



## CITY OF FORT THOMAS, KENTUCKY

### APPLICATION FOR FIRE DEPT. EMPLOYMENT

#### QUALIFICATIONS:

The City of Fort Thomas is accepting applications to create an eligibility list for the position of Firefighter/Paramedic with a starting salary of \$67,948.44, DOQ, plus KY Incentive pay of \$4000.00, plus benefits. Applicants must be at least 21 years of age, hold a valid drivers license and have a valid KY Paramedic License at appointment and be a certified firefighter (400 hours) through the KY Fire Commission. All applicants will be required to complete the mandatory CPAT Physical Agility Testing. Presentation of the certification card will be required to meet the initial hiring requirement. Completed applications must be submitted to the City Clerk by **Friday May 4, 2018 at 4:00 pm**. A written test to establish candidate ranking will be scheduled at a date to be determined later.

Experienced and KY PFFPF qualified candidates may qualify for added credit to their written score. Application packets may be obtained at the City Building, 130 North Fort Thomas Avenue, Fort Thomas, KY 41075, at [www.ftthomas.org](http://www.ftthomas.org), or via fax or USPS or by calling the City Clerk at 859-441-1055. The City of Fort Thomas is an equal employment opportunity employer.

#### EXAMINATION PROCEDURE FOR FIRE DEPARTMENT EMPLOYMENT

As defined by City Ordinance O-8-2005, the City's employment procedure will consist of:

- 1) Application. The successful completion and timely submission of an application for employment. **Deadline for application submission will be Friday, May 4, 2018 at 4:00 p.m.**
- 2) Written Test. A test will be selected by the Fire Chief and upon completion of the testing; the test will be returned to the testing company for grading and the provision of a list of the written scores. **Written test will be given on a date TBD later, at the Fort Thomas City Building, 130 No. Ft. Thomas Ave., Ft. Thomas KY.**
- 3) Eligibility List. This list, consisting of the ten (10) highest scores, shall be valid for a period not exceeding two (2) years, at the discretion of the City. Whenever a vacancy occurs, the Fire Chief will obtain approval from the Board of Council to begin the hiring process from the List.
- 4) Physical Agility Testing. All applicants will be required to complete the mandatory KY Fire Commission CPAT Physical Agility Testing. When completed or if an applicant has already completed the CPAT testing, presentation of the certification card will be required to meet the initial hiring requirement.
- 5) Oral Interviews. Finalists for the recruit position will participate in one or more Oral Interviews with the Mayor, Public Safety Committee, City Administrative Officer, Fire Chief, and others as required. A conditional offer of employment will be presented to one of these finalists.
- 6) Background checks, Polygraphs, Psychological Examinations, and Medical Examinations will then be conducted for all finalists who receive a conditional offer of employment.



This application is a part of the examination process. Answer all questions carefully, completely, and accurately. Typing is preferred; neat printing is acceptable. Please attach all required or optional copies at time of submission to the City Clerk; or with permission, by date of test at sign-in.

- Birth Certificate (REQUIRED)
- High School Diploma/GED certificate (REQUIRED)
- Kentucky Paramedic License (REQUIRED)
- College Transcript or Diploma (OPTIONAL)
- Military Discharge - DD214 (OPTIONAL)
- Resume (OPTIONAL)
- Certificates, Awards, Commendations (OPTIONAL)
- Certification for Bonus Points Program (REQUIRED/FD)

NAME \_\_\_\_\_

EMAIL \_\_\_\_\_

SOCIAL SECURITY NO \_\_\_\_\_

DRIVERS LICENSE NO \_\_\_\_\_ STATE OF ISSUE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ PHONE NO \_\_\_\_\_

\_\_\_\_\_ ZIP CODE \_\_\_\_\_

PRESENT EMPLOYER \_\_\_\_\_ PHONE NO \_\_\_\_\_

ADDRESS \_\_\_\_\_ JOB TITLE \_\_\_\_\_

\_\_\_\_\_ ZIP CODE \_\_\_\_\_

\_\_\_\_\_ I prefer that they not be contacted.

ARE YOU A U.S. CITIZEN? \_\_\_\_\_ EVER BEEN BONDED? \_\_\_\_\_

HAVE YOU EVER WORKED FOR THE CITY OF FORT THOMAS? \_\_\_\_\_

HAVE YOU APPLIED/TESTED HERE BEFORE? \_\_\_\_\_ YEAR? \_\_\_\_\_

KY. PARAMEDIC LICENSE NO. \_\_\_\_\_ EMPLOYED BY \_\_\_\_\_

FIRE DEPT. OR AGENCY \_\_\_\_\_ ADDRESS \_\_\_\_\_

IF LATERAL ENTRY, DO YOU HAVE 2 YRS. (Career F/F & Paramedic) EXPERIENCE? \_\_\_\_\_

ARE YOU CURRENTLY IN SCHOOL TO BECOME A PARAMEDIC? \_\_\_\_\_

DATE YOU WILL OBTAIN KENTUCKY LICENSE? \_\_\_\_\_

## **PRIOR EMPLOYMENT AND ADDRESSES**

List all prior employment for the past five years, but no less than two former jobs. If in the military please indicate Branch of Service, and locations where you served. If discharged, you may attach copy of DD214.

