



GREENFIELD FIRE TERRITORY

17 W. South ST. Greenfield IN

(317) 477-4430 (Fax) (317) 477-4431

PRE-APPLICATION

FIREFIGHTER / EMT or FIREFIGHTER / PARAMEDIC

TYPE or PRINT CLEARLY-failure to do so may result in your application not being accepted

Name _____ Today's Date: _____
Last First M.I. Suffix

E-mail Address: _____

Mailing Address: _____

Phone Number: _____ - _____ - _____
Primary Secondary

Date of Birth: ____/____/____ Are you a U.S. Citizen? Yes No
MM DD YYYY

Drivers License Number: _____ State of Issue: _____ Exp. Date _____

Highest level of education completed: _____

Do you currently have a Firefighter I and II certification? _____

Do you currently have an EMT or Paramedic certification / Licensure? _____
If yes, which certification / Licensure? _____

Attach to this Pre-Application only a copy of your:

- Drivers License*
- EMS certification / Licensure, if attained
- Firefighter I and II certification, if attained

*Must hold or be able to attain an Indiana driver's license within 60 days if employed.

Return Pre-Application either in person (M-F; 0800-1600) or by mail to:

Greenfield Fire Territory
Employment
17 W. South St.
Greenfield, IN 46140

All Greenfield Fire Territory Firefighter Applicants **(PLEASE READ CAREFULLY)**

The Greenfield Fire Territory is an Equal Opportunity Employer. We are interested in good citizens who are seeking a career in the fire service. From time to time the Greenfield Fire Territory will have openings for firefighters. The active pool of applicants will include all individuals who have submitted an application prior to the posted deadline and who meet the minimum qualifications for the position.

The Pre- Applicant Basic Information Form must be completed, submitted, printed and returned in person or by mail to Greenfield Fire Territory Headquarters 17 W. South St., Greenfield, IN 46140 by 4:00 pm August 26, 2016.

Basic Requirements

In order to apply to become a firefighter, you must meet the following basic minimum qualifications:

- Be at least twenty-one (21) years of age and under thirty-six (36) to receive a conditional offer: pursuant to IC 36-8-3.5-12
- Be a citizen of the United States
- Have a high school diploma or equivalent
- Have and maintain a valid driver's license during the entire time you are in the process
- Have NOT been convicted of a felony
- Ability to read and write legibly, speak, understand, and otherwise communicate in the English Language
- As a general rule, you must not have been dishonorably discharged from military service

Physical Agility Testing

The purpose of this position is to perform fire suppression and emergency medical response duties as a member of the Greenfield Fire Territory.

A Valid Candidate Physical Ability Test (CPAT) Card is due at the time of the Written Examination. The CPAT card must have been obtained no earlier than **October 1, 2015**. The applicant must maintain a current CPAT certification card at all times while on the department testing and eligibility list. A copy of the CPAT certification must be submitted **at the written exam.**

Please visit <http://www.wayne.k12.in.us/esec/> for information on CPAT testing in Indiana.

317-988-7703

Fax 317-248-7931

Written Aptitude Test Procedures

You will not be contacted prior to the written exam and will be expected to show up if you have submitted a pre-app.

A Written Examination is scheduled for September 24, 2016 at 8:00am and will be held at Greenfield Central High School, 810 N. Broadway Greenfield, IN 46140. All applicants desiring to participate in the examination will be required to pay a non-refundable fee of twenty five dollars (\$25) **cash or money order**, which is a portion of the exam fee. The Greenfield Fire Territory will pay the remainder of the fee. Individuals who have a personal hardship and cannot afford the test fee may make alternative arrangements prior to the time of testing. Failure to appear or arrive on time for scheduled tests and/or appointments will result in disqualification from the hiring process.

Testing will take half of the day. The study session will begin immediately after the completion of the registration period. The instructions for the study session will be read aloud by a test monitor. During the study session, each applicant will be given two (2) hours to study a variety of printed materials. These materials will include printed text, line drawings, written instructions, and pictures. These study materials are the basis for the aptitude test, which will be administered during the exam session.

Applicants are allowed to make written notes about the study materials. However, these notes must be written on paper, which will be provided by the test monitor. Also, each applicant must turn in his/her notes to the test monitor at the conclusion of the study session.

During the study session, you may take as many breaks as you would like. Please note, however, that these breaks will shorten the amount of time that you will have for studying.

You may leave early from the study session. However, once you decide to leave from the study session you must turn in your materials and you will not be allowed back until the registration period for the test.

Applicants will be given a ½ hour lunch break. Lunch will not be provided during this break.

