

# Lafayette Fire Department Application Information Package



## THE LAFAYETTE FIRE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the City of Lafayette to provide equal opportunity to all employees and applicants without regard to race, color, sex, religion, national origin, age, sexual orientation, gender identity, marital status, veteran/reserve/national guard status, citizenship status, disability, or any other similarly protected status. This same non-discriminatory consideration will guide all personnel actions including, but not limited to, recruitment, hiring, training and promotion decisions in all job classifications. Furthermore, compensation, benefits, transfers, education or tuition assistance and social and recreational programs will be administered in a non-discriminatory fashion.

## Minimum Qualifications

Some of the basic qualifications and selection procedures consist of, but are not limited to the following:

1. An applicant must be a resident citizen of the United States and must be a resident of Tippecanoe County, Indiana or a contiguous county at the time of appointment.
2. Applicants must be at least twenty-one (21) years of age at the time of appointment.
3. Applicants must be a high school graduate as evidenced by a diploma issued by a high school accredited by the department or agency of a State authorized to accredit high schools. An equivalency diploma (G.E.D.) issued by such an accredited high school is acceptable.
4. Must acquire an Indiana Driver's License within thirty (30) days of appointment.
5. A dishonorable discharge from the military will disqualify the applicant.
6. Applicants receiving compensation or pension benefits from the military service are not disqualified from applying.
7. The applicant must also possess the following vision standards: Corrected vision-binocular vision no worse than 20/40; Uncorrected vision-binocular vision no worse than 20/100 (with the exception for long term successful users of soft contact lenses). The applicant must also have the ability to distinguish the colors of red, green and amber; and must have no pathology of the eyes. (Minimum standards as set forth by the Indiana Public Retirement Fund-PERF).
8. Applicants must not have been convicted of a felony.
9. Applicants must be able to successfully complete both the written aptitude examination and the extensive physical agility test with passing scores.
10. Applicant must be able to pass a thorough background investigation.
11. Applicant must submit to two (2) oral interviews.
12. Applicant must successfully pass a polygraph test.
13. Applicant must not have been convicted of illegal delivery of drugs for monetary or material gain.
14. Applicant must not have illegally used any type of drugs for two (2) years prior to applying.
15. Eligibility ends on the applicants thirty-sixth (36) birthday.
16. Indiana law (I.C. 36-8-4.7-5) provides for a waiver of the maximum hiring age restrictions that apply to the appointment and hiring of police and firefighters for an individual who is a veteran of the armed forces and who is not more than forty (40) years and six (6) months of age. This law provides that an individual who is appointed as a police officer or a firefighter as the result of the waiver is eligible to become a member of the 1977 Police and Firefighter's Pension and Disability fund (1977 Fund).

All applicants are required to assist and cooperate in obtaining past employment records or personal history information.

Failure to cooperate may result in disqualification from the hiring process.

## Policy Regarding This Application

1. Part of the application review process is to determine the applicant's ability to read information and follow direction. Failure to comply with any part of the application or omission of any required signatures, information or documentation will result in disqualification from the hiring process.
2. Failure to accurately and truthfully complete this application will result in disqualification from the hiring process. If you are hired, any falsification of this application or any document

submitted in connection with the hiring process will result in termination of employment, regardless of the date of discovery.

3. Failure to turn in the application by the advertised deadline will result in disqualification from the hiring process. No late applications will be accepted.
4. It is your responsibility to keep contact information up to date. If we are unable to contact you, you will be disqualified from the hiring process.
5. Applications and related documents will become the property of the Lafayette Fire Department and will not be returned.
6. It is the applicant's responsibility to ensure that all information submitted in the application is accurate through the date of hire, if applicable.

## Application and Appointment Process

### 1. COMPLETE WRITTEN TEST

The Lafayette Fire Department offers full testing services for the position of firefighter through National Testing Network, Inc. ***Please see page 5 of this packet for more information regarding the written test.***

### 2. COMPLETE AND SUBMIT APPLICATION

Incomplete applications will be disqualified. Any application not completed in accordance with directions will be disqualified. All applications are considered final once they are turned in to the Lafayette Fire Department. Applications will not be returned in order to make changes once it has been turned in. *(Changes in applicant contact information or any other required changes will be accepted by contacting the Lafayette Fire Department).*

Applications must be received by the Lafayette Fire Department by the advertised application deadline. No late applications will be accepted. ***There is a \$40 application fee. Payment must be included in the application in the form of check/money order (checks made payable to City of Lafayette). This fee is for a preliminary background check and is non-refundable.***

If an applicant needs a reasonable accommodation in connection with the application and/or interview process, he/she should notify a representative of the City of Lafayette Human Resources Department.