EMPLOYER/ADDRESS	JOB TITLE	FROM	TO
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List all former addresses. Continue on reverse as needed.

FORMER ADDRESS	FROM	TO
_____		
_____		
_____		
_____		

## **REFERENCES**

List four personal references who have known you for at least five years.

NAME	ADDRESS	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EDUCATIONAL BACKGROUND**

High School/City/State: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_ Diploma: Y N \_\_\_\_\_

\_\_\_\_\_ Diploma: Y N \_\_\_\_\_

College/City/State:      Major      From      To  
\_\_\_\_\_ Degree: Y N \_\_\_\_\_

\_\_\_\_\_ Degree: Y N \_\_\_\_\_

Continue on reverse as needed. TOTAL COLLEGE CREDIT HOURS: \_\_\_\_\_

DEGREE - MAJOR/MINOR: \_\_\_\_\_

ADDITIONAL WORK \_\_\_\_\_

**SPECIAL TRAINING**

List below any special training that would benefit a Fire Dept., such as public speaking, fire suppression training, life squad or firefighting volunteer work, teaching skills, related military assignments, computer skills, languages, experience dealing with the public, and so on.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Continue on reverse as needed; attach any certificates or diplomas.

**FIRE DEPT. EXPERIENCE**

If you have any prior experience with another Fire Agency, give name/location of department and a brief summary of your progress and experiences with that department. Skills developed, rank achieved, awards, goals met, best part of job experience. Reason you left or would be willing to leave that Agency.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Continue on reverse as needed.

**ADA JOB PERFORMANCE ACCOMMODATION**

Are you able to perform the essential job functions for the position of Firefighter/Paramedic Recruit? If so, put Yes. If you do require an accommodation, as defined by the A.D.A., (Americans with Disabilities) please state how would you perform the tasks of the position and with what accommodation? Please explain; continue on reverse as needed.

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**VIOLATIONS RECORD**

Have you ever been convicted of a Felony? If so, give offense, date, location, sentence.

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Do you, or have you in the past, used illegal drugs or controlled substances?

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List below all misdemeanor arrests and traffic citations for which you were convicted.

OFFENSE	CITY/ STATE	DATE	SENTENCE
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Continue below or on reverse as needed.

## **WAIVER FOR BACKGROUND CHECKS**

The undersigned does hereby and herein, freely and voluntarily, certify that there are no willful misrepresentations or falsifications of any and all statements and answers to questions in this application. I am aware that, should investigation disclose misrepresentations or falsifications, my application may be rejected and I may be disqualified from applying in the future for any position in the service of the City of Fort Thomas, Kentucky. Furthermore, I authorize all persons, schools, companies, military branches, and law enforcement agencies to supply information concerning my background, and release them from any liability and responsibility arising from their doing so. I authorize the City of Fort Thomas, Kentucky, or its agents to investigate any of this information.

\_\_\_\_\_  
Written Signature

\_\_\_\_\_  
Date

**CITY OF FORT THOMAS, KENTUCKY**  
**FIREFIGHTER/PARAMEDIC RECRUIT**  
**LATERAL ENTRY PROGRAM APPLICATION**

Applicants for placement on the Fire Department Firefighter/Paramedic Lateral Entry Recruit Eligibility List may qualify for bonus points on the written examination in an amount equal to 5% of the total number of points possible rounded to the nearest whole number. To qualify for said bonus points, the Employer will recognize experienced fire personnel employed by the Employer through Lateral Entry in accordance with the following requirements.

1. A Qualified Agency is hereinafter defined as a local, state, federal or municipal fire department which employs full-time fire personnel. Only those candidates from qualified agencies who can meet or exceed the professional fire fighters certification as established by the Kentucky Fire Commission shall be eligible for Lateral Entry Credit.
2. If hiring a firefighter/EMT position, the candidate must have two (2) years of full-time experience as firefighter/EMT to qualify for Lateral Entry credit. If hiring a firefighter/paramedic, the candidate must have two (2) years of full-time experience as a firefighter/paramedic to qualify for Lateral Entry credit.
3. A maximum of ten (10) years of Lateral Entry credit is available to qualified applicants employed by the Employer. Such credit shall be applied for only those years of service the applicant was actively employed, full-time, by a qualified agency. Such Lateral Entry credit shall apply to hourly wages, annual leave time, and longevity. Credit shall not apply for purposes of seniority, rank, or any additional benefits not specified herein. For recruits hired who receive Lateral Entry credit, annual leave days granted are based on full years of service credited per this section, then applied to Section XIII, Annual Leave Days, then prorated based on number of days remaining in the fiscal year from the employee's starting date. Section XIV, Personal Time is prorated based on number of days remaining in the fiscal year from the employee's starting date.

