



City of Bethlehem Firefighter Application





City of Bethlehem Firefighter Application



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GENERAL INFORMATION

The City of Bethlehem Fire Department is accepting applications for the position of Firefighter. Firefighters are responsible for safeguarding the lives and property of all who live, work, and visit the City of Bethlehem.

Application Period:

- **Opens:** 8:30 a.m., June 30, 2025
 - **Deadline:** 3:00 p.m., August 1, 2025
- Mailed applications** must be postmarked no later than August 1, 2025.

Incomplete applications or those received after the deadline will be disqualified. The \$50 application fee is non-refundable. No extensions will be granted.

Submit Completed Application To:

City of Bethlehem Human Resources Bureau
10 East Church Street
Bethlehem, PA 18018

Applicants who meet eligibility requirements will be notified via email after the application deadline and invited to take the written exam on **Saturday, August 23, 2025**.

Questions? Contact:

Human Resources Bureau: (610) 865-7015
Email: jobs@bethlehem-pa.gov

The City of Bethlehem is an Equal Opportunity Employer (E.O.E.).



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BETHLEHEM FIRE DEPARTMENT HIRING PROCESS

Overview:

The firefighter hiring process may take six (6) months to two (2) years and includes the following steps:

1. **Written Application**
 - Includes: Cover Sheet, Application Forms 1–3, and Civil Service Board Voucher.
2. **Written Examination**
 - 100 questions covering general knowledge, observation, reading comprehension, and basic legal knowledge.
 - Scheduled for **Saturday, August 23, 2025.**
3. **Physical Agility & Fitness Examination**
 - Includes swim test, ladder climb, agility course, and maze (detailed in Appendix 2).
4. **Background Investigation**
 - Covers personal, financial, military, driving, and criminal history.
5. **Administrative Interview**
 - Conducted by the Fire Chief and Deputy Fire Chief.
6. **Civil Service Board Certification**
 - Review of application materials by the Civil Service Board.
7. **Psychological Evaluation**
8. **Medical Examination**

Reapplication Policy:

Qualified applicants may reapply once the current eligibility list expires.

For full Civil Service Rules, contact the HR Bureau at the address listed above.



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CIVIL SERVICE BOARD RULES AND QUALIFICATIONS

Please ensure you meet all the following qualifications before applying:

- **Citizenship:** U.S. citizen and resident for at least five (5) years. Naturalization papers required if foreign-born.
- **Age:** Must be 18 years or older by the application deadline.
- **Education:** High school diploma or GED required.
- **Driver's License:** Valid license required at time of application and hire.
- **Character:** Must be of good moral character and habits.
- **Criminal Record:** Applicants with a misdemeanor or greater conviction, or those previously terminated from firefighting duties for cause, are ineligible.
- **Application Fee:** \$50 certified check or money order (no cash or personal checks).
- **Civil Service Vouchers:** Two (2) character references, not relatives, who have known the applicant for at least one year. Must be notarized.
- **Veterans:** Must provide DD-214. Applicants with at least 2 years of active duty or 6 years of reserve service and honorable discharge receive a 10-point score increase.
- **Residency:** Must establish residency within 15 miles of Bethlehem City Hall within one (1) year of hire.



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DISQUALIFYING FACTORS FOR INITIAL EMPLOYMENT

No person shall be eligible for employment in the Fire Department if the individual has engaged in any of the following conduct:

- Failure to meet the general requirements of the position.
- Dishonorable discharge from any branch of military service or termination from a career Fire Department.
- Lying or omission of information to a background investigator or other Fire Department employee, representative, or agent.
- Intentional falsification or omission of information on the employment application, pre-employment questionnaire, background screening packet, or any other document used in the selection process.
- Cheating on any portion of any selection examination, or in any phase of the selection process.
- Criminal conviction in any state of any felony offense or a crime punishable by at least 7 years in prison.
- Criminal behavior, regardless of whether detected or prosecuted, as admitted by the applicant or established by competent evidence, including:
 - Any felony (no time limit).
 - Any first-degree misdemeanor within five years of the application date.
- Driving under the influence:
 - DUI conviction within five years of the application date.
 - Two or more DUIs (conviction or pending charges). “Conviction” includes a guilty plea, nolo contendere plea, verdict, ARD or similar diversion disposition, or plea to a lesser offense with BAC of 0.08% or greater, and/or refusal to test.
- Manufacture, sale, delivery, or distribution of any controlled substance.
- Controlled substance use:
 - Marijuana/synthetic marijuana (K-2, Spice, etc.), or any medication prescribed to the applicant and used for non-therapeutic purposes within three years preceding the date of submission of the application.
 - Schedule I, II, or III controlled substances (excluding those listed above), anabolic steroids (regardless of source or knowledge of legality), or huffing or intentional use of any chemical substance (including glue, cleaning products, bath salts, etc.) for any purpose for which it was not intended except where all of the following apply:
 - No more than 3 uses under age 25.
 - No use in five years preceding the date of application.
 - No use at age 25 or older.



