

The purpose of this document is to provide information regarding the Warrensburg Fire Department's Part-Time Fire Fighter (PT/FF) and Student Resident Programs (PT/FF SR).

### **Part-Time Fire Fighter**

As a Part-Time Fire Fighter with the Warrensburg Fire Department, you will have the same training and experiences available to you as the full-time staff.

Your level of training depends on the amount of time and effort you are willing to put into the programs available to you.

As a trained Part-Time Fire Fighter, your duties and responsibilities will be similar to those of the Full-Time Fire Fighters. You will have opportunities to respond to emergency calls and operate emergency vehicles, perform station and vehicle maintenance activities, and fill in shift positions as vacancies occur.

Our part-time staff members are fully capable, well trained personnel who fulfill an important niche in the overall mission of our department.

Part-Time Fire Fighters are required to attend monthly training and actively participate in the department's part-time program as established by current department policies.

### **Student Resident Program**

The Warrensburg Fire Department has a student resident program that allows up to six students, who are employed as Part-Time Fire Fighters, to live in dormitory rooms at Fire Station 2.

While in the program, students must be full-time students actively pursuing a degree from the University of Central Missouri and remain in good academic standing. In exchange for making the dormitory rooms their primary residence, student residents must actively participate in the part-time program and ride-a-long or work a minimum of 72 hours a month for the fire department.

### **Acceptance of Applications**

Applications for Part-Time Fire Fighters and Student Residents are only accepted during specific time frames established by job announcements for active hiring processes. Applications submitted any other time will not be considered.

*Attachment 1- Application*

### **Residency Requirement**

In order to apply for a Part-Time Fire Fighter position, the applicant must primarily reside within one mile of the boundary shown on the Warrensburg Fire Department Residency Map.

The only permitted exceptions are for persons testing for the Student Resident Program. Persons who plan to attend the University of Central Missouri may test for the Student Resident Program without currently residing in the defined area so long as they reside within the defined area by the time of employment.

*Attachment 2- WFD Residency Map*

### **Pre-Employment Background Information**

The application form asks several questions regarding convictions, pleas of *nolo contendere*, guilty pleas, pleas of no contest or equivalent specific experiences that may limit an applicant's eligibility for employment. It is important to fully disclose all incidents, to include those that have resulted in a suspension of imposition sentence or pronouncement of sentence and suspension of execution, regardless of probation, as all such information is disclosed to the City of Warrensburg during the post-offer background check.

Applicants may request an appeal or waiver for extenuating circumstances prior to administration of the written test during the applicable hiring process. The request for appeal or waiver shall be made in writing to the Fire Chief, who will make an initial determination and recommendation to the City Manager.

Additional information regarding background checks will be discussed later in this document.

### **Screening of Applications**

Following the application deadline, the applications will be reviewed. Those applicants that meet the requirements will be notified of the selection process dates requiring their attendance. Those applicants that do not meet the requirements will be notified of why they do not meet the requirements. Eligibility requirements such as age, education, or certification must be met by the listed closing date.

### **Optional Warrensburg Fire Department Physical Ability Test Orientation**

The Warrensburg Fire Department provides an opportunity for candidates to learn about the department's Physical Ability Test a few days prior to administration of the Physical Ability Test. Candidates are not required to attend the orientation session. Those candidates that attend are afforded the opportunity to try the various test stations so they are better prepared for the Physical Ability Test.

### **Fingerprints**

It is necessary to fingerprint candidates in order to do the post-offer background checks. The Warrensburg Police Department does the fingerprinting. If possible, candidates will be fingerprinted on the date of the written test depending on the Police Department's availability.

If fingerprints are not taken on the date of the written test, candidates that receive a conditional offer of employment will be instructed how to submit their fingerprints for the post-offer background check. A candidate's fingerprints are not submitted for background check purposes

unless a conditional offer of employment is made (see page 5 for further information regarding conditional offers of employment).

### **Written Examination**

The Warrensburg Fire Department uses the National Firefighter Selection Inventory (NFSI) from I/O Solutions for the written examination. The exam covers both cognitive (i.e., problem solving) and an attitude/personality (i.e., firefighter orientation) component.

The written examination is proctored by an employee of the Warrensburg Fire Department. Upon completion of the written exam, the candidate seals the exam as instructed by the proctor, and submits the exam to the proctor. The sealed tests are submitted to I/O Solutions for grading.

Candidates must receive a qualifying score of 70% correct to maintain eligibility. The written examination is not used for the ranking of candidates, and is considered a pass or fail component of the selection process.

Further information regarding the NFSI, to include study guides, can be located at:

Industrial/Organizational Solutions, Inc.  
[www.iosolutions.org](http://www.iosolutions.org)  
(888)784-1290

Public Safety Recruitment  
[www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com)  
(800)343-4473

### **Physical Ability Test**

The physical ability test (PAT) consists of nine separate events. The PAT is a sequence of events requiring candidates to progress along a predetermined path from event to event in a continuous manner. This test was developed to allow the Warrensburg Fire Department to obtain pools of trainable candidates who are physically able to perform essential job tasks at emergency scenes. Each candidate will be required to successfully complete each station before moving on to the next station. Each candidate will have one opportunity to complete the exam under the time limit. No candidate will be allowed to repeat the exam to better their time.

