



Wake Forest Fire Department, Inc. Employment Application

PLEASE READ CAREFULLY: All requested information must be furnished. The information you give will be used to determine your qualification for employment. It is **IMPORTANT** that you answer all questions on your application fully and accurately. If an item does not apply to you, or if there is no information to be given, please write the letters "NA" for Not Applicable on the first line of that section. This record will be strictly confidential and the exclusive property of the Wake Forest Fire Department. The application must be filled out in black ink only. The application shall be returned with the Authorization of Release of Personal Information Form, the Medical Approval for Wake Forest Fire Department Physical Assessment, and all of your personal history documents.

The application and personal documents must be received on or before **August 20, 2018 12pm.**

In accordance with Americans with Disabilities Act, Wake Forest Fire Department will consider reasonable accommodation if requested.

Wake Forest Fire Department is an equal opportunity employer and does not discriminate on the basis of race, sex, color, creed, age, disability, sexual orientation, or national origin.



Wake Forest Fire Department, Inc.
Administrative Office
420 East Elm Ave, Wake Forest, NC, 27587
Phone: (919)556-1966
www.wakeforestfire.com



Wake Forest Fire Department, Inc.

FIREFIGHTER / EMT

\$36,692.00

ELIGIBILITY REQUIREMENTS

- High School graduate or GED
- Must be 18 years of age prior to the application deadline.
- Must be North Carolina Firefighter II certified.
- Must be North Carolina EMT-B certified.
- Must be North Carolina Hazardous Materials certified.
- Must be NIMS ICS 100, and ICS 200 certified.
- Must possess a valid North Carolina Driver's License

Wake Forest Fire Department is seeking highly motivated Firefighters with the desire to promote to the Firefighter-First Class position. Those employees meeting the requirements and that successfully complete the testing process for Firefighter-First Class will obtain a salary of \$38,526.00.

Requirements for First Class Position:

- All of the above
- Class B License
- 21 years of age
- EVD
- NC Driver Operator Pumps Certification

RECRUITING DATES:

July 19 – August 20, 2018

Application package available at:

www.wakeforestfire.com **OR**

Wake Forest Fire Department Station 1

420 East Elm Avenue

Wake Forest, North Carolina 27587

Available Monday – Friday 9 A.M. – 4 P.M

APPLICATIONS MAY BE MAILED TO OR DELIVERED IN PERSON TO WFFD STATION 1, MONDAY-FRIDAY 9 A.M. – 4 P.M.

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|-----------------------------------|
| EQUAL OPPORTUNITY EMPLOYER |
|-----------------------------------|

Wake Forest Fire Department, Inc. Personal Documents

Applicants shall provide the following documents.

Personal Documents List:

1. Application
2. Signed Medical Approval Form.
3. Authorization of Release of Personal Information Form.
4. Photocopy of your Driver's License
5. Photocopy of your Social Security Card
6. Photocopy of your High School Diploma, H.S. Transcripts or GED scores
7. College transcripts, if any, in a sealed envelope from the school registrar
8. Photocopy of your birth certificate
9. Photocopy of DD-214 or other military record, if any
10. Your criminal record, notarized by the clerk of court, for all addresses that you have lived for the past 7 years
11. Certified copy of your motor vehicle/driving record from every State that you have lived in for the last 7 years. (NC residents can visit the NC DMV website for information on how to obtain their driving record.)
12. Photocopy of EMS certification
13. Photocopies of NC Fire/Rescue certifications
14. Photocopies of NIMS certifications
15. Color photo of yourself, **3 x 5 or 4 x 6**
16. Credit History report in a self-sealed envelope. Must be obtained from one of the following creditors: Equifax, Experian, Transunion. (report required even if there is no credit established)
17. Applicant Demographic Information (if returned)
18. Two stamped self-addressed envelopes.

Please follow these directions when assembling your documents:

- Please assemble documents in the order listed above.
- Do not bind your personal materials in notebooks, sheet covers, or other materials.
- Paper clips may be used if needed.
- All pages shall be standard 8.5 x 11 sizes.
- If you cannot get a copy of your High School Diploma, you may submit a copy of your transcript, which indicates a date of graduation.
- Even if you have never been arrested, you must include your criminal record. It will simply certify that there is no record. In North Carolina and most other states, you must obtain this from the Clerk of Court's office.
- Place all documents behind the application in a 9 x 12 clasp envelope.
- Applications shall be completed in black ink only.

