

BRAZIL CITY FIRE DEPARTMENT



APPLICANT NAME _____

DATE OF APPLICATION _____



Brazil City Fire Department

Fire Chief Jake Bennett

Dear Firefighter Applicant:

Congratulations on your decision to apply for a Firefighter position. This packet contains information regarding the firefighter selection process. It is important that you read this packet carefully.

Basic Rules of the Firefighter Selection Process:

- 1. If you move at anytime during the selection process, you must notify the Brazil Fire Chief's office at (812) 448-1721. Applicants may be notified by mail regarding the time, date and place of each phase of the selection process.**
- 2. You CANNOT report late to any test or interview. Being late will automatically eliminate you from further consideration for employment. THERE ARE NO EXCEPTIONS TO THIS RULE.**
- 3. You CANNOT change the time of a scheduled test or interview for any reason.**
- 4. The Firefighters' Board of Trustees, which includes the Fire Chief, is the sole contact for applicants during the evaluations and testing phases and steps that could lead to an appointment. All applicants and candidates must abide by the phases and steps outlined in the application. Any attempt to make contact with parties outside the guidelines of this application will result in exclusion from the process.**

We wish you success in your quest to become a Firefighter.

QUALIFICATIONS FOR APPLICATION

YOU MUST:

Be a citizen of the United States or able to produce documentation required by the Immigration Reform and Control Act of 1986.

Be at least 18 years of age and not have reached 36 years of age at time of appointment. As required by the Public Employees Retirement Fund.

Have a High School diploma or proof of a G.E.D. equivalent.

Provide a valid driver's license.

Have not been convicted of a felony.

Read and follow the instructions of this packet carefully.

BENEFITS INFORMATION

The Brazil City Fire Department provides the following benefits to employees.

HEALTH INSURANCE

DENTAL INSURANCE

OPTICAL INSURANCE

LIFE INSURANCE

PAID VACATION

CLOTHING ALLOWANCE PAY

LONGEVITY PAY UP TO 10 YEARS

PENSION PLAN

2021 SALARY SCHEDULE

Starting Pay	\$ 38,210
1ST YEAR	\$ 39,587
2ND YEAR	\$ 41,021
3RD YEAR	\$ 42,507
4TH YEAR	\$ 43,317
5TH YEAR	\$ 44,141

APPLICANT INSTRUCTION SHEET

TO ALL APPLICANTS: READ CAREFULLY

As a Firefighter applicant, there will be a number of requirements that you must meet in order to be considered for employment. There will be three major areas of testing that will impact on your status as an applicant. From the results of the testing, an eligibility list will be established. Candidates will be selected from that list to participate in the final phases of the process. All final candidates will participate in a background investigation. The three major areas of testing will be:

1. Physical Agility Test
2. Aptitude Test
3. Oral Interview

All Applicants **must complete all sections of the application in full.**
All Applicants must provide COPIES of the following.

Birth Certificate
High School Diploma or G.E.D.
High School Transcript
College Diploma (if applicable)
College Transcript (if applicable)
Military Service Records
Valid Drivers License

Please provide a COPY of these records; DO NOT include the original documents. We will not be able to return these records.

APPLICANTS MUST ALSO INCLUDE THE FOLLOWING:

1. Addresses, zip codes, and dates pertaining to all of your prior residences for the last 5 years.
2. Information pertaining to your most recent 5 employers (dates of employment; names, addresses, zip codes, and phone numbers of the companies; names of supervisors; reasons for leaving) and information relating to periods of unemployment.

3. Dates of active military duty (month, date, year). Your reserve obligations. What branch of the military you were in.
4. Information relating to 3 personal references (name, address, zip code, telephone number during the day, occupation, length of time known).
Do not include relatives or current employers as references.

