



PENN FIRE



Additional Information and Supporting Documents

It is preferred that the application be returned in person. The application can be mailed in lieu of, in person delivery, if the applicant is unable to deliver the application in person.

Although you are unable to make changes to a completed application or add additional documents once you initially submit your packet, should you need to make corrections or attach a document you missed, you may only do so by submitting an entire new application packet prior to the final filing deadline. Please note if you reapply, ONLY your most recent application will be reviewed; all portions of previous applications submitted will be automatically archived without review. It is the applicant's responsibility to submit a fully completed application for review; incomplete applications will be subject to disqualification.

A resume does not substitute for providing the information requested on the electronic application. Do not write "See resume" or "See attached." Failure to provide complete information will cause forfeiture toward employment with the Township.

Successful candidates must pass a background investigation, pre-employment psychological, and physical/drug screening. New employees will be required to sign a statement affirming that, as a condition of continued employment, they will maintain all certifications as required by the Penn Fire department.

Each step in the hiring process is part of your interview. Professional attire is the only acceptable way to dress. Conservative athletic gear is authorized to wear at the physical ability tests.

The supporting documents attached below need to be printed, thoroughly read, and signed and returned with your application.



PENN FIRE



CONFIDENTIAL INFORMATION AGREEMENT FORM

A thorough investigation will be conducted including any criminal history to determine your qualifications for the position of Trainee Fire and Rescue Officer. To a great extent, your employment will depend on information obtained in confidential interviews with persons with whom you have been associated. Therefore, such information is confidential, and the department cannot reveal the reason for rejection for those applicants who are not accepted.

If the reasons for your non-acceptance are of a temporary nature whereby you could be accepted at a later date, you will be so notified.

I have read and fully understand the above statement.

(Print) Applicant Name

Applicant Signature

Date



PENN FIRE



PERSONAL INQUIRY WAIVER

AUTHORITY OF RELEASE OF INFORMATION

To Whom it may concern,

I respectfully request and authorize you to furnish the Penn Fire Department any and all information that you may have concerning me, my work record, school record, my reputation and character, my qualifications, and my habits. Please include all information of a confidential or privilege nature and copies of same if applicable. This information will be utilized in assisting the Penn Fire Department in determining my qualifications and fitness for the position I am seeking.

I hereby release you, your organization, or others from any liability or damage, which may result from furnishing the information requested above.

(Print) Applicant Name

Applicant Signature

Date



PENN FIRE



FITNESS ABILITY PROGRAM LEGAL WAIVER FORM

I, _____, (Print name) execute this Waiver and Release in favor of the Penn Township Fire Territory, and its departments, officers, employees, agents, assigns and insurers.

I, the undersigned, hereby request permission to participate in the candidate physical ability test fitness program as a part of my application for employment as a fire fighter for the Penn Township Fire Territory. I am fully aware of the risks and dangers involved, and that unanticipated and unexpected dangers may arise during such activities and I agree to assume all risks of injury to my person and property that may be sustained in connection with participating in said program.

In consideration for being permitted to participate in the Fitness Ability Program for the test, I, myself, my heirs, legal representatives and assigns, release and hold harmless the Penn Township Fire Territory from all claims, demands and causes of action for all damage, bodily injury or liability of any kind that might accrue to me or arise out of these activities. I hereby agree not to bring suit or other legal action, either State or Federal, based upon any claims against the Penn Township Fire Territory arising directly or indirectly from my participation in the Fitness Program.

By signing below, I acknowledge that I have read and fully understand the terms of this Release and that I have received and read a copy of the Candidate Preparation Guide. My agreement to this release, attendance and participation at Fitness sessions is voluntary and I am not in any way employed by or an agent of the Penn Township Fire Territory.

(Print) Applicant Name

Applicant Signature

Date



PENN FIRE



Emergency Medical Service Pre-Employment Agreement

I, the undersigned, certify that I have been informed on this ___day of _____, _____, that I shall be required to maintain passing scores necessary to certify me first, as a Basic Emergency Medical Technician (EMT-B). I further understand that I must maintain any other Emergency Medical Certification as determined by policy of the Penn Township Fire Territory. I further understand that failure of any part of Emergency Medical training, which keeps me from continuing to successful completion, and certification, shall result in my termination from the Penn Township Fire Territory. I also understand that I will be required to maintain said certification for the duration of my career with the Penn Township Fire Territory.

(Print) Applicant Name

Applicant Signature

Date



PENN FIRE



PENN FIRE TERRITORY, DRUG AND ALCOHOL TESTING APPLICANT AFFIDAVIT

I have been notified that drug and alcohol testing is required and that I may be refused employment if such testing indicates use of alcohol or a controlled substance.

I have been told that I may withdraw my application now (at time of application) with no penalty.

I understand that I may withdraw my application after receiving the results of the examination but that if the results are positive (showing drug or alcohol use) I will be barred from employment with the Penn Fire Department for a time determined by the Penn Fire Department.

I understand that refusing to submit to drug and alcohol testing as a component of the physical examination will be a bar to employment with the Penn Fire Department.

I understand that if I am taking a medical prescription that I must furnish a medical statement from a physician specifying the drug being taken and that if this statement is submitted in advance of the drug test, positive test results from these medical prescriptions will not be a cause for rejection.

I have been notified that I will be required to list all over the counter medicines being taken at the time of the drug test and that positive test results from this medication will then not be a cause for rejection.

I understand that, if hired, I will be required to submit to drug and alcohol testing as an employee as defined in policy and regulations of the Township of Penn and the Penn Fire Territory and that a positive test result may result in disciplinary action up to and including dismissal.

(Print) Applicant Name

Applicant Signature

Date