



Probationary

FIREFIGHTER Recruitment Packet for the City of Kendallville Part Time

INTRODUCTION

The following information is provided to give the candidate a better understanding of the Probationary Firefighter position and the elements involved in the selection process utilized by the Kendallville Fire Department for new Firefighter's.

POSITION DESCRIPTION

Kendallville Firefighter's perform challenging and rewarding work preventing, combating, and extinguishing fires, as well as providing medical assistance to the community. Along with answering emergency calls, Firefighter's engage in operating and maintaining fire department equipment, apparatus and station quarters. This work involves duties of protection life and property through the performance of firefighting activities through general training and certification procedures. Firefighter's are required to learn and participate in the operation of apparatus and in the performance of hazardous tasks under emergency conditions. Working under conditions involving fire, heat, and smoke in hazardous surroundings may impose mental and physical stress. Although rescue and firefighting work are the most difficult and responsible areas of the job, a significant portion of the time is spent training and pre-planning for the purpose of fire prevention, delivery of public education, performing routine station and equipment maintenance, and performing other municipal duties as needed.

DEPARTMENT FACTS

- Combination Department (career & Volunteer)
- Area Served: 62 square miles
- Population served: nearly 14000 residents
- Operate from 2 stations: 2-rescue/engine, 2-tankers, 2-grass rigs, 1-tower, 1-Haz-Mat, 1-Boat, 1-MCI unit.
- Mutual aid agreement with all surrounding areas
- Respond to approximately 1,000 incidents per year

KENDALLVILLE FIRE HIRING PROCESS

Hiring the right individual for a probationary Firefighter position is of the utmost importance for Kendallville Fire Department. The process from start to finish can be as long as 3 months in length. The City of Kendallville screens all applications for position requirements while treating each applicant equally and fairly without regard to the person's gender, race, religion, national origin, creed, political affiliation or disability. We are an equal opportunity employer with a commitment to affirmative action.

MINIMUM QUALIFICATIONS

- Age 18
- Firefighter I/II
- First Responder or higher

PREFERRED QUALIFICATIONS

- Haz-Mat awareness/Operations-Must obtain within 1 year of hire
- NIMS 100, 200, 700, 800-Must obtain within 1 year of hire
- EMT

APPLICATIONS

Applications for Probationary Firefighter are only accepted when testing dates have been established. This can be accomplished by downloading the application packet at www.kendallvillein.gov/jobs. Actual testing dates will be determined by the department's need to maintain an active eligibility list. Each application is screened for the requirements as published in the position announcement. Qualified candidates will be notified the next phase of the hiring process.

PHYSICAL AGILITY TEST

The candidate will be required to complete a physical agility test that consists of 8 stations. Candidates must wear long pants, shoes or boots (no open toe), helmet with chin strap, gloves and SCBA. A valid driver's license showing the candidates photo is required to enter the testing site on the day of the test. All 8 stations must be completed within 12 minutes. At any time, the candidate refuses to complete any station that will be an automatic fail.

WRITTEN EXAM

The written exam will be a multiple-choice test that is created and validated by a third party. A validated drivers license showing the candidates photo is required to enter the testing site on the day of the written test. A written score of 70% is required to continue to the next phase of the process.

INTERVIEW

Candidates reaching the interview panel have shown the qualifications that are sought after by the department. The candidate will sit in front of an interview panel that will ask questions allowing the candidate to give pertinent information about themselves.

CONDITION OFFER OF EMPLOYEMENT

The Kendallville Fire Department will notify the candidate that successfully completes the above steps and an offer of employment will be made pending pension testing.

PART TIME INFORMATION

- Work schedules 24 hour shift every other Saturday
- Coverage for vacations and/or call offs
- Not to exceed 29 hours weekly
- Pay Range \$11.56 – 17.68 an Hour

Timeline of Hiring Process

- December 6 all applications are due by 3 P.M. Turn in location 234 S. Main St Clerks office
- December 14 Physical Agility Test at Fire Station 1 307 W. Drake Road at 9 A.M.
- December 19 written test at Fire Station 2 304 E. North St. at 6 P.M.
- January 9 Peer Interview (time/location to be determined)
- January 15 City Interview Panel (time/location to be determined)
- January 28 condition offer of employment

After review of the applications, you will be notified by phone if you are accepted to take the written test. All further communications will be handled by email.

All times and dates are subject to change.

Kendallville Fire Department

Application

Name: _____
Last First Middle (Maiden if applicable)

Permanent Address: _____
Street or Rural Route Apt. Number

_____ City State Zip County

Telephone Numbers: (Include area codes)

_____ Home Business Cell

Email Address: (Mandatory...): _____

PSID Number: _____

An Equal Opportunity / Affirmative Action Employer

Application Information

Basic Eligibility Requirements

1. Must be a United States citizen
2. Must be at least 18 years old
3. Must possess a valid driver's license
4. Must have earned a high school diploma or GED
5. Must pass a criminal history / driver history background check
6. Must have Indiana firefighter I/II
7. Must be at least Indiana Emergency Medical Responder
8. Must have Indiana Haz-Mat Awareness/Operations-within 1 year
9. Must have NIMS 100, 200, 700, 800-within 1 year

Instructions

No exceptions will be made for anyone not meeting all requirements.

The application must be typed or printed legibly in ink.

Answer all questions... If the question does not apply to you, state: "none" or "does not apply".

DO NOT enclose your original birth certificate or any other supplemental information.

It is important that you clearly and correctly indicate your mailing address and telephone number(s). **If you have an address or phone number change after submitting this application, mail or telephone notification of the change to the Kendallville Fire Department immediately.**

Incomplete applications will not be considered and will be discarded. Any misrepresentation of facts on this application will disqualify the applicant.

Do not make inquiries regarding the status of the application; you will receive information concerning the application periodically. Complete applications will be kept in file for one year from the date the selection process ends. After that time, they will be considered inactive and will be destroyed.

I. Initial Requirement Data

A. Age: _____ Date of Birth: _____ **(Attach copy of birth certificate)**

II. Education Data (Attach copy of high school diploma, GED or equivalent)

A. List information for high school and all accredited colleges/universities you have attended.

Name and Address of School	Course of Study	Number of Hours or Years Completed	GPA on a 4.0 Scale	Did you Graduate?	List Diploma or Degree
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

III. Firefighter Experience PSID# _____

A. List Certifications

IV. Military History and Status

A. Have you ever served in the military on active duty?

Include initial active duty training with the National Guard and the Reserves.

Yes No **(If yes, attach a copy of your DD214.)**

Military Branch	Dates From / To	Highest Rank Attained and Rank at Separation	Type of Discharge and Re-Enlistment Code
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. Are you eligible to re-enlist? Yes No If no, explain fully on a separate sheet.

C. Are you currently on active duty (full-time)? Yes No

What is your expected end-of-service obligation date? _____

D. List any citations and awards received.

E. Were you ever disciplined (court martial, article 15, captain's mast, etc.) while on duty?

Yes No If yes, explain fully on a separate sheet.

VI. Employment Data

- A. List chronologically (beginning with the most recent employment) **all past and current employment including part-time.** (Use additional sheets if necessary.)

Name of Employer or Business: _____

Title: _____ Duties: _____

Dates of Employment: From: _____ To: _____
Month Year Month Year

Reason for Leaving: _____

Address of Business: _____

City: _____ State & Zip: _____ Phone: _____
(Area Code)

Name of Employer or Business: _____

Title: _____ Duties: _____

Dates of Employment: From: _____ To: _____
Month Year Month Year

Reason for Leaving: _____

Address of Business: _____

City: _____ State & Zip: _____ Phone: _____
(Area Code)

Name of Employer or Business: _____

Title: _____ Duties: _____

Dates of Employment: From: _____ To: _____
Month Year Month Year

Reason for Leaving: _____

Address of Business: _____

City: _____ State & Zip: _____ Phone: _____
(Area Code)

Name of Employer or Business: _____

Title: _____ Duties: _____

Dates of Employment: From: _____ To: _____
Month Year Month Year

Reason for Leaving: _____

Address of Business: _____

City: _____ State & Zip: _____ Phone: _____
(Area Code)

Name of Employer or Business: _____

Title: _____ Duties: _____

Dates of Employment: From: _____ To: _____
Month Year Month Year

Reason for Leaving: _____

Address of Business: _____

City: _____ State & Zip: _____ Phone: _____
(Area Code)

VII. References (Do not list relatives as references.)

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Authorization to Release Information

I, _____, hereby authorize any person, agency, partnership, or corporation having any information concerning my CREDIT RECORD, EDUCATION RECORD, BACKGROUND CHECK, DRIVING RECORD, MEDICAL RECORD, EMPLOYMENT, MILITARY RECORD, or SELECTIVE SERVICE RECORD, to release such information to the Kendallville IN Fire Department. This information is to be used for possible employment with the Kendallville IN Fire Department.

I hereby release such person, agency, partnership, or corporation from any liability, which may be incurred in releasing this information to the Kendallville IN Fire Department, including any liability under Federal Law.

Signature

Date

I Certify:

1. All required items are included with this application
 - A. Birth Certificate (copy only)
 - B. High School, and if applicable, college transcripts (grade reports not accepted)
 - C. Military – DD214 (if applicable), DD217 (if active duty)
 - If active duty, letter of endorsement from military commander
 - Any supporting letters of commendations from military personnel file
 - Copies of specialized training certifications and awards
 - D. Provide a copy of driver's license

I swear and affirm under penalty of perjury all information contained in this application is true and accurate to the best of my knowledge.

Signature: _____

Date: _____

Check application carefully – be certain all items are complete before returning. **This application will be voided if all information is not complete and all required documents are not attached...**

An Equal Opportunity / Affirmative Action Employer

Kendallville Fire Dept. Physical Agility Test

1. Ladder Climb with Hose Pull up- T-17 will be set up at 60 ft of extension and climb to bucket, touching every rung. Using a ladder belt, candidate will lock in and pull up a rolled section of 3" hose to the touching the bottom of the bucket then let it back down without dropping it.
2. Equipment Carry- Pick up and carry small spreaders 50 ft down, around cone, and back.
3. Hose Drag- Drag a dry, 3" hose line 100 ft.
4. Charged Hose Line- Drag an 1 ¾" charged hose line 75ft. Candidate will drop down to one knee and drag/advance 25 additional feet on one knee.
5. Ladder Raise- Set a roof ladder up at proper 70-degree angle. Candidate will then move to a 24' extension ladder to fully raise and lower the ladder it without dropping it.
6. Forcible Entry- The candidate will use a dead blow hammer and begin striking the target with as much force as possible. Continue striking the sled, moving the sled from end to end. Control of the hammer must be maintained at all times
7. Stair Climb- Using stairs on cans make, Candidate will make 3 trips up and down carrying a 100', 1 ¾" high rise pack. Candidate must touch every step going up and down.
8. Dummy Drag- Using a weighted dummy, Candidate will drag the dummy for a total of 50 ft.

Candidates must wear long pants, shoes or boots (no open toe), hard hat, gloves, and SCBA pack.

All 8 stations must be completed within a 12-minute time limit. Candidates shall not run or throw down any tools during the test. At any time the candidate refuses to complete any station this will be an automatic fail.



Kendallville Fire Department

304 E. North St ~ Kendallville, IN 46755

Phone 260-347-5010 ~ Fax 260-347-7035

fire@kendallville-in.org

INFORMED CONSENT: LIABILITY RELEASE FORM

I, (Print) _____, an applicant for employment with the Kendallville Fire Department (hereafter, KFD), do hereby consent to take a physical agility test as part of the application process for employment with the KFD. I understand that the physical agility test is intended to test overall physical ability, including but not limited to strength, endurance, and ability to withstand stress. Further, I understand that there are risks to my physical health and well being inherent in the physical agility test and hereby voluntarily and knowingly agree to accept those risks. I have been instructed to consult my private physician prior to taking the test in order to determine whether I am in proper physical condition to do so. I hereby represent to the KFD and the City of Kendallville (hereafter, the City), that I am in the proper physical condition to take the physical agility test.

For and in consideration of the KFD's agreement to consider my application for employment, I do, for myself, my heirs, person representatives and administrators, remise, release and forever discharge the KFD, the City, their successors, agents and the employees of and from all manner of action and actions, damages, cause or causes of actions, suits, debts, and sums of money, claims and demands whatsoever, in law or equity, which I have now or may have in the future against the KFD or the City by reason of my participation in the physical agility test which is a part of the application process for employment with the KFD.

Date: _____

Applicant Signature: _____

Witness Signature: _____

Motor Vehicle Record Disclosure and Release Form

In connection with my ongoing employment or my application for employment, should I have or secure a position with _____, I understand that a motor vehicle record, which contains public record information, may be requested. I further understand that such report(s) will contain personal information and public record information concerning my driving record from federal, state, and other agencies that maintain such records, as well as independent services that provide driving record information.

I authorize, without reservation, any party or agency contacted to furnish the above-mentioned information to Stewart, Brimmer, Peters & Company, Inc or its agent.

I hereby authorize procurement of my motor vehicle report. If hired, this authorization shall remain on file and shall serve as ongoing authorization for you to procure such reports at any time during my employment. **'s commercial auto insurer and agent will also use this information in conjunction with loss control and safety review efforts.**

Full Legal Name (include middle initial)

Driver's License Number

State of Issuance

Date of Birth

Signature

Date