

IMPORTANT INFORMATION FOR FIREFIGHTER APPLICANTS

To be eligible for the 2012 firefighter's entrance examination on April 2, 2012, you must:

- be a citizen of the United States;
- Be not less than 21 years of age or older than 34 years of age;**
**Ark. State Code provides that no person who has arrived at the age of thirty-five (35) shall be eligible for appointment to the Fire Department except where the applicant is already a paid firefighter. The maximum age of thirty-five (35) shall not apply to:

Any person who has at least two (2) years of previous experience as a **paid** firefighter with another fire department and whose years of experience as a **paid** firefighter when subtracted from the person's age leaves a remainder of not more than thirty-two (32) years.
- Have graduated from an accredited high school or passed the GED indicating high school graduation level;
- Possess a valid driver's license and clean driving record;
- Have never been convicted of a felony;

THE EXAMINATION IS SCHEDULED AS FOLLOWS:

Monday, April 2, 2012 - 9:00 A.M.
Hot Springs Central Fire Station
310 Broadway; Hot Springs, Arkansas

YOU MUST PROVIDE A PHOTO ID (DRIVER'S LICENSE) TO BE ADMITTED TO EXAM

*Completed applications must be received in the Human Resources Office at City Hall no later than 5:00 P.M. on Wednesday March 28, 2012. **PROOF OF CITIZENSHIP, AGE AND HIGH SCHOOL GRADUATION (OR GED) MUST BE SUBMITTED WITH YOUR APPLICATION.** No applications will be accepted after March 28, 2012 and you will not be able to take the examination if your application is not on file. If you are returning your application and documents by mail, send to the City of Hot Springs Human Resources Department, P.O. Box 700, Hot Springs, Arkansas (71902).*

If you have any questions or need assistance in completing the application, do not hesitate to ask us. **Please notify us if you are disabled and require special accommodations for any portion of the application process, including tests or interviews.** It is important that you be on time for the examination since it will be a timed test, and late arrivals will not be allowed to enter the room once the exam has started.

Human Resources Department Telephone (501) 321-6841
TDD Telephone for Hearing Impaired (501) 321-6843
Fax Number (501) 321-6769
E-mail lmcafee@cityhs.net

Application Forms Available in the Human Resources Office or at www.cityhs.net/jobs.htm

GENERAL INFORMATION

The City of Hot Springs Fire Department is divided into three shifts. Each shift works twenty-four (24) hours beginning at 7:00 A.M. and is then off for the next forty-eight (48) hours. Each new hire will complete one forty-hour week (8:00 A.M. to 5:00 P.M., Monday thru Friday) in training prior to being placed on a twenty-four hour shift.

APPLICANT REQUIREMENTS

To be eligible for employment with the City of Hot Springs Fire Department, applicants must:

- be a citizen of the United States;
- Be not less than 21 years of age or older than 34 years of age;**
**Ark. State Code provides that no person who has arrived at the age of thirty-five (35) shall be eligible for appointment to the Fire Department except where the applicant is already a paid firefighter. The maximum age of thirty-five (35) shall not apply to:

Any person who has at least two (2) years of previous experience as a **paid** firefighter with another fire department and whose years of experience as a **paid** firefighter when subtracted from the person's age leaves a remainder of not more than thirty-two (32) years.

- Have graduated from an accredited high school or passed the GED indicating high school graduation level;
- Possess a valid driver's license and clean driving record;
- Have never been convicted of a felony;

APPLICATION & HIRING PROCESS

Applicant testing is generally administered once each year on the first Monday in April. Application forms are available in the Human Resources Department at City Hall approximately one month prior to testing and must be completed prior to the written exam. Proof of citizenship, age and high school graduation (or GED) must also be furnished at this time. Acceptable documents for proof of citizenship and age are:

Birth Certificate
Family Bible Record
Religious Document
DD-214
Local Voter's Registration
Naturalization or Other Citizenship Record

The written examination must be successfully completed with a score of 70 or higher to qualify for a personal interview with the City of Hot Springs Civil Service Commission. Prior to being scheduled for an interview, each applicant must complete a personal history statement.

After the interviews, the Civil Service Commissioners will rate each interviewed applicant based on their qualifications for becoming a firefighter. Those applicants who accumulate enough total points during this process will then be placed on an eligibility list in the order of ranking; i.e., the applicant scoring the highest number of points will be #1, the applicant scoring the second highest number of points will be #2, etc. The eligibility list is effective for one year.

