

# RESERVE FIREFIGHTER

## Hiring Process & Employment Application Packet

### Greencastle Fire Department



*City of Greencastle  
Indiana*



# Greencastle Fire Department

## **FIREFIGHTER**

### ***JOB DESCRIPTION***

The individual performs duties to prevent, combat, and extinguish fires and to respond to other emergencies as required. The individual shall also maintain equipment and person in a state of readiness for any emergency.

#### **Duties Include (but are not limited to):**

- Responds to alarms by reporting to assigned vehicle, riding in or driving assigned vehicle to the scene of the emergency or fire.
- Lifts, carries, drags, lays, and connects hose lines and equipment from hydrants and the vehicle to the scene.
- Raises and climbs ladders of various heights, crawls, walks, and works on roofs using tools for access and ventilation.
- Combats fires by using hand lines and fire extinguishers, and moves into fire area including confined spaces, up and down stairs, and working in limited or no visibility.
- Communicates clearly by voice or by radio with other firefighters, dispatch personnel, or other emergency agency personnel, observations, equipment needs and other relevant information.
- Removes persons from danger.
- Provides emergency medical care to injured persons.
- Removes objects from buildings, places protective coverings over objects, and monitors assigned area for fire recurrence or spread.
- Conducts fire drills, critiques drill participants on emergency procedure, and instructs groups on such procedures.
- Participates in training on firefighting, emergency medical aid, emergency procedures, and related subjects.
- Maintains department equipment and structures such as cleaning and washing walls, floors, restrooms, windows, fire hoses, equipment, and vehicles.
- Maintains self in physical condition to perform the job function and proper personal hygiene.
- Performs any and all duties assigned as required.

## ***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:***

- The member must be able to attain extensive knowledge of fire suppression methods, tactics, equipment, and procedures including rescue and hazardous materials.
- A working knowledge of fire prevention and inspection procedures.
- A working knowledge of emergency medical treatment and ability to apply those procedures safely to others.
- Ability to climb onto and safely ride or drive various emergency vehicles to the scene in all kinds of weather conditions.
- Ability to perform physical labor for extended periods of time in all type of weather conditions and to sustain considerable physical and mental efforts for periods of time when facing personal danger and danger to others.
- Ability to survey the emergency scene and deduce the appropriate remedial action to take even under stress of life and death situations, personal danger, and limited visibility due to fire and/or weather conditions.
- Working knowledge of city streets, township roads and boundaries, fire hydrant locations, and major building configurations.
- Clear knowledge of department and city rules and regulations, and department general orders.
- Required ability to respond to emergencies at any time, day or night, even when on off duty status, as needed.

## ***REQUIREMENTS:***

- Applicants must be at least 21 years of age if applying for full-time employment
- Must be at least 18 years of age if applying for reserve firefighter
- Applicants shall not exceed 36 years of age.
- The applicant must have a high school diploma or its equivalent (GED) at the time of application.
- Full-time Firefighter applicants must reside within a one-county radius of Putnam County, Indiana. Reserve applicants must reside within Putnam County.
- The applicant must be legally able to work in the United States.
- The applicant cannot be appointed if he/she has a felony conviction on their record.
- The applicant must have and maintain adequate transportation as well as have and maintain a valid Indiana Drivers License throughout employment.

## **REQUIREMENTS CON'T:**

- Applicant must be eligible for participation in PERF. (Accepted by local board, pass physical, and be within the age brackets)
- Applicant must be Indiana Licensed Paramedic or Certified EMT and have completed Firefighter I/II certification.
- Applicant must have a valid CPAT (Candidate Physical Ability Test) Card at time of applying.
- Applicant must be willing to participate in the general aptitude test if selected as a candidate. Also, must consent to annual physical exam throughout term of employment.
- Applicants are required to provide or assist and cooperate with obtaining personal history information. Failure to cooperate in attaining this information will be considered cause for disqualification from the hiring process. If information provided is found to be false or misrepresented the applicant will be eliminated from further consideration, or, if employed, it may be grounds for immediate termination.

Every person appointed will subscribe to and take the oath of office in the presence of the Fire Chief or his/her designee. Such oath shall provide that the member will support the Constitution of the United States, the Constitution of the State of Indiana, and that he/she will comply with the rules and regulations governing the Greencastle Fire Department and discharge the duties of his/her position to the best of his/her ability.

## **SALARY AND BENEFIT INFORMATION**

### **SALARY**

Probationary Firefighter Salary Range - \$32,423.04 to \$37,822.98

Firefighter (after 1 year) Salary Range - \$35,499.88 to \$41,546.18

### **PENSION**

All career firefighters will be enrolled in Public Employees Retirement Fund 1977 ACT. All pension contributions are paid fully by the City of Greencastle.

### **WORK SCHEDULE**

Firefighters work one 24-hour shift and are then off for 48 hours.

### **INSURANCE**

Health insurance, dental insurance, and long-term disability insurance are available to all career members.

## **REQUIRED SUPPORTING DOCUMENTS**

**The following list of items are required to be submitted with your application:**

1. A copy (does not have to be certified) of your birth certificate
2. Form DD214 if you have been in the military service (copy)
3. Copies of certificates supporting any fire or medical service related training. Must be recognized by Indiana. You must contact the Indiana Dept of Homeland Security at [www.in.gov/dhs](http://www.in.gov/dhs) to get out of state certifications converted.
4. A copy of your driving record from your state's BMV. (Indiana residents may go to [www.in.gov/bmv](http://www.in.gov/bmv) for a non-certified driving record)
5. Copy of Criminal History from your state's State Police. (Indiana residents may go to [www.in.gov/isp/ich](http://www.in.gov/isp/ich) )
6. A list of current and past employers (including part time and seasonal), going back seven years, and dates you worked for these employers. Include all periods of unemployment.
7. A list of four non-relative personal/business references.
8. A list of all educational activity, including but not limited to: elementary school, high school, vocational, and correspondence.
9. A list of current and past residences and the dates you lived there for the past seven years.

## **NON-DISCRIMINATION POLICY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City of Greencastle will be based on merit, qualifications, and abilities. The City of Greencastle does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (pregnancy, gender identity, and sexual orientation), national origin, age (40 and over), disability, genetic information as referenced in the Genetic Information Nondiscrimination Act (GINA), military service veteran status, or any other characteristic protected by federal, state, and local laws.

## **STATEMENT OF ADA COMPLIANCE**

The Department is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Applicants who may require reasonable accommodations in order to complete any phase of the hiring or testing processes as provided by the Americans with Disabilities Act should direct their inquiries to the Fire Chief at (765)653-3108 no less than seventy-two (72) hours in advance of the need for such reasonable accommodation.

## **CHANGE OF ADDRESS AND OTHER CONTACT INFORMATION**

After filling out the Application for Employment, you must submit any change of information including name, address, or phone numbers in writing to:

Greencastle Fire Department  
107 S. Indiana St.  
Greencastle, IN 46135

## **TEST DESCRIPTION AND SCORING PROCEDURES**

### **WRITTEN EXAM:**

The written exam will demonstrate the applicant's level of knowledge, accuracy, mental reaction and ability to follow directions.

### **CPAT**

***Reserve Firefighter Applicants are exempt from the CPAT, but will still be required to pass the Department's physical ability test.***

The CPAT is a pass/fail physical abilities event and is described in detail below. It is designed to test your ability to perform many of the essential job functions of a firefighter. When you turn in your application, you must provide us a copy of your valid CPAT card from ESEC. Obtaining the CPAT card is your responsibility. It can take eight weeks, so start now. If you do not provide us with a copy of your card with your application, you will be eliminated from the hiring process.

For more information on how to get a CPAT card from ESEC, go to their website at [www.indyfiretraining.org](http://www.indyfiretraining.org) or call 317-988-7703.

### **STRUCTURED ORAL INTERVIEW**

The structured oral interview will be conducted. The questions will focus on the characteristics necessary to serve successfully as a firefighter. You will be interviewed by a board of Officers. Interview score on the structured oral interview will be used in determining your score on the final eligibility list.

