



Probationary

FIREFIGHTER Recruitment Packet for the City of Kendallville

## INTRODUCTION

The following information is provided to give the candidate a better understanding of the Probationary Firefighter position and the elements involved in the selection process utilized by the Kendallville Fire Department for new Firefighter's.

## POSITION DESCRIPTION

Kendallville Firefighter's perform challenging and rewarding work preventing, combating, and extinguishing fires, as well as providing medical assistance to the community. Along with answering emergency calls, Firefighter's engage in operating and maintaining fire department equipment, apparatus and station quarters. This work involves duties of protection life and property through the performance of firefighting activities through general training and certification procedures. Firefighter's are required to learn and participate in the operation of apparatus and in the performance of hazardous tasks under emergency conditions. Working under conditions involving fire, heat, and smoke in hazardous surroundings may impose mental and physical stress. Although rescue and firefighting work are the most difficult and responsible areas of the job, a significant portion of the time is spent training and pre-planning for the purpose of fire prevention, delivery of public education, performing routine station and equipment maintenance, and performing other municipal duties as needed.

## DEPARTMENT FACTS

- Combination Department (career & Volunteer)
- Area Served: 62 square miles
- Population served: nearly 14000 residents
- Operate from 2 stations: 2-rescue/engine, 2-tankers, 2-grass rigs, 1-tower, 1-Haz-Mat, 1-Boat, 1-MCI unit.
- Mutual aid agreement with all surrounding areas
- Respond to approximately 1,000 incidents per year

## KENDALLVILLE FIRE HIRING PROCESS

Hiring the right individual for a probationary Firefighter position is of the utmost importance for Kendallville Fire Department. The process from start to finish can be as long as 3 months in length. The City of Kendallville screens all applications for position requirements while treating each applicant equally and fairly without regard to the person's gender, race, religion, national origin, creed, political affiliation or disability. We are an equal opportunity employer with a commitment to affirmative action.

## MINIMUM QUALIFICATIONS

- Age 21-35
- Firefighter I/II
- First Responder
- Haz-Mat awareness/Operations
- NIMS 100, 200, 700, 800
- Meet all requirements for 1977 Police and Fire PERF

## APPLICATIONS

Applications for Probationary Firefighter are only accepted when testing dates have been established. This can be accomplished by downloading the application packet at [http://www.kendallville-in.org/pdf/fire/hiring\\_packet.pdf](http://www.kendallville-in.org/pdf/fire/hiring_packet.pdf). Actual testing dates will be determined by the department's need to maintain an active eligibility list. Each application is screened for the requirements as published in the position announcement. Qualified candidates will be notified the next phase of the hiring process.

## WRITTEN EXAM

The written exam will be a multiple-choice test that is created and validated by a third party. A validated drivers license showing the candidates photo is required to enter the testing site on the day of the written test. A written score of 70% is required to continue to the next phase of the process.

## PHYSICAL AGILITY TEST

The candidate will be required to complete a physical agility test that consists of 8 stations. Candidates must wear long pants, shoes or boots (no open toe), turnout coat, helmet with chin strap, gloves and SCBA. A valid driver's license showing the candidate's photo is required to enter the testing site on the day of the test. All 8 stations must be completed. At any time, the candidate refuses to complete any station that will be an automatic fail.

## INTERVIEW

Candidates reaching the interview panel have shown the qualifications that are sought after by the department. The candidate will sit in front of an interview panel that will ask questions allowing the candidate to give pertinent information about themselves.

## CONDITION OFFER OF EMPLOYEMENT

The Kendallville Fire Department will notify the candidate that successfully completes the above steps and an offer of employment will be made pending pension testing.

## 1977 POLICE AND FIRE PENSION

At this point in the process you will be required to have a medical exam and a psychological exam in order to be placed into the pension. Here is the link to the pension info

<https://www.in.gov/inprs/policeandfirefighters.htm>

## CAREER INFORMATION

- Pay Range \$37,977.72-47,266.82
- Work schedules for day shift crew Monday-Friday 0800-1600
- Work schedule for shift crew 24 on 48 off
- Insurance offered after 90 days

# Kendallville Fire Department

## Application

Name: \_\_\_\_\_  
Last First Middle (Maiden if applicable)

Permanent Address: \_\_\_\_\_  
Street or Rural Route Apt. Number

\_\_\_\_\_ City State Zip County

Telephone Numbers: (Include area codes)

\_\_\_\_\_ Home Business Cell

Email Address: (Mandatory...): \_\_\_\_\_

**An Equal Opportunity / Affirmative Action Employer**

# Application Information

## Basic Eligibility Requirements

1. Must be a United States citizen
2. Must be at least 21 years old but less than 35
3. Must possess a valid driver's license
4. Must have earned a high school diploma or GED
5. Must pass a criminal history / driver history background check
6. Must have Indiana firefighter I/II
7. Must be at least Indiana Emergency Medical Responder
8. Must have Indiana Haz-Mat Awareness/Operations
9. Must have NIMS 100, 200, 700, 800
10. Must meet all requirements for the 1977 Police and Fire PERF

## Instructions

No exceptions will be made for anyone not meeting all requirements.

The application must be typed or printed legibly in ink.

**Answer all questions... If the question does not apply to you, state: "none" or "does not apply".**

**DO NOT** enclose your original birth certificate or any other supplemental information.

It is important that you clearly and correctly indicate your mailing address and telephone number(s). **If you have an address or phone number change after submitting this application, mail or telephone notification of the change to the Kendallville Fire Department immediately.**

**Incomplete applications will not be considered and will be discarded.** Any misrepresentation of facts on this application will disqualify the applicant.

Do not make inquiries regarding the status of the application; you will receive information concerning the application periodically. Complete applications will be kept in file for one year from the date the selection process ends. After that time, they will be considered inactive and will be destroyed.

**I. Initial Requirement Data – (optional)**

A. Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ **(Attach copy of birth certificate)**

Sex:  Female  Male

Race:  Asian  Black  Hispanic  Native American  White

Other (specify) \_\_\_\_\_

B. Are you a U.S. citizen?  Yes  No

If no, explain on a separate sheet and attach documentation.

Social Security Number: \_\_\_\_\_

(For background clearance and payroll information, this number is required. The application **will not** be processed without it.)

**II. Education Data (Attach transcripts for all listed.)**

B. List information for high school and all accredited colleges/universities you have attended.

Name and Address of School	Course of Study	Number of Hours or Years Completed	GPA on a 4.0 Scale	Did you Graduate?	List Diploma or Degree
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

C. Is your high school/college sending transcript(s)?  Yes  No (instead of being included in application)

**III. Firefighter Experience**  Yes  No

A. List Certifications

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**IV. Military History and Status**

A. Have you ever served in the military on active duty?

Include initial active duty training with the National Guard and the Reserves.

Yes  No If **yes, attach a copy of your DD214.**

Military Branch	Dates From / To	Highest Rank Attained and Rank at Separation	Type of Discharge and Re-Enlistment Code
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. Are you eligible to re-enlist?  Yes  No If no, explain fully on a separate sheet.

C. Are you currently on active duty (full-time)?  Yes  No

What is your expected end-of-service obligation date? \_\_\_\_\_

D. List any citations and awards received.

\_\_\_\_\_

\_\_\_\_\_

E. Were you ever disciplined (court martial, article 15, captain's mast, etc.) while on duty?

Yes  No If yes, explain fully on a separate sheet.

**V. Family Data**

A. Marital Status:  Married  Single  Divorced  Separated

B. Spouse's Maiden Name (if applicable): \_\_\_\_\_

C. Dependents (if applicable):

Name	Age	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**VI. Employment Data**

A. Have you ever been discharged from, or resigned to prevent being discharged, from a position of employment?  Yes  No If yes, explain fully on a separate sheet.

B. List chronologically (beginning with the most recent employment) **all past and current employment including part-time.** (Use additional sheets if necessary.)

Name of Employer or Business: \_\_\_\_\_

Title: \_\_\_\_\_ Duties: \_\_\_\_\_

\_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Month Year Month Year

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

Address of Business: \_\_\_\_\_

City: \_\_\_\_\_ State & Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Area Code)

Name of Employer or Business: \_\_\_\_\_

Title: \_\_\_\_\_ Duties: \_\_\_\_\_

\_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Month Year Month Year

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

Address of Business: \_\_\_\_\_

City: \_\_\_\_\_ State & Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Area Code)

Name of Employer or Business: \_\_\_\_\_

Title: \_\_\_\_\_ Duties: \_\_\_\_\_

\_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Month Year Month Year

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

Address of Business: \_\_\_\_\_

City: \_\_\_\_\_ State & Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Area Code)

Name of Employer or Business: \_\_\_\_\_

Title: \_\_\_\_\_ Duties: \_\_\_\_\_

\_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Month Year Month Year

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

Address of Business: \_\_\_\_\_

City: \_\_\_\_\_ State & Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Area Code)

Name of Employer or Business: \_\_\_\_\_

Title: \_\_\_\_\_ Duties: \_\_\_\_\_

\_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Month Year Month Year

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

Address of Business: \_\_\_\_\_

City: \_\_\_\_\_ State & Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Area Code)

**VII. References (Do not list relatives as references.)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

**List all residences during the last five years other than present.**

Street	City	State	Dates	
			From	To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**VIII. Vehicle Crash and Arrest Record**

- A. Do you currently possess a valid driver's license?  Yes  No License State: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ License Number: \_\_\_\_\_ License State: \_\_\_\_\_  
Has your driver license ever been suspended/revoked?  Yes  No  
If yes, what state(s)? \_\_\_\_\_  
Reason for the suspension(s) \_\_\_\_\_

*Attach a copy of your driving record obtained thru **myBMV.com***

- B. List all vehicle crashes in which you have been involved as a driver (give date(s) and location(s)).

Date	Location	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- C. Have you ever received a ticket for a traffic offense?  Yes  No If yes, describe below.

Date	Location	Charge	Fine or Sentence
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- D. Have you ever been arrested for a criminal offense?  Yes  No If yes, describe below.

Date	Location	Charge	Fine or Sentence
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- E. Have you ever been convicted of a felony?  Yes  No  
If yes, explain on a separate sheet of paper.

F. Have you ever been arrested for an act that would have been a crime had it been committed by an adult?  Yes  No If yes, describe below.

Date

Location

Charge/Offense

Disposition of Case

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*Attach a copy of your Limited Criminal History search obtained thru **www.IN.gov/ISP***

## Authorization to Release Information

I, \_\_\_\_\_, hereby authorize any person, agency, partnership, or corporation having any information concerning my CREDIT RECORD, EDUCATION RECORD, MEDICAL RECORD, EMPLOYMENT, MILITARY RECORD, or SELECTIVE SERVICE RECORD, to release such information to the Kendallville IN Fire Department. This information is to be used for possible employment with the Kendallville IN Fire Department.

I hereby release such person, agency, partnership, or corporation from any liability, which may be incurred in releasing this information to the Kendallville IN Fire Department, including any liability under Federal Law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness, Signature and Printed

Mount photograph  
In  
This space

Affix Securely

Photograph to front view, head and shoulders, 2-1/2” square, and taken within the past six months.

**Other photographs are not acceptable...**

**I Certify:**

1. All required items are included with this application
  - A. Birth Certificate (copy only)
  - B. High School, and if applicable, college transcripts (grade reports not accepted)
  - C. Military – DD214 (if applicable), DD217 (if active duty)
    - If active duty, letter of endorsement from military commander
    - Any supporting letters of commendations from military personnel file
    - Copies of specialized training certifications and awards
  - D. Photograph – 2-1/2” x 2-1/2” head and shoulders
  - E. Provide a copy of driver’s license

I swear and affirm under penalty of perjury all information contained in this application is true and accurate to the best of my knowledge.

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

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

Check application carefully – be certain all items are complete before returning. **This application will be voided if all information is not complete and all required documents are not attached...**

**An Equal Opportunity / Affirmative Action Employer**

## Kendallville Fire Agility Test

1. Ladder Climb with hose pull up. T-10 set up at 60 ft climb to bucket, use belt lock in and pull up a roll section of 3" hose to the top and let it back down without dropping it.
2. Equipment carry- carry small spreaders 50 ft down and around cone and back.
3. Hose drag- drag a dry 3" line 100 ft.
4. Charged hose line drag 1 ¾" 75ft. drop down to one knee and drag 25 ft more on one knee.
5. Ladder raise- set a roof ladder up at proper angle, move to extension ladder and raise and lower it without dropping it.
6. Forcible entry- using sledgehammer hit the tire 10 times.
7. Stair climb- using rit tower make 3 trips up and down carrying high rise pack. FF must touch every step going up and down.
8. Dummy drag- using dummy drag for a total of 50 ft.

Candidates must wear long pants, shoes or boots (no open toe), turnout coat, helmet with chin strap, gloves and SCBA

All 8 stations must be completed. At any time, the candidate refuses to complete any station that will be an automatic fail.





## Kendallville Fire Department

304 E. North St ~ Kendallville, IN 46755

Phone 260-347-5010 ~ Fax 260-347-7035

fire@kendallville-in.org

### INFORMED CONSENT: LIABILITY RELEASE FORM

I, (Print) \_\_\_\_\_, an applicant for employment with the Kendallville Fire Department (hereafter, KFD), do hereby consent to take a physical agility test as part of the application process for employment with the KFD. I understand that the physical agility test is intended to test overall physical ability, including but not limited to strength, endurance, and ability to withstand stress. Further, I understand that there are risks to my physical health and well being inherent in the physical agility test and hereby voluntarily and knowingly agree to accept those risks. I have been instructed to consult my private physician prior to taking the test in order to determine whether I am in proper physical condition to do so. I hereby represent to the KFD and the City of Kendallville (hereafter, the City), that I am in the proper physical condition to take the physical agility test.

For and in consideration of the KFD's agreement to consider my application for employment, I do, for myself, my heirs, person representatives and administrators, remise, release and forever discharge the KFD, the City, their successors, agents and the employees of and from all manner of action and actions, damages, cause or causes of actions, suits, debts, and sums of money, claims and demands whatsoever, in law or equity, which I have now or may have in the future against the KFD or the City by reason of my participation in the physical agility test which is a part of the application process for employment with the KFD.

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

Applicant Signature: \_\_\_\_\_

Witness Signature: \_\_\_\_\_