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DISQUALIFYING FACTORS FOR INITIAL EMPLOYMENT (CONT'D)

- Use of Heroin, methamphetamine, LSD, or any injected controlled substance (excluding anabolic steroids).
- Five or more convictions for Vehicle Code violations within two years of application.
- Three or more suspension of driver's license in any state.
 - Two license suspensions of driver's license for a second time within the last three years.
 - Any conviction for a violation under Chapter 33 of the Pennsylvania Crimes Code (relating to Arson, Criminal Mischief, and Other Property Destruction).



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APPLICATION INSTRUCTIONS

Please read all instructions carefully before completing the application.

1. Complete All Sections

- Fill out every part of the application packet. If a section does not apply to you, write "N/A."
- Incomplete applications will not be accepted.

2. Legibility

- Applications must be either typed or neatly printed in black ink.
- Ensure all handwriting is legible to avoid delays or disqualification.

3. Required Documents

- Refer to the Application Checklist (Appendix 1) for a complete list of required items.
- Include your full name on each document submitted.

4. Submission Deadline

- Applications must be received no later than 3:00 p.m. on August 1, 2025.
- Mailed applications must be postmarked by August 1, 2025.
- Late or incomplete applications will not be considered.

5. Application Fee

- Submit a \$50.00 non-refundable fee by certified check or money order made payable to the City of Bethlehem.
- Personal checks, cash, and credit cards are not accepted.

6. Updates to Contact Information

- Notify the City of Bethlehem Human Resources Bureau at (610) 865-7015 immediately if your contact details change during the hiring process.

7. Required Forms to Complete

- Application Cover Sheet (signed and dated)
- Application Forms 1, 2, and 3
- Civil Service Board Voucher (must be completed by two non-relatives, signed, and notarized)

8. Veteran's Preference

- To receive veteran's preference, submit a copy of your DD-214 showing an honorable discharge and qualifying service.



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APPLICATION FORM GUIDANCE

I. Personal Data

- **Name:** Use the name that appears on your legal documents (e.g., driver's license, birth certificate, social security card).
- **Email Address:** Use an email address that you check regularly. Avoid using school or temporary email accounts, as the application process may last up to two years.
- **Home Address:** Enter your permanent address only. Do not use temporary addresses such as those for school, military postings, or seasonal residences.
- **Phone Number:** Provide your primary cell phone number.
- **Driver's License:** Enter your license number and issuing state. Check the appropriate box to confirm that it is valid.

II. Educational Information

- **High School:** List the name, city, and state of the high school you graduated from. If you attended multiple schools, attach an additional sheet.
- **Course of Study:** Indicate your program of study (e.g., College Prep, Vo-Tech, Performing Arts). If you earned a GED, list the last school you attended and note "GED."
- **Community College/Associate Programs:** List all community colleges, trade schools, or similar institutions attended. Use a separate sheet if needed.
- **Degree/Credits:** Indicate whether you received a degree or enter the number of credits earned.
- **Colleges/Universities:** List all post-secondary schools attended, starting with the most recent. Include your major and whether a degree was earned.

III. Military Service

- Complete this section only if you served in the military. If not, mark "N/A."

IV. References

- Provide names, addresses, and phone numbers of three individuals who are not relatives or current/former supervisors. Co-workers are acceptable.

V. Civil Service Board Voucher

- Have two non-relatives who have known you for at least one year complete the Civil Service Board Voucher form.
- Sign the form and have your signature notarized.



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APPLICATION COVER SHEET

IMPORTANT: Read all instructions carefully before completing and submitting this application.

Failure to submit all required information and documentation by the deadline will result in the dismissal of your application and forfeiture of your application fee. Extensions will not be granted.

