



FIREFIGHTER/PARAMEDIC and FIREFIGHTER/EMT

Dedication-Knowledge-Skill-Compassion

The City of Florence, Kentucky is located approximately 10 miles south of Cincinnati, Ohio within the Interstate 71/75 corridor. Florence Fire/EMS is a dedicated and progressive emergency services department serving a 21 square mile area with a permanent population of 46,100 people. With our local workforce, shoppers and travelers, the population served often swells to 90,000 individuals. 2012 Fire and EMS run volume will total in excess of 9100 responses.

The Florence, Kentucky Fire/EMS Department is accepting applications for the positions of FIREFIGHTER/PARAMEDIC and FIREFIGHTER/EMT. Applicants must possess a minimum of a high school diploma or GED. Applicants must, at a minimum, be a Kentucky 150 Hour Certified Firefighter and/or Ohio 240 Certified Firefighter and/or hold Pro-Board Firefighter I & II certification and/or hold IFSAC Firefighter I & II certification. In order to apply, individuals must be currently certified as an EMT-Basic or an EMT-Paramedic. To be eligible for hire, applicant's current EMS certification must be reciprocal and/or transferable to a "**Kentucky Certification**" as an EMT-Basic or an EMT-Paramedic. Applicants must hold a current Candidate Physical Ability Test (CPAT) certification not more than 12 months old on the date that a pre-employment background check is initiated and/or no later than the date that a contingent offer of employment is made. Applicants must meet additional criteria as outlined in the application/information packet, which is available at the Finance Department located in the Florence Government Center, 8100 Ewing Blvd., Florence, KY 41042, from 8:30 AM to 5:00 PM, Monday through Friday or online at www.florence-ky.gov. Completed applications must be returned to the same address no later than noon on Friday, November 23, 2012. (EEOC)

Please visit:

http://kyfirecommission.kctcs.edu/en/fire_commission_programs/cpat.aspx
for Kentucky CPAT information and dates.

CITY OF FLORENCE, KENTUCKY
HUMAN RESOURCES DEPARTMENT
2012 INFORMATION AND APPLICATION PACKET
FIREFIGHTER/EMT-FIREFIGHTER/PARAMEDIC

PLEASE READ THIS PACKET THOROUGHLY

POSITION: -FIREFIGHTER/PARAMEDIC
-FIREFIGHTER/EMT

I. REQUIREMENTS, QUALIFICATIONS AND SALARY

AGE

Applicant must be at least 21 years of age as of December 1, 2012.

CITIZENSHIP

Applicants must be a U.S. citizen.

EDUCATION

Applicants must possess a minimum of a high school diploma or GED. Applicants must, at a minimum, be a Kentucky 150 Hour Certified Firefighter and/or Ohio 240 Certified Firefighter and/or hold Pro-Board Firefighter I & II certification and/or hold IFSAC Firefighter I & II certification. In order to apply, individuals must be currently certified as an EMT-Basic or an EMT-Paramedic. To be eligible for hire, applicant's current EMS certification must be reciprocal and/or transferable to a "Kentucky Certification" as an EMT-Basic or an EMT-Paramedic.

CPAT

Applicants must hold a current Candidate Physical Ability Test (CPAT) certification not more than 12 months old on the date that a pre-employment background check is initiated and/or no later than the date that a contingent offer of employment is made.

SALARY (Fiscal 12-13)

Firefighter/EMT: \$ 40,998.00 plus \$3,100.00 State Training Incentive after attaining Kentucky 400-Hour Certification

Firefighter/Paramedic: \$ 48,485.00 plus \$3,100.00 State Training Incentive after attaining Kentucky 400-Hour Certification

GENERAL STATEMENT OF DUTIES

Fire/EMS personnel are responsible to protect lives and property through prevention, and to respond to fires, rescues, medical emergencies, hazardous material incidents, and other related incidents.

EXAMPLES OF WORK PERFORMED (Illustration Only)

A position within this classification will include all of the duties listed herein, as well as related work not listed:

- Perform general work in the cleaning and maintenance of Fire/EMS department facilities and equipment.
- Attend and participate in fire and EMS training and drills.
- Conduct fire and EMS safety education programs for public groups.
- Conduct code compliance inspections
- Test hydrant and hoses
- Respond to emergency calls and perform a variety of firefighting, rescue and emergency medical service duties.
- Transport patients to the hospital.

EXAMPLES OF MINIMUM REQUIRED KNOWLEDGE, ABILITIES AND PERSONAL CHARACTERISTICS (Illustration Only)

A position within this classification will require all of the knowledge, abilities, and skills listed herein and other characteristics not listed:

- Possess 12th grade or higher skills in reading, spelling, and written and oral communications.
- Be in very good physical condition.
- Satisfactorily complete a comprehensive background investigation.
- Satisfactorily complete a psychological evaluation.
- Be free from alcohol and drug dependency and possess emotional stability.
- Be free from felony convictions.
- Have a valid driver's license and possess a good driving record.
- Follow orders and directives.
- Have the ability and willingness to learn Fire/EMS procedures and principles.
- Be willing to work irregular hours and overtime.

II. APPLICATION PROCESS

The Fire/EMS Department will use written tests scores, a candidate's current Fire/EMS certifications and experience and other information to determine which candidates will move to the interview process and will be eligible for possible future employment.

APPLICATION/ INITIAL SELECTION PROCESS

An application is included in this packet. Applications are available at The City of Florence Finance Department, Florence Government Center, 8100 Ewing Blvd., Florence, KY 41042. Business hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. All applications must be returned to this same location. Applications are also available on-line on the Cities website: www.florence-ky.gov.

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE CITY OF FLORENCE
FINANCE DEPARTMENT NO LATER THAN NOON ON FRIDAY NOVEMBER 23, 2012.
NO EXCEPTIONS**

WRITTEN ASSESSMENT

**THIS IS THE ONLY NOTIFICATION YOU WILL
RECEIVE IN REGARD TO THE WRITTEN ASSESSMENT**

You must attend the written assessment which is administered to evaluate such skills as reading comprehension, situational judgment, logical reasoning, basic math skills, mechanical aptitude, map reading ability, and vocabulary. The assessment shall take place on **Thursday November 29, 2012 at 7:00 PM at the BOONE COUNTY HIGH SCHOOL, 7056 Burlington Pike (Route #18) Florence, Kentucky**. No makeup assessments will be given. No one will be admitted to the assessment room after 7:00 pm. Written test scores along with Fire/EMS related experience and Fire/EMS related credentials will determine which candidates proceed in the process. Only those candidates chosen to proceed in the process will be notified. All others will be placed on file with the City of Florence for possible future reference.

APPLICANTS MUST BRING THEIR VALID VEHICLE OPERATORS LICENSE TO THE ASSESSMENT

INTERVIEW PROCESS

Selected applicants will be requested to appear for an oral interview, whereupon questions based on job-related criteria adopted by the City of Florence Fire/EMS Department will be asked regarding the applicant's suitability to become employed by the Department. Upon completion of the interview, qualified candidates shall be placed in a candidate pool for consideration. Records of qualified candidates are traditionally kept on file for a period of one year.

WHEN A POSITION BECOMES AVAILABLE:

When a position, or positions, becomes available, selected candidate(s) shall be subject to the following final evaluations:

BACKGROUND INVESTIGATION*

Candidates shall be subject to a comprehensive background investigation. Investigators will check personal references, criminal history, employment records and other background information. Candidates will be evaluated based on the information gathered from the background investigation.

POLYGRAPH EVALUATION*

The purpose of the polygraph evaluation is to assess the candidate's honesty and truthfulness. Candidates must satisfactorily complete this evaluation to be considered for possible employment. This information will be held in strict confidence and will not be released.

MEDICAL EVALUATION*

The purpose of the medical evaluation is to assess the candidate's overall health and determine baselines for items such as hearing, cardiopulmonary function and other medical related systems. Candidates must pass a comprehensive pre-placement medical assessment, be qualified to use respirator devices and pass a drug screen.

PSYCHOLOGICAL ASSESSMENT*

The purpose of a psychological assessment is to determine whether the candidate has the personality characteristics necessary to become a competent Firefighter/Paramedic or Firefighter/EMT.

*** All information will be held in strict confidence, shall not be released and shall be used exclusively to aid in the evaluation of Fire/EMS personnel candidates.**

III. SELECTION

Following the completion of the hiring assessment process, when a position becomes available, the Fire/EMS Chief shall recommend the candidate(s) who are best qualified and suited for possible future employment to the City Coordinator. Final approval for employment is performed by the Mayor.



APPLICATION FOR EMPLOYMENT

(Please print all information except signature)

This application is not an employment contract but merely is intended to evaluate suitability for employment. It is the policy of the City to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status and any other legally protected status under state and federal law. It is also the policy of the City to have the option of conducting pre-employment screenings before a job offer is made.

