

East Providence Fire Applications and Information Packets



Return completed paperwork to
East Providence City Hall, Human Resources,
by August 31, 2016

East Providence Firefighter Recruitment 2016

The City of East Providence is currently recruiting for Firefighters. Congratulations! By completing all the necessary forms contained in this application packet you are taking the first step in becoming a member of the East Providence Fire Department!

Starting Annual Salary: \$50,247.51 (as of November 1, 2015)

Application Period: Monday, June 27, 2016 through Wednesday, August 31, 2016

Application Deadline: August 31, 2016 by 3:30 PM

MINIMUM REQUIREMENTS TO APPLY:

- Must be at least 21 years of age by August 31, 2016
- Must be a United States Citizen, and furnish a birth certificate.
- Must possess and furnish a copy of valid driver's license.
- Must possess a High School Diploma or General Education Diploma (GED).
- Must provide a recent certified copy of your driving record. Must be obtained from the Division of Motor Vehicles Operator Control Office of the state in which you reside.
- Must obtain a NCIC (National Crime Information Center) background check from your local Police Department, *where you reside*. Please call to schedule an appointment.

The report is to be mailed to the address below no later than September 12, 2016.

The City of East Providence
Human Resource Department
145 Taunton Avenue
East Providence, RI 02914

SPECIAL REQUIREMENTS AND DEADLINES:

RI Firefighter Physical Performance Assessment Certification

Applicant must provide a current copy of RI Firefighter Physical Performance Assessment (PPA) Certificate issued by the RI Association of Fire Chiefs or provide proof of enrollment in a RIAFC PPA Certification course. PPA Certification from October of 2015 is acceptable. **The applicant can submit their PPA Certificate of Recognition to the Human Resources no later than October 31, 2016.**

The RIAFC only allows online registration which will begin late July of 2016 for the October 2016 PPA test. For more information go to the RIAFC website: www.rifirechiefs.com

Rhode Island Emergency Medical Technician Basic Certification

Applicant must possess a Rhode Island Emergency Medical Technician Basic (EMTB) Certification or have proof of current enrollment in an EMTB Certification course. **If the applicant does not have an RI EMT license at the time of submitting their application it must be provided to Human Resources by February 28, 2017** to be eligible for The City of East Providence Fire Academy.

All eligible candidates must meet the minimum qualifications and will be notified for each of the following phases of the process:

- **Firefighter Written Examination** (Tentative Date: Starting week of September 19, 2016 to September 24, 2016)
- **Oral Panel Interview** (Tentative Date: Starting week of October 17, 2016 to October 28, 2016)
- **Medical Screening and Psychological Examination** (TBD)
- **Comprehensive Background Check** (TBD)

Candidates for this classification must be able to meet established educational, physical and medical requirements. Trainees must pass all City of East Providence Fire Academy curriculum and obtain all necessary certifications and/or licenses by specified deadlines as required by the Fire Department for graduation from the Academy. East Providence Fire Academy Training will start on **Monday, March 6, 2017 (Tentative Date)**.

Ladder and Swim Test

Any candidate that successfully completes all phases of the recruitment process and starts the City of East Providence Fire Academy will be required to take a ladder test in the first week of the Academy. If the candidate does not pass this test, he or she will be eliminated

Candidates will also be expected to participate in life saving swim lessons in the Academy. If the candidate cannot successfully show proficiency in this exercise, he or she will be eliminated.

Examination Weights

Written Examination – 50%

Oral Panel Interview – 50%

Eligible qualified applicants **must pass each phase** of the process and obtain all necessary certifications by the specified deadlines in order to be considered for employment.

APPLICATION FEE AND SPECIAL INSTRUCTIONS

Applicants will be subject to a ***NON-REFUNDABLE \$30.00 Application Fee*** (money order or cashier's check made payable to the "CITY OF EAST PROVIDENCE").