***Please read each section before beginning.**

***Application must be typed or hand printed in black ink**

***You may include a resume'**

FIREFIGHTER SELECTION: PHASES AND STEPS

1. REVIEW OF APPLICATIONS:

The Firefighters' Board of Trustees shall ensure all applications are completed and all minimum requirements are met.

2. AGILITY AND ABILITY TESTING:

The Firefighters' Board of Trustees shall administer, review and certify the results for the Appointing Authority. CPAT cards will be considered but applicants may still be required to undergo certain portions or all of the agility testing by the Board of Trustees.

3. APTITUDE TESTING:

The Firefighters' Board of Trustees shall administer and certify the results of this phase also.

4. BACKGROUND INVESTIGATION:

A review of factual history of applicants.

5. ORAL INTERVIEW:

The Firefighters' Board of Trustees shall conduct an informal interview of selected candidates and determine their eligibility for the next phase.

6. ORAL INTERVIEW:

The Board of Public Works and Safety shall conduct an interview to grant a Conditional Employment Offer.

7. MEDICAL AND PSYCHOLOGICAL EXAM:

A thorough physical exam will be conducted as required by the Public Employees Retirement Fund. This process can take one day or as long as three weeks to complete. Any applicant not passing this phase will be dropped from contention and not considered for any further recruiting.

8. APPOINTMENT:

After fulfilling the previous requirements competently, Candidates will take an oath affirming their commitment, and be appointed under a one-year probationary period.

9. TRAINING AND EVALUATIONS:

The Probationary Firefighter must complete Mandatory state certified training course provided by the Fire Department. The Probationary Firefighter may also be subject to evaluations and testing administered by the Department Administration. The Probationary Firefighter appointment is not considered a regular member of the department and does not have a property interest in employment. During the first year a Probationary Firefighter will be subject to extensive assessments of conduct and capacity.

The Brazil Fire Department strives to hire the most qualified individuals' possible. This is accomplished through the aforementioned series of tests and interviews that are used during the application process, and continue through the Firefighter's first year of employment. Any individual failing any phase of the process may be automatically disqualified from contention. There are no avenues for appeal.

During the phases and steps of "Firefighter Selection", if it becomes apparent that the applicant has shown qualities of dishonesty or deceitfulness in their pursuit of employment it will result in disqualification.

The Brazil Fire Department reserves the rights to change or alter certain events in phase two of the testing, as long as the essential functions are still tested. This alteration may be necessary due to unexpected unavailability of testing facilities. The steps and phases are listed in a tentative order.

PHYSICAL AGILITY TEST

Phase 2 is the physical component of the applicant screening process. Candidates will be required to furnish gloves, work boots, and long pants for this phase of the test. All exercises except the Aerial climb will be done with a self-contained breathing apparatus harness and tank on the applicants back. Applicants will be timed on each event. The applicant's blood pressure will be monitored before and after each event. This test does not discriminate on the basis of sex and reflects the essential functions of the job. This test is administered in accordance with Indiana Code 36-8-3.2. The following is a list and description of the eight separate events included in the physical agility test. The physical ability test portion consists of four additional tests that will be explained to applicants prior to testing.

1. AERIAL CLIMB (105 FEET):

At the signal of "GO" applicant will climb an Aerial Ladder extended to 105 feet at a 70 degree angle. Starting with both feet on the bottom rung. Applicant must use rungs when climbing and descending. The transition between climb and descent should be a continuous motion. You must climb the ladder until both hands touch the top rung and descend to touch the bottom rung with both feet in 4 minutes or less. The applicant must climb the ladder without hesitation.

2. SIXTEEN FOOT LADDER RAISE:

Starting at a point 10 feet from the top of a 16-foot ladder that is placed with the feet against a wall. At the signal of "GO" applicant will proceed to the ladder. Applicant will pick up the ladder by the top rung and raise the ladder by placing hands from rung to rung advancing toward the wall, until the ladder is flat against the wall. Applicant should set the ladder at proper marked distance from the wall (70 degree angle). Return the ladder to the wall and lower the ladder, by using the hands on the rungs, returning it to the same starting position. The ladder must not be dropped.

