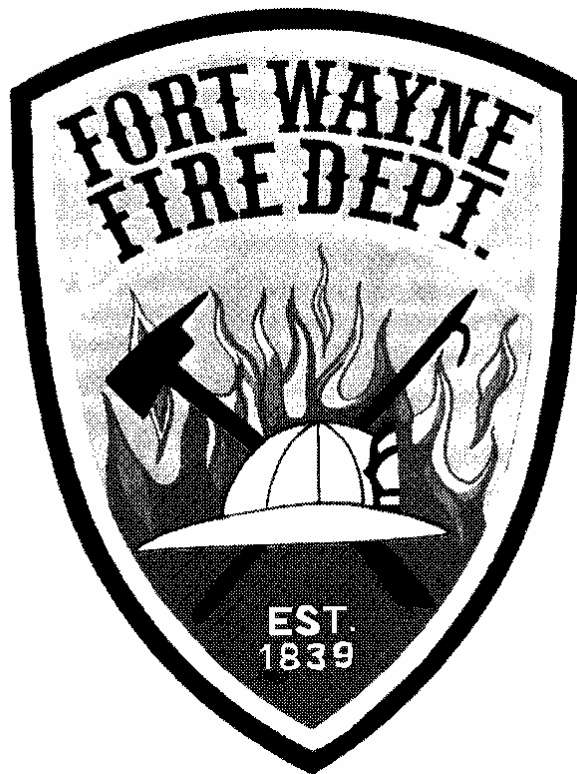


# **FIREFIGHTER RECRUIT APPLICATION HANDBOOK**



**PREPARED BY**

THE CITY OF FORT WAYNE  
FIRE DEPARTMENT

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## Dear Firefighter Recruit Applicant:

This pamphlet was developed for Firefighter Recruit applicants by the City of Fort Wayne Fire Department. It explains what the job involves and how to prepare for the examinations and the job interview. Adequate preparation and familiarization with the various parts of the examination process will improve your chances of being successful.

If you are serious about an interesting and self-fulfilling career as a professional Firefighter, you are urged to prepare as thoroughly as possible for the written test, the physical ability test and the job interview.

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Fort Wayne is committed to the goals of Equal Opportunity and Affirmative Action in all aspects of employment. Our Affirmative Action Program involves specific result-oriented procedures. These procedures, along with our good faith efforts, help to insure equal employment opportunity. Therefore, it is the official policy of the City of Fort Wayne:

- \* Recruit, hire, train, and promote qualified persons for all job classifications without regard to race, color, gender, religion, national origin, age, disability, veteran's status, or sexual orientation;
- \* Base decisions on employment to further the principle of Equal Employment Opportunity;
- \* Insure that promotion decisions are in accord with principles of Equal Employment by imposing only job-related requirements for promotional opportunities;
- \* Insure that all other personnel action such as: compensation, benefits, transfers, layoffs, return from layoff, training, education, tuition, social and recreational programs will be administered without regard to race, color, gender, religion, national origin, age, disability, veteran's status, or sexual orientation.

Responsibility for this policy has been assigned to the City's EEO/AA Administrator. Any employee who believes they have received treatment inconsistent with the policies set forth above or has any suggestions for better implementing this policy should contact the Metropolitan Human Relations Commission at 427-1146.

All personnel actions will be analyzed by the EEO/AA Administrator to ensure compliance is being adhered to. Division and department managers are expected to cooperate fully in meeting our EEO/AA objectives.

## **What Is the Job of Firefighter Really Like?**

Firefighting is an extremely difficult and demanding profession, both physically and mentally. The job requires each member to be able to do a variety of duties. This can range from fighting fires in structures with temperatures approaching 1000 degrees F. or more, being able to remove severely injured people from auto accidents, treating people who have been shot or stabbed, to delivering babies. The conditions that you will work under vary greatly and often are under the worst conditions imaginable. The one characteristic that is most associated with a successful Firefighter is the willingness to help others, regardless of the time of day or the assistance needed.

The physical and mental demands of firefighting are sometimes underestimated. Demanding physical standards are absolutely necessary because firefighting requires high levels of physical fitness and mental alertness.

