



Batesville Fire Department

Hiring Process Information
&
Application

TO ALL APPLICANTS:

Before completing your application, please read the following:

- Personnel are assigned to varying shifts. You will have to work weekends and holidays. You may miss family outings, birthdays, and sporting events.
- You will be assigned to ambulance duty on a rotational basis.
- You will spend a large amount of time training, doing fire prevention activities, cleaning and maintaining equipment, helping maintain apparatus, stocking ambulances, and other less glamorous duties that may be done daily.
- You will be directly exposed to dangerous situations and be expected to perform your assigned duties.
- You will be expected to follow orders and abide by the rules, regulations, policies, and procedures of the Batesville Fire Department.
- You may be randomly tested for drugs/alcohol.
- You will be expected to treat the public courteously and with respect.
- You will be held accountable for your actions both on and off duty.
- You will be asked to take a polygraph test.
- Candidates are selected on their combined scores of the written test, oral interview (communication skills and appearance), education (both fire and non-fire), background investigation, psychological profile, and references.

NOTICE TO APPLICANTS

1. Applicants must be citizens of the United States.
2. If hired as an employee of the Batesville Fire Department, the applicant must remain or become a resident of Ripley or a surrounding county.
3. Applicant must produce proof of the date and place of birth. Applicants for the position of Probationary Firefighter must be at least 21 years of age and no older than 36 years and meet all qualifications set forth in the 1977 Firefighters' Pension and Disability Fund at the time of their employment.
4. Applicant's weight must be in proportion to his/her height and body frame according to accepted medical standards, and maintain his/her height/weight proportion throughout employment.
5. Applicant must be able to read, write, speak, understand, and otherwise communicate fluently in the English language.
6. Applicant must possess a valid Driver's License, and maintain said license throughout his/her career.
7. Educational requirements: Applicant must have a High School diploma or a G.E.D. certificate. Must be Indiana Fire Fighter I/II and at least Indiana EMT-B upon hire date.
8. Applicant may not be appointed, reappointed, or reinstated if he/she has a felony conviction record.
9. Applicant is required to assist and cooperate with this department in obtaining the following personal history information:

Birth Certificate
References
Residency Checks
Driving Record

Medical Records
Education Records
Criminal History

- 10. Upon employment, applicants may be required to be or become an Indiana Certified Firefighter Paramedic.**

BATESVILLE FIRE DEPARTMENT

POLICY STATEMENT

EMPLOYMENT OF EX-OFFENDERS :

Consideration for employment of ex-offenders will be given without regard to race, color, national origin, sex or age. The term ex-offender as used herein refers to anyone convicted of any criminal statute or a military offense while in service.

FELONY CONVICTIONS :

A person may not be appointed, reappointed, or reinstated, if he/she has a felony conviction on his/her record.

EVALUATION:

With respect to all other criminal convictions, that are not felonies; in each case the department will consider whether the prior criminal conviction or military conviction of the applicant will have a bearing on the applicant's job performance or tend to measure job capability. The date and nature of the offense, the requirements of the position, as well as the applicant's other qualifications will be considered.

CONFIDENTIALITY:

As a matter of policy, every effort will be made to keep the applicant's criminal record confidential. During the selection process, it will be necessary to inform specific individuals directly involved in the process of the applicant's record.

Applicant Name: _____

Date Returned: _____

Batesville Fire Department

Application for Employment



Employment History

Provide the following information for your past four (4) employers, assignments, or volunteer activities with the most recent:

From	To	Employer
Job Title		Address
Telephone		Immediate Supervisor and Title
Summarize the nature of work performed and job responsibilities		
Hourly Rate/Salary		
Start \$	Per	Final \$ Per
Reason for Leaving:		
From	To	Employer
Job Title		Address
Telephone		Immediate Supervisor and Title
Summarize the nature of work performed and job responsibilities		
Hourly Rate/Salary		
Start \$	Per	Final \$ Per
Reason for Leaving:		
From	To	Employer
Job Title		Address
Telephone		Immediate Supervisor and Title
Summarize the nature of work performed and job responsibilities		
Hourly Rate/Salary		
Start \$	Per	Final \$ Per
Reason for Leaving:		

From	To		Employer	
Job Title		Address		
Telephone		Immediate Supervisor and Title		
Summarize the nature of work performed and job responsibilities				
Hourly Rate/Salary	Start \$	Per	Final \$	Per
Reason for Leaving:				

Educational Background

Name and Location	Years Completed	Did You Graduate?		Course of Study
		Major	Degree	
High School				
College				
Other				

References

Name	Years Known	Phone Number	Relationship

Skills & Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job related functions in the position for which you are applying:

STEPS TO FOLLOW

WHEN TURNING IN YOUR APPLICATION

1. If mailing application, please mail to the following address, it **MUST** be received by October 20, 2017.

Batesville Fire Department
115 E. Catherine Street
Batesville, IN 47006

2. Be sure that all of the information (if applicable) is attached to your application:
 - A. Copy of Birth Certificate
 - B. Copy of High School Diploma or GED.
 - C. Copy of Drivers License.
 - D. Copy of Official Driver Record
 - E. Copy of ISP Limited Criminal History
 - F. Copy of Military Discharge (if applicable).
 - G. Copy of EMT or Paramedic certification (if applicable).
 - H. Copy of any schooling related to this field.
 - I. Copy of Valid CPAT Card (**Must be valid by second interview**)

All applications to be considered must be received by 12:00 pm EST
October 20, 2017

Applications dropped off will only be accepted in person at:

Batesville Fire Department
115 E. Catherine Street
Batesville, IN 47006

Incomplete applications will not be accepted

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____ Hereby authorize and consent to a disclosure to the Batesville Fire Department of all information including, but not limited to:

- A. Previous employment history and personnel evaluations.
- B. Information from law enforcement agencies pertaining to criminal activities, charges, or complaints.
- C. Character references from any source.
- D. Psychological reports, treatments, and treatment results.

Dated this _____ day of _____, 2017

Signed: _____

Witness: _____

Applicants Name

Maiden Name or Any Previous Names

Date of Birth

Social Security Number

WAVIER OF LIABILITY & HOLD HARMLESS AGREEMMENT

In consideration for receiving permission to participate in the Batesville Fire Department evaluation and hiring process:

1. I acknowledge that the evaluation and hiring process includes a ladder climb ("activity") to test for any fear of heights I may have.

2. I hereby **release, waive, discharge and covenant not to sue** the Batesville Fire Department, the Mayor of the City of Batesville, Indiana, his Fire Chief, Officers, Agents and Employees, The Board of Works and Safety of the City of Batesville, The Common Council of the City of Batesville (herein after referred to as **releases**) from any liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury including death, that may be sustained by me, or any of the property belonging to me, while participating in such activity, or while in, on, or upon the premises where the activity is being conducted.

3. I am fully aware of the risks and hazards connected with the activity, including but not limited to strenuous physical exertion and climbing, and I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I **voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death**, which may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity.

4. I further hereby **agree to hold harmless** the releases from any loss, liability, damage or cost, including court costs and attorney fees that they may incur due to my participation in said activity.

5. It is my express intent that this Waiver of Liability and Hold Harmless agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns, and personal representative, if I am deceased, and shall be deemed as **a release, waiver, discharge and covenant not to sue** the above-named releases. I hereby further agree that this Waiver of Liability and Hold Harmless agreement shall be construed in accordance with the laws of the State of Indiana.

6. **In signing this release, I acknowledge and represent that** I have read the foregoing Waiver of Liability and Hold Harmless agreement, understand it and sign it voluntarily as my own free act and deed; no statements or inducements, apart from the forgoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by the same.

In witness, whereof, the undersigned has affixed their name this _____ day of _____, 2017

Signed: _____

Witness Printed: _____

Witness Signed: _____

PHYSICAL AGILITY

The website for the Candidate Physical Ability Test is as follows:

Wayne Township Emergency Services Education Center

http://www.wayne.k12.in.us/eseccpat_main.asp

Please contact:

ESEC Headquarters
700 N. High School Road
Indianapolis, IN 46241

Cost: \$150.00 (Also includes 2 timed practices, scheduled Test Date and CPAT Card upon successful completion of test.)

To schedule a test or for more information please call (317) 988-7703.

YOU MUST HAVE A VALID CPAT CARD BEFORE YOUR SECOND INTERVIEW (Week of Nov. 27, 2017). ESEC CPAT CARD IS VALID FOR A MAXIMUM OF ONE YEAR AFTER DATE OF ISSUE.

APPLICANT TESTING SCHEDULE

Physical Agility Test	Must obtain a CPAT card by Second Interviews (Week of November 27, 2017)
Written Test Date	October 25, 2017 At IPSP Indianapolis See Attached
Oral Interviews	<u>First Interviews</u> Week of October 30, 2017 Successful applicants will move on to the polygraph and second interview. <u>Second Interviews</u> Week of November 27, 2017
Polygraph	To be determined between first and second interview.
Aerial Climb	To be determined when eligible

**Upon completion of these requirements, you will be asked to take a polygraph, undergo a psychiatric evaluation, complete a physical examination and attend a Chief's Interview

APPLICATION CHECKLIST

Name: _____

- Copy of Birth Certificate
- Copy of High School Diploma or GED
- Copy of Valid Driver's License
- Copy of Official Driver Record
 - <http://www.in.gov/bmv/2331.htm>
- Copy of Indiana State Police- Limited Criminal History Search
 - <http://www.in.gov/ai/appfiles/isp-lch/>
- Copy of Valid Driver's License
- Copy of CPAT Card
- Copy of Military Discharge (if applicable)
- Copy of EMT or Paramedic certification (if applicable)
- Copy of any schooling related to this field
- Completed Application
- Waiver of Liability and Hold Harmless Agreement
- Authorization for Release of Information

Please use this as a checklist for all documents that have been requested. Any omissions will be cause for application NOT to be reviewed.

Anyone can sign as a witness on your Waiver of Liability and Authorization for release of information. This does not need to be notarized.

All communications will be via email.

Written Test

This section contains important information about the written aptitude test. You should read this letter carefully to be sure that you understand the procedures that will be used during the administration of the written test.

The written aptitude test will be administered on Wednesday, October 25th, 2017 at the offices of Testing for Public Safety (dba IPSP).

The company is located at 5948 North College Avenue, Indianapolis, IN 46220. There is a sign for "EZ Software Solutions" in front of the building, which is a converted house.

There is a parking lot behind the building. Please park in one of the unmarked parking spots. Be sure to call the testing company upon your arrival at (317)259.4285. A TPS employee will meet you at the rear entrance.

APPLICANTS MUST ARRIVE BY 9:00 AM. TESTING SHOULD BE COMPLETED BY 1:30 PM.

The schedule for the day is as follows:

15 minutes	Instructions for Study Period
2 hours	Study Period
30 minutes	Break
15 minutes	Instructions for Exam
1 ½ hours	Examination

A description of the written aptitude test procedures is presented on the following pages. Please examine these procedures to ensure that you fully understand them. Each applicant has the responsibility of informing the department of any difficulties or problems created by these procedures. Applicants who wish to report any concerns about these procedures should contact the department no later than one week prior to the examination date.

TESTING PROCEDURES

The instructions for the study session will be read aloud by a test monitor. During the study session, each applicant will be given two (2) hours to study a variety of printed materials. These materials will include printed text, line drawings, written instructions, and pictures. These study materials are the basis for the aptitude test that will be administered during the test session.

Applicants are allowed to make written notes about the study materials. However, these notes must be written on paper that will be provided by the test monitor. Also, each applicant must turn in his/her notes to the test monitor at the conclusion of the study session.

During the study session, you may take as many breaks as you would like. Please note, however, that these breaks will shorten the amount of time that you will have for studying.

You may leave early from the study session. However, once you decide to leave from the study session you must turn in your materials and you will not be allowed back until the registration period for the test.

Applicants will be given a 30-minute break. Snacks will not be provided. Instead, you will be required to leave the building or to provide your own snack.

Instructions for the test will be read aloud by the test monitor. The test will require that applicants read printed materials and record their answers on an optically scanned computer sheet. Applicants will be required to use a pencil to record their answers. You will have one and one half (1-1/2) hours to complete the written examination.

All questions in the examination will be drawn directly from materials provided during the study session. You must learn the study materials presented during the study session to do well on the examination. Note this important instruction: You will not be allowed to take the exam if you did not attend the study session.

Do not bring notebooks or other study materials with you to the testing site. All necessary materials, including note paper, will be provided to you.

Listed below are some tips that might help to make your test date more comfortable and successful:

- 1) Answer every question on the test, even if you have to guess - there is no penalty for guessing.
- 2) Take your time - there should be plenty of time in both the study session and the test period.
- 3) Bring your own snack or bring extra money - snacks will not be provided.
- 4) Arrange for transportation if needed.
- 5) Listen carefully to the monitor's instructions.
- 6) Make certain that your answers are entered into the correct spaces on the answer sheet.
- 7) If you have trouble with a particular question, skip it and return to it later.
- 8) Be certain that you really understand the material in the Study Guide.
- 9) Get a good night's rest before the test.
- 10) Try to relax as much as possible during the test.

Testing will be completed by approximately 1:30 p.m. so be sure to wear comfortable clothing. Also, you should bring along picture identification, such as a driver's license.

Smoking will not be allowed in the study/examination room(s). However, applicants may take as many breaks as they wish during the study session.