



## ANDERSON TOWNSHIP FIRE & RESCUE DEPARTMENT

### FIREFIGHTER RECRUIT TEST 2022 FREQUENTLY ASKED QUESTIONS

## THE APPLICATION PROCESS

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### 1. How do I apply for a position with the Anderson Township Fire & Rescue Department?

Applicants must first submit a completed Application for Employment by **4:00 pm on February 1, 2023**, to:

Anderson Center  
Attn: Lisa Farrar  
7850 Five Mile Rd.  
Cincinnati, OH 45230

Hard copy application requests can be directed to Lisa Farrar on or after Monday January 9, 2023, at 513-688-8400 or [lfarrar@andersontownshipoh.gov](mailto:lfarrar@andersontownshipoh.gov) or print from website.

### 2. Do I need to submit any other documents?

Yes. It is preferred that copies of the following items be submitted at the same time as the Application for Employment. **However, candidates may submit these documents as late as thirty minutes before the start time of their EMS testing. Candidates who fail to provide the following four listed documents at least thirty minutes before their scheduled written test will be removed from the process:**

- a. Valid driver's license
- b. Ohio Attorney General background report (see enclosed information) or receipt.
- c. Social security card, birth certificate or passport
- d. All specialty training certifications, cards, etc. which the applicant believes result in his/her being a greater asset to the department (e.g., PALS, PEPP, BTLS, Fire Inspector, EMS/Fire Instructor, etc.)

If the following items have not yet been obtained by the written test date the applicant may continue in the hiring process so long as they are currently (at the time of testing) enrolled or registered in a program to earn the necessary required certifications where a final completion date is known. These certifications will be required to be possessed by the applicant prior to hire date.

- a. State of Ohio Level II, 240 hrs. or 1C fire certification and/or card(s)
- b. Ohio EMS paramedic with ACLS and BLS or EMT certification with BLS certification
- c. Current Candidate Physical Ability Test or Firefighter Mile

3. What if I am currently enrolled in a program to receive certification but have not yet completed the program, is that enough to apply?

Yes, a candidate must show proof of being currently enrolled and if there is a known completion date of the program, and the required certifications must be possessed by the applicant prior to any offer of employment.

## **THE TESTING PROCESS**

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### Application and Test Dates:

Candidates who have submitted their Employment Application by **4:00 pm on February 1, 2023**, will be contacted to schedule a day/time to take the EMS Practical Skills Assessment and written exam.

Candidates will be scheduled for **ONE** of the following days/times and locations:

- a. Monday, February 6, 2023  
9:00 am -- EMS Practical Skills Assessment and written exam  
Anderson Center  
7850 Five Mile Road  
Cincinnati, OH 45230  
**OR**
- b. Tuesday, February 7, 2023  
9:00 am -- EMS Practical Skills Assessment and written exam  
Anderson Center  
7850 Five Mile Road  
Cincinnati, OH 45230  
**OR**
- c. Wednesday, February 8, 2023  
9:00 am -- EMS Practical Skills Assessment and written exam  
Anderson Center  
7850 Five Mile Road  
Cincinnati, OH 45230

There will be NO make-up test dates, regardless of weather or other conflicting events. Should the Fire Department be unable to conduct the testing on the above-listed dates/times, for circumstances beyond our control, the Fire Department will contact each participant with new testing dates/times. To the extent possible, Fire Department personnel will initiate contact with each applicant, according to when their Employment Application was received. Therefore, candidates who submit their applications first will have their choice of a testing date.

Candidates should arrive at their assigned testing location at least twenty minutes before their test start time. Candidates who have not already submitted ALL the required documentation should arrive at least thirty minutes before their test start time, to allow for a review of their material.

1. Written Exam and The Practical Skills Assessment:  
The assessment will include a written exam.  
EMTs will cover emergency medical service, trauma and medical emergencies.  
Medics will cover emergency medical service, trauma, medical emergencies and will also have an advance care life support assessment.
2. The Interview(s):  
Applicants who perform successfully on the oral interview and practical skills assessment will be invited back for a second face-to-face interview, consisting of Anderson Township staff members. After the interviews, the committee will decide which candidate(s) to recommend to the Chief of the Department, for further consideration. The Chief may elect to conduct an additional interview.
3. Eligibility List  
An eligibility list may be created by the department and will remain active until a date certain to be determined by the Department administration.

## **EMPLOYMENT**

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1. The Employment Offer:  
The Chief of the Department will review the interview committee's recommendation(s) and in conjunction with his own assessment of the candidate's application material, testing process results and interview(s), will decide which candidate he believes will be the best "fit" for this fire & rescue department. The employment offer will be conditional upon the applicant passing a physical examination as well as a psychological examination, both of which will be performed by individuals selected by the Department. All costs associated with the physical and psychological examinations will be covered by the Department.
2. Lateral Entry per Collective Bargaining Agreement  
30.1b -- If, in response to an opening in the firefighter ranks, a candidate is accepted who can demonstrate significant training and experience over and beyond the minimum requirements and those of his/her fellow applicants, the Chief shall have the discretion to start said new firefighter at any of the firefighter ranks below firefighter 5. However, such a commitment to a new firefighter will be contingent upon him successfully competing recruit class training at Firefighter 1 pay. Any such entry above Firefighter 1 shall have no impact on time in rank or departmental seniority.
3. Work Schedule:  
The working schedules of all department employees are governed by departmental rules, policies and the Anderson Township Fire and Rescue Collective Bargaining Agreement. Typically, a new hire/recruit is assigned to a short assimilation period which may be either a forty-hour week or the regular 24 hours on, 48 hours off schedule. If the recruit is initially assigned to a forty-hour work week, s/he will be re-assigned to a regular 24/48 schedule after the assimilation period.