Position Desired: _____ [] Part-time [] Full time Date: _____

Name: _____
(Print) Last First Middle

Social Security Number: _____ E-mail _____

Home Phone #: _____ Alternate #: _____

Present Address: _____ How long have you lived there? _____
Street and Number City State Zip Years Months

Previous Address: _____ How long did you live there? _____
Street and Number City State Zip Years Months

Have you ever worked for this City before? [] Yes [] No
If Yes, please give dates and position(s) held: _____

Have you ever been convicted of a misdemeanor or felony. [] Yes [] No
If Yes, please give the date(s) and details: _____

Have you been arrested for any matters for which you currently are out on bail or on your own recognizance pending trial? [] Yes [] No
If Yes, please give the date(s) and details: _____

Note: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. In answering these questions, do not include the following: (1) minor traffic infractions, (2) convictions for which the record has been sealed or expunged, (3) referrals to or participation in any diversion programs.

Record of Previous Employment

Please list the names of your present and previous employers in chronological order with the present, or most recent, employer first. Be sure to account for all periods of time including military service and any periods of unemployment. If self-employed, give the name of the firm or business and supply business references. Use additional pages if needed.

<u>Present or Most Recent Employer</u> Name of City or firm _____ Address _____ City, State, Zip Code _____ Area Code and Telephone _____	<u>Employed</u> From (mo/yr) _____ To (mo/yr) _____	<u>Pay</u> Start: _____ \$ _____ Final \$ _____	<u>Position or Title</u> _____ Name and Title of last supervisor	<u>Reason for Leaving</u> _____
<u>Previous Employer</u> Name of City or firm _____ Address _____ City, State, Zip Code _____ Area Code and Telephone _____	<u>Employed</u> From (mo/yr) _____ To (mo/yr) _____	<u>Pay</u> Start: _____ \$ _____ Final \$ _____	<u>Position or Title</u> _____ Name and Title of last supervisor	<u>Reason for Leaving</u> _____
<u>Previous Employer</u> Name of City or firm _____ Address _____ City, State, Zip Code _____ Area Code and Telephone _____	<u>Employed</u> From (mo/yr) _____ To (mo/yr) _____	<u>Pay</u> Start: _____ \$ _____ Final \$ _____	<u>Position or Title</u> _____ Name and Title of last supervisor	<u>Reason for Leaving</u> _____
<u>Previous Employer</u> Name of City or firm _____ Address _____ City, State, Zip Code _____ Area Code and Telephone _____	<u>Employed</u> From (mo/yr) _____ To (mo/yr) _____	<u>Pay</u> Start: _____ \$ _____ Final \$ _____	<u>Position or Title</u> _____ Name and Title of last supervisor	<u>Reason for Leaving</u> _____
<u>Previous Employer</u> Name of City or firm _____ Address _____ City, State, Zip Code _____ Area Code and Telephone _____	<u>Employed</u> From (mo/yr) _____ To (mo/yr) _____	<u>Pay</u> Start: _____ \$ _____ Final \$ _____	<u>Position or Title</u> _____ Name and Title of last supervisor	<u>Reason for Leaving</u> _____

Have you ever been terminated or asked to resign from any job? Yes No

If Yes, please explain circumstances: _____

Please explain fully any gaps in your employment history: _____

May we contact your current employer? Yes No. If No, please explain: _____

Please indicate any actual experience, special training or qualification that you have that you feel is relevant to the position for which you are applying: _____

Have you ever used another name? Yes No
 If so, what other names? _____

Is any additional information relative to any change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational records? Yes No
 If Yes, please explain: _____

If hired, can you provide proof that you are authorized to work in the United States on an unrestricted basis?
 Yes No.

If hired, can you provide proof that you are over 18 years of age? Yes No

Are you capable of satisfactorily performing the essential job duties of the position, with or without reasonable accommodation, for which you are applying? (Please review the attached job description.)
 Yes No.

Do you have a valid driver's license? Yes No

Education

School Name	Years Completed (circle one)	Diploma /Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
Elementary:	4 5 6 7 8			
High School:	9 10 11 12			
College/University:	1 2 3 4			
Graduate/Professional:	1 2 3 4			
Trade/Correspondence:				
Other:				

Personal References

Please list at least three persons who know you well – *not* previous employers or relatives

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

I certify that all of the information that I have provided on this application is true and accurate.

_____ Date

_____ Signature of Applicant

Applicant's Statement & Agreement

Work Rules. In the event of my employment with the City of Florence, I agree to comply with all rules and regulations of the City of Florence.

Drug/Alcohol Test. I understand that the City of Florence reserves the right to require me to submit to a test for the presence of drugs and/or alcohol in my system prior to employment and at any time during my employment to the extent permitted by law.

Medical Examination. I understand that any offer of employment may be contingent upon the passing of a physical examination. I consent to the disclosure of the results of any physical examination or related tests to City of Florence. I understand that should I decline to sign this consent or decline to take any of the above-described tests, my application for employment may be rejected or my employment may be terminated.

