



Dear Applicant:

Enclosed is the Fort Smith Fire Fighter application. Please review the attached information and if you have questions you may call the Fort Smith Fire Department's Assistant Chief at (479) 288-1208 or the City of Fort Smith Office of Human Resources at (479)784-2222.

When you have completed your application, return pages 2, 3, and copies of the necessary documents to the Office of Human Resources - P O Box 1908, Fort Smith, AR 72902, or you may deliver it in person to 623 Garrison Avenue - Room 310.

Deadline for accepting applications is 5:00 p.m. March 4, 2016.

All applications must be complete and have copies of required documents attached or application will not be accepted.

Please note: Birth Certificates as issued by the Vital Statistics Bureau of the State you were born in is the only acceptable document for Birth Certificates - **Hospital Certificates are no longer acceptable.**

The written exam will be administered April 4, 2016 at 6:00 p.m. in Hall "A" of the Fort Smith Convention Center.

If you pass the written exam, you will be notified of the date and location of the physical agility portion of the process. A Release Form is also included, which you need to bring to the agility test.

If you pass both the written and physical agility tests, you will be scheduled for other procedures at a date to be announced later. If at any time you are ineligible to proceed in the hiring process, you can reapply during the next application cycle. Please contact the Assistant Fire Chief at FireDept@FortSmithAR.gov, or at 479-288-1208 for further information.

The City of Fort Smith is an **Equal Opportunity Employer**. All applicants will receive fair consideration without regard to race, color, religion, sex, age, national origin and or disability.

This is your only notice of testing. Written test is April 4, 2016 6:00pm.

Office of Human Resources
City of Fort Smith
623 Garrison Avenue
P.O. Box 1908
Fort Smith, Arkansas 72902
Administrative Offices FAX 479-785-2407

City of Fort Smith Fire Department minimum qualifications and requirements for employment

You must meet all of the following qualifications and requirements to be employed as a Probationary Fire Fighter with the City of Fort Smith Fire Department.

1. At least 21 years of age at time of appointment.
2. Must pass a physical agility test, NFPA 1582 physical, and drug screen.
3. Must be a U.S. Citizen. (Eligible to Vote)
4. Must not be a convicted felon or convicted of a misdemeanor that involves a crime of theft, violence (including domestic violence) or of drug usage.
5. High School graduate or GED

Your application packet must be returned to the Office of Human Resources by 5:00 pm., **March 4, 2016** and include only copies of:

- ___ Birth Certificate (as issued by Vital Statics Bureau of the State where you were born)
Hospital Certificates are NOT acceptable.
- ___ High School Diploma or GED Certificate
- ___ Military discharge papers if applicable
- ___ Application
- ___ Drivers License
- ___ Social Security Card

If you meet all the above qualifications and requirements, you will be eligible to participate in the testing procedure. The testing procedure includes:

1. Written Exam
2. Physical Agility Test
3. Background investigation
4. Fire Review Board Interview
5. Civil Service Commission Interview

Each phase of the testing procedure must be passed to continue in the process. Applicant's successfully passing all five phases of the testing procedure will be placed on a List of Eligibles qualified for appointment to Probationary Fire Fighter.

Prior to starting duty, all appointees must successfully complete a Polygraph Exam, Physical Examination, and Drug Test, at the City of Fort Smith's expense.

I hereby certify that I have read and understand all of the above qualifications and requirements. I further attest that without exception I meet and agree to all of the above qualifications and requirements. I understand that any misrepresentation or falsification shall be deemed as sufficient grounds for disqualification or dismissal.

Date _____ Signature _____

Name (Please Print) _____

FORT SMITH FIRE DEPARTMENT
APPLICATION FOR EMPLOYMENT

200 North 5th Street
Fort Smith, AR 72901

Application must be typed or printed legibly in ink

Each item must be complete and accurate. Incomplete answers may cause delay in processing of application or disqualification. False answers will lead to dismissal.