When a vacancy occurs, the Fire Chief has the option of selecting from the top three candidates on the eligibility list at that time. Once the Chief has made this selection, a thorough background investigation will be conducted on the selected individual. If the results of this investigation are satisfactory, a conditional offer of employment will then be extended, subject to the successful completion of medical and physical agility examinations, as well as a negative drug test.

If a candidate is disqualified at any time during the above procedure, his/her name will be removed from the eligibility list, and the Chief will then make another selection from the top three remaining candidates on the list.

AGILITY TEST

Run 1.5 Miles Within 13 Minutes.

Do 35 Bent-Knee Sit-ups Within Two Minutes.

Do 25 Standard Push-ups.

Walk a 20-foot-long beam three to four inches wide, carrying a length of fire hose weighing at least 20 pounds, without falling or stepping off the beam

Lift 125 pounds from the floor and carry the weight 100 feet without stopping

From an erect position, with feet apart, pick up 15 pounds from the floor to waist level, place the weight on the floor approximately 12 inches outside the left foot and, without letting go, raise the weight to waist level and touch it to the floor about 12 inches outside the right foot. Repeat seven times for each foot or a total of 14 moves. This must be done in less than 35 seconds.

(Standards taken from National Fire Protection Association, NFPA 1001, 1987 Edition)

EMPLOYMENT STATUS

All newly hired firefighters serve a probationary period of one year, during which time they may be discharged by the Fire Chief with or without cause. If, during this probationary period, any firefighter fails to achieve Firefighter II certification through the Arkansas State Fire Academy, his/her employment will be terminated. Upon satisfactory completion of the probationary period, a firefighter has achieved permanent status and is then governed by the City of Hot Springs Civil Service Commission.

All new hires are classified as firefighter and must serve at least one year in that rank before they are eligible to apply for promotion to the next higher rank. Promotional eligibility lists are created each year through established procedures.

EMPLOYEE BENEFITS

Annual Vacation Leave - 168 Hours (7 shifts) first ten years; 192 Hours (8 shifts) thereafter

Discretionary Leave - 24 Hours (one shift) Per Year

Sick Leave - 18.4 Hours Per Biweekly Period to a Maximum of 1440 Hours

Longevity Pay - \$2.50 Per Month after first year of service, to a maximum of \$900; paid biweekly

Insurance - Medical/Dental/Life/AD&D; employee coverage paid for by City; dependent coverage available and paid for by the employee

Pension - Employee contribution of 8.5% of gross wages; City also contributes

Uniform Allowance - \$1,000 at time of hire; \$1,000 per year after first six months; paid Biweekly

Educational Incentive - After completion of the probationary period, firefighters are eligible to receive an additional \$135 per month for an Associate's Degree; \$200 per month for a Bachelor's Degree; and \$250 per month for a Master's Degree; paid biweekly

Certificate Pay - Firefighters receive \$100/month for EMT certification and \$50/month for Haz-Mat certification; paid biweekly

Available Options - Deferred Compensation; Credit Union; Supplemental Insurance

Salary - Current entry-level salary for firefighters is \$32,283 annually (including holiday pay)

ATTENTION APPLICANTS

**THE FOLLOWING DOCUMENTS MUST BE RETURNED WITH YOUR ORIGINAL
HOT SPRINGS FIRE DEPARTMENT EMPLOYMENT APPLICATION.**

PROOF OF HIGH SCHOOL GRADUATION OR EQUIVALENT

*Documents accepted: High School Diploma
G.E.D. Equivalency Certificate
Official School Transcript*

AND

PROOF OF CITIZENSHIP AND AGE

*Documents accepted: Birth Certificate
Local Voter's Registration
DD-214
Family Bible Record
Religious Document
Naturalization or Other Citizenship Record*

AND

DD-214

**(MILITARY DISCHARGE PAPERS)
ONLY IF YOU HAVE BEEN ENLISTED WITH MILITARY SERVICE**

**EMPLOYMENT APPLICATION
FOR THE POSITION OF
PROBATIONARY FIREFIGHTER
CITY OF HOT SPRINGS, ARKANSAS**

(Application Must be Completed on a Typewriter or Printed in Ink.)

