

# FIRE RECRUIT APPLICATION AND SELECTION PROCESS

## LOUISVILLE METRO CIVIL SERVICE BOARD

The application and selection process includes many steps designed to fully examine the applicant's abilities and interest in firefighting. The following information is provided so that you may know exactly what is expected of an applicant.

### **APPLICATION REQUIREMENTS**

Candidates must be at least 18 years of age by the filing deadline for applications (04/9/2021), have completed high school or its equivalent, and possess a valid driver's license. Candidates with military experience must have received an honorable discharge or a general discharge under honorable conditions if having served in any branch of the armed forces of the United States.

### **SELECTION PROCESS**

#### **PHYSICAL STANDARDS AND PRACTICE**

- It is to your benefit to start training and enhance your physical skills right away.
- The document titled "Physical Fitness Preparation Guidelines and Physical Ability Test Overview" is a detailed description of the physical ability test so you can begin an exercise regimen for test preparation. You may download this document from <https://louisvilleky.gov/government/fire/services/become-firefighter>.
- If you meet the minimum requirements, you will be allowed to attend training sessions to practice the actual exercises in the Physical Ability Test. The Fire Department provides the training. The dates of these sessions will be available at a later date. While not required, participation in training is highly recommended.

#### **WRITTEN EXAM PREPARATION**

- A study booklet with a practice examination, titled "Alarm Applicant Study Guide", is available to aid in your preparation for the test. It may be downloaded at <https://louisvilleky.gov/government/fire/services/become-firefighter>.
- We recommend that you be sure to take the practice test.

#### **WRITTEN EXAMINATION**

- Candidates will self-schedule themselves for the Written Exam at [www.louisvilleky.gov/government/human-resources](http://www.louisvilleky.gov/government/human-resources).
- Qualifying candidates will be notified by email of their written test scores and whether the score was high enough to proceed in the process.

#### **DOCUMENTS TO BE TURNED IN AT THE WRITTEN EXAM TEST SITE**

- Signed Authorization For Record Check form;
- Verification of education
- Verification of date of birth
- Verification of valid driver's license
- DD214 (only if former military).

#### **ACCEPTABLE FORMS OF VERIFICATION**

Any of the following may be used to verify your education, date of birth, and driver's license.

##### ➤ **EDUCATION**

**Copies of one of the following** documents:

- ✓ High School Diploma (College transcripts are **NOT** acceptable)
- ✓ High School Transcript (must be signed & dated; must specify date graduated)

- ✓ Letter from Board of Education verifying high school education
- ✓ GED certificate from an approved State Department of Education with a *certificate number affixed to the certificate if applicable in your state.*

**DO NOT SUBMIT ORIGINALS.**

➤ **BIRTH DATE**

A **copy** of one of the following documents is necessary to verify your age:

- ✓ Birth Certificate
- ✓ Passport
- ✓ Notification of Birth Registration

**DO NOT SUBMIT ORIGINALS.**

**You must be 18 years of age on or before the final filing deadline (April 9, 2021).**

➤ **VALID DRIVER'S LICENSE**

You must have a valid driver's license *on or before* the final filing deadline (April 9, 2021). You must present a **COLOR COPY** of your driver's license.

**DD214** – If former Military, you must submit a copy of your DD214 which shows type of discharge and includes any disciplinary action taken against you.

All other information downloaded from the website is for your reference and does not need to be returned.

**PHYSICAL ABILITY TEST**

- Candidates who pass the Written Exam will self-schedule themselves for the PAT (Physical Ability Test).

**ELIGIBILITY LIST CERTIFICATION**

- Candidates who have passed the written test and the physical ability test will be placed on the Fire Recruit Eligibility List.
- Candidates' scores on the written test will be combined with their scores on the Physical Ability Test, resulting in one final overall score for each candidate.
- Candidates will receive an email providing their score information.
- Candidates high on the list will be referred to the Louisville Fire Department for further evaluation.

**CHIEF'S STAFF INTERVIEW**

- An in-depth interview is conducted by a panel appointed by the Chief to determine the suitability of applicants for employment as a Fire Recruit.

**CONDITIONAL OFFER OF EMPLOYMENT**

- A select group of candidates will also be given a conditional offer of employment by the Fire Department. This offer of employment is conditional upon completing more steps and meeting established standards for a position.

**POLYGRAPH**

- A select group of candidates will continue on in the process and be scheduled for the polygraph test.

## **BACKGROUND EVALUATION**

- A subgroup consisting of the most qualified candidates will be selected for a background evaluation. The following factors are some of the criteria reviewed during the background evaluation:
  - Test Scores
  - Education above the minimum requirement
  - Job Experience
  - Military Experience
  - Criminal Record Check
  - Other relevant factors
- The evaluation includes verification of information provided on your employment application, obtaining and reviewing references from previous employers, and investigation of your driving, military, and police records.

## **MEDICAL EXAMINATION**

- Concentra, our medical vendor, provides a complete medical examination for Fire Recruit candidates. The following information is made available in order to orient the candidates regarding what type of examination he or she will be having. The medical examination will consist of a self administered medical data history, vision test, hearing test, standard measure of height and weight, pulmonary function analysis, blood pressure and pulse rate, temperature and respiration, electrocardiograph, hemocult test (optional) and other procedures including blood and urine tests, CBC chemcyme plus test, chest x-ray, drug screening, and physical examination.
- Corrected vision should be at least 20/40 for both eyes together. Due to the likelihood of dislodgement or breakage, candidates who are able to wear glasses should meet an uncorrected standard of 20/100 for both eyes together.
- Color vision, depth perception, peripheral vision, night blindness, and vision with contact lenses are also evaluated.

## **STRESS TEST**

- Applicants passing the medical examination are scheduled to undergo the Treadmill Exercise Stress Test.
- If you are not in good physical condition, you may want to consult your physician now about beginning an improvement program. Candidates having problems with weight may experience medical problems such as high blood pressure, high cholesterol, and reduced pulmonary capacity and stamina, which could result in failure of the medical exam or stress test.
- **THE STRESS TEST CONSISTS OF:**  
Cardiovascular Endurance Evaluation – The applicant walks on a treadmill at progressively increasing inclinations until he or she voluntarily stops the test due to fatigue or maximal heart rate is achieved.

## **APPOINTMENT**

- ❑ **TRAINING** – Training runs for 26 weeks. Training is both academic and physical. EMT certification is a requirement for graduation.
- ❑ **PROBATIONARY PERIOD** – All Fire Recruits will be required to serve a one-year probationary period that starts the date they begin Recruit Class.

## **NOTE FROM THE STAFF:**

The foregoing information is not exhaustive but should provide information on the processes involved in becoming a Fire Recruit. The information is not intended to discourage, but rather inform. It requires serious commitment to an emergency services career to endure the long process.

We appreciate your patience and thank you for your interest in becoming a Louisville Fire Recruit. We will keep you updated during the process.

### **RESIDENCY REQUIREMENT**

There is no residency requirement for the Louisville Fire Department.

### **RESCHEDULING**

Qualifying candidates will have the ability to self-schedule for the written exam and Physical Ability Test. If there are test times available, candidates will be able to reschedule themselves until the scheduling deadline is reached. Once the scheduling deadline is reached, no rescheduling will be permitted.

### **EMAIL/ADDRESS/CONTACT INFORMATION**

If your contact information has changed, follow these simple steps:

- Go to the Metro Human Resources webpage at [www.louisvilleky.gov/government/human-resources](http://www.louisvilleky.gov/government/human-resources) and click the “See Metro Job Listings” link.
- Click “Sign In” on the job search screen (upper-right hand corner).
- Sign in using the email address and password you used when you originally applied. If you don't remember your password, an email can be sent to you to reset your password.
- Once logged in, click on your name in the upper right hand corner to open the drop-down menu and click on “Account”.
- Update contact information as needed.

Failure to update changes in your contact information may result in missing important communications. Candidates should monitor the email address they applied with throughout the duration of the selection process, as email will be the primary means of communication. This includes checking your spam/junk mail folders.

## Tentative Fire Recruit Schedule for 2021

\*All dates are subject to change.\*

<b>Dates</b>	<b>Location</b>	<b>Activity</b>
March 8, 2021 – April 9, 2021	Apply Online at <a href="http://www.louisvilleky.gov/government/human-resources">www.louisvilleky.gov/government/human-resources</a>	<b>Apply Online and download</b> Authorization for Record Check, Test Study Material, Physical Fitness Preparation Guidelines and Physical Ability Test Overview, military release forms, and Salary & Benefits Information. Qualifying candidates will be emailed information about the practice PAT and written exam.
April 2021	Fire Union Hall 400 Bakers Lane Louisville, KY 40214	<b>Fire Recruit Written Test</b> – Candidates are required to bring <u>copies</u> of High School diploma/GED, birth certificate, valid driver's license (COLOR COPY), DD214 (if former military), Authorization for Record Check.
April 2021 – May 2021	Fire Training Academy 1501 West Hill St. Louisville, KY 40210	<b>Physical Ability Test Practice</b> – Candidates will be able to attend optional practice sessions for the Physical Ability Test. Full schedule below.
May 2021 – June 2021	Fire Training Academy 1501 West Hill St. Louisville, KY 40210	<b>Physical Ability Test</b>
June – July 2021		<b>New Eligibility List Established</b> – Candidates are emailed test results.
June – July 2021 Until Completion		<b>Staff Interviews, Polygraph, Backgrounds, Medical Tests, Stress Tests</b> are administered by the Fire Department after the list is established. These are administered only to the top scoring candidates.