Name of Applicant: _____
Last First Middle Maiden

Address: _____
Street City State/Zip

Email: _____

Telephone () _____ () _____ Driver's License# _____ / _____
Home Cell State

Social Security Number _____ D. O. B. _____ Age _____
(MM/DD/YY)

HS Graduate: Yes ___ No ___ GED ___ College: Some ___ Associates ___ Bachelors ___ Masters ___

Military Experience: _____ Branch: _____ Type of Discharge _____

Place of Employment: _____

Employment Address: _____

U.S. Citizenship acquired by: Birth _____ Naturalization _____

Have you ever been arrested for anything other than a traffic ticket? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____

Have you ever been convicted of any misdemeanor crime of domestic violence? Yes ___ No ___

I certify that all the information I have provided on this application form is truthful and accurate to the best of my knowledge. I understand that my background will be extensively investigated by the Fort Smith Fire Department and I consent to such investigation.

Signature of Applicant

Date of Signature (MM/DD/YY)

Upon completion, submit this form along with photocopies of your driver's license, birth certificate, military discharge papers, and social security card to: Human Resources Department, Room 310, 623 Garrison Avenue, Fort Smith, AR, 72901. **It is the applicant's responsibility to notify the Human Resources Department of a change of address or change of telephone number.**



Selection Procedures:

Each step in the selection process must be passed before proceeding to the next phase. The scores from steps 1 and 5 will be combined and a ranked list will be established and certified by the Civil Service Commission. The Fire Chief may hire from the top three candidates listed, with no further justification.

- **Written Test:** The minimum passing score for the written exam will be **70%**.
 - Valued at 40 % of overall score
- **Physical Agility Test:** Will be scored based on time completed
 - Valued at 20% of overall score
- **Full Background Investigation** (pass/fail)
- **Fire Department Review Board** (minimum **70%**)
 - Valued at 20% of overall score
- **Civil Service Review Board** (minimum **70%**)
 - Valued at 20% of overall score
- **Medical Evaluation** as well as a **Polygraph Examination** will be given

Fort Smith Fire Department Fire Fighter Application Information and Physical Agility Test

The City of Fort Smith and the Fort Smith Fire Department is an **EQUAL OPPORTUNITY EMPLOYER**. In the recruitment and selection process, equal employment opportunity is guaranteed to all persons without regard to race, creed, color, sex, national origin, age, religion, mental or physical handicap, labor affiliation, sexual orientation, or any other factors not related to merit and fitness for the position.

REQUIREMENTS:

All applicants for the position of probationary fire fighter must meet the following criteria:

1. Be a citizen of the United States of America.
2. Be at least 21 years of age at the time of employment.
3. Be free of felony record. A felony record shall mean having entered a plea of guilty, or otherwise having been convicted of an offense, the punishment for which could have been imprisonment in a federal or state penitentiary. The fact that an individual has received a pardon, or their record has been expunged shall not release the individual from having a felony record for the purpose of this regulation.
4. Be free from conviction of a misdemeanor crime of domestic violence.
5. Be of good character as determined by a thorough background investigation.
6. Be a high school graduate or have passed the General Education Development (GED) Test indicating high school graduation level.
7. Be examined by a licensed physician and meet physical requirements.
8. Be interviewed personally, prior to employment, by the department head or his representatives, to determine such things as the applicant's motivation, appearance, demeanor, attitude and ability to communicate.
9. Possess a valid driver's license.

Physical Agility Test:

TOTAL TIME ALLOWED - 13 MINUTES

TIMED EVENTS

(1) LADDER RAISE

Remove 24' extension ladder from apparatus, carry to wall, position on wall, lower and replace in proper location on pumper. (Approximate weight of 24' extension ladder is 64 lbs.)

PURPOSE:

This exercise simulates the removing of a ladder from a pumper to use on the fire scene. One man removal, because of lack of manpower, is essential and employee must be capable of performing this function.

(2) HOSE ROLL

Roll and unroll one (1) 50 foot section of 2 ½" fire hose.

PURPOSE:

This exercise simulates the rolling and unrolling of hose which is done at any structure fire. The number of sections and size of the hose may vary from 1 ¾" to 5" size and in length from 50 foot to 100 foot.

1 - 50' section of 1 ¾" hose weighs approximately 21 lbs.

1 - 50' section of 2 ½" hose weighs approximately 41 lbs.

1 - 100' section of 5" hose weighs approximately 84 lbs.