Instructions for Completion:

- Complete this cover sheet and all sections of the application packet.
- Include only the documents requested below. Do not submit resumes, certificates, awards, or other supplemental materials unless explicitly required.
- Print clearly or type. Illegible or incomplete applications will not be accepted.

Required Documentation (Include Copies):

1. \$50.00 Certified Check or Money Order payable to the **City of Bethlehem**
(Non-refundable; personal checks, cash, and credit cards will not be accepted)
2. Valid Driver's License
3. Social Security Card
4. Official Birth Certificate (from the state's vital records office)
5. Naturalization Papers (if applicable)
6. High School Diploma or GED Certificate (or high school transcript with graduation date)
7. College Diploma(s) – for all degrees awarded
8. Military Separation Papers (DD-214) – for all military service

Required Forms (All Must Be Signed Where Applicable):

- This Application Cover Sheet
- Application Form 1
- Application Form 2
- Application Form 3
- Civil Service Board Voucher (completed by two non-relative references and notarized)

By signing below, I affirm that I have read and understand the application instructions, including the list of required documents and forms.

Signature: _____

Date: _____

Printed Name: _____



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APPLICATION FORM – 1

Application Deadline: 3:00 p.m., August 1, 2025 (Applications sent via mail must be postmarked no later than August 1, 2025).

Application Fee: \$50.00 payable by certified check or money order, no personal checks, cash or credit cards. Non-refundable.

Written Exam Date: August 23, 2025

Type or print legibly, use black ink. Write NA (Not Applicable) where a question does not pertain to you.

Personal Data	<ul style="list-style-type: none"> ➤ Applicants must be a United States Citizen for at least five years, if foreign born produce naturalization papers. ➤ Applicants shall provide copies of their birth certificate, driver's license and social security card. ➤ Applicants must have reached the age of 18 by the application deadline (08/01/2025). 				
	Name:		E-Mail Address:		
Home Address:		City:	State:	Zip Code:	
Contact Phone:		Operator's License number & State:		Is license current and valid: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Educational Information:	<ul style="list-style-type: none"> ➤ Applicants must have a high school diploma or GED. ➤ Applicants shall provide copies of diplomas for all completed programs ➤ Applicants shall provide copies of transcripts for all college/university programs 				
	High School Name, City & State:		Course of Study (i.e.: College prep, science, arts, vo-tech):		Degree Received: <input type="checkbox"/> Yes <input type="checkbox"/> No
Community College / Other associate degree program:		Course of Study:		Degree Received or Credits Earned <input type="checkbox"/> Associates Number of Credits Received:	
Community College / Other associate degree program:		Course of Study:		Degree Received or Credits Earned <input type="checkbox"/> Associates Number of Credits Received:	
College / University:		Course of Study:		Degree Received or Credits Earned <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral Number of Credits Received:	
College / University:		Course of Study:		Degree Received or Credits Earned <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral Number of Credits Received:	
Military Experience <input type="checkbox"/> N/A	<ul style="list-style-type: none"> ➤ A DD-214 shall be provided for all military service. ➤ Applicants using the military waiver for the educational requirement must have served two years of active service or six years of reserve service and received an honorable discharge. ➤ To claim veteran's preference, applicants must have served a minimum of two years of active service or six years of duty in the reserves and received an honorable discharge. 				Do you claim Veteran's Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Active Duty		Duration of Service - Active Duty:		Reserve Duty
<input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Marines <input type="checkbox"/> Navy <input type="checkbox"/> National Guard		Date Entered Date Discharged		<input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Marines <input type="checkbox"/> Navy <input type="checkbox"/> National Guard	
				Date Entered Date Discharged	
Type of Discharge:					
<input type="checkbox"/> Honorable <input type="checkbox"/> General <input type="checkbox"/> Medical <input type="checkbox"/> Other than honorable <input type="checkbox"/> Dishonorable					



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APPLICATION FORM – 2

NAME:

Firefighter Experience	<p>➤ Include all fire agencies you have worked for or completed internships for, list any additional fire agencies on a separate sheet of paper and attach it to this application</p> <p><input type="checkbox"/> N/A</p>		
Municipal Fire Academy training and certification - (Include Academy Name, County and State):			
Fire Agency Name:		Agency Phone number:	
Agency Address:	City:	State:	Zip:
Commissioner/Chief:	Position / Assignment / Rank:	Start Date:	End Date:
Reason for leaving (Provide a reason even if you are currently employed by this department):			<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time
References	Provide three (3) references that are not relatives or current/former employers/supervisors (Co-workers who are not supervisors are acceptable). Provide name, address and phone number for each. Do not use the same people as used in the Civil Service Voucher.		
Reference #1			
Name:			
Street Address, City, State, Zip:			
Contact Phone Number:			
Relationship (How do you know this person?):			
Reference #2			
Name:			
Street Address, City, State, Zip:			
Contact Phone Number:			
Relationship (How do you know this person?):			
Reference #3			
Name:			
Street Address, City, State, Zip:			
Contact Phone Number:			
Relationship (How do you know this person?):			



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APPLICATION FORM – 3

NAME: _____

CIVIL SERVICE APPLICANT QUESTIONNAIRE

A. Do you agree to accept the decision of the Civil Service Board if rejected? Yes No

B. Are you 18 Years of Age or older? Yes No

C. Have you ever applied to the City of Bethlehem Fire Department before? Yes No

If yes, how far did you get in the process?

- | | |
|--|--|
| <input type="checkbox"/> 1. Written Application | <input type="checkbox"/> 6. Certification by Civil Service Board |
| <input type="checkbox"/> 2. Written Exam | <input type="checkbox"/> 7. Psychological Exam |
| <input type="checkbox"/> 3. Physical Fitness Test | <input type="checkbox"/> 8. Medical Exam |
| <input type="checkbox"/> 4. Background Investigation | <input type="checkbox"/> 9. Offered a position |
| <input type="checkbox"/> 5. Oral Interview | <input type="checkbox"/> 10. Hired |

D. Have you ever been convicted of a criminal act? Yes No

(If yes, provide an explanation on a separate sheet of paper and attach it to this application)

E. Have you ever been convicted of a traffic offense? Yes No

(If yes, provide an explanation on a separate sheet of paper and attach it to this application)

Applicant's Certification and Agreement

I hereby certify that the information provided in this employment application is **true and complete** to the best of my knowledge. I understand that any **false, misleading, or omitted statements** may be sufficient cause for **disqualification or dismissal** from employment.

In consideration of my application for employment, I authorize the **City of Bethlehem** to conduct any necessary **investigation into my personal history**, including but not limited to financial and credit records, as well as any other relevant background information through appropriate and lawful sources

Note: The provisions of the Fair Credit Reporting Act (FCRA) may apply if a credit report is obtained and use in the employment decision-making process.

Signature: _____ Date: _____



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CIVIL SERVICE BOARD VOUCHER

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

DIRECTIONS:

Two individuals must vouch for the character of the applicant. These individuals must:

- Be personally well-acquainted with the applicant for **at least one year**
- **Not be related** to the applicant
- Be of **good character and standing**

Each voucher below affirms that the undersigned knows the applicant to be of good moral character and of sober and industrious habits. They also affirm that, to their knowledge, the applicant has never been convicted of a criminal act. By signing, each voucher agrees this certificate may be made public and expresses willingness to provide additional information to the Civil Service Board, if requested.

VOUCHER NO. 1

(To be completed by the individual providing the reference.)

I, the undersigned, certify on my honor that:

- I am over 21 years of age.
- My occupation is: _____
- I am personally well-acquainted with the applicant.
- All responses below are in my own handwriting.
- I have carefully read the applicant's responses on their application and believe them to be true to the best of my knowledge.
- I consent to this certificate being made public and am willing to provide additional information to the Civil Service Board if needed.

QUESTION	ANSWER (Y/N)	QUESTION	ANSWER (Y/N)
How long have you known the applicant?		Is the applicant of good reputation and of industrious habits?	
Are you related to the applicant?		Would you yourself trust the applicant with employment requiring undoubted honesty and courage?	
Do you know of any incident in the history of the applicant that might disqualify the applicant for the duties of the position in which he/she seeks employment?		Was the applicant ever in your employ?	
SIGNATURE: _____ DATE: _____	PRINT NAME: _____ PRINT ADDRESS: _____ PHONE NUMBER: _____		



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CIVIL SERVICE BOARD VOUCHER (CONT'D)

VOUCHER NO. 2

(To be completed by the individual providing the reference.)