### **FINAL ELIGIBILITY LIST**

Applicants who successfully complete the structured oral interview will be ranked on the final eligibility list. The rankings will be calculated based on your written exam score and your oral interview score. The written exam will count for 40% of your entire score, the oral interview will count for 50%, and any additional certifications previously obtained will count for 10% of the final score. Placement on the eligibility list will make you eligible to receive a conditional job offer when the department needs to hire (pending the successful passing of medical exams and background checks).



## ***APPLICANTS INSTRUCTION SHEET***

### **Read each item very carefully**

The application **MUST** be completed by the **APPLICANT**, either typed or clearly printed **IN INK** in the applicant's own printing on the designated forms.

On the application list all previous addresses; house number, street, city, and state for the past seven years (use additional paper if necessary and attach to the application).

List all former employers; their exact location, current telephone numbers, and the **COMPLETE** name of the company for the past seven years (use additional paper if necessary and attach to application).

Applicants **MUST** furnish four (4) personal references **OTHER THAN RELATIVES**.

Attach any supplements as necessary. All information will be regarded as confidential. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

**Do not forget to submit the required supporting documents with your application. (Refer to list above)**

**DO NOT MISSTATE OR OMIT INFORMATION IN THIS APPLICATION. SINCE THE INFORMATION GIVEN HEREIN IS SUBJECT TO VERIFICATION; MISSTATEMENT OR OMISSION OF INFORMATION MAY DISQUALIFY THE APPLICATION.**

**PLEASE BE SURE TO READ THE APPLICATION AND INFORMATION AREAS VERY CAREFULLY. FAILURE TO FOLLOW DIRECTIONS OR LEAVING BLANKS WILL RESULT IN THE APPLICATION BEING REJECTED.**

Questions can be directed to Fire Chief John Burgess by calling (765) 653-3108

# City of Greencastle

## Fire Department

<b>APPLICATION FOR EMPLOYMENT</b>
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ALL APPLICANTS ARE EVALUATED WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF A NON-JOB RELATED DISABILITY OR ANY OTHER LEGALLY PROTECTED STATUS.

**Section #1: Personal Data**

Last Name	First Name	MI
Social Security Number	Maiden Name	
Mailing Address		
City	State	Zip
Permanent Address		
City	State	Zip
Home Phone Number	Alternate Phone Number	
Email Address (optional)		
Date of Birth (optional)	Sex (optional):	
	Male	Female

\*If you have a change of address of telephone number after the application is submitted, you MUST contact the Fire Department by mail at 107 S. Indiana St., Greencastle, IN 46135 or by email at [bnewgent@cityofgreencastle.com](mailto:bnewgent@cityofgreencastle.com) with your name and the new information. Failure to notify could result in self-elimination from the hiring process.

Are you a U.S. citizen or are you otherwise authorized to work in the U.S. without any restriction?      YES      NO

Have you ever been involuntarily terminated or asked to resign from any position of employment?      YES      NO

If yes, please describe circumstances: \_\_\_\_\_

\_\_\_\_\_

If selected for employment, are you willing to submit to a pre-employment drug screening test?      YES      NO

## Section #2: Residential History

List all previous residences within the past seven years beginning with your present address and moving backward. If additional space is required, attach a separate piece of paper to the back of the application.

Dates From/To	Address		
City	State	Zip	
Dates From/To	Address		
City	State	Zip	
Dates From/To	Address		
City	State	Zip	
Dates From/To	Address		
City	State	Zip	

## Section #3: Criminal History

Have you ever been convicted of a felony?                      YES      NO

If yes, where/when \_\_\_\_\_

What was the nature of the conviction? \_\_\_\_\_

Have you ever been denied a Bond?                                      YES      NO

**Section #4: References (Please list four (4) Non-relatives)**

Name		Contact Number 1	
Address		Contact Number 2	
City	State	Zip	
Name		Contact Number 1	
Address		Contact Number 2	
City	State	Zip	
Name		Contact Number 1	
Address		Contact Number 2	
City	State	Zip	
Name		Contact Number 1	
Address		Contact Number 2	
City	State	Zip	

