



FIRE RECRUITMENT INFORMATION SHEET

This information sheet has been prepared to explain the Hastings Firefighter Application Process. Applications are only accepted during the open Fire Recruitment Process dates.

FIREFIGHTER APPLICATION PROCEDURE

1. Applications must be turned in to the City of Hastings Personnel Office by the deadline date established in the posting.
2. Applications are reviewed to determine whether applicants meet the minimum qualifications required for the position.
3. Applicants who meet the requirements will be contacted and will continue to the testing process. Applicants must successfully pass each exam and phase of the testing process to proceed to the next phase. Candidates not passing any of the testing events will NOT be eligible for further consideration. The examination process is as follows:
 - a. Multiple Choice Examination: All candidates will be given a paper and pencil multiple choice examination that is designed to measure the skills and abilities required to perform the duties of a firefighter. Candidates must score 70% or above on the test to be considered passing.
 - b. Firefighter Agility Test: The nature of firefighting calls for strenuous physical activity. Therefore, the physical agility examination is designed to measure the physical stamina, strength, ability and endurance required for the position. The Fire Fighter Agility Test is graded on a pass/fail basis and will not be factored into the final score.
 - c. Oral Boards: Candidates who pass the multiple choice and agility test will participate in oral boards.
 - c. Final Score/Ranking: Upon successful completion of the multiple-choice examination and the physical agility test and the oral boards, candidates will be ranked based on their multiple choice test and oral board scores.
 - d. Eligibility List: When a position becomes vacant, the Fire Chief will request an Eligibility List consisting of the three highest passing scorers. Failure of any one of the tests (written, oral boards, physical agility) may disqualify a candidate from having his/her name placed on an eligibility list for employment with the Hastings Fire Department.
 - e. Backgrounds: When a candidate on the eligibility list is referred to the Fire Department, he/she will be required to complete a detailed background questionnaire that will be the basis for a preliminary background investigation. Falsifying information or deliberate omissions may cause the candidate to be disqualified. An in-depth background investigation will then be completed on each candidate who progresses to the next phase of the selection process. The background check may include: gathering education, employment, military and financial information, as well as traffic and criminal histories. Listed below are some of the items which could be cause for disqualification. Please note that this list is provided for purpose of example, and is not all in-inclusive.
 - ✓ Felony convictions.
 - ✓ Criminal and traffic records. This includes items such as driving under the influence (DUI) or driving during suspension of license.
 - ✓ Poor employment history, i.e., fired from several jobs, excessive tardiness/absences, or unexplained long-term unemployment.
 - ✓ Lack of high school diploma or GED.
 - ✓ A dishonorable discharge from the military.
 - ✓ Certain history of drug and/or alcohol abuse.
 - ✓ History of financial problems, i.e. continuous garnishment of wages, non-payment of bills, chronic history of debt problems, problems with collection agencies. Civil lawsuits where the candidate was named as a defendant will be investigated.
 - f. Candidate Interview: The Fire Chief (or designee) will interview the candidates who are ranked on the final eligibility list. Candidates who are then selected will receive a conditional job offer of employment. If a conditional offer of employment is made, the candidate will be required to take and pass the following examinations/evaluations:
 - ✓ **Medical Examination:** A physician who is contracted with the City of Hastings administers a comprehensive medical history, physical examination, lab analysis and X-rays.

- ✓ **Physical Capacity Profile:** The PCP completes a comprehensive collection of multiple strength measurements in less than 30 minutes. The three page report generated is able to show whether the candidate has the physical strength to safely perform the physical demands of a firefighter.
- ✓ **Drug Screen:** The candidate must pass a pre-employment drug screen.
- ✓ **Psychological Evaluation:** A clinical psychologist will test and interview the candidates. Any psychological condition that could seriously hamper job performance may be sufficient reason(s) for rejection.

NOTE: The background investigation and the interview with the Fire Chief may be conducted at different stages of the selection process and not necessarily in the order listed. The psychological and medical examinations will be conducted **after** the conditional offer of employment. Individual **must** pass the background, medical, PCP, drug, and psychological standards to receive a final offer of employment.

The background investigation will be conducted by the Hastings Fire Department. Any information obtained through the Chief's interview, background investigation, medical, PCP, or psychological examination is the property of the City of Hastings and is not subject to review by the candidate.

GENERAL INFORMATION

Your application is kept on file for one year. It is your responsibility to notify the Personnel/Civil Service Office of any changes in address or other changes affecting your availability for employment.

Applicants will be fingerprinted at some point in the application process as required by state statute for the purpose of confirming identification.

Grades are provided to the applicant within 30 days of examination. Test scores are valid for one year. You may not retake a test before the expiration date. A failed exam may be taken after six months (if offered).

Military Veteran's Preference Points: A credit of ten percent in favor of all veterans receiving passing scores on Civil Service entrance examinations shall be awarded as prescribed in Chapter 3 of the Hastings City Code. Proof of eligibility for preference hereunder shall be provided by the veteran in the form of copies of their discharge certificates and/or medical records (if applicable). To claim ten points for Military Veterans Preference, you **MUST** submit proof of service (such as a DD-214) that includes date of induction, date of honorable discharge, and your social security number. This information must be submitted to Human Resources on or before the application deadline date. You must show that you have completed more than 180 consecutive days of active duty and that you have been discharged. Military Veteran's Preference Points will **ONLY** be added to the candidate's final score once they have passed all the examinations. The Human Resources Department will **NOT** be responsible for obtaining this information. If the applicant does not provide this information by the deadline date, veteran's preference points will **NOT** be assigned.

The City of Hastings requires all firefighters hired after September 1, 1995, to meet the following conditions of employment:

- Maintain a valid State of Nebraska driver's license throughout employment.
- Maintain a satisfactory or better rating on all performance evaluations.
- Maintain a passing grade on annual physical agility test.
- Pass a physical given by the City physician. (Post job offer)
- All firefighters hired after September 1, 1995, are prohibited from using any tobacco products while on duty. Failure to comply with this condition of employment shall constitute just cause for disciplinary action.
- In accordance with the Immigration Reform and Control act of 1986, all employers are required by law to document your eligibility for employment. You must submit original documents that establish employment authorization and identity within THREE working days of employment.
- Fingerprint confirmation must be received from the Federal Bureau of Investigation prior to completion of probationary period.
- A firefighter's earnings are not covered under Social Security.