At present, Firefighters must also be good students to stay up with the technologies and changes in Fire Prevention, suppression, hazardous materials, rescue and medical procedures. This involves many subjects, such as Public Education, Arson Investigation, Emergency Medical and Transportation Procedures. In addition, Firefighters are becoming more involved with the handling and disposal of hazardous materials. Therefore, high levels of physical and mental fitness are essential for Firefighters to meet the demands of the job.

## **How Can I Become a Firefighter Recruit?**

First, pick up an application from the City of Fort Wayne Human Resources Department in the City/County Building or from the Fort Wayne Fire Department Administrative Office at 307 East Murray Street. Those individuals that meet the established qualifications begin by taking a written test. Applicants who pass the written test will be invited to take a physical ability test. Applicants who pass the physical ability test in addition to the acrophobia and claustrophobia test will be invited to participate in the Fire Department interview. The remaining process includes a background investigation, thorough medical and psychological examination, a Board of Safety interview, and acceptance by local and state pension boards.

# What Are the Qualifications and Special Requirements?

- High school diploma or equivalent;
- 21 to 35 years of age; must be sworn in prior to your 36<sup>th</sup> birthday
- Uncorrected vision standard; binocular vision no worse than 20/100 (with exception for long term successful users of soft contact lens);
- Corrected vision standard: binocular vision no worse than 20/30; worst eye vision no worse than 20/50;
- Color vision standard: ability to identify red, green, and yellow;
- Peripheral vision standard: uncorrected field of vision no worse than 140 degrees in the horizontal meridian in each eye;
- Applicant must be physically capable of:
  - Bend and stretch in order to accomplish tasks of pushing, pulling, grasping and carrying of objects having a weight of 50 pounds or more;
  - Donning and wearing approximately fifty pounds of protective clothing and self contained breathing apparatus;
  - Engages in crawling, walking, climbing, prying, chopping, and carrying scenarios;
  - Occasionally dragging weights up to 175 pounds
  - Firefighters must be able to climb ladder varying in length from 14' to 110';
  - Withstand periods of overheating and chilling often times in wet clothing;
- Applicant must be mentally capable of:
  - Demonstrating knowledge of elementary physics, chemistry, mechanics, math, and reading comprehension;
  - Functioning as a part of a team at all times;
- The applicant must be able to speak clearly and be understood;
- Maintain a valid Indiana Drivers License;
- No felony convictions

## How Do You Apply For Recruit Firefighter?

Applications are available during the acceptance period established by the City of Fort Wayne at the City Human Resources Office on the third floor of the City-County Building at One Main Street, Fort Wayne, Indiana, or at the Fire Department Administrative Office at 307 East Murray Street, Fort Wayne, Indiana. A fee of \$10.00 will be collected for a Test Preparation Manual (TPM) when the completed application is returned. The TPM contains 98 pages of fire-related material. The written test questions are constructed from the material in the TPM.

Requests for notice of application are accepted by mail at the Fort Wayne Fire Department, 307 East Murray Street, Fort Wayne, Indiana 46803 year round.

## What Type of Test Do You Have To Take?

1. Written Exam: A \$13.00 examination fee.
2. Physical Ability Test: This test is designed to test endurance and the ability to perform basic strenuous tasks that professional firefighters must perform. The CPAT is a pass/fail test based on a validated maximum total time of 10 minutes and 20 seconds. The CPAT consists of eight events that simulate actual job duties on the fireground. The 8 events are the Stair Climb, the Hose Drag, the Equipment Carry, the Ladder Raise and Extension, Forcible Entry, the Search, the Rescue, and the Ceiling Breach and Pull.

Candidates wear a 50-pound vest to simulate the weight of fire fighter PPE and SCBA during the entire testing process.

3. Acrophobia / Claustrophobia Test: Candidates are required to climb to the top of an aerial ladder extended to 75 feet above the ground at a 70 degree angle. They must also demonstrate the ability to function effectively in a potentially claustrophobic atmosphere.

## What Happens After Each Exam?

All applicants are notified of their written test pass/fail status as established by the testing agent. Those who have a “pass” score are invited to take the physical ability test, contingent upon passing a background investigation. An orientation and walk through will be scheduled so applicants can go through the physical ability test (CPAT) before their scheduled test date. The physical ability test consists of the 8 task timed test (CPAT). Following the successful completion of CPAT the candidate will be required to complete an aerial climb and claustrophobia test.

At the completion of the physical ability test, applicants will be advised of their physical abilities time and their pass/fail status.