The exam session will begin with the re-registration of each applicant. Instructions for the test will be read aloud by the test monitor. The test will require that applicants read printed materials and record their answers on an optically scanned computer sheet. You will have one and one half (1 ½) hours to complete the written examination.

All questions on the examination will be drawn directly from materials provided during the study session. You must learn the study materials presented during the study session to do well on the examination. Note this important instruction: You will not be allowed to take the exam if you did not attend and register for the study session.

Structured Interview and Background Investigation

Applicants who meet the required criteria on the written exam will then be scheduled for a structured interview. After the interview phase, the written exam and interview scores will be averaged together and the applicant's name will be placed on an eligibility list in the order of the applicant's score averages. Upon completion of the entry level testing process, selected applicants will be required to complete an in-depth personal history packet.

The data provided in this packet will be used to conduct the background investigation phase of the hiring process. All applicants must give truthful answers to all questions. Any misrepresentation or omission of facts will disqualify the applicant from further consideration. During the investigative process applicants will be required to take a polygraph examination or Computer Voice Stress Analysis (CVSA). Areas of inquiry include, but are not limited to, criminal activity (including illegal drug use and theft), employment and driving history.

Salary and Benefits for 2016

Salary

Starting Salary = \$42,293.36

Second Year = \$45,089.09

Third Year Base Salary = \$48,025.53

Fourth Year = \$49,525.53

Fifth Year = \$51,025.53

Paramedic Pay Additional = \$3,500.00

Basic work schedule and earned time off:

Firefighters that work for the City of Greenfield work 24 hours on duty and 48 hours off.

Kelly Day = 1 shift off every 28 calendar days.

PTO Days = 5 Shifts earned annually and may accumulate up to 50, any days earned exceeding 50 will be bought (one for one) back from the city.

Vacation Days	after 1 year:	3 days vacation
	after 5 years:	6 days vacation
	after 10 years:	9 days vacation
	after 15 years:	12 days vacation
	after 20 years:	15 days vacation

Retirement = Police & Fire P.E.R.F. (public employees retirement fund).

Medical Insurance = the city offers HSA and PPO insurance through United Healthcare.

PPO: Employee Only-	\$22.50 / Pay
Employee + Spouse-	\$40.00 / Pay
Employee + Children-	\$32.50 / Pay
Employee + Family-	\$50.00 / Pay

HSA: Employee Only-	\$10.00 / Pay
Employee + Spouse-	\$20.00 / Pay
Employee + Children-	\$15.00 / Pay
Employee + Family-	\$25.00 / Pay

Cigna Dental and Vision = (optional).

Life Insurance and AD&D = \$25,000

2016 Applicant Basic Information and Requirements

Read and follow directions and expectations

In order to apply to become a firefighter, you must meet the following basic minimum qualifications:

- Be at least twenty-one (21) years of age and under thirty-six (36) to receive a conditional offer: pursuant to IC 36-8-3.5-12
- Be a citizen of the United States
- Have a high school diploma or equivalent
- Have and maintain a valid driver's license during the entire time you are in the process
- Have NOT been convicted of a felony
- Ability to read and write legibly, speak, understand, and otherwise communicate in the English Language
- As a general rule, you must not have been dishonorably discharged from military service

I understand I must participate in and pass all employment phases, including, but not limited to:

1. The Pre- Applicant Basic Information Form must be completed, submitted, printed and returned in person or by mail to Greenfield Fire Territory Headquarters 17 W. South St., Greenfield, IN 46140 by 4:00 pm August 26, 2016.
 2. A Valid Candidate Physical Ability Test (CPAT) Card is due at the time of the Written Examination. A Candidate Physical Ability Test (CPAT) card may be obtained through ESEC on your own. To obtain more information on getting your CPAT card through ESEC you may visit www.wayne.k12.in.us/esec/ or call (317)-988-7703.
 3. A Written Examination is scheduled for September 24, 2016 at 8:00am and will be held at Greenfield Central High School, 810 N. Broadway, Greenfield, IN 46140. **You will not be contacted prior to the written exam and will be expected to show up if you have submitted a pre-app.**
 4. Notification of Oral Interview scheduling will be following the written test.
 5. An extensive formal application which will be given to you at the oral interview
 6. A Background Investigation including drug screen
 7. A Medical and Psychological Examination
 8. Fire Department and Board of Works and Safety approval.
- Anyone arriving late to any scheduled event will be eliminated from the entire process.
 - A valid personal identification is required at each phase of the process. (i.e. driver's license)