I, the undersigned, certify on my honor that:

- I am over 21 years of age.
- My occupation is: _____
- I am personally well-acquainted with the applicant.
- All responses below are in my own handwriting.
- I have carefully read the applicant's responses on their application and believe them to be true to the best of my knowledge.
- I consent to this certificate being made public and am willing to provide additional information to the Civil Service Board if needed.

QUESTION	ANSWER (Y/N)	QUESTION	ANSWER (Y/N)
How long have you known the applicant?		Is the applicant of good reputation and of industrious habits?	
Are you related to the applicant?		Would you yourself trust the applicant with employment requiring undoubted honesty and courage?	
Do you know of any incident in the history of the applicant that might disqualify the applicant for the duties of the position in which he/she seeks employment?		Was the applicant ever in your employ?	
SIGNATURE: _____ DATE: _____	PRINT NAME: _____ PRINT ADDRESS: _____ PHONE NUMBER: _____		

THIS OATH MUST BE TAKEN BY THE APPLICANT (at the expense of the applicant) BEFORE A NOTARY PUBLIC, ALDERMAN OR OTHER PERSON COMPETENT TO ADMINISTER OATHS

TO BE COMPLETED BY NOTARY:

State of

County of

Sworn, or affirmed, and subscribed to before me this

..... day of

A.D.

.....
Title of Officer administering Oath

The subscriber, (**APPLICANT** must sign below),

.....

Having personally appeared before me and having been duly sworn or affirmed according to law, deposes and says that the several statements contained in the application are true and correct to the best of his knowledge and belief, and that the statement of the vouchers were made by the persons signing the same.



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APPENDIX 1 – APPLICATION CHECKLIST

Before submitting your application, please ensure that your packet includes **all** the items listed below. **Do not** have documents sent separately to the City of Bethlehem. Incomplete submissions will result in the **dismissal of your application.**

- 1. **Application Fee:** Certified Check or Money Order in the amount of **\$50.00**, made payable to the **City of Bethlehem**. *Personal checks, cash, and credit cards are not accepted.*
Note: Application fee is non-refundable.
- 2. **Valid Driver’s License:** Submit a clear copy of your current, valid, driver’s license.
- 3. **Social Security Card:** Submit a copy of your Social Security card.
- 4. **Official Birth Certificate:** Provide a copy of your official birth certificate issued by the **vital records office** in the state in which you were born. *Hospital-issued certificates are not acceptable.*
- 5. **Naturalization Papers (if applicable):** Required **only** if you are not a natural-born U.S. citizen.
- 6. **High School Diploma or G.E.D. Certificate:** Alternatively, you may submit a **high school transcript** that includes your graduation date.
- 7. **College Diploma (if applicable):** Submit a copy of your diploma for **each degree** received.
- 8. **Military Separation Papers (DD-214):** Required for **all military** service, regardless of whether you are claiming veterans’ preference.
- 9. **Application Cover Sheet:** Review the cover sheet carefully, then **sign, date,** and **print your name** at the bottom.
- 10. **Application Form 1:** Complete all required fields by typing or printing **legibly**. Write “N/A” where questions do not apply.
- 11. **Application Form 2:** Print your name at the top and complete all required fields by typing or printing **legibly**. Write “N/A” where questions do not apply.
- 12. **Application Form 3:** Print your name at the top, complete all required information, and be sure to **sign and date** the form at the bottom.
- 17. **Civil Service Voucher:** This form must be completed by **two individuals** who are:
 - Not related to you
 - Personally well-acquainted with youYou must sign **the bottom right corner** in the presence of a notary.
The **notary** must complete the **bottom left corner**, officially notarizing the form.



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APPENDIX 2 – PHYSICAL AGILITY AND FITNESS EXAMINATION

The Physical Agility and Fitness Examination consists of **four components**: a **swim test**, **ladder climb**, **physical agility test**, and **maze**. This exam is administered over **two days**:

- **Day 1:** Swim Test, Ladder Climb, and Physical Agility Test
- **Day 2:** Maze

This examination is designed to evaluate the **cumulative physical abilities** of each applicant. Failure of any single event results in failure of the entire test, and the applicant will be excluded from further processing.

TEST COMPONENTS

1. Swim Test:

The candidate must swim two lengths (50 yards) of the pool **without stopping** or holding on to any object.