### 3. PRELIMINARY BACKGROUND CHECK

The City of Lafayette will conduct the preliminary criminal background check prior to scheduling interviews. *Hireright has been secured as a third party vendor (consumer reporting agency) to assist the City of Lafayette in collecting and verifying information.*

ONLY Applicants that receive a Pass after the Preliminary Background Check will continue on in the process.

**4. INTERVIEW - LAFAYETTE FIRE DEPARTMENT HIRING COMMITTEE**

Applicants whose applications are accepted will interview with the Lafayette Fire Department's Hiring Committee. The committee will score each applicant. The top 30 applicants will then move forward in the hiring process. Those applicants that are not in the top 30 will be notified by mail that they will not be moving forward in the process.

**5. INTERVIEW - LAFAYETTE FIRE MERIT COMMISSION**

The Lafayette Fire Merit Commission will interview the 30 applicants that were selected through the Lafayette Fire Department's Hiring Committee. The Commission will score the applicants based on the interview and may use the application for reference.

**6. SCORING OF APPLICATIONS**

After the Fire Merit Commission interview of qualifying applicants, the Lafayette Fire Department's Hiring Committee will score each application.

**7. COMPILATION OF HIRING LIST**

When all of the previous steps have been completed, the scores of the 30 applicants will be calculated and the hiring list will be created in the order of the total scores. Each candidate will be notified of their place on the hiring list. The hiring list once approved by the Fire Merit Commission will not expire for 2 years or until the list is exhausted.

**8. CANDIDATE PHYSICAL ABILITY TEST (CPAT) CERTIFICATION**

Upon notification of their placement on the hiring list, the 30 applicants will be given a deadline to obtain the Candidate Physical Ability Test (CPAT) certification. Failure to meet that deadline or failure to pass the CPAT and receive certification will result in removal from the hiring list. CPAT certification from any authorized site is accepted.

*Please see page 6 of this packet for information regarding the CPAT Certification.*

## Appointment Process

**1. OFFER OF EMPLOYMENT**

The Fire Chief will contact the applicants in the order of the approved hiring list to make an offer of employment. Any such offer that is declined will result in the applicant's removal from the approved hiring list.

**2. POLYGRAPH**

Once acceptance has been agreed upon, the Lafayette Fire Department will schedule a polygraph examination. Failing the polygraph (deception or other determination of failure) will result in automatic disqualification and the applicant will no longer be considered for employment.

Any information obtained during the polygraph process will be forwarded to the Fire Merit Commission to review. The Fire Merit Commission will review the information and make a determination on whether the applicant will continue in the hiring process or whether the offer of employment will be rescinded based on that information.

**Any information gathered during the polygraph process will remain confidential to the review board and will not be released to any outside parties or individuals**

### **3. PHYSICAL & PSYCHIATRIC EXAMINATIONS**

Upon completion of the applicants polygraph and background investigation, the department will schedule a physical and psychiatric examination as required by the Indiana Public Retirement System's (PERF) 1977 Police and Firefighter's fund. The results of these tests are then forwarded to the state's PERF review board for approval. The PERF review board could ask for retests in areas at its discretion. The review board will make a determination of pass, pass with exceptions or fail.

### **4. HIRE DATE ESTABLISHED**

Once the applicant has passed all the required testing, the applicant will be given a date that they will begin employment. When establishing that date, consideration will be given to allow the future employee time to give notification to any current employers.

## Written Test Information

The Lafayette Fire Department offers full testing services for the position of firefighter through National Testing Network, Inc. To schedule a test go to, [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select Fire and sign up for the City of Lafayette Indiana Fire Department.

What to expect at the National Testing Network website:

- Review all information related to the Lafayette Fire Department firefighter position, including minimum requirements, salary and benefits.
- Detailed information about the testing process for both the entry level test and CPAT testing.
- Opportunity to take online practice tests at [www.fireteamtest.com](http://www.fireteamtest.com)
- Schedule your own convenient test time. Tests are offered multiple times a week, including Saturdays.
- 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 Lafayette Fire Department. Candidates who attain a passing score on the entry level exam should submit an application with the Lafayette Fire Department.

Below are the minimum acceptable scores to move forward in the application process:

- Combined Score: 70 points
- Reading: 70 points

- Math: 70 points
- Mechanical: 65 points
- Human Relations: 75 points

Applicants may test at any NTN testing facility, but testing must be completed prior to the application deadline. The score of this test does not affect the placement on the hiring list.

***Any application that receives a passing score will be allowed to continue in the application process.***

## Candidate Physical Ability Testing (CPAT)

Upon notification of their placement on the hiring list, applicants will be given a deadline to obtain the CPAT certification.

**Failure to meet that deadline or failure to pass the CPAT and receive certification will result in removal from the hiring list.**

*CPAT certification from any authorized site is accepted.*

The Central Indiana CPAT Training Site is at the Emergency Services Educational Center (ESEC) in Indianapolis, Indiana. Please call the ESEC or visit their website at, <http://www.wayne.k12.in.us/esec>, for the most current information on their testing dates.

Emergency Services CPAT Facility  
200 N. High School Road  
Indianapolis, IN 46214  
317-988-7703

## Additional Information

Applicants will be notified, by U.S. mail, of their position on the final hiring list. Applicants shall not contact the Lafayette Fire Department or the City of Lafayette Human Resources Department to inquire about positioning on the list.

Applicants will be contacted as they progress through each phase of the process for direction. Any applicant who is disqualified at any phase will receive a notice of such disqualification by U.S. Mail.

The employment of any applicant is considered probationary for a period of 1 year. That probation period may be extended for a period not to exceed 6 months, upon the recommendation of the Fire Chief.

## Application Completion and Submission

DO NOT leave blanks on the application. If an answer does not apply, insert "N/A" or "None". All forms contained within this application packet MUST be thoroughly completed.

There are essay questions contained in this application packet and your answers are a required component of the application process. Your answers to the essay questions must be completed. Please type your answers to the essay questions in the space provided.

If you have difficulty providing the requested information or you have questions, contact the Administrative Assistant at 765-807-1600.

**PLEASE MAIL YOUR APPLICATION TO THE:**

Lafayette Fire Department  
Hiring Committee  
443 N. 4<sup>th</sup> Street  
Lafayette, IN 47901

## City of Lafayette Recruit Firefighter Job Description

**Position:** Recruit Firefighter

**Work Schedule:** Varies

**Date Written:** June 1998

**Date Revised:** N/A

**Department:** Fire

**Job Class:** 4035

**Status:** Full-Time

**FLSA Status:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent responds to the needs of the community to best serve in the mitigation and prevention of problems such as but not limited to rescue, firefighting, and emergency medical needs. Incumbent is required to participate in training, perform maintenance of departmental equipment, and perform janitorial needs. Incumbent may be required to work out of classification and perform other functions as needed.

### **DUTIES:**

Responds to all emergencies and alarms as assigned such as firefighting, vehicle extrication, elevator rescue, hazardous material situation, water rescue, ice rescue, trench rescue, building collapse, rope rescue, high rise rope rescue, industrial accidents, and may not be limited to the above.

Performs duties such as basic life support, defibrillation, assist the medic unit, childbirth, CPR. Sets up fire scene, such as connect hoses, carry equipment, raise ladders, etc. Maintain communication with department and with supervisor, co-workers, and other emergency personnel. Be able to follow instructions as required or directed by the incident commander or through the chain of command.

Assist in general vehicle and facilities maintenance including but not limited to checking fluids, batteries, fuel levels, and operational status. Assist in general cleanliness including apparatus, equipment, and engine house such as mowing, trimming, snow removal, spreading salt on walkways, planting, fertilizing and watering grass and plants.

Attend and participate in training activities and meetings. Study essential guides, books, maps, reference materials, standard operating procedures, etc.

Attends and participates in meetings. Successfully completed all required departmental training programs.

### **SKILLS AND KNOWLEDGE:**

High School education or equivalent required. Must, within the first year, complete Recruit program and pass the battery of tests required by the formal training program, EMS, first responders and trained to hazardous material operations level. Ability to operate office equipment, effectively communicate, both verbally and in writing, with supervisor, co-workers, persons having contact with Incumbent in the performance of their duties. Develop and maintain productive work relationships with co-workers, other organizations, and the general public. Must be able to live by and set positive standards for themselves and others. Utilize resources and reference materials, efficiently organize department materials and equipment, follow oral and written instructions, and perform duties in emergency and stress-related conditions. Must physically perform duties such as climb ladders, use firefighting equipment, make a forcible entry, perform duties for long periods of time, and legally operate department vehicles.

Working knowledge of laws, regulations, statutes, codes and reporting requirements relating to and governing the department policies, practices, guidelines, and methods.

Specialized knowledge of emergency scene management, job related knowledge of area serviced such as street locations, water supply locations, etc.

Work consists of responding to stressful/dangerous situations and cleaning up afterwards, and is physically and mentally demanding. Incumbent must exercise acquired skills and training in performing duties.