PERSONAL INFORMATION

NAME _____ PHONE NUMBER _____
(Last Name First)

MAILING ADDRESS _____

SOCIAL SECURITY NUMBER _____ DATE OF BIRTH _____ AGE _____

WHERE WERE YOU BORN? _____ ARE YOU A U.S. CITIZEN? _____

ARE YOU PHYSICALLY CAPABLE OF PERFORMING THE DUTIES OF A FIREFIGHTER? _____

ARE YOU WILLING TO UNDERGO PHYSICAL AGILITY AND MEDICAL EXAMS? _____

HAVE YOU EVER BEEN A MEMBER OF THE U.S. ARMED FORCES? _____ BRANCH _____

ENLISTMENT DATE _____ DISCHARGE DATE _____

TYPE OF DISCHARGE _____ RANK AT DISCHARGE _____

DO YOU HAVE ANY RELATIVES WORKING FOR THE HOT SPRINGS FIRE DEPARTMENT? _____

NAME(S) AND RELATIONSHIP _____

DRIVER'S LICENSE NUMBER _____ STATE _____

WHAT IS YOUR PRACTICE REGARDING THE USE OF INTOXICATING BEVERAGES?

DO YOU USE NARCOTICS IN ANY FORM? _____

EDUCATION RECORD

HIGH SCHOOL

NAME _____

LOCATION _____

YEARS COMPLETED _____ DATE GRADUATED _____

COLLEGE

NAME _____

LOCATION _____

YEARS COMPLETED _____ MAJOR _____

DEGREE EARNED _____

BUSINESS SCHOOL

NAME _____

LOCATION _____

YEARS COMPLETED _____ COURSE OF STUDY _____

CERTIFICATE/DEGREE EARNED _____

TRADE OR OTHER SCHOOL

NAME _____

LOCATION _____

YEARS COMPLETED _____ COURSE OF STUDY _____

CERTIFICATE/DEGREE EARNED _____

OTHER SCHOOLS ATTENDED AND/OR SPECIAL EDUCATIONAL ACHIEVEMENTS:

EMPLOYMENT HISTORY

(LIST ALL PRESENT & PAST EMPLOYMENT, BEGINNING WITH CURRENT OR MOST RECENT)

COMPANY NAME _____ PHONE NUMBER _____
ADDRESS _____ SUPERVISOR _____
DATES _____ TO _____ SALARY _____ REASON FOR LEAVING _____
DUTIES _____

COMPANY NAME _____ PHONE NUMBER _____
ADDRESS _____ SUPERVISOR _____
DATES _____ TO _____ SALARY _____ REASON FOR LEAVING _____
DUTIES _____

COMPANY NAME _____ PHONE NUMBER _____
ADDRESS _____ SUPERVISOR _____
DATES _____ TO _____ SALARY _____ REASON FOR LEAVING _____
DUTIES _____

COMPANY NAME _____ PHONE NUMBER _____
ADDRESS _____ SUPERVISOR _____
DATES _____ TO _____ SALARY _____ REASON FOR LEAVING _____
DUTIES _____

(Attach Additional Sheet(s) if Necessary)

MAY WE CONTACT THE EMPLOYER(S) LISTED? _____ IF NOT, INDICATE WHICH ONE(S) YOU DO NOT WISH US TO CONTACT _____

REFERENCES

Name Address Profession Phone

Name Address Profession Phone

Name Address Profession Phone

CERTIFICATION AND CONSENT

***YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE IF THIS
CERTIFICATION AND CONSENT IS NOT SIGNED AND DATED***

I certify that the information set forth in my application for employment is true and complete to the best of my knowledge. I authorize the City of Hot Springs to make such investigations and inquiries of my personal and employment history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from any liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given in my application and/or interview(s) shall be considered sufficient cause for dismissal. I understand, also, that I will be required to abide by all rules and regulations of the City of Hot Springs Board of Civil Service Commissioners.

I hereby agree to submit to pre-employment drug testing. I understand that any offer of employment will be conditional upon completing such test with a negative result. I further understand that a positive test will result in my ineligibility for employment with the City of Hot Springs for a period of at least six (6) months. At any time after the end of the six-month period, I understand that, if I am again selected for hire, I will be required to undergo another drug test at that time with the same requirements and restrictions as applied to the initial testing.

Applicant Signature _____

Date _____