



CITY OF READING, PENNSYLVANIA

FIRE CIVIL SERVICE
HUMAN RESOURCES OFFICE
815 WASHINGTON STREET
READING, PA 19601
610.655.6012

June 9, 2015

Application Announcement

The Fire Civil Service Board of the City of Reading, Pennsylvania is accepting applications for the position of Firefighter/EMT and Firefighter/Paramedic in the Reading Fire Department (2015 starting salary is \$41,595.00).

Applications are available at City Hall: Human Resources Department Room 3-03; or on the Fire Department website www.ReadingPA.gov. Applicants must be 18 years of age, not more than 35 and must hold a valid driver's license. Applicants for paramedic must be Pennsylvania EMT – P, EMT PHRN, National Registry Paramedic, or enrolled in an accredited paramedic program. Applicants must be certified and eligible for Eastern PA EMS Council Medical Command at the time of appointment.

Applications must be completed and returned **in person** to City of Reading, Human Resources Office Room 3-03, 815 Washington Street, Reading, Pennsylvania by close of business (4:00 p.m.) on **August 14, 2015**. The application must be accompanied with a **check or money order** made payable to the **City of Reading** in the amount of \$50.00. Applicants will receive notification of the date and time for the written examination.

FF/EMT minimum score of 90. The top 75 and all veterans with a passing score will move forward with the physical agility testing. FF/Paramedic will all move forward with the physical agility testing. Applicants passing on to the physical agility testing will be notified in writing. Remaining test dates to be determined.

The nine (9) part physical agility test requirements will be provided at the written test location. It is also available on the Fire Department website.

An entry level firefighter candidate study guide is available for purchase online at www.publicsafetycompass.com.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Questions or Concerns please contact the civil service secretary by phone 610.655.6012 or email firecivilservice@readingpa.org.



City of Reading Fire Department
Reading, PA

APPLICATION

PLEASE PRINT IN INK

Date: _____

I am submitting this application for: *(please check below)*

Firefighter/EMT

Firefighter/Paramedic

Must be National Registry Paramedic, PA EMT-P, PHRN, or currently enrolled in an accredited paramedic program.

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. Are you a U.S. Citizen? _____ (Yes/No)

8. If naturalized, list the following:

Naturalization Number Date

Place Court

9. Are you 18 years of age or older? _____ (Yes/No)

10. Are you claiming veteran's preference? _____ (Yes/No)
(Must have served minimum of 180 consecutive days on active duty, be honorable discharged or still serving)

11. Are you claiming city residence? _____ (Yes/No)
Must have one year of residency prior to application

Request for Job Applicant Information

The City of Reading 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.

DO NOT WRITE YOUR NAME.

You are not required to provide this information. Your application for employment will be considered in the same manner whether or not you fill out this form. 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:

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

Job Title(s) Applied for:

Date of Job Application:

If you have any questions about the government requirements or this request, please contact the Human Resources Department at 610-655-6012.



City of Reading, PA Firefighter Entry Level

Requirements & Conditions of Employment and Testing

1. Applicants must possess a high school diploma or equivalent GED at the time of application deadline.
2. Applicants must be 18 years old and not more than 35 years old at the time of application deadline.
3. Applicants must have a valid PA driver's license (Class C or equivalent) at time of appointment, and maintain such throughout employment.
4. Applicants for the Firefighter/Paramedic must be a Pennsylvania Paramedic, Nationally Registered Paramedic, Pennsylvania Prehospital Registered Nurse, or enrolled in an accredited Paramedic program at time of application (Those applying as Paramedic students must be certified at time of conditional offer of employment).
5. Applications must be fully completed and submitted to Human Resources 815 Washington St Reading, PA 19601 by the deadline stated. Late, incomplete, or improperly submitted applications will be disqualified without return of application fee.
6. FF/EMT minimum score of 90. The top 75 and all veterans with a passing score will move forward with the physical agility testing.
7. FF/Paramedic will all move forward with the physical agility testing.
8. Applicants must attend at least one mandatory physical agility test orientation class.
9. Applicant must submit a completed and notarized background questionnaire and medical release for from a physician at the time of physical agility orientation.
10. The physical agility test is pass/fail; applicants must complete all stations within 12 minutes.
11. Graded oral exams will only be given to those who have passed the physical agility test.
12. Passing grade for the oral exam is considered a 70% or higher.
13. The scoring weight of the written exam shall be 60%.
14. The scoring weight of the oral exam shall be 40%
15. Veteran's preference of 10 points will be added to the composite score.
16. Residents of the City of Reading, for one year prior to application, shall be awarded an additional 5 points onto their composite score (proof of residency required to obtain points).
17. Composite scores with veterans and residency points added will complete the list of eligible names for the Civil Service Board to certify the list at a scheduled meeting.
18. Conditional offers of employment will be made based upon the needs of the department.
19. Applicants offered employment must pass a fingerprint FBI criminal background check, child abuse clearance, and driving record review (misdemeanor and felony convictions will disqualify a candidate).
20. Applicants offered employment must pass a thorough physical/medical exam.
21. Hired applicants will sign a memorandum of understanding committing to a minimum of 2 years of employment.
22. Paramedics/PHRN's will sign a memorandum of understanding to maintain their certifications, at the city's cost throughout their career.
23. Failure to appear for any scheduled test or appointment will disqualify a candidate.
24. All appeals must be submitted in writing to the Civil Service Board within 30 days of list certification.