



# FIRE DEPARTMENT

## CITY OF FAYETTEVILLE FIRE DEPARTMENT HIRING PROCEDURES

You are applying for a much sought after public safety job in a challenging work environment. Though characterized by long hours and strenuous physical demands, the fire service offers the opportunity of an exciting career coupled with many built-in rewards.

Fire Department positions with the Fayetteville Fire Department are under a civil service system and are filled by competitive examination. All applicants must meet the following requirements established by the rules and regulations of the Civil Service Commission of the City of Fayetteville.

- A. Be a citizen of the United States;
- B. Be not less than 21 years of age or older than 35 years of age;
- C. Have graduated from an accredited High School or passed the General Education Development Test indicating high school graduation level;
- D. Have never been convicted of a felony;
- E. Have attained Certification as an Emergency Medical Technician through the National EMT Registry or the State of Arkansas Department of Health.
- E. Be of good moral character.

If you believe your interests and abilities are compatible with these job requirements, we invite you to carefully read the procedures and complete the attached application. Please return the completed application and required documents listed on the next page to: city of Fayetteville, Personnel Division, 113 W. Mountain, Fayetteville, AR 72701. Your application will be held until the closing date for the next test. All qualified applicants will be notified by mail approximately two to three weeks prior to the test date.

The City normally conducts entrance exams two times per year, usually during March-April and September-October. These examinations consist of several phases. The initial part of the testing process will include a background investigation by the Fayetteville Police Department.

The second part of the testing process consists of a written test administered by the Fayetteville Civil Service Commission and the City Personnel Division. This is a general knowledge test and does not require technical knowledge of firefighting operations to successfully pass the test.

The third part of the testing process consists of five(5) exercises designed to test the applicant's physical agility and ability to withstand strenuous activities.

Applicants must pass the above listed tests in order to qualify for the next part of the examination which consists of an oral interview by the Civil Service Commission and an oral interview by a board of Fayetteville Fire Officers.



Applicants who pass the complete examination procedure will be certified and will be added to the list of certified applicants, (in order of highest to lowest evaluation scores). When a job opening occurs the Chief may hire from the top three of the list of certified applicants.

A certified applicant remains on the list for twelve months. If an applicant is not hired during the twelve months, he or she must go through the application procedure again in order to be certified.

NOTE:

Copies of the following documents listed below must accompany your completed application. (Copies will not be made by City Personnel)

- Birth Certificate/Proof of Citizenship
- High School Diploma or GED Certificate + Currently valid Driver's License
- Military Discharge or DD-214 (Active Military Service)
- EMT Certification- through the National Registry or the Arkansas Dept of Health
- Applications will not be accepted without copies of the above documents.
- A list of certifications, special classes attended, seminars, etc. may be attached. Please do not attach separate copies of these items.
- All copies and attachments must be on an 8 1/2" by 11" sheet of paper.

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**Employment History:**

Start with Current or most recent employer and include any period of unemployment that exceeds 90 days

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Position Title: \_\_\_\_\_  
City State

Supervisor: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your present employer for a reference before a job offer is made? \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Position Title: \_\_\_\_\_  
City State

Supervisor: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Position Title: \_\_\_\_\_  
City State

Supervisor: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Position Title: \_\_\_\_\_  
City State

Supervisor: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Position Title: \_\_\_\_\_  
City State

Supervisor: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_



**Other Information:**

Have you previously applied for a job with the City? \_\_\_\_\_ If yes, list approximate date of application \_\_\_\_\_

Have you previously been employed by the City? \_\_\_\_\_ If yes, list employment dates and department \_\_\_\_\_

Do you have friends or relatives working for the City? \_\_\_\_\_ If yes, list name and relationship below:

|       |      |              |
|-------|------|--------------|
| _____ | Name | Relationship |
| _____ | Name | Relationship |
| _____ | Name | Relationship |
| _____ | Name | Relationship |

Have you been convicted under any criminal law (exclude minor traffic violations and juvenile convictions)? \_\_\_\_\_

If yes - list the Name of Court, Date, Nature of Violation and Disposition of the Case: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Use the space below for comments or any additional remarks you may have regarding your qualifications:

\_\_\_\_\_  
\_\_\_\_\_

**Agreement:**

Applicants must read and sign below prior to submitting this application.

I acknowledge that the job of firefighter, for which I hereby make application, is a critical public safety position. I therefore agree and understand the employer may investigate my background including but not necessarily limited to work record, schooling, reputation, and any law enforcement records pertaining to criminal convictions, guilty pleas or no contest pleas pertaining to felonies or misdemeanors involving dishonesty or theft. I further agree that this information including that of a privileged or confidential nature may be received or utilized by the Fire Chief and Human Resources in evaluating my suitability as an applicant. I release employers, agencies and persons named herein from any and all liability resulting from the from the furnishing of such information.

I agree to furnish any additional information and/or submit to oral, written or physical examinations as may be required to complete the pre-employment evaluation. I understand further consideration is precluded should I fail to provide requested information or for any reason not complete the examination procedure.

It is agreed and understood that this application for employment does not obligate the city to employ the applicant. Further, I understand and agree that if employed, my employment is at will only, for no term of definite duration, and is subject to rules, regulations and procedures adopted by the Civil Service Commission of the City of Fayetteville.

This certifies that this application was completed by me, the undersigned and that all entries and information on it are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts called for in this application, in any supplement thereto, or in any City records, will be sufficient grounds for not employing me, or will be cause for immediate dismissal without notice at any time during my employment.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant