



City of SANDUSKY CIVIL SERVICE COMMISSION
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT
FIREFIGHTER APPLICANT PACKET

The City of Sandusky is offering full testing services for the position of Firefighter through National Testing Network, Inc. (NTN). **The testing period is February 20, 2017, through April 8, 2017. YOU MUST FILL OUT A CITY OF SANDUSKY APPLICATION AS WELL AS A NATIONAL TESTING NETWORK APPLICATION TO BE ELIGIBLE.** To fill out an application and schedule a written test, go to: www.nationaltestingnetwork.com, select Firefighter and sign up for the Sandusky Fire Department. You must register prior to reporting to the testing facility. The closest testing locations to Sandusky Ohio are:

Owens Community College
1724 Indian Wood Circle
Maumee, OH 43537
567-661-7357

EHOVE Career Center
316 Mason Road West
F Bldg. Room 906
Milan, OH 44846
419-499-4663

What to expect at the National Testing Network, Inc. website:

- Completion of the NTN application process.
- Review all information related to the Sandusky Fire Department firefighter position, applicant process, minimum requirements, and all pertinent documents that need to be completed and submitted.
- Opportunity to take online practice tests at www.fireteamtest.com
- Schedule your own convenient test time. Tests are offered multiple times a week at testing sites throughout the United States including Owens Community College for northwest Ohio applicants.
- Take high quality job simulation tests in a standardized, fair testing environment.
- Upon completion of the entry level exam, all candidate scores are automatically forwarded to the City of Sandusky Fire Department and City of Sandusky Civil Service Commission. Candidates who attain a passing score (70%) on each component of the entry level exam will be placed on the department's preliminary eligibility list.

The City of Sandusky Civil Service Commission will contact candidates on the list and will invite them to continue to participate in other stages of the department selection process including physical fitness.

The National Testing Network is a service provided to conduct entry level testing in a standardized, professional environment. The cost of the test is \$50, to be paid by the applicant. Should you want to send your results to multiple participating cities or agencies, you would pay an additional \$9.50 fee for each. The written exam is approximately two and a half hours in length. All applicants must identify themselves with a state issued driver's license or military ID with a photograph of the applicant. Cell phones are prohibited.

National Testing Network does not replace the City of Sandusky Fire Department's responsibility and decision making in the testing process. All candidate results are provided to the Sandusky Fire Department and City of Sandusky Civil Service Commission where the final decisions are made.

The City of Sandusky must receive your completed application form, and evidence to add preference points no later than April 8, 2017. The packet may be forwarded using one of the following methods:

- Mail to: City of Sandusky, Civil Service Commission, Debbie Leslie, 222 Meigs Street, Sandusky, Ohio 44870
- Deliver the completed and signed documents in person to City of Sandusky Municipal Building, same address as above.

Applicant for Entry-Level Firefighter Position:

The application process for the entry-level Firefighter position consists of the following steps:

- 1) The applicant must meet all minimum requirements for the position as shown under Job Requirements.
- 2) By April 8, 2017, the applicant must complete and submit the formal City of Sandusky application for employment (at the end of this packet), along with the attached:
 - If applicable, copy of DD-214 for Veteran's preference points.
 - Copy of Firefighter I & II certification in the State of Ohio.
 - Copy of Ohio EMT-Paramedic certification.

- 3) After reviewing the results of the written examination provided by the National Testing Network, the Civil Service Commission will then compile eligible applicant names into a preliminary eligibility list.
- 4) Candidates achieving the minimum passing score will be scheduled for physical fitness testing.
- 5) The top ranked candidates may be scheduled for an extensive background and credit check, drug screen testing, and psychological assessment.
- 6) The preliminary eligibility list will be in effect for a period of one year.

TO BE CONSIDERED, CANDIDATES ARE REQUIRED TO FILE ALL REQUIRED DOCUMENTS NO LATER THAN *April 8, 2017* WITH THE CITY OF SANDUSKY CIVIL SERVICE COMMISSION. CANDIDATES WHO HAVE NOT MET THIS DEADLINE WILL NOT RECEIVE CONSIDERATION FOR EMPLOYMENT.

Sandusky Fire Department Firefighter Physical Agility Test

Description and Justification

Fire fighting is an occupation that presents physical challenges on a repeated basis, often with little or no warning. As such, it can be extremely physical requiring endurance, strength, coordination and agility. The tasks listed below are designed to measure each candidate's physical ability in these four areas.

The tasks are all actual work samples (realistic physical tasks that might be performed in fire fighting or other emergency situations).

Candidates will wear Fire Fighter turnout gear (provided by SFD) and SCBA backpack (without mask) during the test.

Tasks are sequentially coordinated and timed as the test course is being negotiated. The candidate must complete the timed test within the time allotted in appendix A (attached), to pass. Candidates may momentarily pause while on the course, if needed. However, the clock continues to run and the time allotted can not be exceeded.

In order to proceed, it is necessary that all tasks be passed (completed), in order to move to the next task. Failing to perform any one task will disqualify the candidate from the physical fitness test. In order to move to the next phase of the hiring process, the candidate must pass the physical agility test.

The tasks to be performed are listed in order with a brief description and justification.

Note: No running is permitted between task station. (5 sec. Penalty)

Task #1

Stair Climb with High Rise Pack:

Candidates will carry a high-rise pack (2 – 50 ft. sections of 1 ½" hose weighing approx. 38 lbs.) from the first floor to the second floor, back down to first and up to the second. Deposit hose load in a square marked on the second floor. Multiple steps may be taken while ascending. Every stair must be touched coming down, and handrail must be used. At top floor task #2 begins.

Justification:

Fire Fighters are required to climb stairs with hose while performing fire fighting operations and other rescue work above ground level. This task is designed to demonstrate the candidate's endurance, strength, coordination, and agility by climbing with a load without being overcome by exhaustion.

Task #2

Hose Hoist:

From the top of the hose tower, using a hand over hand motion the candidate will pull a rope to hoist a roll of 2 ½" hose (approx. 45 lbs.). The task is complete when the roll of hose clears the rail and is dropped in the square marked on the floor. Proceed down the stairs, touching each one, while using the handrail. A penalty will be assessed for skipping steps coming down. (5 sec. Per infraction).

Justification:

Fire Fighters are required to lift tools and equipment by hand or rope at emergency scenes. This task is designed to determine if the candidate possesses sufficient upper body strength, endurance, and coordination to raise ladders, and lift or pull fire equipment, ropes and other tools.

Task #3

Forcible Entry:

Using a 9 lb. shot mallet and force machine, the candidate will drive a 165 lb. I-beam five feet, by striking the beam with the mallet. The event is complete when the end of the beam crosses the 5-foot mark.

Justification:

Fire Fighters are required to forcibly enter structures, and vehicles. Fire Fighters use axes and various tools to cut holes or manipulate metal, wood, concrete, and various other materials at an emergency.

Task #4

Hose Advance:

After walking 140 ft., the candidate will pick up a nozzle and move a 1 ½" charged hose line 75 ft., crack (open) nozzle and show water, after they pass the 75 ft mark, then place the nozzle in square on pavement. They will then walk 30 feet to the next event to complete this task.

Note: It is O.K. to run during the hose pull.

Justification:

Fire Fighters are required to hold, relocate (sometimes suddenly), and operate fire hoses at fires. This task is designed to test over all strength, particularly leg and lower body strength, endurance coordination and agility.

Task #5

Victim Rescue:

The candidate will drag or carry a 175 lb. victim (rescue dummy) a distance of 100 ft. This event and the Fire Fighter Physical Agility Test are complete when both the victim and the candidate completely clear the finish line.

Note: Dummy can not be dragged by clothing or appendages.

Justification:

Fire Fighters are required to lift or drag victims and/or Fire Fighters and/or lift heavy objects during emergency operations. This task was designed to test for sufficient explosive strength, over all strength, coordination, endurance, agility, and the ability to remain focused on the task at hand.

APPENDIX "A"

THE MAXIMUM TIME ALLOTTED TO
COMPLETE THE SANDUSKY FIRE
DEPARTMENT PHYSICAL FITNESS
TEST IS:

7:00 MINUTES

Application For Employment

CITY OF SANDUSKY · 222 Meigs Street · Sandusky, OH 44870
Phone (419) 627-5885 · Fax (419) 627-5835



Full Time – Permanent Positions

Return to: Human Resources Division

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

POSITION APPLIED FOR: _____

APPLICATION # _____

FOR OFFICE USE ONLY

PLEASE PRINT:

Name: _____ Date of Application: _____

Address: _____
Street Apt. City State Zip

Social Security #: _____ Telephone #: _____

Mobile/Other: _____ E-mail: _____

Have you ever submitted an application to the City of Sandusky? _____ If Yes, when? _____

Have you ever been employed by the City of Sandusky? _____ If Yes, when? _____

Are you legally eligible for employment in the United States? _____

If you are under 18, can you furnish a work permit? _____ Date available for work: _____

Have you ever been convicted of a crime? _____ If Yes, please provide details: _____

ANSWERING "YES" DOES NOT AUTOMATICALLY BAR EMPLOYMENT. Please use additional sheet if necessary.

Are you able to meet all of the attendance requirements of this position? _____

Are you able to work overtime if necessary? _____ Will you travel if the position requires it? _____

Do you have any friends / relatives currently employed by the City of Sandusky? _____

If Yes, who? _____

Military Service or Veteran Status? _____ If yes, please provide branch of service, rank, and job duties:

Type of employment desired: Full Time Police
 Part Time Fire

Driver's License Number: _____ State: _____

Have you ever been bonded: _____

RELEVANT EXPERIENCE Please provide information regarding relevant experience to the position you are applying for. This includes, but is not limited to present/past employers, assignments, or volunteer activities. Use additional sheets if necessary.

From / To _____ Employer/Organization _____
Telephone # _____ Address _____
Job title: _____ Supervisor _____ May We Contact? _____
Job duties/
Responsibilities _____
Reason for leaving _____ Final Rate of Pay: _____

From / To _____ Employer/Organization _____
Telephone # _____ Address _____
Job title: _____ Supervisor _____ May We Contact? _____
Job duties/
Responsibilities _____
Reason for leaving _____ Final Rate of Pay: _____

From / To _____ Employer/Organization _____
Telephone # _____ Address _____
Job title: _____ Supervisor _____ May We Contact? _____
Job duties/
Responsibilities _____
Reason for leaving _____ Final Rate of Pay: _____

From / To _____ Employer/Organization _____
Telephone # _____ Address _____
Job title: _____ Supervisor _____ May We Contact? _____
Job duties/
Responsibilities _____
Reason for leaving _____ Final Rate of Pay: _____

From / To _____ Employer/Organization _____
Telephone # _____ Address _____
Job title: _____ Supervisor _____ May We Contact? _____
Job duties/
Responsibilities _____
Reason for leaving _____ Final Rate of Pay: _____

PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT:

Have you ever been fired or asked to resign from a job? _____ If yes, please explain: _____

Please explain why you would like to be considered for employment with the City of Sandusky. Use additional sheets if necessary.

RELATED INFORMATION: To what job related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran / reserve national guard or any other similarly protected status.

ORGANIZATION	OFFICES HELD

SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform the essential functions in the appointment for which you are applying:

EDUCATIONAL BACKGROUND

Name and Location	# of years completed	Graduated?	Course of Study
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HIGH SCHOOL:

COLLEGE:

OTHER:

REFERENCES: Please provide at least 3 references who are not related to you. Use additional sheets if necessary.

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

APPLICANT STATEMENT AND SIGNATURE (Signature Required for Application to be Complete):

I certify that all information I have provided in order to apply for and obtain employment with the City of Sandusky is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the City of Sandusky and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from City service, whenever it is discovered. In addition, I give the City of Sandusky the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting the City of Sandusky in providing relevant, job related information that will assist in this process. I expressly authorize, without reservation, the City of Sandusky, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding, the City of Sandusky, its agents, members or representatives, for seeking, gathering, and using such information all other persons, corporations, or organizations, or organizations for furnishing such information about me.

My signature below acknowledges my understanding and agreement with the above.

I understand that an offer of employment is contingent upon the successful completion of a pre-employment background investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that I am free to resign at any time and the City of Sandusky reserves the same right to request my resignation at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by the City of Sandusky at any time. I understand that no representative of the City of Sandusky is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the City Manager.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant (required): _____ **Date:** _____

THIS BOX FOR OFFICE USE ONLY:

WRITTEN EXAM SCORE: _____ INTERVIEW: (1) _____ (2) _____

START DATE: ____/____/____ WAGE: _____

Received:

Time Stamp

Affirmative Action Voluntary Information



COMPLETION OF INFORMATION BELOW IS VOLUNTARY

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

Section 4112.04 (A) (10) of the Revised Code requires that the state and its political subdivisions file annual reports with the Ohio Civil Rights Commission. In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is STRICTLY VOLUNTARY. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is NOT part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

PLEASE PRINT

Position(s) applied for: _____ Date: ____ / ____ / ____

Referral Source:

- | | | |
|--|--|---|
| <input type="radio"/> Walk In | <input type="radio"/> Government Employment Agency | <input type="radio"/> Private Employment Agency |
| <input type="radio"/> Employee: _____ | | <input type="radio"/> School |
| <input type="radio"/> Relative: _____ | | <input type="radio"/> Job Fair |
| <input type="radio"/> Newspaper: _____ | | <input type="radio"/> Company's Website |
| <input type="radio"/> Other: _____ | | |

Applicant Information

Name: _____ Telephone: (____) _____
Last First Middle

Address: _____
Street City State Zip

Male Female Disabled? Yes No Veteran? Yes No

Please Check One of the Following Equal Employment Opportunity Identification Groups:

- White (not of Hispanic or Latino Origin) Black (not of Hispanic Origin) Hispanic or Latino Asian
 Native American / Alaskan Native Native Hawaiian/ Pacific Islander Two or More Races (Not Hispanic or Latino)

For Administrative Use Only

Position(s): Available Not Available Other positions considered for: _____

Hired: Yes No Position hired for: _____

OCRC Job Classifications:

- | | | | |
|--|--|-------------------------------------|---|
| <input type="radio"/> Officials / Administrators | <input type="radio"/> Professional | <input type="radio"/> Technicians | <input type="radio"/> Protective Service |
| <input type="radio"/> Para Professional | <input type="radio"/> Administrative Support | <input type="radio"/> Skilled Craft | <input type="radio"/> Service / Maintenance |

Completed By: _____ Date: _____