## Hiring Process

After the completion the CPAT, aerial climb, and claustrophobia test, successful applicants will be scheduled for a Fire Department interview. The Fire Department Interview is a scored interview with a minimum score of 70% needed to successfully complete the interview. Applicants will be ranked in order, highest to lowest.

The Fire Department will determine the number of applicants to be offered a conditional offer of employment. This is contingent upon passing the psychological and medical exam required by the Police and Firefighters Pension Fund of the State of Indiana. Applicants are required to pay for 50% of their medical examination. This fee will be taken out of the first 2 paychecks and ranges from \$250 to \$300. Those applicants passing the medical and psychological exams are presented to the local and state pension boards for a review of medical information. If the applicant meets established medical and psychological standards they will be accepted by the local and state pension boards. By interview, the Board of Safety will determine which applicants will attend the Fort Wayne Fire Department Training Academy.

**Any applicant that is late or can not make any of the scheduled appointments will be eliminated from the process. The Fire Department cannot reschedule appointments.**

## The Physical Ability Test (CPAT)

A separate guide/booklet has been given to you to properly prepare you and explain the 8 events of the CPAT.

# Acrophobia / Claustrophobia Test

## 1. AERIAL CLIMB

Requirement: Climb to the top of an aerial ladder extended to 75 feet above the ground at a 70 degree angle.

Procedure: There is a 4 minute time limit on the aerial climb. If the applicant maintains continuous motion, there is adequate time to safely complete the event. The applicant will climb to the top of an aerial ladder extended 75 feet above the ground at a 70 degree angle. The applicant will be tethered to a belay line and upon instruction will ascend the ladder without stopping. Once at the top of the ladder, both hands are to be placed on the top rung. The applicant will remain at the top of the ladder for 10 seconds and upon instruction from the test monitor, the applicant will descend the ladder without stopping. Failure to complete in allotted time will result in test failure. Failure of test will result in elimination from hiring process. The State of Indiana requires this test. (See #1 Appendix)

## 2. CLAUSTROPHOBIA TEST

Requirement: Demonstrate the ability to function effectively in a potentially claustrophobic atmosphere.

Procedure: Upon successful completion of the aerial climb, the applicant will be assisted in donning a self-contained breathing apparatus backpack and face-piece with respirator cartridges attached. The applicant will be lead by the test monitor into the tower and placed in a square on the floor in the middle of the first floor of the tower. The applicant will be placed on the hands and knees in the square for one minute. Upon instruction from the test monitor, the applicant while crawling on hands and knees must locate and exit from the tower. Standing or leaving the box before instructed to do so will result in test failure. Failure of test will result in elimination from hiring process. The State of Indiana requires this test. (See #2 Appendix)

## How to Prepare for the Job Interview

Many applicants often overlook this step and, in reality, is the first thing you should do in preparation for the Firefighter Recruit test. You should find out as much as you possibly can about the Fort Wayne Fire Department and the job of a firefighter. The best way to obtain this information is to visit your local fire station during normal working hours (8:00 A.M. to 5:00 P.M.). The Fire Department encourages everyone to spend some time talking to Firefighters, because they know and are willing to explain what the job is about. Ask them questions about the training at the Fire Academy, what their duties are, how they perform them and how working 24-hour shifts affect their lives. In short, ask any questions that will help you understand what being a Firefighter is really like.

In addition, ask the Captain on duty questions regarding what the department expects from its Firefighters, the Fire Department organizational structure, wages, different assignments, etc. You will need this information in order to convince the interview panel that you have the ability and a real interest in a career as a Firefighter with the Fort Wayne Fire Department.

This might seem like a lot of work just so you can become a Firefighter. However, this is a career opportunity that offers promotions, a competitive salary, a great deal of job satisfaction, and security. You don't have to take our word for it; just ask any Fort Wayne Firefighter.

# Appendix

## #1 Aerial Climb Failure Criteria:

- 1) Exceeds 4 minute time limit to complete the task.
- 2) Stopping during the ascent or descent.

## #2 Claustrophobia Test Failure Criteria:

- 1) Removal of SCBA face-piece.
- 2) Standing during the exit process.
- 3) Any panic-like behavior observed by the test monitor such as failure to follow the instructions of the test monitor, verbal expression of concern or fear by the applicant, or excessively quick non-productive movements by the applicant.