**Section #5: Employment**

Position Applied For:		
Position you are most interested in:	<b>CAREER</b>	<b>VOLUNTEER</b>
Expected Salary	\$	Per
		Date available to work

Have you previously made application to or been employed by the City of Greencastle? YES NO  
 If yes, when? \_\_\_\_\_ What Department? \_\_\_\_\_

Are you directly related to anyone employed by the City of Greencastle? YES NO  
 If yes, whom? \_\_\_\_\_ What Department? \_\_\_\_\_  
 Nature of Relationship \_\_\_\_\_

## Section #5: Employment Continued

Starting with your present or most recent employer, list employment history, including part-time, temporary, and seasonal work, and all periods of unemployment for the past seven years (exclude military service). If more space is needed, attach an additional sheet of paper at the back of this application.

From	To	Name of Company	Contact Person
Address			Phone
City		State	Zip
Reason For Leaving		Position Held	
From	To	Name of Company	Contact Person
Address			Phone
City		State	Zip
Reason For Leaving		Position Held	
From	To	Name of Company	Contact Person
Address			Phone
City		State	Zip
Reason For Leaving		Position Held	
From	To	Name of Company	Contact Person
Address			Phone
City		State	Zip
Reason For Leaving		Position Held	

May we contact your present employer before job offer?

YES NO

**Section #6: Driving Supplement Form**

Name		Driver's License Number	
Address	City	State	
License Expiration Date	License Type	Type of Vehicle Operated	

List below any accidents you have been involved in over the last three years:

Date	Location	Description	Citation?

List below any traffic violations you have received during the last three years:

Date	Location	Charge

Has your license ever been suspended/revoked?    YES    NO

If yes, please describe reason: \_\_\_\_\_

I understand and certify that the above information is true to the best of my knowledge, and that my motor vehicle driving record will be verified.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Section #7: Education**

Please list all educational activity. Attach an unofficial copy of transcript from last institution attended and copy of high school diploma or GED certificate. Information contained in this section will be used only to the extent that it is relevant to the position for which you are applying.

School	Name	Years Attended
Elementary		
Address	Major	Degree
City	State	Zip
School	Name	Years Attended
High School		
Address	Major	Degree
City	State	Zip
School	Name	Years Attended
College		
Address	Major	Degree
City	State	Zip
School	Name	Years Attended
Trade, Business, or Other		
Address	Major	Degree
City	State	Zip

Please list below any other special skill applicable to this application:

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**Section #8: Military Service (if no military service, skip to section #9)**

Branch of Service			
Current Status	Type of Discharge		
Skills Applicable to this Application			

While in the military, were you ever convicted of any offense by a deck court, summary, special or general court martial? YES      NO

If yes, please describe dates and the circumstances of the conviction: \_\_\_\_\_

We support the U.S. Reserves and National Guards. Are you a member of either of the organizations YES      NO

If yes, which organization, unit and location? \_\_\_\_\_

No application for employment will necessarily be rejected because of a less than honorable discharge. However, it may be considered in connection with other information. If applicant has received a less than honorable discharge, attach a detailed sheet explaining the reasons. Failure to provide this information may be grounds for rejection.

**Section #9: Miscellaneous - PLEASE READ & SIGN**

I am willing to work any shifts assigned to me and change shifts whenever deemed necessary by my department head for the efficient operation of the organization.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

City of Greencastle is an equal opportunity employer. Federal, State, and Local laws in employment prohibit discrimination because of sex, race, color, gender, religion, creed, national origin, age, marital/veteran status, or the presence of non-job related disability.

I understand and agree that:

1. Any misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from employment.
2. I authorize the City of Greencastle to verify any data given in this application or during the preselection process, including authorization to contact former employers. I, also, authorize the giving and receiving of any information necessary to accomplish such verification. I hereby release from liability any person giving such information to the City of Greencastle.

I certify that the information contained in this application is correct and complete to the best of my knowledge. I agree to inform the department of any additional information relating to any question raised on the application, which occurs subsequent to my completion of the application. Final employment is contingent upon satisfactory completion of all pre-employment procedures, and any applicable statutory provisions.

**I acknowledge that I have read the above statement and fully understand it.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant