



CITY OF BRADFORD  
CIVIL SERVICE COMMISSION

March 21, 2024

Dear Applicant:

The following forms and details are necessary:

- 1.) Instructions for Applicants for Civil Service Examination
- 2.) Directions to Testing Facility
- 3.) Application for Employment
- 4.) Minimum Qualification list
- 5.) Civil Service Commission Rules and Regulations

The Civil Service Commission Rules includes information concerning applications for Police and Firefighters. We are currently considering applications for:

**Firefighter/ EMT/Paramedic**

**\*\*\*INSTRUCTIONS FOR CIVIL SERVICE EXAMINATION: FIREFIGHTER/EMT/PARAMEDIC\*\*\*  
APPOINTMENT WITH THE CITY OF BRADFORD**

**DATE OF TEST: Saturday, May 11, 2024**

**TIME: 8:30 A.M.**

**LOCATION: Greater Bradford Senior Center- 60 Campus Drive, Bradford, PA 16701**

Return the application and \$25.00 to: Human Resources Department, City Hall, 24 Kennedy Street, Bradford, PA 16701, **by 4:30 P.M. on Wednesday, May 1, 2024.**

**1. APPLICATION PACKET:**

- a) Completed application, filled in and signed, with a \$25.00 test fee.
- b) **Three (3) letters of recommendation (required)** with the application. (not to be from family members; preferably, they should be from employers, teachers, etc.)
- c) Three (3) more references with details must be listed on the application. List their current addresses and telephone numbers.
- d) A copy of the following documents:
  - A.) Birth Certificate
  - B.) EMT and/or Paramedic Certification (for FIRE test)
  - C.) High School Diploma
  - D.) Valid Driver's License
  - E.) DD214 (if you served in the military)
  - F.) Current Photo

**2. MEDICAL REQUIREMENTS**

Every applicant **selected for appointment** to any position in the Fire Department shall submit to a physical examination at the expense of the City and shall meet the minimum medical requirements established by the Civil Service Commission. A copy of the medical requirements and personal injury waiver shall be provided to each **selected applicant**.

If you have any questions, please feel free to contact the Human Resource Department at 814-584-3365.

3. **RULES AND REGULATIONS**

A copy of the “Rules and Regulations of the Civil Service Commission” which provides you with the procedures involved in the application, examination and selection of applicants, together with other information which will be helpful to you.

**Directions to the Greater Bradford Senior Activity Center -60 Campus Drive, Bradford, PA 16701**

**Traveling North on Route 219**

Take Elm Street Exit turn Left  
Turn Right on South Davis Street  
Turn Left on Main Street

**Traveling South on Route 219**

Take Foreman Street Exit turn Right  
Turn Left on Davis Street  
Turn Right on Main Street

At the end of Main Street turn right, take the first left turn onto Barbour Street and continue to the first stop sign. (Jan Hamilton Park will be on the corner). Turn left at the stop sign onto Campus Drive. Drive a short distance to the Senior Center which is located on the right side of the road.

***BE PREPARED TO PRESENT YOUR PHOTO ID-DRIVERS  
LICENSE TO THE EXAMINER PRIOR TO THE TEST***

**Testing will last approximately 2 hours.**