



**ANDERSON TOWNSHIP
FIRE & RESCUE DEPARTMENT**

**FIREFIGHTER RECRUIT CLASS 2016
FREQUENTLY ASKED QUESTIONS**

THE APPLICATION PROCESS

November 16, 2015

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 **4:30 pm on December 11, 2015** to:

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

Requests for a hard copy application will be taken until 4:30 pm on Tuesday, December 8, 2015. Requests can be directed to Lisa Farrar, 513-688-8400 or lfarrar@andersontownship.org

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 their scheduled time for the written test. Candidates who fail to provide ALL of the listed documents, no later than thirty minutes before their scheduled written test will be removed from the process.

- a. Valid driver's license
- b. State of Ohio Level II, 240 hrs. or 1C fire certification and/or card(s)
- c. Ohio EMS paramedic certification and card(s)
- d. Current Candidate Physical Ability Test (CPAT, see enclosed information)
<http://www.mvfea.com/calendar/calendar-admin/month>
- e. Current ACLS card(s)
- f. Ohio Attorney General background report (see enclosed information)
- g. Social security card, birth certificate or passport
- h. 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.)

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?

No. All applicants must hold completed, current certifications in order to participate in the application process.

THE TESTING PROCESS

1. The Written Test:

Candidates who have submitted their Employment Application by **4:30 pm on December 11, 2015** will be contacted to schedule a day/time to take the written exam portion of the testing process. Candidates will be scheduled for **ONE** of the following days/times and locations:

- a. Wednesday, December 16, 2015
6:00 pm to 10:00 pm
Anderson Center
7850 Five Mile Road
Cincinnati, OH 45230

OR

- b. Thursday, December 17, 2015
9:00 am to 1:00 pm
Anderson Center
7850 Five Mile Rd.
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.

The written test will focus on firefighting and emergency medical service skills. Candidates should arrive at their assigned testing location at least twenty minutes before their test start time. Candidates who have not already submitted ALL of the required documentation should arrive at least thirty minutes before their test start time, to allow for a review of their material.

2. The Practical Skills Assessment:

Applicants who score above the minimum, required written test score will be asked to participate in a practical skill assessment. This assessment will cover emergency medical service skills, including advanced care life support, trauma and medical emergencies. Also, this assessment will test each candidate's ability to interact with the public, including a possible resident complaint.

3. The Interview(s):

Applicants who perform successfully on the practical skills assessment will be invited back for a face-to-face interview with an interview committee, 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 second interviews.

EMPLOYMENT

1. The Employment Offer:

The Chief of the Department will review the interview committees 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. 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.