position in the Fire Department that occurs as a result of expansion of the firefighter force, retirement, resignation, disability or death by the reappointment or reinstatement of a former employee of the Fire Department who had been furloughed and previously complied with the provisions of the Civil Service requirements. Except for medical and psychological examinations, no other testing shall be required for a furloughed employee or a rehired or reappointed employee.

3.8.2. If no furlough list exists or if positions remain to be filled after all of the firefighters on the furlough list were offered reemployment, every position, except that the Chief of Fire, shall be filled only in the following manner:

3.8.2.1. The appointing authority of the Township shall notify the Commission of any vacancy which is to be filled and shall request the certification of three (3) names from the list of eligible(s);

3.8.2.2. If three (3) names are not available, then the Commission shall certify the name(s) remaining on the list;

3.8.2.3. The Board of Commissioners may make an appointment only from one of the three names certified with reference to the merits and fitness of the candidates. However, for initial appointment to firefighter, when one of the three applicants on the verified list is a veteran, that applicant shall be selected.

3.8.2.4. The Board of Commissioners may object to one or more of the persons certified for the reasons set forth in Section 1.6 of these Rules. If the candidate to whom the Board of Commissioners objects fails to timely exercise the rights of appeal under Section 1.8, or if the Commission declines to uphold the appeal, the Commission shall strike the name of that candidate from the eligibility list the certify the next highest name for inclusion on the list of three candidates for each name stricken off.

### 3.9. Appointment of Chief of Fire Services

3.9.1. In the case of a vacancy in the office of Chief of Fire, the appointing authority has full discretion in selecting the individual to fill the position of Chief of Fire. If the appointing authority requests the Commission to subject that person to a noncompetitive examination, and if that person successfully passes the noncompetitive examination, then the Commission shall notify the appointing authority of the results of the examination. If, after receiving notice from the Commission that the candidate for Chief is qualified, the appointing authority may vote to bestow Civil Service status on that person if so he may only be removed from the position of Chief of Fire for the reasons set forth in Section 4.1. A Chief of Fire may be appointed without Civil Service status. If this is done, the individual may be returned to a prior rank if promoted from within or

dismissed if an outside appointment, without implicating Civil Service hearing rights.

### 3.10. Medical and Psychological Examinations

3.10.1. After the appointing authority selects a candidate from the certified list of three for appointment to the vacant position, that candidate shall submit to a medical examination and a psychological evaluation by the appropriate experts. If the candidate successfully passes the medical and psychological evaluation, then that individual shall be appointed to the vacant position in the Fire Department for which the application was submitted. The appointment shall be contingent upon successfully passing both the medical and psychological examinations. The failure to pass either examination shall result in the candidate being rejected from consideration. The rejected candidate may appeal this decision under Section 1.9.1. The Commission shall then certify another name to be included with the two previously certified names for consideration by the appointing authority pursuant to Section 3.2.

### 3.11. Probationary Period

3.11.1. Every successful applicant to the position of firefighter with the fire department shall serve a twelve (12) month probationary period. A probationary firefighter is an employee-at-will and has no property right to continued employment during the probationary period. A recommendation of dismissal of a probationary firefighter may be made by the Commission to the Board of Commissioners, if the conduct or fitness of the probationer has not been deemed satisfactory. However, at the end of the twelve (12) month probationary period, if the conduct of the probationer has not been satisfactory to the Board of Commissioners, the probationer shall be notified in writing that the appointment will not be permanent. At that time, a newly hired firefighter's employment shall end. Any firefighter who is not informed in writing that his performance has been unsatisfactory shall receive a permanent appointment to the new position. Any probationer who is notified in writing that his appointment will not be made permanent has no right of appeal under these Rules.

### **3.12. Provisional Appointments**

3.12.1. Whenever there are urgent reasons for the filling of a vacancy in any position in the Fire Department and there are no names on the eligibility list for such appointment, the Board of Commissioners may nominate a person to the Commission for noncompetitive examination. Such nominee may be certified by the Commission as qualified after such noncompetitive examination and may be appointed provisionally to fill such vacancy. It shall thereupon become the duty of the Commission within three weeks to hold a competitive examination and certify a list of eligible(s) and a regular appointment shall then be made from the name or names submitted by the Commission – provided, however, that nothing within this section shall prevent the appointment, without examination, of persons temporarily as firefighters in cases of riot or other emergency.

## **4. Suspensions, Removals**

### **4.1. Grounds for Disciplinary Action**

4.1.1. No person subject to civil service in the Fire Department pursuant to these Rules may be suspended without pay or removed except for the following reasons:

- 4.1.1.1. Physical or mental disability affecting the firefighter's ability to continue in service, in which case the firefighter shall receive an honorable discharge from service;
- 4.1.1.2. Neglect or violation of any official duty;
- 4.1.1.3. Violation of any law of this Commonwealth which provides that such violation constitutes a misdemeanor or felony;
- 4.1.1.4. Inefficiency, neglect, intemperance, disobedience or orders or conduct unbecoming a firefighter;
- 4.1.1.5. Intoxication while on duty;
- 4.1.1.6. Engaging or participating in or conducting of any political or election campaign other than the firefighter's exercise of the right of suffrage.