Possession of a valid driver's license and demonstrate safe driving record. Must follow correct security procedures for both computer and printed records.

**RESPONSIBILITIES:**

Incumbent must complete in one year the department's formal training program or approximately 2,000 hours equivalent to NFPA 1001. Required to be EMS first responders and trained in hazardous material operations level. A high degree of care and skill are required to protect tools and equipment and prevent injury to self and others. Incumbent usually works with a partner and is responsible for co-workers safety. Incumbent is responsible to keep them self physically fit/healthy in order to perform their duties. Incumbent must be able to maintain a healthy, positive attitude.

**PERSONAL WORK RELATIONSHIPS**

During the normal course of performing duties, Incumbent has contact with supervisor, co-workers, other fire departments, emergency service personnel, and the general public. Incumbent reports to their company officer.

**PHYSICAL EFFORT**

Incumbent must have required vision, hearing, physical strength and stamina. Incumbent must be able to perform duties while sitting, walking, standing, crouching or stooping, and kneeling or crawling. Incumbent is required to fight fires in full protective gear, and have the physical strength required to perform duties for long hours in emergency situations. Vision and hearing requirements set by PERF board.

**WORKING CONDITIONS**

Incumbent performs duties inside and outdoors. Incumbent must be aware of personal safety and safety of others. Incumbent is required to wear the following protective clothing or gear to perform routine duties: bunker pants, coat, and boots, and gloves, helmet with eye shield, nomex hood, and self-contained breathing apparatus. Incumbent has Standard Operating Procedures to go by when responding to alarms, wears protective gear, and follows officer's directions. Incumbent may be exposed to toxic gases, extreme heat, unstable roofs and buildings, weather conditions, mechanical, electrical, chemical hazards, and smoke.

**REFERENCE**

See current NFPA Standards 1001.

**ENVIRONMENT FACTORS THAT AFFECT JOB FUNCTIONS**

The essential job functions for a firefighter are performed in and affected by the following environmental factors: A firefighter must;

- 1) Operate both as a member of a team and independently at incidents of uncertain duration.
- 2) Spend extensive time outside exposed to the elements.
- 3) Experience frequent transition from hot to cold and from humid to dry atmospheres.
- 4) Tolerate extreme fluctuations in temperature and perform physically demanding work in hot, humid atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
- 5) Work in wet, icy or muddy conditions.
- 6) Perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
- 7) Work in areas where sustaining traumatic or thermal injury is possible.
- 8) Face exposure to carcinogenic dusts, such as asbestos and toxic substances, such as hydrogen cyanide, Acids, carbon monoxide, or organic solvents either through inhalation or skin contact.
- 9) Face exposure to infectious agents such as hepatitis B or HIV.
- 10) Perform complex tasks during life threatening emergencies.
- 11) Work for long periods of time, requiring sustained physical activity and intense concentration.
- 12) Face life or death decisions during emergency conditions.
- 13) Tolerate exposure to grotesque sights and smells associated with major trauma and burn victims.
- 14) Make rapid transitions from rest to near maximum exertion without warm-up periods.
- 15) Operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.
- 16) Use manual or power tools in the performance of duties.
- 17) Rely on senses of sight, hearing, smell and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in confused, chaotic and potentially life threatening environments.

- 18) Wear personal protective equipment that weighs approximately fifty (50) pounds while performing the essential functions of their job.
- 19) Perform physically demanding work while wearing positive pressure breathing equipment.
- 20) Communicate with people effectively.

## RECRUIT TRAINING PRACTICES

All recruits are required to complete a 16 week training program at the Lafayette Fire Department Training Center. This training is required to meet the standards adopted by the Lafayette Fire Department as outlined below:

- 1) NFPA 1001: Standard for Fire Fighter Professional Qualifications
- 2) State of Indiana Fire Fighting Personnel Standards and Educational Requirements for Certification (IC 5-2-3-1 & House Enrolled Act No. 1144)
- 3) National Apprenticeship and Training Standards for the Fire Fighters developed jointly by the International Association of Fire Fighters, International Association of Fire Chiefs, joint Council of Fire Service Organizations, National Professional Qualifications Board for the Fire Service, NFPA Fire Fighter Qualifications Committee, and the Bureau of Apprenticeship and Training of the U.S. Department of Labor.
- 4) International Fire Service Training Association (IFSTA)
- 5) Various methods, procedures and materials that have been adopted by fire departments throughout the State of Indiana.

# APPLICANT CERTIFICATION AND AGREEMENT

To be returned with completed application

Please Read this Applicant Certification and Agreement, and sign to certify your understanding and agreement with it.

