



City of Huntington Fire Department

747 Condit St.

Huntington, Indiana 46750

260-356-3620

Thank you for your interest in employment with the City of Huntington as a Firefighter.

The City of Huntington Fire Department offers competitive wages and benefits including, starting pay at \$51,000, longevity pay, medical, dental, and life insurance, clothing allowance, PERF retirement, and 457B match. Fire and EMS continuing education and many others.

This packet contains information regarding the firefighter selection process. It is important that you read the contents carefully and understand the qualifications necessary to advance through the hiring process.

If you have any questions, please call 260-356-3620

Tony Johnson
Fire Chief

Application for Employment

Huntington Fire Department
City of Huntington, Ind.
747 Condit Street
Huntington, IN 46750
260-356-3620



Statement of Equal Opportunity Employment Policy

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, disability, veteran's status or national origin. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

No question on this report is intended to secure information to be used for unlawful discrimination.

Huntington Fire Department Hiring Process

APPLICATION PROCESS:

- **Pick up and return application:** Completed applications must be turned in before January 14th at 3:00 pm to the Huntington City Fire Department Station 1, 747 Condit St. Huntington, IN with your valid driver's license.
- **Take the written test:** The test will take place January 22, 2022, 9:00 am at Crestview Middle School, 1151 West – 500 North, Huntington, IN 46750. Registration begins at 8:30 a.m. Applicants may order the practice “**National Fire Select Test, NFST Candidate Orientation Guide**” by going to the following link: <https://www.fpsi.com/product/nfst-candidate-orientation-guide/>. The **NFST Candidate Orientation Guide** is a helpful tool to prepare for the exam and can be downloaded as a PDF file and saved or printed. Please read through the disclaimer on the other page in order to have a successful download. Payments will be submitted through PayPal via an account or credit/debit card. Once payment is submitted, PayPal automatically redirects you back to the FPSI site where access to the download [link](#) will be located on the *Order Details-Checkout Status* page. Applicants must pay close attention to ALL instructions on both FPSI and PayPal's websites in order to access the instant download successfully!
- **Take the Candidate Physical Ability Test:** After being notified that you obtained a passing score on the written test, you will be required to take your physical abilities test, CPAT. The CPAT is a nationally recognized physical abilities test fire departments use to ensure new firefighters are physically capable of performing their duties. Fort Wayne Fire Department will be offering the program to you at a cost of \$120. A mandatory orientation will be held February 5, 2022; the final test will be April 2, 2022. Please read more information about the details of the sessions and test in this packet. If you wish to acquire your own certification and not attend FWFD testing, you will need to turn in a passing CPAT certificate that is no older than 6 months from April 2, 2022. CPAT certificates must be turned into the Huntington City Fire Department no later than April 5, 2022 at 3:00 pm. **No CPAT certificates will be accepted older than 6 months and past the turn in date.**
- **First Interview:** After successfully completing both the written and CPAT test, you will be scheduled for an interview with the Huntington Fire Department Hiring Board.
- **Final Interview:** Top candidates will be invited for a second interview with the Huntington Fire Department Hiring Board; you will again be notified of a time for your interview.
- **Candidate Selected:** Final candidate will be issued a conditional offer, subject to the successful completion of a background check and Indiana PERF required physical and psychological testing.