Candidates must successfully complete the PAT in no more than five (5) minutes and zero (0) seconds. The PAT is not used for the ranking of candidates, and is considered a pass or fail component of the selection process.

In these events, candidates will wear a fire helmet with chin strap, leather fire gloves and fire coat. These items will be provided for the test. Candidates must wear long pants and footwear with no open heel or toe. Watches and loose or restrictive jewelry are not permitted. No t-shirts identifying any fire department or emergency services agency shall be worn.

To ensure the highest level of safety and to prevent exhaustion, no running is allowed between events.

To ensure scoring accuracy by eliminating timer failure, two stop watches are used to time the PAT. One stop watch is designated as the official test time stopwatch, the second is the backup stopwatch. If mechanical failure occurs, the time on the backup stopwatch is used. The stop watches are set to the pass/fail time and count down from five (5) minutes and zero (0) seconds. If time elapses prior to the completion of the test, the test is concluded and the candidate fails the test.

The PAT is normally scheduled immediately following the written examination.

Certification of successful completion of the Candidate Physical Ability Test (CPAT) from a recognized CPAT facility within the last twelve months will be accepted in place of taking the Warrensburg Fire Department Physical Ability Test.

*Attachment 3- Warrensburg Fire Department Physical Ability Test Orientation Guide*

### **Oral Board**

The oral board is a five member panel consisting of; one Chief Officer, one Captain, one Full-Time Fire Fighter/EMT, one Part-Time Fire Fighter, and one department member recommended by the department's labor union. Each candidate is scored on their performance in the interview. The scores are used to rank candidates.

Depending on the number of candidates, the oral board may be scheduled on the date of the written examination and PAT. Candidates that fail either the written examination or PAT will not proceed to the Oral Board.

When the Oral Board is conducted on the day of the written examination or PAT, it is possible for a candidate that did not pass the written examination to participate in the oral board, as the written examination scores are not immediately available. A candidate that fails the written examination, but participates in the Oral Board, will not be ranked and will not proceed in the selection process.

The number of candidates that advance in the selection process from the Oral Board is dependent upon the number of available openings and is at the discretion of the Fire Chief for the establishment of hiring lists. Typically, three candidates are interviewed for each open position. For example, if one position is available, the top three ranked candidates from the Oral Board will advance in the selection process.

Candidates that apply for both Part-Time Fire Fighter and Student Resident will be ranked on two separate lists.

### **Pre-Employment Questionnaire**

Candidates selected to advance to the Fire Chief's Interview based on ranking and the number of available positions will be provided a pre-employment questionnaire. The questionnaire must be completed prior to the Fire Chief's Interview.

### **Fire Chief's Interview**

The Fire Chief's Interview is the process where a candidate is interviewed by the Fire Chief and up to two other Chief Officers. The interview will consider the candidate's suitability for employment with the Warrensburg Fire Department based on review of the documents submitted by the candidate and discussion during the interview.

### **Conditional Offer of Employment**

Those candidates selected for further consideration will be given written conditional offers of employment. The conditional offers of employment will provide the candidates with instruction for completing the post-offer process and establish any applicable deadlines. Failure to follow instructions during this phase or to meet applicable deadlines may make the candidate ineligible for employment.

### **Post-Offer Background Check**

Once a conditional offer of employment is made, a thorough background check is conducted.

The candidate's fingerprints are sent by the City of Warrensburg to the Missouri State Highway Patrol, who submits them to the Federal Bureau of Investigation for a nationwide record search. The results are returned to the City of Warrensburg. The City of Warrensburg makes a determination as to whether the candidate is eligible for employment based upon current policies and procedures as adopted by the City of Warrensburg.

A Chief Officer of the Warrensburg Fire Department will contact references and employers listed in documents submitted by the candidate. The Chief Officer conducting the reference and employment checks will make a recommendation to the Fire Chief based on such checks.

### **Post-Offer Drug and Alcohol Test**

Candidates must successfully pass an alcohol and or drug screen as required by the City of Warrensburg prior to employment.

### **Post-Offer Medical Physical Evaluation**

Prior to employment, candidates must successfully complete and pass a full medical and physical evaluation provided by the fire department's physician. National Fire Protection Association Standard 1582 is used as a guideline to determine a candidate's eligibility for employment. The Warrensburg Fire Department receives a "fit for duty" or "not fit for duty" statement from the fire department's physician.

A candidate found “not fit for duty” is not eligible for employment with the Warrensburg Fire Department. Depending on the circumstances and or condition, the effected candidate can address the issues found in the examination with their personal physician and the fire department’s physician and be re-evaluated. A candidate cannot be employed by the

Warrensburg Fire Department until they are declared “fit for duty” by the fire department’s physician.

### **Post-Offer Records and Documentation**

Prior to employment, candidates must provide requisite records and documentation to the Warrensburg Fire Department and the City of Warrensburg. Documents typically required include:

1. High School Diploma or GED
2. Valid Missouri Driver’s License
3. Social Security Card

### **Part-Time Fire Fighter and/or Student Resident Orientation Program**

During their first six months of employment, Part-Time Fire Fighters and Student Residents are required to complete a 40 hour orientation program. The purpose of the program is to insure that new personnel are familiar with the department and can perform basic skills and tasks in a safe manner before being exposed to hazardous situations.