(3) HOSE EXTENSION

Drag two (50') sections, coupled together to make 100' length, of 2 ½" hose for 100 feet, install nozzle and drag for an additional 25 feet. (Approximate weight of two (2) sections of 2 ½" hose is 82 lbs.)

PURPOSE:

This exercise simulates advancing hose lines on the fire scene to fight fire. The approximate weight is 41 pounds per section minus water which weighs approximately 8 pounds per gallon.

(4) VENTILATION SIMULATION

Using an eight (8) pound sledge hammer, simulate chopping hole in roof for ventilation. Requires the participant to drive inner part of the sled down and back.

PURPOSE:

This exercise is to simulate ventilation.

(5) HOSE CARRY

Carry two (2) 50' sections of 1 3/4" fire hose assembled in a high-rise pack up and down 180 steps. (Approximate weight of 50' section of 1 3/4" hose is 21 lbs.)

PURPOSE:

This exercise simulates the individual's ability to traverse multi-story buildings with needed equipment. Standard guidelines in fighting fires in multi-story buildings call for the use of stairways.

(6) HOISTING HOSE

Hoist one (1) 2 1/2" (50') section of fire hose, using a rope hand over hand approximately two stories high and lowering back to ground. (Approximate weight of 50' section of 2 1/2" fire hose is 41 lbs.)

PURPOSE:

This exercise simulates the advancing of hose and other equipment up multi-story buildings.

(7) RESCUE

Pick up a dummy, approximate weight 160 lbs., off the ground and carry for distance of 50'. All that may touch the ground is the dummy's feet.

PURPOSE:

This exercise simulates rescue. The victim's size and weight may vary, the distance to safety and evaluation may vary.

END OF TIMED EVENTS

NOTE; FIVE MINUTE REST PERIOD NEXT EVENT–WHICH IS NOT-TIMED:

(8) AERIAL LADDER CLIMB

Climb aerial ladder for 60' at a 75 degree angle. Climb to top, lock in with safety belt, unlock and climb back down.

PURPOSE:

This exercise assures the applicants ability to be able to work at various heights.

NOTE: ALL EVENTS ARE ACCOMPLISHED WITH HELMET, BUNKER COAT AND SELF-CONTAINED BREATHING APPARATUS (SCBA) - NO MASK.

The approximate weight of turnout gear is 20 lbs., approximate weight of (SCBA) is 40 lbs. (TOTAL APPROXIMATE WEIGHT OF TURNOUT GEAR AND SCBA IS 60 LBS.)

All the exercises are done using dry hose, but during actual structural fire fighting a weight of approximately 8 lbs. per gallon of water is added. All or any of these exercises may be essential at emergency operation.

**Fort Smith Fire Department
Pre-Employment Physical Agility Test Release of Claims for Personal Injury**

State of Arkansas >

Know all men by these presents:

County of Sebastian >

That I, _____ do hereby, indemnify, and agree to hold harmless the City of Fort Smith, its fire fighters, directors and employees, from and against any and all claims, liability and causes of action which I may have or which may subsequently accrue to me, as a result of my taking a test administered by the City of Fort Smith to determine my physical fitness to be a probationary fire fighter. I understand that such skills assessment is required as a part of the application procedure for consideration for employment as a probationary fire fighter of the Fort Smith Fire Department. I further understand that, during the taking of said test, my physical strength and general physical condition will be measured, and, in conjunction therewith, it will be necessary for me to exert myself physically, and that such exertion is only intended to measure requirements regarding physical strength and condition to be considered for employment by the Fort Smith Fire Department.

This consent and release of liability is voluntarily given this ____ day of _____, _____. It is intended to be binding on me as well as my heirs and assigns.

Signature

Acknowledgment

I, _____ do hereby acknowledge that the foregoing instrument was executed by me on the above date for the purposes expressed therein, and I acknowledge that I have voluntarily executed the afore going instrument, and that the contents thereof are true and correct.

Signature

On this _____ day of _____, _____, personally appeared before me the fire applicant who, after being duly sworn, acknowledged that the foregoing instrument was executed by him/her for the purposes expressed therein and that the contents thereof were true and correct.

Notary Public

My Commission expires: _____

**DO NOT TURN THIS FORM IN WITH
THE APPLCIATION.
BRING IT WITH YOU TO THE PHYSICAL
AGILITY TEST.**