CPAT

Candidate Physical Ability Test

- The Fort Wayne Fire Department is licensed (#00575) to use and offer the Candidate Physical Ability Test, more commonly known as the CPAT. In 1996, the International Association of Fire Chiefs and the International Association of Fire Fighters joined forces to develop and implement a physical abilities test that would enable fire departments to hire inherently physically capable firefighters.
- The CPAT is a pass/fail test based on a validated maximum total time of 10 minutes and 20 seconds. The CPAT consists of eight events that simulate actual job duties of a fire fighter on the fire ground. The 8 events are: Stair Climb, Hose Drag, Equipment Carry, Ladder Raise & Extension, Forcible Entry, Search, Rescue, and the Ceiling Breach & Pull. Along with the proper attire of shirt, long pants, appropriate gym shoes, hard hat and gloves, candidates must also wear a 50-pound weight vest to simulate the weight of fire fighter personal protective equipment (PPE) and self-contained breathing apparatus (SCBA) during the entire CPAT process (hard hat, gloves & weight vest provided by FWFD).
- All participants must be wearing appropriate attire and present a valid, photo ID at time of registration to participate
- This program is set up for 8 weeks from the first orientation to the final test, to allow candidates to become more familiar with the tasks and equipment. The program will consist of two orientation sessions, two timed practice sessions, and the final test. The cost for this program is \$120, payable to Huntington City Fire Department (cash or check only for the exact amount.) Testing fee must be received by January 28, 2022 at 3:00 pm.
- A mandatory orientation session will be on February 5, 2022. This will be followed up with another orientation session, and two timed practice sessions before the final test on April 2, 2022.
- If you wish to acquire your own certification and not attend FWFD testing, you will need to turn in a passing CPAT certificate that is no older than 6 months from April 2, 2022. CPAT certificates must be turned into the Huntington City Fire Department no later than April 5, 2022 at 3:00 pm. **No CPAT certificates will be accepted older than 6 months and past the turn in date.**

Minimum Requirements for Being a Firefighter

- Be at least 21 years old.
- Have not reached 36 years of age when hired. Those who have served in the military for 20 years with an honorable discharge may be up to 40 years of age.
- Be a United States citizen.
- Have a valid driver's license.
- Have a high school diploma or G.E.D.
- Have not been convicted of a felony.
- Be able to pass the Indiana PERF Fund required physical and psychological tests.

Basic Essential Functions for Firefighters

The successful applicant must be able to:

- Respond to alarms by reporting to assigned vehicle, riding in or on assigned vehicle to the emergency scene
- Operate both as a member of a team as well as independently at incidents
- Tolerate extreme fluctuations in temperature and perform physically demanding work
- Work in areas where sustaining traumatic or thermal injury is possible
- Perform various tasks while on elevated surfaces
- Face exposure to carcinogenic substances through inhalation or skin contact
- Perform complex tasks during life-threatening emergencies
- Work for long periods of time, requiring sustained physical activity and intense concentration
- Face life or death decisions during emergency conditions
- Operate in environments of high noise, poor visibility, limited mobility and in enclosed or confined spaces
- Lift, carry, drag, connect hoses and other equipment at an emergency scene
- Communicate effectively with other firefighters as well as other emergency personnel
- Move people away from danger, including carrying unconscious people
- Provide emergency medical treatment to injured people
- Participate in training on firefighting, emergency procedures, etc.
- Maintain departmental equipment and structures
- Maintain personal physical fitness
- Wear personal protective equipment (weighing approx. 50 lbs) while performing essential functions of the job
- Perform physically demanding work while wearing protective pressure breathing equipment
- Perform other duties as assigned



City of Huntington

EMPLOYMENT APPLICATION

Applicants are considered for positions in accordance with all applicable state federal and local laws, regulations, ordinances and or policies.

Name: _____

Address: _____

City _____ State _____ Zip Code _____

Phone Number: _____

Position Applied For: _____

Have you been employed here before? _____ When: _____

Presently Employed? _____ Can we contact your current employer? _____

Have you been convicted of a felony in the last seven years? _____ Yes _____ No
(such conviction may be relevant if job-related, but does not automatically bar you from employment)

Do you have a valid driver's license? _____

Has your driver's license ever been suspended or revoked? If yes, please explain: _____

Circle the type of license you possess. Operator Chauffer CDL (A or B)

If required, can you obtain a CDL license? _____

INDIANA CODE 36-8-4-7 states that a person may not be appointed as a member of the fire department after he/she has reached 36 years of age. However, a person may be reappointed as a member of the department only if the person is a former member of the 1925, 1953, or 1977 fund and can complete 20 years of service before reaching age 60.