### **Part-Time Fire Fighter Training Program**

Part-Time Fire Fighters and Student Residents are expected to attend department training monthly. Two sessions are scheduled each month and personnel are able to make up missed training by coordinating with department staff.

### **Certification Requirements**

Certification as Fire Fighter I by the Missouri Division of Fire Safety is required within one year of employment. The Warrensburg Fire Department offers the training required for certification to department personnel. Depending on the availability of training, the one year requirement for certification may be extended.

Certification as Emergency Medical Technician- B (EMT-B) by the Missouri Bureau of EMS is required within two years of employment. The training required for certification is provided by the Johnson County Ambulance District. The Warrensburg Fire Department reimburses personnel for tuition and testing cost upon EMT-B certification up to a maximum number of personnel and costs per fiscal year.

Fire Fighter 1 and EMT-B certifications are required for personnel to fill-in for minimum staffing positions on shifts.



## MEMORANDUM

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TO: PROSPECTIVE APPLICANTS FOR EMPLOYMENT for

- Part Time Firefighter, and/or
- Student Resident

FROM: PERSONNEL CLERK  
CITY OF WARRENSBURG, MO

SUBJECT: RESUMES & APPLICATIONS

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ALL applicants need to fill out the employment application IN BLUE INK in its entirety and initial and date each page.

Should you have a resume, please attach it to the back of the packet.

The job description is something you should keep for reference.

Please return to Personnel:  
City of Warrensburg  
102 S. Holden St.  
Warrensburg, MO 64093

Thank you for your interest  
in the City of Warrensburg.

## *POSITION DESCRIPTION*

City of Warrensburg

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<b>JOB TITLE:</b> PT Fire Fighter <b>DEPARTMENT:</b> Fire <b>DATE:</b> November 2006 <b>PAY GRADE:</b> FFA 1-15 or FFB 1-15 <b>IMMEDIATE SUPERVISOR:</b> Varies per assignment: Captain, Battalion Chief, PT FF Program Team Leader or PT FF Program Assistant Team Leader	<b>NAME:</b>
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### *ESSENTIAL FUNCTIONS*

- |    |   |             |
|----|---|-------------|
| I. | Fire Fighter, Rescue, EMS and HAZMAT Activities | 25% of Time |
|----|---|-------------|
- A. Responds to emergency incidents, assists on occasion in making a determination regarding manpower requirements and regarding the best route to scene assuring for timeliness, safety, and avoidance of obstacles.
  - B. Connects to hydrant; on occasion, makes proper connections on truck, operates the panel assuring that pressure and water flow are adequate to accommodate the entire need of the emergency.
  - C. Makes an estimation regarding the equipment and supplies that will be required and makes them readily available for use.
  - D. Assists in the “break down” of the removed equipment and supplies. Assists with the replacement of all equipment used in operation and assists with the cleaning of all equipment used assuring for timeliness, completeness and thoroughness.
  - E. Assists with completing a visual inventory of the truck assuring that all equipment and supplies are present and that the truck is completely ready and on-line for the next incident.
  - F. Maintains an awareness of the location of fire hydrants throughout the city.
  - G. Enters the scene; assists with the determination of the best course of action assuring for accuracy, safety, and timeliness.
  - H. Assists with the implementation of the plan of action assuring for full compliance with all related departmental procedures, safety procedures, and to minimize the loss of life or property.
  - I. Leads, and/or participates with other firefighters on interior attack assuring for compliance with all related departmental procedures, safety procedures, and to minimize the loss of life or property.
  - J. Makes mid-course modifications and adjustments to accommodate the unfolding elements of the emergency assuring for accuracy and timeliness.
  - K. Makes determinations and advises regarding the security of the emergency scene and advises the captain. Receives captain's authorization to exit scene.

- L. Operates the aerial apparatus vehicle if necessary.
- M. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- N. Responds to emergencies in surrounding areas as required by the department.
- O. Actively participates in the department's health and wellness program to maintain and improve individual performance.

II. Cleaning and Maintenance Activities 25% of Time

- A. Maintains an awareness of the schedule of the cleaning and maintenance requirements of the fire station and grounds.
- B. Assembles the required tools and supplies, safety equipment, etc. to complete the activities assuring for completeness. Makes recommendations for additional supplies and equipment.
- C. Completes, assuming availability of parts and supplies, the activities on the schedule assuring for accuracy, timeliness and safety.
- D. Cleans the tools used and conducts any required maintenance steps and replaces assuring for completeness and safety.
- E. As required, notifies the appropriate person regarding the need for equipment or supply replacement or repair.
- F. Conducts preventative maintenance activities as scheduled, including fire hydrant upkeep, fire station, apparatus, etc.
- G. Troubleshoots, diagnoses problems and repairs and installs equipment (vehicles, fire station, etc.) when necessary.