Example – A recruit who receives Lateral Entry credit is hired and credited with ten (10) years prior qualifying experience. The recruit would be granted sixteen (16) days of Annual Leave in accordance with Section XIII. If this recruit begins employment on July 1<sup>st</sup>, the employee would be granted the full sixteen (16) days of Annual Leave. If the recruit begins employment on May 15<sup>th</sup>, then forty-five (45) days would remain in the fiscal year. The employee would be granted a prorated portion of the sixteen (16) days calculated as follows:

$((45 \text{ days} / 365 \text{ days}) \times 16 \text{ days}) \times 24 \text{ hours} = 47.34 \text{ hours}$ . Annual Leave would be rounded up to the next full hour and the employee would be provided 48 hours of Annual Leave on his first day of employment to be used until the start of the next fiscal year.

$((45 \text{ days} / 365 \text{ days}) \times 1 \text{ day}) \times 24 \text{ hours} = 2.96 \text{ hours}$ . Personal Time would be rounded up to the next full hour and the employee would be provided 3 hours of Personal Time on his first day of employment to be used until the start of the next fiscal year.

4. Newly hired personnel who receive Lateral Entry credit shall be appointed into a Firefighter or Firefighter/Paramedic classification under Section IX.
5. Lateral Entry credit shall not apply to departmental seniority or benefits related to seniority such as promotional examination eligibility or promotional seniority points in composite score, annual leave requests, and related work agreement benefits.
6. Application for Lateral Entry credit must be submitted to the Employer for verification prior to the date of the written examination used for purposes of establishing an eligibility list.
7. All hiring processes will be consistent regarding Lateral Entry and non-Lateral Entry hiring, including Section XXIV "Pre-Employment Recommendations" for fire recruit personnel.
8. Eligible applicants, having completed a minimum of two (2) full years of service with another Qualifying Agency shall be eligible for bonus points on the written examination in an amount equal to five percentage points (5%) of the total possible points on the examination. The eligible applicant must be currently employed, full-time, by a Qualified Agency.
9. Per Section IX, "Classification", "Lateral Entry" fire personnel shall be on a probationary status until having completed one (1) year of service.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fire Department Employment History --

Basic FF Training -- \_\_\_\_\_

Copy attached

Agencies Employed by -- \_\_\_\_\_  
And Dates of Employment

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**After application has been submitted and reviewed:**

Verified by -- \_\_\_\_\_

Mark K. Bailey, Fire Chief, Fort Thomas Fire Department

Date -- \_\_\_\_\_



# **Kentucky Fire Commission** **State Fire Rescue Training**

## **CPAT**

The Candidate Physical Ability Test (CPAT) consists of eight separate events. CPAT is a sequence of events requiring you to progress along a predetermined path from event to event in a continuous manner. The events include: **Stair Climb, Hose Drag, Equipment Carry, Ladder Raise and Extension, Forcible Entry, Search, Rescue and Ceiling Breach and Pull.** This test was developed to allow fire departments to obtain pools of trainable candidates who are physically able to perform essential job tasks on the fire scene. This is a pass/fail test based on a validated maximum total time of 10 minutes and 20 seconds.

During the events, you wear a 50-pound vest to simulate the weight of a self-contained breathing apparatus (SCBA) and firefighter protective clothing, a helmet and gloves. An additional 25 pounds, using two 12.5 pound weights which simulate a high-rise pack (hose bundle), is added to your shoulders for the stair climb event only. Throughout all events, you must wear long pants, footwear with no open heel or toe, a provided hard hat with chinstrap, and provided work gloves. Watches and loose or restrictive jewelry are not permitted.

All props are designed to obtain the necessary information regarding your physical ability. The tools and equipment were chosen to provide the highest level of consistency, safety and validity in measuring your physical abilities. A schematic drawing of the CPAT course is included in the orientation material. The events and distances between events are always the same.

The events are placed in a sequence that best simulates fire scene events while allowing an 85-foot walk between events. To ensure the highest level of safety and to prevent exhaustion, no running is allowed between events. This walk intentionally allows you approximately 20 seconds to recover and regroup before each event.

The history of Candidate Physical Ability Testing in Kentucky has shown that preparation is the key to success. CPAT is extremely demanding - CPAT tests your strength, agility, balance and ability to follow directions while under physical and emotional stress. Many have made the error in believing they can pass without proper preparation. The Kentucky Fire Commission is required to offer detailed orientations and two practice tests prior to the administration of CPAT. The orientations include the review of all materials within the Candidate Guide booklet. More importantly, the orientations give the candidate the opportunity to perform a self-evaluation by physically reviewing and using the same equipment used in the testing process. The Practice Tests allow candidates to run the test course under timed conditions. Attending the orientations and practice tests is highly recommended. All testing is dependent on date availability. Upon successful completion of CPAT an official Kentucky Fire Commission CPAT Certification photo ID card will be issued. If this card is lost or stolen there is a \$25.00 re-issue fee. Please contact our CPAT Director, Rick Larkins with questions and inquiries about the program.