3. RAISING THE TOP FLY OF A TWENTY-FOUR FOOT EXTENSION LADDER:

Using a secured 24 foot ladder, applicant will fully extend the top fly of the ladder by pulling the rope hand over hand. The top fly will be returned to its starting position by using the hand over hand method. You will be disqualified if you allow the rope to slide through your hands during descent of the fly.

4. EQUIPMENT CARRY:

Applicant shall lift and carry a chain saw and a reciprocating saw simultaneously for 150 feet and place them on the tailboard of the fire engine.

5. 1 ¾” DRY HOSE CARRY:

From a starting line 15’ feet outside of a building three sections of 1 ¾” diameter hose will be placed on the applicant’s shoulder by an instructor. At the signal of “GO”, the applicant will proceed up the stairs to the 3rd floor and put the hose down in a spot designated by the instructor.

6. 2 ½” DRY HOSE LIFT:

A rope will be attached to the end of a 50’ section of 2 ½” diameter hose with couplings. Applicant will be inside building on the 3rd floor and must pull the hose until the coupling reaches the 3rd floor window of the building. The hose must then be lowered to the ground. The pull and let down must be done using the hand over hand method. You will be disqualified if you let the rope slide through your hand during descent of the hose. Do not let go of the rope.

7. SEARCH MAZE / SELF-CONTAINED BREATHING APPARATUS:

Applicant will be required to put on an S.C.B.A. with mask and maneuver on hands and knees through a confined space course set up by the instructor. The face piece will be completely covered to simulate a smoke filled atmosphere. You will be completely sightless during this test. An instructor will be monitoring your progress.

8. APPARATUS DRIVING:

From a starting line at the instructor’s signal of “GO” the applicant will maneuver a Fire Apparatus through an obstacle course set up by the instructor. The Applicant will be required to drive between traffic cones and back the apparatus up safely.

PHYSICAL ABILITY TESTING

Physical Ability test portion allows applicants to be evaluated on muscular and cardiovascular endurance. Applicants will be allowed to wear less restrictive clothing during the four components of the physical ability test. It is recommended that applicants train and prepare for this testing.

9. ONE MINUTE SIT UPS:

This measures abdominal, or trunk, muscular endurance. While lying on his or her back the applicant will be given one (1) minute to do as many bent leg sit ups as possible.

10. 300 METER RUN:

This measures anaerobic power, or the ability to make an intense burst of effort for a short period or distance. This component consists of sprinting 300 meters as fast as possible

11. MAXIMUM PUSH UPS:

This component measures the muscular endurance of the upper body. This test consists of doing as many push-ups as possible until muscular failure.

12. 1.5 MILE RUN:

This measures aerobic power or cardiovascular endurance (stamina over time). To complete this component you must run/walk, as fast as possible, a distance of 1.5 miles.

Applicants will be expected to meet, or exceed, the following standards:

<u>Test</u>	<u>Standard</u>
Sit up	30 (1 minute)
300 meter run	70 seconds
Push-ups	26
1.5 mile run	15 minutes 30 seconds

A.D.A. COMPLIANCE NOTICE

POLICY STATEMENT

It is the policy of the City of Brazil and the Brazil Fire Department to not exclude qualified individuals with disabilities from participation in or benefiting from the services, programs or activities of the municipality. Also, it is the policy of this municipality not to discriminate against a qualified individual with a disability in its job application procedures; the hiring, advancement or discharge of employees; employee compensation; job training and other terms, conditions and privileges of employment. It is the intention of this municipality to comply with all applicable requirements of the Americans with Disabilities Act (A.D.A.).

Members of the public, including individuals with disabilities and groups representing individuals with disabilities, are encouraged to submit suggestions to municipal officials on how the municipality might better meet the needs of individuals with disabilities pursuant to its stated policy.

Rights and Protections the A.D.A. Affords Disabled Persons

Any individual who believes he or she has received treatment inconsistent with the policies set forth above or any other requirement of the Americans with Disabilities Act (A.D.A.) may take any of the following steps:

1. Call the Chief of the Brazil Fire Department at (812) 446-7551 the municipal A.D.A. coordinator or stop by his office at 203 East National Avenue, Brazil Indiana to find out more about the municipal program, service, activity or employment practice that is the basis for the concern. The A.D.A. coordinator can also provide information on how the municipality is attempting to comply with the A.D.A.
2. File a grievance with the A.D.A. coordinator. The A.D.A. coordinator will provide information on the municipality's procedure for handling grievances based on A.D.A. rights.

3. Appeals of decisions or other actions of the A.D.A. coordinator are permitted under the grievance procedures. If the A.D.A. coordinator does not adequately respond to a grievance, to the individual's satisfaction, the grievance will be forwarded to the municipality's A.D.A. compliance committee for review and appropriate action. Decisions of the compliance committee may be appealed to the municipal council.
4. Individuals have the right to initiate private lawsuits against the municipality as a means for compelling municipal compliance with the requirements of the A.D.A.
5. An individual may file a complaint with the U.S. Attorney General alleging discrimination in violation of the A.D.A., or after July 26, 1992, an individual may file a complaint alleging a violation of the A.D.A. employment provisions with the Equal Employment Opportunity Commission.

BACKGROUND INVESTIGATION POLICY

It is the policy of the Brazil City Fire Department to recruit the best-qualified applicants. In pursuing this goal, a background investigation of those applicants who are among the final candidates in the selection process is conducted with respect to factors that may have a bearing upon the applicant's future job performance. A Firefighters job often involves critical and dangerous situations that he or she should not be subjected to external pressures that would affect his or her ability to perform the job. The following items and circumstances surrounding the items are reviewed during the background investigations:

1. Driving record
2. Former employment
3. Arrest record
4. References
5. Personal history of applicant

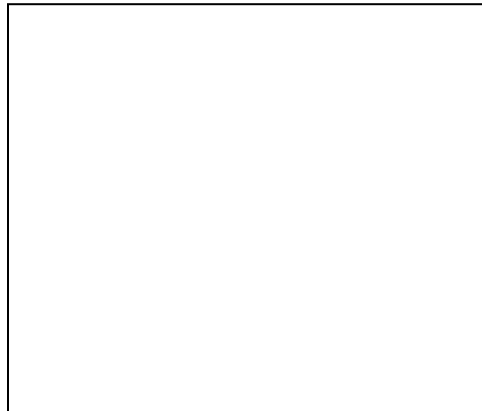
Although it is impossible to state all factors relevant to a background investigation and to the applicant's being a qualified Firefighter, in each case, the Department will consider whether the applicant's background, as set forth above, will have a bearing on the applicant's job performance or tend to measure his or her capabilities. The date and circumstances surrounding any negative finding in the background investigation, the requirements of the position and the applicants' qualifications will be considered.

The background investigation phase of the hiring process will be based on objective, factual findings and any required subjective determination will be in accordance with the above-stated policy and will be conducted in such a manner so as not to unlawfully discriminate on the basis of race, color, national origin, sex, disability, religion or age.

RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS	COURSES STUDIED
ELEMENTARY	_____	_____
	_____	_____
	_____	_____
	_____	_____
HIGH SCHOOL	_____	_____
	_____	_____
	_____	_____
	_____	_____
COLLEGE	_____	_____
	_____	_____
	_____	_____
	_____	_____
DEGREES EARNED	_____	

PLEASE ATTACH PHOTO HERE



CRIMINAL HISTORY

**HAVE YOU EVER BEEN CHARGED OR ARRESTED FOR ANY
CRIME, MISDEMEANOR OR FELONY?**

DATE OF ARREST AGENCY CHARGE DISPOSITION

MILITARY SERVICE RECORD

WERE YOU IN THE ARMED FORCES _____

WHAT BRANCH _____

DATES OF DUTY FROM _____ **TO** _____

ARE YOU CURRENTLY IN THE NATIONAL GUARD _____

**DURING YOUR DUTY IN THE ARMED FORCES WERE YOU EVER
ARRESTED AND OR CONVICTED UNDER THE UNIFORM CODE OF
MILITARY JUSTICE?** _____

**LIST ARREST AND OR
CONVICTIONS** _____

EMPLOYMENT RECORD

LIST ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT JOB.

COMPANY NAME _____

ADDRESS _____

TYPE OF BUSINESS _____

DATES EMPLOYED _____

TITLE HELD AND WORK DESCRIPTION _____

WEEKLY SALARY _____

REASON FOR LEAVING _____

NAME OF SUPERVISOR _____

COMPANY NAME _____

ADDRESS _____

TYPE OF BUSINESS _____

DATES EMPLOYED _____

TITLE HELD AND WORK DESCRIPTION _____

WEEKLY SALARY _____

REASON FOR LEAVING _____

NAME OF SUPERVISOR _____

COMPANY NAME _____

ADDRESS _____

TYPE OF BUSINESS _____

DATES EMPLOYED _____

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DATES EMPLOYED _____

TITLE HELD AND WORK DESCRIPTION _____

WEEKLY SALARY _____

REASON FOR LEAVING _____

NAME OF SUPERVISOR _____

COMPANY NAME _____

ADDRESS _____

TYPE OF BUSINESS _____

DATES EMPLOYED _____

TITLE HELD AND WORK DESCRIPTION _____

WEEKLY SALARY _____

REASON FOR LEAVING _____

NAME OF SUPERVISOR _____

MAY WE CONTACT THE EMPLOYERS LISTED ABOVE? _____

**IF NOT, INDICATE WHICH ONE(S) YOU DO NOT WISH US TO CONTACT
AND WHY**

FIREFIGHTER DUTIES

AS AN APPLICANT YOU WILL HAVE TO PERFORM THE PUBLISHED ESSENTIALS BELOW

DUTIES INCLUDE:

Respond to alarms by reporting to assigned vehicle, riding in or on assigned vehicle to the scene of the emergency or fire.

Lifts, carries, drags, lays and connect hose lines from hydrants and equipment to scene. Carries resuscitators, tools, and other equipment from vehicle to scene.

Raises and climbs ladders, crawls and walks on roofs and floors. Opening holes and windows with axes, bars or hooks for access or ventilation.

Combats fires by holding nozzles and directing streams of fog, chemicals or water, and moves into fire area including into confined spaces, and up stairs.

Communicates by voice or by radio with other firefighters and other emergency personnel to relay observations, equipment needs, and other relevant information.

Removes persons from danger including carrying unconscious person or holding life net.

Removes object from building, places protective covers over objects, and monitors assigned area for signs of recurrence.

Conducts fire drills; critiques drill participants on emergency procedure, and instruct groups on such procedures.

Participates in training on Firefighting, emergency medical aid, emergency procedures and related subjects.

Maintains departmental equipment and structures such as cleaning and washing walls and floors, hanging and drying fire hose, cleaning equipment, and performing preventative maintenance on motorized equipment.

Performs related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of fire suppression methods, tactics, equipment, and procedures including ventilation, rescue and salvage.

Knowledge of materials and combustibility, especially chemical and hazardous materials.

Extensive knowledge of fire prevention and inspection procedures.

Working knowledge of emergency medical treatment procedures, and ability to apply those procedures safely to others.

Ability to quickly climb onto vehicular equipment and to safely ride on such equipment while vehicle is traveling at high speed in all kinds of weather.

Ability to lift and carry other persons, heavy pieces of equipment, and coils of fire hose.

