

CITY OF FRANKFORT
APPLICATION INFORMATION
FOR FIREFIGHTER RECRUIT
(revised October 2012)

PLEASE READ CAREFULLY AND RETAIN FOR YOUR RECORDS

APPLICATION – Available at City Hall or can be printed from www.frankfort.ky.gov.

ELIGIBILITY – The following eligibility requirements must be met in order to become a Firefighter: (1) You must be between the ages of 21 and 50 at time of hire, (2) have a high school diploma or equivalent, (3) have a valid driver's license, and (4) be a citizen of the United States, or have documentation of eligibility to work in the United States.

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED AT THE TIME OF APPLICATION: Legible copies of: (1) your birth certificate (issued by the registrar of vital statistics in the state where you were born), (2) your high school diploma or equivalency certificate, and (3) your valid driver's license. **Applications will not be accepted without these documents.**

ADDITIONAL REQUIREMENTS – If you have participated in active military service, also include a copy of your **FORM DD-214**. If you have college education, attach a copy of your **Official College Transcripts**.

ADDITIONAL CREDIT – In order to receive **CREDIT** for Firefighter, EMT and/or Paramedic Certifications, you **MUST** attach a copy of your current certifications. The certificate must be on file prior to your Civil Service interview.

TESTING PROCESS

The testing process consists of the following components:

1. **CANDIDATE PHYSICAL ABILITY TEST (CPAT)** – Applicants shall successfully complete all parts of a job-related CPAT in order to continue in the testing process.
2. **WRITTEN EXAMINATION** – Applicants are administered a multiple choice written examination that measures abilities and aptitudes necessary to be successful on the job. Problem solving, reasoning, reading comprehension, and long and short term memory are among the criteria measured. Applicants must have a minimum score of seventy percent (70%) or the minimum score set by the test provider to continue in the testing process.
3. **ORAL INTERVIEW** – Applicants that have successfully completed both the physical ability and written examinations will be scheduled for an oral interview with the City's Civil Service Board. The Board evaluates candidates on such factors as training, experience, communication skills, level of professionalism, adaptability, reasoning, etc.

SCORING

Each testing component is scored and assigned a weight to be used in determining the overall score. The relative weight of each component is:

1.	CANDIDATE PHYSICAL ABILITY TEST -	Pass/Fail
2.	WRITTEN EXAMINATION -	50%
3.	ORAL INTERVIEW -	50%
	TOTAL	100%

Additional credit is added to the combined scores of candidates presenting certification(s) as follows:

Kentucky Certified Firefighter	1 point
Kentucky or National Certified EMT-B	1 point
Kentucky or National EMT-P	2 points

ELIGIBILITY LIST

Applicants with a minimum combined score of seventy percent (70%) or higher will be placed on an eligibility list which shall remain in effect for one full year from the date certified by the Civil Service Board, or until another list is established. An applicant's overall combined score determines his/her rank on the eligibility list. Information discovered during the background investigation, psychological, polygraph or the physical examination could result in removal from the eligibility list if it is determined that this information makes the candidate ineligible or unsuitable for the position.

OTHER REQUIREMENTS

1. **BACKGROUND INVESTIGATION** – A Comprehensive background investigation will be conducted on each candidate prior to being offered employment. The investigation checks the applicant's police record, driving record, employment record, reputation, and credit record.

2. PHYSICAL EXAMINATION – A thorough physical examination is conducted by a physician of the city’s choice to determine the candidate’s state of health and ability to perform the functions of the job. Substance abuse testing is conducted as part of the physical examination.
3. PSYCHOLOGICAL EVALUATION
4. POLYGRAPH
5. RESIDENCY REQUIREMENT – If hired, you will be required to reside within a sixty-minute response time from the Fire Department, as determined by the Fire Chief.

Applicants who will not be considered for employment and need not apply include those having:

1. Excessive traffic violations or any conviction of a DUI within the past three years.
2. Used marijuana within the past three years or any other illegal drug within the past four years.
3. An unacceptable background or criminal record.

SALARY AND BENEFITS

1. SALARY – The City of Frankfort offers competitive entry-level wages
2. BENEFITS – We provide our employees with a competitive benefits package, including:
 - A. Health, Dental, Vision and Life Insurance
 - B. CERS Hazardous Duty Retirement
 - C. Vacation Leave, Sick Leave
 - D. Tuition Reimbursement
 - E. On-going Professional Development and Continuing Education
 - F. Opportunities for Advancement
 - G. Uniforms and Equipment

PROBATIONARY PERIOD – All new employees must successfully complete a one-year probationary period. During this period, recruits must obtain certification as an Emergency Medical Technician. Employees are required to maintain certain fitness standards, maintain current EMT certification, and a valid Kentucky driver’s license for continued employment. All sworn fire personnel are subject to random drug and alcohol testing. All employees are subject to the provisions of the City’s Drug and Alcohol Policy.

PHYSICAL ABILITY TEST AND REQUIREMENTS

An initial requirement of the applicant testing process is the standardized Candidate Physical Ability Test (CPAT). The test assesses the recruit candidate’s physical capability in performing essential job tasks. CPAT is acknowledged as a reliable indicator of an individual’s ability to function as a firefighter. CPAT consists of eight separate events. The CPAT is a sequence of events requiring you to progress along a predetermined path from event to event in a continuous manner.

This is a pass/fail test based on a validated, maximum total time of 10 minutes and 20 seconds.

In these events, you wear a 50-pound vest to simulate the weight of self-contained breathing apparatus (SCBA) and firefighter protective clothing. An additional 25 pounds, using two 12.5 pound weights that simulate a high-rise pack (hose bundle), is added to your shoulders for the stair climb event.

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 allows you approximately 20 seconds to recover and regroup before each event.

To ensure scoring accuracy by eliminating timer failure, two stopwatches are used to time the CPAT. One stopwatch is designated as the official test time stopwatch, the second is the backup stopwatch. If mechanical failure occurs, the time on the backup stopwatch is used. The stopwatches are set to the pass/fail time and count down from 10 minutes and 20 seconds. If time elapses prior to the completion of the test, the test is concluded and you fail the test.

The Test consists of the following events: **Event 1** – Stair Climb, **Event 2** – Hose Drag, **Event 3** – Equipment Carry, **Event 4** – Ladder Raise and Extension, **Event 5** – Forcible Entry, **Event 6** – Search, **Event 7** – Rescue, **Event 8** – Ceiling Breach and Pull

Applicants will be notified of the test orientation and practice session to prepare for the actual test. Additional information and event details are available at www.cpat.org.

Note: Applicants who provide valid documentation of successful CPAT testing within the previous 12 months of Frankfort’s CPAT testing date will be considered to have met the CPAT requirement.

Firefighter Recruit Applicants

Effective July 1, 2011 the City of Frankfort no longer accepts and maintains employment applications or backup documentation for the position of Firefighter Recruit on a year round basis. Applications will only be accepted during advertised recruitment periods. When the next recruitment period is opened, notification will be posted on the City's web site (www.frankfort.ky.gov) and there will be an advertisement in the local newspaper.

Outside of recruitment periods applicants can complete the information below, including email address and phone number. When the next recruitment period is open the City will attempt to notify you by email and/or phone that applications are being accepted.

Please print the information below very clearly to assure it is legible. Thank you for your interest in employment with the City of Frankfort.

Name

Date

Email Address (more than one is acceptable)

Phone Number (more than one is acceptable)

Return completed form to:

City of Frankfort HR Department
P.O. Box 697
Frankfort, KY 40602