III. Training Activities 30% of Time

- A. Develops or receives the curriculum assignment and gathers the necessary equipment and supplies to conduct or attend class.
- B. Participates or leads the training activity assuring for professionalism. Completes any follow-up required.
- C. Attends and completes training classes, seminars, programs, etc. as assigned assuring for professionalism.
- D. Maintains required certifications.
- E. Assists with preplanning for response to emergencies for residential and industries.

IV. Fire Prevention Public Relation Activities 20% of Time

- A. Assists in conducting station tours, seminars, demonstrations, and talks regarding the need for fire safety and prevention, the use of extinguishers,

evacuation procedures, etc. assuring for professionalism and the best possible PR for the department and City.

V. City Wide Practices

- A. Performs effectively as a member of a team in carrying out the City of Warrensburg's stated vision, mission and values assuring for professionalism.
- B. Works to maintain the City of Warrensburg's mission statement for safety which includes maintaining a safe environment for not only the employee, but also co-workers and any public. Reports unsafe work equipment, workstations, practices and procedures, and follows the City's safety policies.
- C. Maintains awareness and works towards a spirit of cooperation and communication with co-workers and all departments within the City of Warrensburg assuring for professionalism and courtesy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

**WORK ENVIRONMENT**

- ◆ Average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Extreme exposure to chemicals and fumes.
- ◆ Above average exposure to heights.
- ◆ Extreme exposure to work safety hazards.
- ◆ Above average amount of overtime/extended work hours required.
- ◆ Above average exposure to dust.
- ◆ Above average exposure to loud noises.
- ◆ Above average exposure to darkness.
- ◆ Above average exposure to cramped spaces.

**PHYSICAL EFFORT**

- ◆ Above normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Above normal physical agility: ability to maneuver body while in place.
- ◆ Above normal physical strength to handle routine office materials and tools.
- ◆ Above normal physical strength to handle 100 lb. objects, considering frequency.
- ◆ Above normal dexterity of hands and fingers.
- ◆ Above normal physical balance: ability to maintain balance and physical control.
- ◆ Above normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above normal endurance.

**KNOWLEDGE REQUIREMENTS**

- ◆ Completed High School Diploma or equivalent.
- ◆ Must have current & valid Mo. driver license.
- ◆ Must be 18 years of age, U.S. citizen.
- ◆ Must pass pre-employment criminal history background check
- ◆ Must have an awareness of all streets in the city completed within 3 mos.
- ◆ Must have an awareness of the address system completed within 3 mos.

- ◆ Must have an awareness of hydraulics and friction loss completed within 3 mos.
- ◆ Must have an awareness of aerial apparatus completed within 3 mos.
- ◆ Prefer possession of a current license as an Emergency Medical Technician in Missouri, or certificate attesting to current National Registry required. Copy of license shall be provided at time when application is submitted to the City of Warrensburg. Or become Missouri EMT certified within 2 years.
- ◆ Missouri Fire Fighter I completed within 1 year
- ◆ Must live within one mile of the boundary shown on the WFD Residency Map

### **MENTAL EFFORT**

- ◆ Above normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above average memory, considering the amount and type of information.
- ◆ Above normal complexity of decision making.
- ◆ Above normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

### **COMMUNICATION**

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average interpersonal communication skills.

### **SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch



## CITY OF WARRENSBURG, MISSOURI

## GENERAL APPLICATION FOR EMPLOYMENT

Position Applied for:  PART TIME FIREFIGHTER, and/or **Date:** \_\_\_\_\_  
 STUDENT RESIDENT \_\_\_\_\_

Name: \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
                     First                    Middle                    Last

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone # (\_\_\_\_) \_\_\_\_\_ Evening Phone # (\_\_\_\_) \_\_\_\_\_

Driver's License # \_\_\_\_\_ State: \_\_\_\_\_

E-mail address (optional) \_\_\_\_\_

Have you ever used another name?  Yes  No If yes, give name: \_\_\_\_\_

Are you: Over the age of 18?  Yes  No

If you are under the age of 18, and it is required,  
 can you furnish a work permit?

Yes  No

A previous applicant?

Yes  No

A previous employee?

Yes  No

Do you qualify for work study?

Yes  No

Legally able to work in the United States?

Yes  No

A licensed driver with a car available for work?

Yes  No

Do you have any relatives who work for the City?

Yes  No

If yes, names: \_\_\_\_\_ Relationship \_\_\_\_\_

How did you learn about this job?

- Advertisement in: \_\_\_\_\_ (Publication)  
 Employee: \_\_\_\_\_ (Name)  
 Employment Agency: \_\_\_\_\_ (Name)  
 Missouri Career Center  
 Other: \_\_\_\_\_ (Specify)

**Background Screening Information**

Any of the items listed in the two sections below will automatically disqualify the candidate/applicant unless an extraordinary circumstance exists and the Fire Chief and City Manager have approved an exception in writing, based upon the following criteria: nature of offense, duties of position applied for, length of time since incident and any extenuating circumstances surrounding the incident. Fire Department will not employ an applicant/candidate who has been convicted, entered a “*nolo contendere*” plea, guilty plea, plea of no contest or its equivalent to any of these charges. It is important to fully disclose all incidents, to include those that have resulted in a suspension of imposition sentence or pronouncement of sentence and suspension of execution, regardless of probation, as all such information is disclosed to the City of Warrensburg during the post-offer background check.

**1. Have you ever been convicted of, entered a guilty plea to, a plea of *nolo contendere* to, or a no contest plea to any of the following:**

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Any felony;
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Any fire-related crime;
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Any theft-related crime;
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Any burglary-related crime;
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Any sexual assault-related crime;
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Any stalking or personal assault-related crime;
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Any impersonation or falsification-related crime;
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Any intimidation, harassment or threat-related crime;
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Any drug, narcotics or substance abuse-related crime;
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Any careless, imprudent, reckless, or negligent driving conviction;
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Any fraud, dishonesty, misrepresentation or license-related crime;
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Any crime or violation of law, regulation or rule for which the Unit of EMS of the Missouri Department of Health and Senior Services lists as being a disqualification reason for persons pursuing licensure as an EMT or Paramedic or other emergency medicine professional within the State of Missouri.

**2. Have you experienced any of the following:**

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Loss of driver’s license due to suspension or revocation for 90 days or more at ANY TIME in the past;
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Three or more moving violations in the 36 months immediately preceding the background check or five or more moving violations in the 60 months preceding the background check;
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Conviction of, plea of guilty to, plea of <i>nolo contendere</i> , a plea of not contest or equivalent in connection with operation of a motor vehicle while under the influence of alcohol, drugs or other substances;
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Conviction of, plea of guilty to, plea of <i>nolo contendere</i> , a plea of not contest or equivalent in connection with hit-and-run, manslaughter or similar crime while operating a motor vehicle;
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Any aggressive use of a vehicle that posed a hazard to persons or property.

Applicants may request an appeal or waiver for extenuating circumstances prior to administration of the written test during the applicable hiring process. The request for appeal or waiver shall be made in writing to the Fire Chief, who will make an initial determination and recommendation to the City Manager.

NOTE: Are you submitting a resume with this application?  Yes  No

**EMPLOYMENT HISTORY - (Most recent first)**

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_

Description of Duties: \_\_\_\_\_

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

May we contact this employer as a reference:  Yes  No

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_

Description of Duties: \_\_\_\_\_

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

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Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_

Description of Duties: \_\_\_\_\_

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

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_

Description of Duties: \_\_\_\_\_

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

**EDUCATION**

**Highest level of education obtained:**

- Less than high school diploma or equivalent. Grade completed: \_\_\_\_\_
- High school
- GED
- Undergraduate
- Graduate
- Technical
- Other: \_\_\_\_\_ (Specify)

\* \* \* \*

**High School Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_

\* \* \* \*

**College/ University Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Degree Obtained:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

\* \* \* \*

**Graduate/Professional School Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Degree Obtained:** \_\_\_\_\_

**Field(s) of Study:** \_\_\_\_\_

\* \* \* \*

**Technical/Business School Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Degree/Certificate Obtained:** \_\_\_\_\_

**Other School Attended:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Degree/Certificate Obtained:** \_\_\_\_\_

**MILITARY SERVICE**

**Have you served in the armed services of the United States or its allies?**     Yes     No

**If yes:**    **Branch of Service** \_\_\_\_\_

**Dates of Service** \_\_\_\_\_

**Rank at Discharge** \_\_\_\_\_

**Please attach a copy of your DD 214.**

**OTHER TRAINING/EXPERIENCE**

Please describe any additional training/experience/ skills you possess which would be an asset in performing the duties of this position:

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**LICENSES/CERTIFICATES HELD**

License/Certificate: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Licensing Authority: \_\_\_\_\_ License # \_\_\_\_\_

\* \* \* \*

License/Certificate: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Licensing Authority: \_\_\_\_\_ License # \_\_\_\_\_

\* \* \* \*

License/Certificate: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Licensing Authority: \_\_\_\_\_ License # \_\_\_\_\_

**REFERENCES**

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Name	Address	Telephone #
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Name	Address	Telephone #
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Name	Address	Telephone #
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References should be people who are unrelated to you who have knowledge of your character and/or work history which would assist the City in evaluating you as a potential employee.

**APPLICANT VERIFICATION**

I understand that the City of Warrensburg will be making inquiries to verify the information contained on this application, including contacting former employers and references and verifying criminal, work, and educational records.

I hereby certify that I have carefully reviewed this application and that the information given in this application, and any accompanying documentation, is true, accurate and complete to the best of my knowledge and ability. I realize that, if employed, any false or misleading information given, or omission of information in this application and accompanying documentation may be grounds for dismissal. Personnel can be terminated anytime without reason being specified.

I further certify that I have read the job description attached hereto and that I am able to perform the essential functions of the position, with or without an accommodation. I further consent to the full implementation of the City of Warrensburg, Missouri's, drug and alcohol testing policies as per the manual should I be placed for employment.

I understand that pre-employment drug testing is required before my employment with the City is final. I hereby consent to pre-employment drug testing.

I hereby authorize the City of Warrensburg, Missouri, to conduct inquiries into my character, reputation, and ability and release those supplying such information from all liability. I further hereby authorize the City of Warrensburg, Missouri, to obtain a copy of my driving record and to perform a criminal records background check.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



**CITY OF WARRENSBURG, MISSOURI**  
**APPLICANT'S SELF-ASSESSMENT OF JOB QUALIFICATIONS**

**Job Title:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Instructions to Applicants**

Attached is a description of the job for which you are applying. This job description does not list every job task or requirement, but it attempts to outline the tasks that a candidate must be able to perform to do the job, and the requirements that a qualified candidate should meet.

Please read this job description carefully. For each task, consider whether you can properly and safely carry out the task, and for each requirement consider whether you believe you can meet the requirement. If you have a disability, but can meet a requirement or do a task if we make a reasonable accommodation for the disability, answer "yes" when asked if you can do the job.

If you have questions about what the job requires, please contact the Personnel Clerk.

**YES. I can meet all the job requirements and perform all the tasks of the job (with or without reasonable accommodation), with only the following exception(s):**

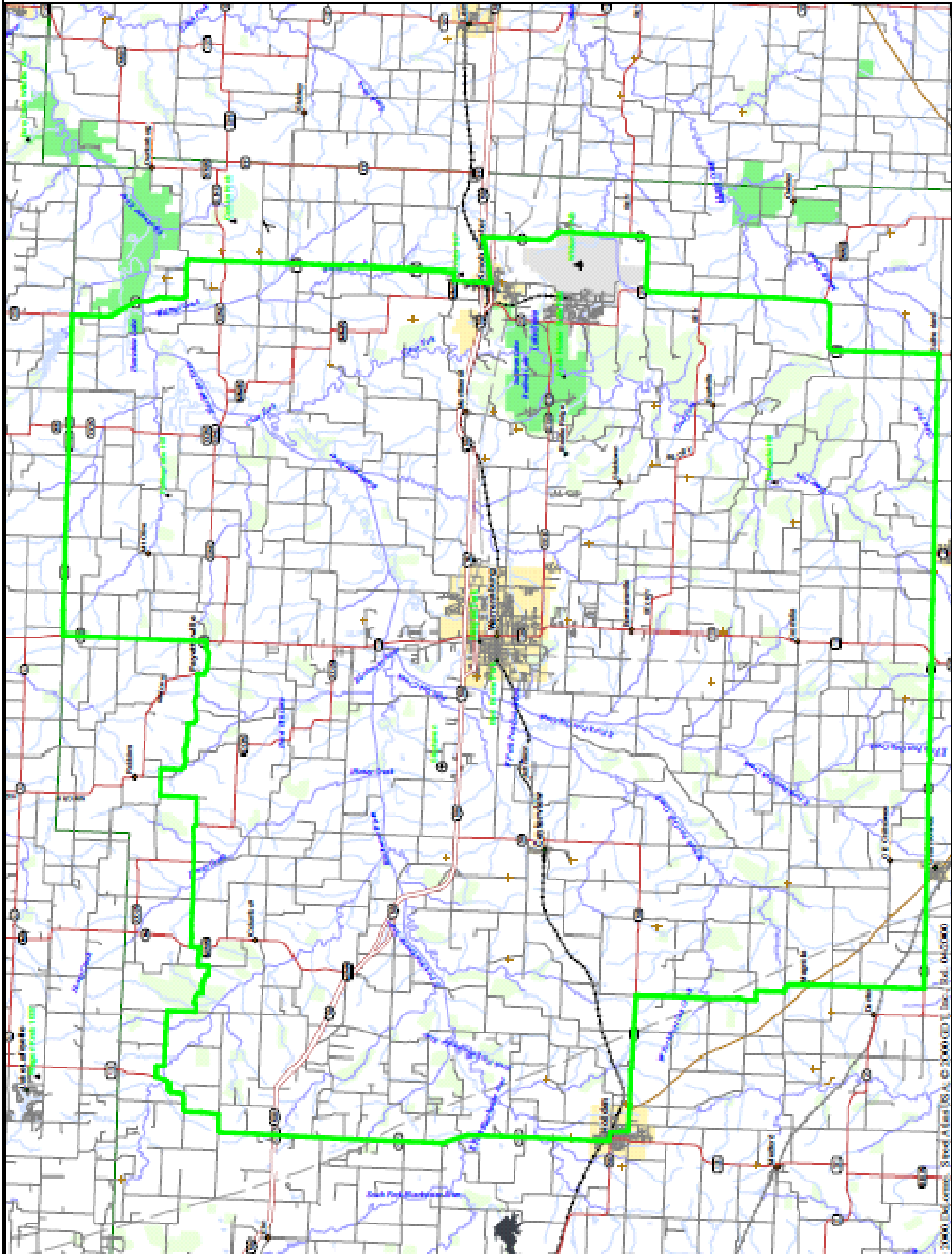
**NO. I cannot meet all the requirements of the job and perform all the essential functions, even with reasonable accommodation of any disabilities I may have. Do you have any current openings that do not require:**

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

*Attestation*

I have read the job description carefully. By signing here, I certify that, if I have said that I can do the job, I can perform all the essential functions of the job safely and properly, except as noted.

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_



## **Summary of Physical Ability Examination**

The physical ability test (PAT) consists of nine (9) separate events. The PAT is a sequence of events requiring you to progress along a predetermined path from event to event in a continuous manner. This test was developed to allow the Warrensburg Fire Department to obtain pools of trainable candidates who are physically able to perform essential job tasks at emergency scenes. Each candidate will be required to successfully complete each station before moving on to the next station. Each candidate will have **ONE** opportunity to complete the exam under the time limit. No candidate will be allowed to repeat the exam to better their time.

**This is a Pass/Fail test based on a maximum total time of five (5) minutes and zero (0) seconds.**

In these events you will wear a fire helmet with chin strap, leather fire gloves and fire coat. These items will be provided for the test. You must wear long pants and footwear with no open heel or toe. Watches and loose or restrictive jewelry are not permitted. No t-shirts identifying any fire department or emergency services agency shall be worn.

To ensure the highest level of safety and to prevent exhaustion, no running is allowed between events.

To ensure scoring accuracy by eliminating timer failure, two stop watches are used to time the PAT. One stop watch is designated as the official test time stopwatch, the second is the backup stopwatch. If mechanical failure occurs, the time on the backup stopwatch is used. The stop watches are set to the pass/fail time and count down from five (5) minutes and zero (0) seconds. If time elapses prior to the completion of the test, the test is concluded and you fail the test.

### **Event #1 Search:**

#### **Equipment**

This event uses an enclosed tube approximately eight (8) feet in length that has both ends covered with a flap. In addition to the above mentioned equipment each candidate will be required to wear a 50-pound vest to simulate the weight of a self contained breathing apparatus for this event only. (This is **NOT** part of the timed events)

#### **Purpose of Evaluation**

This event is designed to evaluate the candidate's ability to work in enclosed spaces.

#### **Event**

For this event, you must crawl through a tunnel that is approximately 8 feet long and has a opening diameter of approximately 30 inches. On both ends of the tunnel there will be a cover that is sufficient enough to restrict ambient light from entering the tunnel to achieve total darkness.

### **Failures**

A request for assistance that requires the opening of the entrance/exit covers constitutes a failure, the test is concluded and you fail the test.

Once you have completed Event #1 you will precede to the starting point for the joist walk. At that time a monitor will tell you when to start and your time will begin for the remaining events.

**\*Timing will begin at Event #2. You will be told by the monitor when to start.**

### **Event #2 Joist Walk:**

#### **Equipment**

This event uses standard 2x4's secured together in the shape of a common ladder for an overall length of 28 ft. This will be laid flat on the ground. This event also requires a 50 ft section of 2.5 inch fire hose in a donut roll that is secured so that it will not unroll( this is accomplished by using duck tape wrapped around the hose roll). This roll shall weigh no more than 30 lbs.

#### **Purpose of Evaluation**

This event is designed to simulate the environment of an attic or floor space that a firefighter might encounter during firefighting efforts at an emergency scene. This event shall challenge your coordination and balance.

#### **Event**

For this event the candidate shall proceed to the roll of hose and pick up the roll and proceed approx. 15 ft to the simulated ladder that is laying on the ground and shall walk the length of the ladder on the side rails and without stepping off, shall proceed the entire length and once at the end shall, without touching the ground turn around and return down the ladder. The candidate shall return the hose roll to the marked square on the floor where they picked the hose roll. This concludes this event. The candidate shall walk 18 feet to the next event.

#### **Failures**

If you fall off the beams and touch the ground one warning will be given. The second infraction constitutes failure, the test time is concluded and you fail the test.

### **Event #3 Equipment Carry:**

#### **Equipment**

This event uses four (4) five gallon buckets filled with firefighting foam for a approx. weight of 46 lbs.

#### **Purpose of Evaluation**

This event is designed to simulate the critical task of moving equipment from a fire apparatus, carrying them to the emergency scene and returning the equipment to the fire apparatus. This event challenges your aerobic capacity, upper body muscular strength and endurance, lower body muscular endurance, grip endurance, and balance.

### **Event**

You will have to carry two of the four five gallon foam buckets approximately 75 feet and place them inside of a designated square. You will return and move the other two five gallon foam buckets the 75 feet and place them inside the designated square. You will have to move all four buckets of foam before moving to the next event. This concludes the event. The candidate will walk approx. 10 feet to the next event.

### **Failures**

If you drop any of the buckets while you are carrying them, the test time is concluded and you fail the test. You receive one warning for running. The second infraction constitutes a failure, the test time is concluded and you fail the test.

### **Event #4 Four Foot Wall Climb:**

#### **Equipment**

This event requires a prop that is built using common lumber products to produce an obstacle that the candidate has to scale over. The "wall" is 4 feet high and is 4 feet wide at the top with a 9 inch top plate and 32 inches wide at the base (for stability). There will be common 2x4's attached to the side that extend above the top portion of the wall approx. 32 inches.

#### **Purpose of Evaluation**

This event is designed to simulate the task of entering/exiting a window. This event challenges your aerobic capacity, upper and lower body muscular strength.

### **Event**

For this event you will have to scale the wall. You must get your entire body over the wall.

### **Failures**

If you are unable to scale the wall this will constitute a failure, the test time is concluded and you fail the test.

### **Event #5 Hose Drag/Couple:**

#### **Equipment**

This event uses an uncharged fire hose. The hose line is marked at 8 feet past the couplings to indicate the maximum amount of hose you are permitted to drape across your shoulder or chest. The hose line is also marked at the 50 feet at the coupling that you must uncouple and marked at 8 feet past that coupling to indicate the maximum amount of hose you are permitted to drape across your shoulder or chest.

#### **Purpose of Evaluation**

This event is designed to simulate the critical task of dragging an uncharged hose line from the fire apparatus to another fire apparatus. This event challenges your aerobic capacity, lower body muscular strength and endurance, upper back muscular strength and endurance, grip strength and endurance.

### **Event**

For this event you will be required to drag a 2 ½ inch hose approximately 100' and connect it to one of the discharges on one of the department's engines. You will return to the second set of couplings and disconnect them and drag the remaining section back to the engine and connect that coupling to the other discharge. The hose must not become disconnected from the truck or you will have to re-couple it.

### **Failures**

During the hose drag you are warned for running, the second infraction constitutes a failure, the test time is concluded and you fail the test. One warning will be given if you drop the hose. If you drop the hose, you must pick up the hose without proctor assistance and resume the event. The second infraction constitutes a failure, the test time is concluded and you fail the test.

### **Event #6 Forcible Entry:**

#### **Equipment**

This event uses a mechanized device (Keiser Sled) with a 9 lb sledgehammer and a beam that weighs approx. 175 lbs.

#### **Purpose of Evaluation**

This event is used to simulate the critical tasks of using force to open a locked door or to breach a wall or roof. This event challenges your aerobic capacity, upper body muscular strength and endurance, lower body muscular strength and endurance, balance, grip strength and endurance.

### **Event**

In this event you must use a 9 lb sledgehammer to strike the beam to cause the beam to move to approx. 4 feet. When you have driven the beam past the identified mark the proctor will call out "MARK". The candidate will be done with that event and will walk 30 feet to the next event.

### **Failures**

If your helmet falls off, you must replace it **immediately** before you continue to strike the beam with the mallet. If you do not maintain control of the sledgehammer and release it from both hands while swinging, it constitutes a failure, the test time is concluded and you fail the test. If you step off the edge, one warning is given. The second infraction constitutes a failure, the test time is concluded and you fail the test.

### **Event #7 Hose Carry and Stair Climb:**

#### **Equipment**

This event utilizes two fifty foot sections of fire hose that are hooked together and folded together in an accordion fashion and secured so that the hose does not fall apart.

### **Purpose of Evaluation**

This event is designed to simulate the critical tasks of climbing stairs while carrying a high-rise pack (hose bundle). This event challenges your aerobic capacity, lower body muscular endurance and ability to balance.

### **Event**

For this event, you will have to carry a hose load weighing approx. 35 lbs up to the top of the stairs consisting of 14 steps and place it in the area marked on the ground.

### **Failures**

You must touch all the stairs on the way up. If you miss a step, one warning is given. The second infraction constitutes a failure, the test time is concluded and you fail the test. If you drop the hose, you must pick up the hose without proctor assistance and resume the event. The second infraction constitutes a failure, the test time is concluded and you fail the test.

### **Event #8 Hose Hoist:**

#### **Equipment**

This event uses a 50 section of fire hose that is rolled in a doughnut shape and secured with a rope. The hose will be hoisted to the top of the wall which is approx. 13 feet high.

#### **Purpose of Evaluation**

This event is designed to simulate the critical task of hoisting tools and equipment while on the scene of an emergency. This event challenges your aerobic capacity, upper body muscular strength and endurance, grip strength and endurance.

#### **Event**

For this event, you will raise a hose roll weighing approx. 30 lbs hose by pulling it up approximately 13 feet using a hand over hand motion. Once the hose has reached the top of the wall it must be placed in the square marked on the floor. Once you have completed this task you must precede down the stairs to the simulated rescue/drag. You must touch all the steps as you proceed down the stairs.

#### **Failures**

One warning will be given if you drop the hose roll to the ground. If you drop the hose roll, you must pick it up without proctor assistance and resume the event. The second infraction constitutes a failure, the test time is concluded and you fail the test. If you miss a step on the way down to the next event one warning will be given. The second infraction constitutes a failure, the test time is concluded and you fail the test.

### **Event #9 Rescue:**

#### **Equipment**

This event uses a weighed mannequin equipped with a harness with shoulder handles.

### **Purpose of Evaluation**

This event is designed to simulate the critical task of removing a victim or injured partner from a fire scene. This event challenges your aerobic capacity, upper body and lower body muscular strength and endurance, grip strength and endurance.

### **Event**

For this event, you must grasp a mannequin (weighing approximately 101 pounds) by the handle(s) on the shoulder(s) of the harness (either one or both handles are permitted), drag it 75 feet to a pre-positioned drum, make a 180 degree turn around the drum, and continue an additional 75 feet to the finish line. You are not permitted to grasp or rest on the drum. It is permissible for the mannequin to touch the drum. You are permitted to drop and release the mannequin and adjust your grip. The entire mannequin must be dragged until it crosses the marked finish line.

### **Failures**

If you grasp or rest on the drum at any time, one warning is given. The second infraction constitutes a failure, test time is concluded and you fail the test.

**This ends the timed portion of the physical**