

# *Firefighter Application*



# *Packet*



# Township of Middletown

## Fire & Emergency Services

3 Municipal Way, Langhorne, PA 19047-3424  
Ph: 215-750-3812 Fax: 215-750-3816  
Email: [Fireinspection@middletownbucks.org](mailto:Fireinspection@middletownbucks.org)  
[www.middletownbucks.org](http://www.middletownbucks.org)



Dear Candidate for Firefighter:

The online application should include the following:

1. Application Letter (this document) – for your information
2. Qualifications & Requirements for Applicant - for your information
3. Copy of Job Announcement – for your information
4. Personal Injury Waiver Form – for your information  
Candidates invited to participate in the CPAT test will be required to complete this form prior to the test.
5. CPAT Medical Approval Form - This form **must be signed by your doctor and uploaded with your application.**
6. 8 Events of CPAT – for you and your doctor’s information
7. Township Employment Application Form – This form must be completed.

If a “conditional job offer” is made to you, you will be part of our final applicant pool. We will create a list of acceptable candidates from the applicant pool.

We expect to receive many applications for this position, and will be establishing a list of acceptable candidates that we will retain for future openings. We expect to maintain the list of acceptable candidates for a period of two (2) years however; we reserve the right to cancel the list anytime.

Should you have any questions or require additional information, please feel free to contact me at [dharris@middletownbucks.org](mailto:dharris@middletownbucks.org).

Sincerely,

*Don Harris*

Don Harris, Chief  
Middletown Township Fire & Emergency Services



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### Requirements For Applicants

Read this carefully

#### Respond with full Documentation

1. Deadline for applications/resume: May 17, 2024, at 16:30 hours  
All materials must be submitted to [dharris@middletownbucks.org](mailto:dharris@middletownbucks.org). We will not consider applications that arrive after 16:30 hours.
2. Two (2) notarized statements are required. Obtain these notarizations before you turn in your application. We cannot provide this service for you.
3. Five minimum qualifications are required. Do not apply for this position unless you meet these requirements.
  - A. High School Diploma or Equivalent**  
Attach a copy of Diploma or Equivalent Transcript
  - B. Firefighter I IFSAC Certification**  
Attach copies of Firefighter I Certifications
  - C. Haz Mat Operations Certification**  
Attach a copy of HazMat Operations Level Certification
  - D. Citizen of United States**  
If you are native born, attach a copy of your birth certificate. If you are naturalized, attach a copy of your naturalization papers. A current passport showing United States Citizenship may be substituted. If you expect to be naturalized prior to our appointments, furnish documentation.
  - E. Valid Picture Drivers License**  
Bring your valid original motor vehicle operator's license. A valid Pennsylvania license is required for employment.

## **JOB OPPORTUNITY ANNOUNCEMENT**

### **PER DIEM POSITION – FIREFIGHTER**

This announcement is for Per Diem Firefighter positions opening in Middletown Township Fire and Emergency Services (MTFES) department. Anyone hired as a Per Diem employee will be used to fill shifts as needed and will be placed on a list for future full-time positions.

Under the general supervision of the Chief of MTFES, or other supervisors as assigned, the Firefighter is responsible for emergency response; and assisting in fire inspections, public education and other duties as assigned.

Examples of Work: Respond to emergencies including but not limited to fires, medical incidents, rescues, industrial/commercial incidents, motor vehicle accidents, hazardous materials incidents, adverse weather incidents, natural disasters like floods, power failures, other incidents in which the damage and/or loss of life and/or property may exist. Assist fire inspectors, educators, and/or investigators in their duties. Complete other duties as assigned such as vehicle/equipment checks, cleaning and maintenance, building/facility cleaning and maintenance, special projects, community events, etc.

#### Minimum Requirements:

- High School Diploma or Equivalent
- Firefighter I Pro Board and/or IFSAC Certification
- Haz Mat Operations Pro Board and/or IFSAC Certification
- Citizen of United States
- Valid Pennsylvania Picture Driver's License
- Excellent Physical and Mental Condition
- Three years of experience as an Interior Qualified Firefighter
- Able to work in a collaborative environment with other emergency responders

The following required certifications will be needed if hired:

- EMT Certification within one year
- Fire Inspector I Certification within one year
- Firefighter II Certification within two years

Written and Physical Agility testing will be scheduled for all candidates.