I certify that all information I have provided in order to apply for and secure work with the Lafayette Fire Department ("LFD") is true, complete and correct.

I certify and agree that all the information submitted by me on this Application, my resume, and other materials submitted by me in connection with the hiring process is true and complete. I understand and agree that if any false information, omissions, or misrepresentations are discovered, the application and hiring process will be terminated by LFD. In addition, I understand and agree that if I am hired by LFD, any later-discovered falsification, material omission, or misrepresentation will result in cancellation of further consideration of this application or the termination of my employment, regardless of the date of discovery. I acknowledge that the employment is also subject to a satisfactory review of my references.

Pursuant to Indiana law, I understand that LFD maintains a no-smoking policy and that smoking is prohibited in all work areas and as otherwise directed by LFD and/or the City of Lafayette ("City").

The job description (page iii), environment factors that affect job functions (page iv) and the recruitment, selection, employment and recruit training practices (page v) included in LFD application information packet describes the duties and responsibilities for employment in this position as well as conditions I may face performing these duties. I acknowledge that I have received this information and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein and any subsequent revisions. By signing this application, I certify that there is nothing that would keep me from fulfilling the job duties and requirements as outlined, with or without reasonable accommodation.

If I am hired by LFD, and in consideration of such employment, I will not commence any action, including, but not limited to any administrative claim or lawsuit against it, the City, or their agents more than 180 calendar days after the date of the event giving rise to said action. I agree that the foregoing includes, but is not limited to, any action that in any way arises out of or relates to my employment and/or the termination of my employment, and I hereby waive any statutes of limitations to the contrary. **I acknowledge that the right to a trial by jury is a constitutional right, but that it may be waived. After consulting or having had the opportunity to consult with legal counsel of my choice, and for my, LFD's, and the City's mutual benefit, I hereby agree that by signing this document I am waiving any right that I may have to a jury trial in connection with any claim or action relating to my employment or termination of such employment including, without limitation, any claim or action relating to employment discrimination. I understand that this means that any such claim or action will be heard by and tried before a judge. I am unequivocally waiving each of the above-described rights knowingly and voluntarily.**

I have expressly authorized, without reservation, LFD, its representatives, employees or agents to contact all references, and any other persons in order to obtain any and all information deemed necessary by them to verify the accuracy of all information provided by me in this application or at other points throughout the entire process including interviews. I have signed a RELEASE OF INFORMATION FORM.

**I understand that it is my obligation to update this Application if any information in it changes before LFD offers employment to me and/or before any date of hire.**

I understand that LFD does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant from consideration on a basis prohibited by applicable local, state or federal law.

*I hereby acknowledge that I have read the above statements and understand and agree with the terms and conditions of this document. (If you have any questions regarding the above statements, please contact the City of Lafayette Human Resources Department).*

## **DO NOT SIGN UNTIL YOU HAVE READ, UNDERSTAND AND AGREE WITH THE ABOVE**

Before me the undersigned, a Notary Public for \_\_\_\_\_ County,

State of \_\_\_\_\_, personally appeared \_\_\_\_\_

Printed name of applicant

And he/she being first duly sworn by me upon his/her oath certified he/she read, and fully

understands and accepts all terms of the foregoing Applicant Statement.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Notary Public

My commission Expires: \_\_\_\_\_

SEAL



## INCLUSION OF REQUIRED DOCUMENTS

The applicant must attach all required additional documentation following this point of the application. Documentation should be attached in the listed order to insure no documents are omitted in evaluating the application.

***Failure to include any required documentation will result in disqualification from continuing the hiring process.***

(It is recommended that applicants use this list as a check sheet to insure they have included all required documentation.)

The documents required and the order that they should appear are:

- Completed Application Pages 1 – 12 (including all required signatures)
- Applicant Certification and Agreement (page 11 of Application and Information package)
- Release of Information form (page 12 of Application and Information package)
- Check or Money order made payable to the City of Lafayette for \$40 non-refundable application fee
- Copy of applicant's birth certificate.
- Copy of Marriage Certificate/Divorce Decree (if applicable).
- Copy of high school diploma or GED certificate.
- Copy of college transcripts (if applicable).
- Copy of College diploma (if applicable).
- Copy of form DD-214 (military service) showing re-enlistment code (if applicable).
- Copy of current Driver's License.
- Copies of certificates of training and proof of community service involvement (if applicable).

**CREDIT FOR CERTIFICATIONS OR COMMUNITY SERVICE WILL NOT BE GIVEN WITHOUT DOCUMENTED PROOF**