Ability to climb ladders, crawl through confined spaces, and run short distances, and to perform out of doors tasks at considerable heights.

Ability to perform physical labor for extended period of time in all kinds of weather conditions, and to sustain considerable physical effort for periods of time in the face of personal danger and limited visibility due to smoke and fire.

Working knowledge of city street layout, hydrant location system, and major building configuration.

Knowledge of departmental rules and regulations, and departmental general orders.

Ability to operate radio equipment and a working knowledge of radio procedures.

Ability to speak clearly and distinctly, and to hear and be heard and understood over considerable background noise.

Ability to appropriately respond to emergencies from off-duty status.

OTHER REQUIREMENTS:

Maintain telephone at residence and inform department of current telephone number.

FIREFIGHTERS ESSENTIAL FUNCTIONS AND ENVIROMENTAL FACTORS:

Operate both as member of a team and independently at incidents of uncertain duration.

Spend extensive time outside exposed to the elements.

Experience frequent transition from hot to cold and from humid to dry atmospheres.

Tolerate extreme fluctuations in temperature and perform physically demanding work in hot (up to 400° F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body cooling mechanisms.

Work in wet, icy, or muddy areas.

Perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.

Work in areas where sustaining traumatic or thermal injury is possible.

Face exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide, or organic solvents either through inhalation or skin contact.

Face exposure to infectious agents such as hepatitis B or HIV.

Perform complex tasks during life-threatening emergencies.

Work for long periods of time, requiring sustaining physical activity and intense concentration.

Face life or death decisions during emergency conditions.

Tolerate exposure to grotesque sights and smells associated with major trauma and burn victims.

Make rapid transitions from rest to near maximal exertion without warm-up periods.

Operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.

Use manual or power tools in the performance of duties.

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.

Wear personal protective equipment that weighs approximately 50 pounds while performing the essential functions of the job.

Perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches water column resistance to exhalation at a flow of 40 liters per minute.

Be able to communicate with people effectively.

As an applicant will you be able to successfully perform these basic essential job functions and duties? YES NO

If NO explain why _____

Affirmative Action Survey

This data is for periodic government reporting and will be kept in an Affirmative Action File separate from the application for Employment, solely, to help us comply with government record keeping, and reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

Government agencies require periodic reports on the sex, ethnicity, disabled and veteran status of applicants. This data is for analysis and affirmative action only. Submission of the information is voluntary.

Check one: Female Male

Check one of the following: Race/Ethnic Group: White Black Hispanic
 American Indian / Alaskan Native
 Asian/Pacific Islander

Check if any of the following are applicable:

Handicapped Individual Disabled Veteran

Positions Applied For: _____

Referral Source:

Advertisement Friend Relative Walk-in
 Employment Agency Other Social Media

RELEASE OF LIABILITY - HOLD HARMLESS

I, _____, understand that I am about to attempt strenuous physical activity as part of the application/hiring process for the Brazil City Fire Department. I do not have, nor am I aware of, any physical health problems that may jeopardize my well being as a result of the physical testing process. I am willing to hold harmless (and not liable) the City of Brazil, Brazil City Fire Department, Brazil Firefighters Pension Board of Trustees, and it's agents for any injuries that may arise/occur as a result of my own actions to participate in the physical ability and agility tests, which are part of the application/hiring process.

Applicants Signature _____ Date _____

I _____ do release and hold harmless the city of Brazil its Officers and Employees, the Brazil City Fire Department and its members, and the Local Board of Trustees, of any responsibility for injury or damages to myself which may occur as a result of my submitting an application for employment with the Brazil Fire Department, including during any required agility test.

Applicants Signature

**THE BRAZIL BOARD OF WORKS AND PUBLIC SAFETY
AND THE BRAZIL FIRE DEPARTMENT**

THANK YOU FOR YOUR APPLICATION AND INTEREST