Application packets may be picked up and turned in at the following location:

East Providence City Hall
145 Taunton Avenue
Human Resources Department
East Providence, RI 02914

The following items MUST be brought in and submitted with your preliminary application:

- A recent certified copy of applicant's driving record.
- Copy of high school diploma or GED
- Copy of birth certificate
- Copy of valid driver's license
- \$30.00 cashier's check or money order made payable to "CITY OF EAST PROVIDENCE"

APPLICATIONS RECEIVED AFTER 3:30 PM ON THE DEADLINE DATE OF AUGUST 31, 2016 WILL NOT BE ACCEPTED.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

All applicants will be contacted by email

Applications are accepted Monday – Friday 8:00am-3:30pm

Minorities and women are strongly encouraged to apply.

The City of East Providence does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Equal Employment Opportunity/Affirmative Action Employer

CITY OF EAST PROVIDENCE VOLUNTARY SURVEY

The following is an invitation to self-identify. Your participation is strictly voluntary, but extremely helpful. This form does not affect the status of your application. The data requested is used solely by the City of East Providence Equal Employment/Affirmative Action Office to evaluate our efforts in recruiting and maintaining a diverse workforce. Information collected will be kept confidential and refusal to provide it will not subject the applicant to any adverse treatment in accordance with EEO and ADA. Thank you for participating in this survey!

Last Name _____ First Name _____ M.I. _____

Street Address _____

City _____ State _____ Zip Code _____

Position Applied For _____ Gender: Male Female

Veteran Status: Veteran Post 9/11 Veteran Disabled Veteran

Age 40 or Over: YES NO

Please Check Below Any That Apply (*See below for race and ethnicity category definitions*):

Hispanic or Latino _____ White _____ Black or African American _____

Native Hawaiian or Other Pacific Islander _____ Asian _____

American Indian or Alaska Native _____ Two or More Races _____

Race and ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. Definitions of the race and ethnicity categories are as follows:

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

The City of East Providence does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Equal Employment Opportunity /Affirmative Action Employer

CITY OF EAST PROVIDENCE
2016 FIREFIGHTER RECRUITMENT
PRELIMINARY APPLICATION FORM

(please print)

| | |
|---|--|
| NAME: LAST FIRST M.I | DATE OF BIRTH AGE |
| ADDRESS | HOME TELEPHONE NUMBER: () |
| CITY STATE ZIP | CELLULAR TELEPHONE NUMBER: () |
| EMAIL ADDRESS(required): | SIGNATURE |

****You are required to notify the City of East Providence of a change in address****

HOW DID YOU HEAR ABOUT US?

| | |
|--|--|
| <input type="checkbox"/> EPFD employee referral, name: _____ | <input type="checkbox"/> Job fair, where: _____ |
| <input type="checkbox"/> Publication, name: _____ | <input type="checkbox"/> Radio, station: _____ |
| <input type="checkbox"/> RI Dept. of Labor & Training | <input type="checkbox"/> Television, channel: _____ |
| <input type="checkbox"/> Internet website: _____ | <input type="checkbox"/> Friend or family member _____ |
| <input type="checkbox"/> College list serve: _____ | <input type="checkbox"/> Other: _____ |

MINIMUM QUALIFICATIONS: (please check all that apply)

- I have a valid drivers license
 - I am a US citizen
 - I am able to speak, read, and write the English language
 - I have never been convicted of a felony or a crime of moral turpitude
 - I will be over the age of 21 as of August 31, 2016
 - High School Diploma or Equivalency (GED)
- Applicant shall have passed the Physical Performance Assessment (PPA) Test given by the Rhode Island Association of Fire Chiefs.
 - State of Rhode Island EMT Basic Certificate must also be presented at the start of the academy.
 - Candidates for this classification must be able to meet established educational, physical, and medical requirements. Trainees must pass all City Fire Academy curriculum and obtain all necessary certifications and/or licenses by specific deadlines as required by the Fire Department for graduation from the Academy.

All preliminary applications must be delivered in person, no later than 3:30 pm on August 31, 2016 to:

East Providence City Hall
145 Taunton Ave., Human Resources Department
East Providence, Rhode Island 02914
Applications will only be accepted Monday- Friday from 8:30 am- 3:30 pm

The City of East Providence is an equal opportunity employer. Qualified applicants are considered for employment without regard to race, color, gender, national origin, disability or veteran status, or any other legally protected status.