



## Firefighter Application Process Frequently Asked Questions

1. When does the application process open?
  - ***The City of Hastings generally tests the last week of September. Application packets are usually ready in July to enable applicants plenty of time to complete and return the packet.***
  - ***A physician's release is required to participate in the physical agility portion of the test so be sure to take care of this as soon as possible.***
  
2. Where can I obtain an application packet?
  - ***City of Hastings Personnel Office, 1<sup>st</sup> floor at 220 N. Hastings Avenue***
  - ***[http://www.cityofhastings.org/employment/job\\_openings.htm](http://www.cityofhastings.org/employment/job_openings.htm)***
  - ***402-461-2313***
  - ***kstill@cityofhastings.org***
  
3. What are the minimum qualifications for the job of firefighter with the City of Hastings?
  - ***18 years of age;***
  - ***A United States citizen;***
  - ***A high school diploma or GED;***
  - ***A valid driver's license without record of revocation or suspension in any state;***
  - ***The mental, physical and medical health to adequately perform (with or without accommodations) the duties of a firefighter;***
  - ***Nebraska EMT-B or higher certification (must be obtained within one year of date of employment).***
  
4. Do I need to have obtained all of the minimum qualifications before I can apply?
  - ***No, an applicant does not need all of the qualifications to begin the application process.***
  
5. Does the HFD offer veteran's points to its applicants?
  - ***Yes, Nebraska State Statutes are followed in applying Veteran's points.***
  - ***A DD-214 is required at the time of application.***
  
6. Is there a fee associated with applying to the HFD?
  - ***No fee is charged.***
  
7. How many people does the HFD expect to hire?
  - ***This information has not been determined.***

8. How long is the hire list certified for?
  - ***The list is certified for one year.***
9. Who is my contact for questions that I might have?
  - ***Questions about the hiring process can be answered by Kim Still in the City of Hastings Personnel/Civil Service Department. She can be reached at 402-461-2313 or via email at [kstill@cityofhastings.org](mailto:kstill@cityofhastings.org).***
  - ***Questions regarding the HFD can be answered by calling 402-461-2350.***
10. Is there an academy for the new hires?
  - ***We have no formal academy for newly hired Firefighters. Training is conducted in-house.***
11. How do I prepare for the physical agility test?
  - ***The tasks in the test are designed to test strength, stamina, endurance, agility and ability to work at heights.***
  - ***The best advice is to look through the FFAT provided in the packet and get yourself in good physical condition. The test will work your legs and upper body strength as well as test your endurance. Proper hydration is critical. (Be sure to contact a physician before beginning any exercise routine.)***
12. Will there be an open house to help me prepare for the physical agility portion of the application process?
  - ***No***
13. What are the stages of the hiring process?
  - ***Application review***
  - ***A written test***
  - ***A physical agility test***
  - ***Screening interview***
  - ***Panel interview***
  - ***Final Interview***
  - ***Conditional job offer***
14. Are there minimum vision requirements?
  - ***Yes. The person must have standard visual acuity of not less than 20/40 in one eye, and 20/100 in the other eye, corrected to 20/20 in one eye, and 20/40 in the other eye. They must also display adequate color and peripheral vision in both eyes.***
15. Can I apply on-line?
  - ***No. While the application form is available on-line during the application process, you cannot submit it on-line.***
16. Is there a reading/study list for the written examination?

- **No, there is no study guide or preparation necessary for the written exam. This exam is designed to test the general knowledge you already have and to determine how well you would fit into the fire service.**
17. What happens if I receive a conditional job offer?
- **Once a conditional job offer is made, the applicant will go through a thorough background check, credit check, medical evaluation, and psychological exam. Upon the successful completion of all these elements, a final offer will be made. If the applicant does not successfully complete all these elements, the offer of employment will be withdrawn and the applicant's name will be removed from the list.**
18. How long is the probationary period?
- **Nebraska State Statutes are followed which currently is six months.**
19. Is there a residency requirement?
- **The current policy requires that firefighters reside within fifteen minutes or ten miles by normally traveled road of a fire station by the time probation is completed.**
20. What is the work schedule?
- **The shift schedule is a 24-hour on, 48-hour off cycle.**
21. What are the benefits?
- **That's a short question with a long answer. We consider the benefits to be quite good including vacation, sick leave, holidays, life insurance, health insurance, pension, etc. We can provide more information to applicants as we get closer to choosing who to make offers to.**
22. I have an out of state EMT license. Does Nebraska offer reciprocity and if so, who do I contact?
- **Contact the Nebraska Department of Health and Human Services to discuss reciprocity. Their website is <http://www.hhs.state.ne.us/crl/rcs/ems/ems.htm#EMT>.**
23. I only have my National Registry. How do I get a Nebraska EMT license?
- **Contact the Nebraska Department of Health and Human Services to discuss reciprocity. Their website is <http://www.hhs.state.ne.us/crl/rcs/ems/ems.htm#EMT>.**
24. Should I attach my resume to the application?
- **Yes, a resume or curriculum vitae (CV—a simple resume) is welcome with your application packet. If you already have a Nebraska EMT-B (or higher) license and/or a Firefighter I certification, copies of these should also be included. If you have other fire service related certifications, you may also attach those.**