Based on these requirements, are you eligible to be appointed as a member of the Huntington Fire

Department? ☐ Yes ☐ No

EDUCATION

	Junior High	High School	College	Grad/Professional
School Name				
Years Completed				

High School Diploma? _____ G.E.D.? _____

College Degree? _____

Describe any specialized training, apprenticeship, special skills, other language, extra-curricular activities or honors received. _____

REFERENCES

Give name, address and phone number for three (3) business or professional references who are not related to you. _____

EMPLOYMENT EXPERIENCE

Make the top box your present or most recent job. Include any job-related or military service assignments. Continue on the other side if necessary.

<i>Employer</i>	<i>Date of Employment</i>	<i>Work Performed</i>
Address Phone Job Title		
Reason for leaving		

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Reason for leaving		

Employer	Date of Employment	Work Performed
Address		
Phone		
Job Title		
Reason for leaving		

Military Service

1. Have you ever served in the United States military on active duty? ☐ Yes ☐ No
 (Include initial active duty training with the National Guard and the Reserves.)
 If yes, attach a copy of your DD214.

Military Branch	Dates of Service		Highest Rank Attained and Rank at Separation	Type of Discharge

2. Are you eligible to re-enlist? ☐ Yes ☐ No
 If no, explain fully on a separate sheet.

Do you have an **Indiana** state certification in the following (attach a copy of certification)
☐ EMT ☐ Advanced EMT ☐ Paramedic ☐ Other (Please list on a separate sheet)

Are you currently enrolled in any of the above mentioned courses? ☐ Yes ☐ No

Do you have any of the following certifications (attach a copy of the certification)

☐ Firefighter I ☐ Firefighter II ☐ HazMat Awareness & Operations

APPLICANT'S STATEMENT

I understand that the City follows an "employment at will" policy, in that I or the City may terminate my employment at any time for any or no reason; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the City Board of Public Works and Safety. I understand that this application is not a contract of employment.

I understand that this application will be active for a period of 60 days; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that the City may thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and companies named therein, except my current employer if so noted; to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Date _____ Signature _____

Nepotism Form

Indiana code 36-1-20.2 addresses the hiring of relatives in Indiana cities. To assure that the City of Huntington Fire Department is in compliance with this law, please list all of your relatives that work for the City. The state of Indiana defines a relative as:

IC 36-1-20.2-8

"Relative"

Sec. 8. (a) As used in this chapter, "relative" means any of the following:

- (1) A spouse.
- (2) A parent or stepparent.
- (3) A child or stepchild.
- (4) A brother, sister, stepbrother, or stepsister.
- (5) A niece or nephew.
- (6) An aunt or uncle.
- (7) A daughter-in-law or son-in-law.

(b) For purposes of this section, an adopted child of an individual is treated as a natural child of the individual.

(c) For purposes of this section, the terms "brother" and "sister" include a brother or sister by the half blood.

As added by P.L.135-2012, SEC.7.

This only affects relatives in "direct line of supervision," so having a relative may not be an issue.

Relative	Position
_____	_____
_____	_____
_____	_____
_____	_____

Signature _____



AUTHORIZATION TO RELEASE INFORMATION

I, _____, hereby authorize any person, agency, partnership, or corporation having any information concerning my EDUCATIONAL RECORD, CRIMINAL RECORD, EMPLOYMENT RECORD, MILITARY RECORD, FINANCIAL RECORD or SELECTIVE SERVICE RECORD, to release such information to the Huntington City Fire Department and will not be available for public inspection.

I hereby release such person, agency, partnership, or corporation from any liability which may be incurred in releasing the information to the Huntington City Fire Department, including liability under Federal Law.

Signature

Date

Witness Signature

Date