Pay: \$21.44/hour to start. 12 hr. work shift. The application and instructions are available on the Middletown Township website, [www.middletownbucks.org](http://www.middletownbucks.org) Applications with required documents must be received no later than (May 17, 2024) at 16:30 hours. Applications must be emailed to Don Harris, Interim Chief of Fire & Emergency Services at [dharris@middletownbucks.org](mailto:dharris@middletownbucks.org) No phone calls please.

MIDDLETOWN TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER



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### Personal Injury Waiver

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

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

Social Security Number: \_\_\_\_\_

I hereby release Middletown Fire & Emergency Services Department or any of its authorized representatives from any liability or damage for any physical injury that may result from performing the physical agility examination for the position of firefighter in **Middletown Township**.

\_\_\_\_\_  
Applicant's Signature Date

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

### AFFIDAVIT

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me personally appeared the said \_\_\_\_\_ who says he/she executed the above instrument of his/her own free will and accord with full knowledge of the purpose thereof.

\_\_\_\_\_  
Signature

Sworn to and subscribed in my presence this \_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Notary Public



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### Medical Approval for the Middletown Fire & Emergency Services Department Candidate Physical Ability Test

Applicants will NOT be permitted to take the CPAT without bringing this form, signed by their physicians, to the test appointment.

I have examined \_\_\_\_\_ and found him/her to be medically competent to perform the *Middletown Fire & Emergency Services Department Modified Candidate Physical Ability Test (CPAT)*.

Doctor's Name: \_\_\_\_\_ Phone : \_\_\_\_\_ Date: / / \_\_\_\_\_

Doctor's Signature: \_\_\_\_\_ Doctor's ID Number: \_\_\_\_\_

#### Test Description:

The **CPAT** consists of eight events designed to simulate some of the more physically demanding tasks of the firefighter. Applicants walk 85 feet between each event and wear a 50-pound vest throughout the timed test. Applicants may experience extreme fatigue, elevated heart rate and blood pressure, and difficulty in breathing. The test includes work in very small, tight, and dark spaces and may include harsh environmental conditions. We strongly suggest that applicants begin preparation for the test in the form of walking, jogging, bicycling, etc.

**Stair Climb:** Wearing two 12.5-pound weights on their shoulders, applicants walk on a Stair Mill at a set stepping rate of 60 steps per minute for three minutes. The shoulder weights are then removed.

**Hose Drag:** Applicants grasp a hoseline nozzle attached to 200 feet of 1 ¾ inch hose drag it a total of 100 feet. Applicants then drop to one knee and pull 50 feet of hoseline toward them.

**Equipment Carry:** Applicants remove two saws, weighing 32 and 28 pounds, from a tool cabinet, carry them 75 feet, and replace them in the cabinet.

**Ladder Raise and Extension:** Applicants lift up one end of a 24-foot aluminum extension ladder and raise it in hand-over-hand fashion until it is stationary against a wall. Proceeding to a second 24-foot ladder, applicants first extend and then lower the fly section in hand-over-hand fashion.

**Forcible Entry:** Applicants use a 10-pound sledgehammer to strike a measuring device repeatedly until a buzzer is activated.

**Search:** Applicants crawl through a tunnel maze that is approximately three feet high, four feet wide, and 64 feet long. Throughout the maze, applicants navigate around, over, and under obstacles.

**Rescue:** Applicants grasp a 165-pound mannequin and drag it a total of 70 feet.

**Ceiling Breach and Pull:** Applicants use a pike pole to push open a 60-pound hinged ceiling door three times. Then they use the pike pole to pull open an 80-pound door five times. This sequence is repeated four times. This event concludes the CPAT.





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### The Eight Events of CPAT

#### 1. Stair Climb

Using a Step Mill stair climbing machine, this event is designed to simulate the critical task of climbing stairs in full protective clothing and carrying a high-rise pack. The event challenges the candidate's aerobic capacity, lower body muscular endurance and ability to balance. During the Stair Climb, the candidate is required to wear two 12.5-pound weights on the shoulders to simulate the weight of a high-rise pack (hose bundle), in addition to the 50-pound vest.

After completing a 20-second warm-up on the Step Mill, at a rate of 50 steps per minute, the proctor instructs the candidate to begin the timed portion. There is no break in time between the warm-up period and the actual timing of the test. For the timed test, the applicant is required to walk on the Step Mill at a rate of 60 steps per minute for 3 minutes.

#### Warnings and Failures

If you fall or dismount the Step Mill three times during the warm-up period, you fail the test. If you fall, grasp any of the test equipment or dismount the Step Mill after the timed CAPT begins, the test is concluded and you fail the test. During the test, you are permitted to touch the wall or handrail for balance only momentarily. However, if the wall or handrail is grasped or touched for an extended period of time, or if the wall or handrail is used for weight bearing, you are warned. Only two warnings are given. The third infraction constitutes a failure, the test is concluded and you fail the test.

#### 2. Hose Drag

The Hose Drag event is designed to simulate the critical tasks of dragging an uncharged hose line from the fire apparatus to the fire occupancy and pulling an uncharged hose line around obstacles while remaining stationary. This event challenges the applicant's aerobic capacity, lower body muscular strength and endurance, upper back muscular strength and endurance, grip strength and endurance and anaerobic endurance.

For successful completion of the event, the applicant must grasp a nozzle attached to 200 feet of hose, place the hose line over the shoulder and drag the hose 75 feet to a pre-positioned drum. When the candidate reaches the drum, he or she makes a 90-degree turn and continues an additional 25 feet. After stopping in the marked box, the candidate



drops to at least one knee and proceeds to pull the hose until the 50-foot mark crosses the finish line.

### **Warnings and Failures**

During the hose drag, if you fail to go around the drum or go outside of the marked path (cones), the test time is concluded and you fail the test. During the hose pull, you are warned if at least one knee is not kept in contact with the ground. The second infraction constitutes a failure, the test time is concluded and you fail the test. During hose pull, you are warned if your knees are go outside the marked boundary line. The second infraction constitutes a failure, the test time is concluded and you fail the test.

### **3. Equipment Carry**

This event is designed to simulate the critical task of removing power tools from the fire apparatus, carrying them to the emergency scene, and returning them to the apparatus. The Equipment Carry challenges the candidate's aerobic capacity, upper body muscular strength and endurance, lower body muscular endurance, grip endurance, and balance.

During this event, the candidate removes two (2) saws from the tool cabinet, one at a time, and places them on the ground. The candidate proceeds to pick up both saws (one in each hand), carry them while walking 75 feet around a drum and returning to the starting point. The event concludes with the candidate placing the saws back on the ground, then returning them (one at a time) to the designated cabinet space.

### **Warnings and Failures**

If you drop either saw on the ground during the carry, the test time is concluded and you fail the test. You receive one warning for running. The second infraction constitutes a failure, the test time is concluded and you fail the test.

### **4. Ladder Raise and Extension**

This event uses two, 24-foot ground ladders and is designed to simulate the critical tasks of placing a ground ladder at a fire structure and extending the ladder to the roof or window. The Ladder Raise and Extension challenges the candidate's aerobic capacity, upper body muscular strength, lower body muscular strength, balance, grip strength, and anaerobic endurance.

For successful completion of this event, the candidate must first walk to the top rung of the 24-foot extension ladder (while it is still on the ground), then lift the unhinged end and walk it up until it is stationary against the wall. This must be done in a hand-over-hand method, and it is not permissible to use the rails to raise the ladder. The candidate then proceeds to the pre-positioned and secured 24-foot ladder, stands with both feet within the marked box and extends the fly section hand-over-hand until it hits the top. The candidate then lowers the fly section (again hand-over-hand) to the starting position, which concludes this event.

## **Warnings and Failures**

If you miss any rung during the raise, one warning is given. The second infraction constitutes a failure, the test time is concluded and you fail the test. If you allow the ladder to fall to the ground or the safety lanyard is activated because you released your grip on the ladder, the test time is concluded and you fail the test. If during the ladder extension, your feet do not remain within marked boundary lines, one warning is given. The second infraction constitutes a failure, the test time is concluded and you fail the test. If you do not maintain control of the ladder in a hand over hand manner, or let the rope halyard slip in an uncontrolled manner, your test time is concluded and you fail the test.

## **5. Forcible Entry**

This event uses a 10-pound sledgehammer and a mechanized device that measures cumulative force. It is designed to simulate the critical tasks of using force to open a locked door or breach a wall. This event challenges the candidate's aerobic capacity, upper body muscular strength and endurance, lower body muscular strength and endurance, balance, grip strength and endurance, and anaerobic endurance.

The candidate must use the sledgehammer to strike a measuring device in the target area until a buzzer activates. The candidate's feet must remain outside the toe-box at all times.

## **Warnings and Failures**

If you do not maintain control of the sledgehammer and release it from both hands while swinging, it constitutes a failure, the test time is concluded and you fail the test. If you step inside the toe-box, one warning is given. The second infraction constitutes a failure, the test time is concluded and you fail the test.

## **6. Search**

This event simulates the critical task of searching for a fire victim with limited visibility in an unpredictable area. The Search event challenges the candidate's aerobic capacity, upper body muscular strength and endurance, agility, balance, anaerobic endurance, and kinesthetic awareness.

To successfully complete this event, the candidate must crawl on his/her hands and knees through a tunnel maze that is approximately 3 feet high, 4 feet wide, and 64 feet long, with two 90-degree turns. Throughout the maze the candidate will navigate around, over and under obstacles; and in two locations the candidate will crawl through a space where the dimensions of the tunnel have been reduced.

## **Warnings and Failures**

A request for assistance that requires the opening of the escape hatch or opening of the entrance/exit covers constitutes a failure, the test time is concluded and you fail the test.

## **7. Rescue**

This event is designed to simulate the critical task of removing a victim or injured partner from a fire scene. The Rescue event challenges the candidate's aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance.

The candidate must grasp a 165-pound mannequin by the handle(s) on the shoulder(s) of the harness (either one or both handles are permitted), drag it 35 feet to a pre-positioned drum, make a 180-degree turn around the drum, and continue to drag it the remaining 35 feet to the finish line.

### **Warnings and Failures**

If you grasp or rest on the drum at any time, one warning is given. The second infraction constitutes a failure, the test time is concluded and you fail the test.

## **8. Ceiling Breach and Pull**

This event simulates the critical task of breaching and pulling down a ceiling to check for fire extension, using a mechanized device that measures overhead push and pull forces and a pike pole. The pike pole, a long pole with a hook and point attached to one end, is a commonly used piece of equipment by firefighters. This event challenges the candidate's aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance.

During the Ceiling Breach and Pull, the candidate first removes a pike pole from the bracket, stands within an established boundary and places the tip of the pole on the painted area of a hinged door in the ceiling. Next, the candidate fully pushes up the door with the pike pole three (3) times, then hooks the pike pole to the ceiling device and pulls the pole down five (5) times. The candidate must complete four sets, each set consisting of three pushes and five pulls.

### **Warnings and Failures**

One warning is given if you drop the pike pole to the ground. If you drop the pike pole, you must pick it up without proctor assistance and resume the event. The second infraction constitutes a failure, the test time is concluded and you fail the test. If your feet do not remain within the marked boundary lines, one warning is given. The second infraction constitutes a failure, the test time is concluded and you fail the test.

TOWNSHIP OF  
**MIDDLETOWN**  
BUCKS COUNTY

**APPLICATION FOR EMPLOYMENT**

The Township of Middletown is an equal opportunity employer. The Township of Middletown considers applicants for all positions without regard to race, color, ethnicity, national origin, religion, creed, gender, sex, sexual orientation, age, disability, political belief, or any other legally protected status.

This application will be kept on file for two years. It is the responsibility of the applicant to ensure that a current application is on file.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

Position(s) Applying For

Department (optional)

Full-Time or Part-Time (optional)

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you permitted to be lawfully employed in the United States? Proof required upon employment.  Yes  No

Have you ever been previously employed by Middletown Township?  Yes  No

(If yes, please state position and dates of prior employment \_\_\_\_\_)

Are you 18 years of age or older?  Yes  No

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Class/Type \_\_\_\_\_ Expiration \_\_\_\_\_

Are you a veteran of any branch of the United States armed forces?  Yes  No

Have you been convicted of a felony or misdemeanor in the last 10 years?  Yes  No

(If yes, please explain \_\_\_\_\_)

\_\_\_\_\_  
*Certain positions are subject to background checks. Convictions will not necessarily disqualify an applicant from employment.*

When are you available to begin work? \_\_\_\_\_

How did you hear about this job?  Newspaper  Township Website  Online Job Website

Walk-In  Other (please explain) \_\_\_\_\_

**EDUCATION**

*High School*

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Address of School

\_\_\_\_\_  
Number of Years Completed

\_\_\_\_\_ Yes \_\_\_\_\_ No  
Did you graduate?