2. Ladder Climb

The candidate must climb an aerial ladder, extended to **60 feet at a 70-degree angle**. The climb must begin from the platform and continue to the tip of the ladder (or designated end point), then return to the platform in **one continuous motion without stopping or hesitation**.

3. Physical Agility Test

The candidate must complete all five of the following tasks within **seven (7) minutes**:

- **Stair Climb:** Carry a high-rise pack (four sections of 1 ¾” hose with nozzle and adapter) to the top of the stairs.
- **Hose Hoist:** At the top of the stairs, place the high-rise pack in the designated area. Using a rope, pull a 50’ section of 2 ½” hose (donut roll) from the ground to the top.
- **Forcible Entry:** Descend the stairs, ensuring contact with **every step**, then proceed to the forcible entry station. Using an 8 lb. shot hammer, drive a steel beam **5 feet horizontally**.
- **Hose Advance:** Walk 140 feet to the next station. Advance a fully charged 1 ¾” hoseline **75 feet**, crack the nozzle open, and place it in the designated area.
- **Victim Rescue:** Drag a 175 lb. mannequin 100 feet, crossing the finish line, which stops the clock.

4. Maze

The candidate must navigate the Fire Department Maze within **15 minutes**.

The maze simulates a confined, dark environment and is composed of narrow hallways, tight spaces, and dead ends. It is designed to test:

- Spatial awareness
- Problem-solving in low-visibility conditions
- The ability to function under stress in a confined environment—conditions similar to those encountered in actual fire or rescue operations.



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APPENDIX 3 – COMPENSATION AND BENEFITS

The current salary and benefits for City of Bethlehem Firefighters are listed below, as provided in the contract agreement between the City of Bethlehem and Local 735 of IAFF (AFL-CIO).

1. COMPENSATION

a. Annual Salary

Firefighters progress through a **six-step pay scale**, starting at Step 1 (Trainee). The **2026 annual base salaries** for each step are as follows:

- **Step 1 (upon hire):** \$60,673.14
- **Step 2 (8 months after graduation from the Fire Academy):** \$62,618.74
- **Step 3 (after 12 months at Step 2):** \$66,170.15
- **Step 4 (after 12 months at Step 3):** \$71,329.75
- **Step 5 (after 12 months at Step 4):** \$78,667.19
- **Step 6 (after 12 months at Step 5):** \$86,714.85

b. Longevity Pay

Employees receive annual longevity payments after completing four years of service, issued on the anniversary of their hire date. The **2026 longevity payment rates** are:

- **4–8 years of service:** \$2,601.45
- **9–12 years of service:** \$3,468.59
- **13–16 years of service:** \$4,335.74
- **17+ years of service:** \$4,900.00

c. Holidays

Employees receive holiday pay for **13 designated holidays**, regardless of whether the holiday is worked. If worked, the holiday is paid at **1.5 times the hourly rate**, in addition to the holiday pay.

Recognized Holidays:

New Year's Day, President's Day, Good Friday, Primary Election Day, Memorial Day, Flag Day, Independence Day, Labor Day, General Election Day, Veterans Day, Thanksgiving Day, and Christmas Day.

d. Education Bonus

Employees with at least **five years of service** who have obtained a college degree are eligible for an annual education incentive:

- **Associate's Degree:** \$400/year
- **Bachelor's Degree:** \$900/year



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APPENDIX 3 – COMPENSATION AND BENEFITS (CONT'D)

2. BENEFITS

a. Paid Leave

Employees accrue paid time off for vacation, sick, and personal leave as outlined below:

i. Vacation Days

Vacation accrual is based on years of service:

- **Less than 1 year:** 0 days
- **2 years of service:** Prorated vacation (up to 16 days based on hire date)
- **10 years of service:** 20 days annually
- **20 years of service:** 25 days annually

ii. Sick Days

Sick time is accrued quarterly, totaling **21 sick days per calendar year**. Unused sick leave may carry over into the following year.

iii. Personal Days

Employees are granted **3 personal days per year**.

b. Health Insurance

Excellent health and dental plans are available for all Firefighters and their eligible dependents.

c. Life Insurance

The City provides **\$30,000 in life insurance coverage** beginning immediately upon employment. Additional coverage may be purchased at the employee's expense.

d. Pension

Firefighters participate in an **independent pension system**, funded by employee and City contributions.

e. Deferred Compensation Plan

Employees may contribute to a **deferred compensation plan** to supplement retirement savings through regular payroll deductions.