Background Investigation. I understand that the City of Florence's consideration of my application includes an investigation of the information I have provided on this application and other relevant information such as my driving record and criminal record, if any. I understand that should I decline to consent to such an investigation, my application for employment may be rejected or my employment may be terminated.

Status of Employment. If hired, I further agree as follows: For the duration of the applicable period of probation as an employee of the Police Department or the Fire/Emergency Medical Services Department, my employment and compensation are terminable at will, and my employment and compensation may be terminated by City of Florence (employer) at any time and for any reason whatsoever, with or without good cause at the option of either City of Florence or myself. Only after successful completion of the applicable period of probation will I attain the status of Member of the Police Department or Fire/Emergency Medical Services Department, and be entitled to have discipline, or termination of my employment, governed by the provisions of KRS 95.450. No implied, oral or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the Mayor of the City of Florence. This agreement takes the place of all prior and contemporaneous agreements, representations, and understandings between me and the City of Florence.

I hereby certify that all the information that I have provided on this application or any other document filled out in connection with my employment, and in any information that I have provided during any interview is true and correct. I have withheld nothing that would, if disclosed, effect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed.

If you have any questions regarding this agreement, please ask a City representative before signing.

I hereby acknowledge that I have read the above statements and agreements and understand the same.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND BY ALL OF THE ABOVE TERMS.

Date

Signature of Applicant

FLORENCE FIRE/EMS DEPARTMENT

APPLICANT EXPERIENCE FORM

NAME: _____

LAST

FIRST

MI

APPLICANT QUESTIONNAIRE

1) How many years of experience do you have as a firefighter ?

2) What is your current firefighter certification level?

- Kentucky 150
- Kentucky 400
- IFSAC 1 or 2
- PRO-BOARD 1 or 2
- OHIO 1 or 2
- Other

3) How many years of experience do you have as an EMT-B?

4) What is your current EMT-B certification level?

- National Registry
- Kentucky
- Ohio II
- Other (Please Explain)

5) How many years of experience do you have as a Paramedic?

6) What is your current Paramedic certification level?

- National Registry
- Kentucky
- Ohio
- Other (Please Explain)

7) What is your past Fire/EMS experience type:

- Volunteer
 years
- Stipend or Paid on Call
 years
- Part-Time
 years
- Full-Time /Career
 years

8) I currently serve with the following Department(s):

--

9) My current Haz-Mat Certified level is?

- No Haz Mat Certification
- Awareness
- Responder
- Operations
- Technician

10) Are You a Certified Fire Safety Inspector?

- No Inspector Certification
- Through what State/Agency
- To What Level?

--

11) Are you an Apparatus Operator? If so, to what levels?

- Cars/Pickup Truck
- Ambulance
- Engine Company
- Truck Company

12) Please list any Fire and/or EMS related Instructorships that you possess:

--



REQUEST FOR FELONY CONVICTION RECORD

FIRE DEPARTMENT, AMBULANCE SERVICE, RESCUE SQUAD

Pursuant to KRS 17.167, a request is made for any record of conviction of a felony crime by the person identified herein. This information shall be released to:

Florence Fire/EMS Department

1152 Weaver Road

Florence, KY 41042-8949

Organization Name and Address

ACKNOWLEDGMENT BY APPLICANT

I have applied for employment or acting as a volunteer, with one of the following organizations: a paid/volunteer fire department (certified by the Commission on Fire Protection Personnel Standards and Education), an ambulance service (licensed by the Commonwealth of Kentucky), or a rescue squad (officially affiliated with a local disaster and emergency services organization or with the Division of Disaster and Emergency Services). I know that the Kentucky State Police (KSP) will provide the employer with any record I may have for conviction of any felony crime. I know that I have the right to inspect my criminal history record and to request correction of any inaccurate information. If I do not exercise that right, I agree to hold harmless the Kentucky State Police and Kentucky State Police employee's from any claim to damages arising from dissemination of inaccurate information.

APPLICANT INFORMATION (PLEASE PRINT)

NAME:

Last First Middle Maiden

ADDRESS:

Street City State Zip

SEX: _____ RACE: _____ DATE OF BIRTH: _____ SOC. SEC. NO.: _____

Signature

Date

Witness

Date

INSTRUCTIONS:

Employing agencies should ensure that all application information is completed.

Requests should be accompanied by two, self-addressed stamped envelopes - one bearing the name and address of the requesting agency and the other bearing the name and address of the applicant

RETURN THIS FORM TO:

Kentucky State Police
Records Branch
1250 Louisville Road
Frankfort, KY 40601