\_\_\_\_\_  
Year of Graduation/Last Attended

*College/University*

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Address of School

\_\_\_\_\_  
Years Attended

\_\_\_\_\_ Yes \_\_\_\_\_ No  
Did you graduate?

\_\_\_\_\_  
Degree(s) Earned, if any

*Other (Including Trade and/or Post-Graduate Education)*

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Address of School

\_\_\_\_\_  
Years Attended

\_\_\_\_\_ Yes \_\_\_\_\_ No  
Did you graduate?

\_\_\_\_\_  
Degree(s) Earned, if any

**SKILLS, TRAININGS, & CERTIFICATIONS**

*Please list all relevant skills, trainings, and certifications received.*

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

**EMPLOYMENT HISTORY**

*Please list your most recent job first with others in descending order. Please list all employment, including military service. Attach additional sheets if necessary. Please fill out completely and do not write "see resume."*

1. \_\_\_\_\_  
Business/Organization Name Position(s)

\_\_\_\_\_  
Business/Organization Address Dates Employed

\_\_\_\_\_  
Business/Organization Phone Number Reason For Leaving

2. \_\_\_\_\_  
Business/Organization Name Position(s)

\_\_\_\_\_  
Business/Organization Address Dates Employed

\_\_\_\_\_  
Business/Organization Phone Number Reason For Leaving

TOWNSHIP OF  
**MIDDLETOWN**  
 B U C K S C O U N T Y

3.		
	Business/Organization Name	Position(s)
	Business/Organization Address	Dates Employed
	Business/Organization Phone Number	Reason For Leaving
4.		
	Business/Organization Name	Position(s)
	Business/Organization Address	Dates Employed
	Business/Organization Phone Number	Reason For Leaving
5.		
	Business/Organization Name	Position(s)
	Business/Organization Address	Dates Employed
	Business/Organization Phone Number	Reason For Leaving

**PROFESSIONAL REFERENCES**

1.			
	Name	Title	Company
	Relationship	Phone Number	Email Address
2.			
	Name	Title	Company
	Relationship	Phone Number	Email Address
3.			
	Name	Title	Company
	Relationship	Phone Number	Email Address

**CONSENT**

By submission of this application, I certify that all statements are true and correct to the best of my knowledge and belief. Any misrepresentations or omissions on this application may be cause for rejection of the application or dismissal after employment.

I authorize investigation of all statements contained in this application and acknowledge that certain positions are subject to background checks relevant to the sensitive nature of those positions, in accordance with the Township's background check policy and the Pennsylvania Criminal History Records Information Act (18 Pa.C.S. § 9125). I authorize the Township to perform a background check as may be necessary in arriving at an employment decision.

I understand that all employees of the Township are employed at-will, which means that either the Township or the employee may terminate the employment relationship at any time, with or without notice, and for any and no reason, except for employees covered by a collective bargaining agreement or other contract, and will be governed by the terms and conditions of the contract. No employee or representative of the Township has authority to enter into any agreement specifying duration of employment or abrogating an employee's at-will employment status. I understand that this application is not intended to confer any contractual right or obligation to any party, and that the Township reserves the right to change any practice, policy or procedure with or without notice, at its sole discretion.

I understand that the Township may make a conditional offer subject to the results of a drug and alcohol test, and in some circumstances, a background check performed by the Middletown Township Police Department and/or a physical. Applicants under 18 years of age must have parental consent. Confirmed positive drug and/or alcohol test results will automatically disqualify an applicant from employment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please send your completed employment application to Judy Reece at [jreece@middletownbucks.org](mailto:jreece@middletownbucks.org). Applications may also be hand-delivered or mailed to:

Middletown Township  
3 Municipal Way  
Langhorne, PA 19047