

## **FIREFIGHTER APPLICATION INSTRUCTIONS**

1. Read instructions on application and answer all questions. Be sure to include your email address as notification regarding the test will be sent via email.
2. Complete Civil Service Voucher and have notarized. Do not have relatives complete voucher. Persons completing voucher do not have to be present when notarized.
3. Attach all copies requested on application.
  - a. Completed and signed Application for Employment
  - b. Copy of H.S. diploma or G.E.D
  - c. Copy of birth certificate
  - d. Copy of valid driver's license
  - e. Notarized Civil Service Voucher
  - f. DD-214, Member 4 Form if you are a veteran claiming Veteran's Preference.
4. Attach money order for \$50.00 for application fee payable to "City of Bethlehem". Personal checks will not be accepted. This fee is non-refundable, even if your application is not accepted.

Please note: **Incomplete applications (ie: unanswered questions, missing copies of requested information, etc.) will not be accepted.**

**DEADLINE FOR APPLICATIONS IS 4:00 P.M., FRIDAY, APRIL 10, 2015.**

Applicants who are eligible to sit for the written exam will be notified via email with the details regarding the test, which will be given on April 25, 2015.

Mail completed application, civil service voucher, application fee, and required documents listed above or bring in person to:

City of Bethlehem  
Human Resources  
10 E. Church St.  
Bethlehem, PA 18018