4.1.2. No firefighter shall be removed for religious, racial or political reasons.

4.1.3. A statement of any charges made against any firefighter so employed shall be furnished to the firefighter within five (5) days after those charges have been adopted by the Board of Commissioners.

#### 4.2. Furloughs

4.2.1. If for reasons of economy or other reasons, it shall be deemed necessary by the Township to reduce the number of full-time firefighters in the department, then the Township shall apply the following procedure: (1) if there are any employees eligible for retirement under the terms of any retirement or pension law, then such reductions in numbers shall be made by retirement of such employees starting with the oldest employee and following in order of age respectively; (2) if the number of full—time firefighters eligible for retirement is insufficient to effect the necessary reductions in numbers, or if there are no persons eligible for retirement, or if no retirement or pension fund exists, then the reductions shall be effected by furloughing the person or persons including probationers, last appointed to the force.

4.2.2. Such removal shall be accomplished by furloughing in numerical order commencing with the person last appointed until such reduction has been accomplished. In the event that the appointing authority decides to increase the size of the fire department, the furloughed firefighter shall be reinstated in order of their seniority in the department if the furloughed firefighter accepts reinstatement in writing within thirty (30) days of receiving notice of the opening. These reductions in force provisions are not applicable to the Chief of Fire.

4.2.3. The furlough list will expire 2 years from the date a firefighter is placed on the list.

#### 4.3. Notice of Suspensions, Removals

4.3.1. Whenever a firefighter is suspended without pay, removed, the specific charges warranting such actions shall be stated in writing by the Board of Commissioners. The charges shall be stated clearly and in sufficient detail to enable the firefighter to understand the charges and to allow the firefighter an opportunity to respond to those charges. The charges shall specify the

subsection of Section 4.1 which provides the basis for the disciplinary action as well as an explanation of the factual circumstances upon which the appointing authority relied in finding a violation of Section 4.1. Within five (5) days of the Board of Commissioners has voted to impose the disciplinary action, a written statement of the charges shall be delivered to the firefighter either by personal service or by certified and registered mail. In addition, the charges shall notify the firefighter of the right to appeal under Section 4.4 of these Rules. A copy of the statement of charges shall also be served upon the members of the Civil Service Commission.

#### 4.4. Hearings on Suspension, Removals

- 4.4.1. The firefighter who has been suspended, removed may appeal the decision of the appointing authority by written notice to the Secretary of the Commission at 1775 Welsh Road, Mohnton, Pennsylvania 19540 requesting a hearing. This request shall be received by the commission within ten (10) days after the firefighter received notice of the discipline. The firefighter may make written answers to any charges filed no later than the date fixed for the hearing. Failure of the firefighter to provide written answers to any of the charges shall not be deemed an admission by the firefighter.
- 4.4.2. The Commission shall schedule a hearing within ten (10) days from the firefighter's written request for a hearing, unless continued by the Commission for cause at the request of the Commission, the Board of Commissioners or the firefighter. At any such hearing, the firefighter against whom the charges have been made may be present and represented by counsel, may call witnesses and present testimony and documentation in his defense. The Township may also be represented by counsel, call witnesses and present evidence as is necessary to support the charges. A stenographic record of all testimony shall be taken at every hearing and preserved by the Commission. In the event the charges are dismissed, the record shall be sealed and not be available for public inspection.
- 4.4.3. In conducting the hearing, the Commission's standard of review shall be to determine whether sufficient evidence has been presented to support the statutory reason for the disciplinary action. If the Commission finds that sufficient evidence has been introduced to support the charge, the Commission shall not modify the penalty imposed by the Board of Commissioners unless it finds that the penalty imposed was arbitrary, discriminatory or an abuse of the Board's discretion. In considering the

appropriateness of the discipline, the Commission shall not substitute its judgment for that of the Board of Commissioners. The Commission may request post-hearing briefs, and shall issue a written decision containing specific findings of fact and conclusions of law within sixty (60) days of receipt of the hearing transcript.

#### 4.5. Hearing Procedure

4.5.1. All testimony shall be given under oath administered by the chairperson, or in absence of the chair, the vice-chairperson. The Commission shall have the power to issue subpoenas as set forth in Section 2.12 of the Administration Section. The hearing shall be open to the public unless, prior to the commencement of the hearing, a written or oral request to close the hearing is made by either the charged firefighter or the Township and the Commission decides to honor that request.

4.5.2. If the Commission sustains the charges, the firefighter who was suspended, removed may file an appeal with the Court of Common Pleas within thirty (30) days from the date of entry by the Commission of its final order. No order of suspension without pay shall be made by the Commission for a period longer than one year. In the event that the Commission fails to uphold the charges, then the person sought to be suspended, removed shall be reinstated with full pay for the period of the suspension without pay, removal, and no charges related to the suspension, removal shall be officially recorded in the firefighter's record.