WFFD Applicant Selection Process

1. Application Process

- Application packets shall be received by **12 pm EST August 20, 2018**.
- Applications will be reviewed by the administrative staff.
- Application packets must have all required documents.
- Application must be filled out in black ink.
- Applicants must meet the minimum requirements.

2. Physical Assessment

Applicants who meet the minimum requirements will be scheduled for a physical assessment. This is a pass/fail assessment. This assessment consists of eight physical tasks that are representative of actions typically performed by firefighters. Each applicant must successfully complete the assessment in 10 minutes and 30 seconds.

- Applicants will be notified of dates & times of the physical assessment.

3. Oral Interviews

The Wake Forest Fire Department will conduct an oral interview with each applicant that successfully completes the practical examinations. Candidates will receive an invitation letter giving the date, time and location of their interview.

4. Background Check

A comprehensive background investigation is conducted on applicants to establish evidence of good moral character, a well-adjusted personality, community commitment, fire service adaptability, and a pattern of conduct acceptable to the Wake Forest Fire Department.

5. Conditional Job Offer

All job offers are conditional based on passing a drug screen and a medical physical exam.

Wake Forest Fire Department, Inc.

Pay and Benefits as of July 1st 2018

Pay Scale

Starting Pay \$ 36,692.00 /Year

Employee Benefits

Health / Dental Insurance (WFFD pays employee's premium)

Life Insurance

Accidental Death and Dismemberment Insurance

Workers Compensation

Long Term Disability

401k Retirement

Paid Holidays

Paid vacation and sick leave

Uniform paid by department

Scheduled Physical

Flexible Spending

Additions to Salary

Tuition Reimbursement

Annual Fireground Endurance Incentive Program

Education Bonus

Work Hours

Rotating 24 hour shifts

**** Please note that for the first two weeks of employment you will be assigned to a Monday – Friday work schedule. These two weeks will be utilized to prepare you for your position at Wake Forest. ****

JOB DESCRIPTION:

Performs firefighting suppression and prevention of fires; rescue victims, answer calls, medical emergencies, operates/maintains all department equipment and station facilities; participates in ongoing training programs; works under close supervision in accordance with established policies and procedures. Performs duties as directed; may be required to perform other assigned related duties. Must be in good physical condition to be able to enter dangerous situations and perform under strenuous conditions for extended periods.

Wake Forest Fire Department



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last **First** **M.I.**

Address: _____
Street Address **Apartment/Unit #**

Phone: () _____ E-mail Address: _____
City **State** **ZIP Code**

Date Available: _____ Social Security No.: _____ Date of Birth _____

Position Applied for: _____

Are you a citizen of the United States? **YES** **NO** If no, are you authorized to work in the U.S.? **YES** **NO**

Have you ever worked for this company? **YES** **NO** If so, when? _____

Have you ever been convicted of a felony? **YES** **NO**

If yes, explain: _____

Education

High School: _____ Address: _____
 From: _____ To: _____ Did you graduate? **YES** **NO** Degree: _____

College: _____ Address: _____
 From: _____ To: _____ Did you graduate? **YES** **NO** Degree: _____

Other: _____ Address: _____
 From: _____ To: _____ Did you graduate? **YES** **NO** Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
 Company: _____ Phone: () _____
 Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: () _____
 Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____



Wake Forest Fire Department, Inc.

Applicant Information Release form

I the undersigned applicant release all information requested by Wake Forest Fire Department for the sole purpose of hiring, to include but not limited to Driving Records, Criminal Records, Credit Information, and Past Employment History.

Applicant Name (Print) _____

Signature of Applicant _____ **Date** _____

Wake Forest Fire Department, Inc. Physical Assessment

The Wake Forest candidate physical assessment consists of eight separate events. The assessment is a sequence of events requiring the candidate to progress along a predetermined path from event to event in a continuous manner.

1. STAIR CLIMB
2. HOSE DRAG
3. EQUIPMENT CARRY
4. LADDER RAISE AND EXTENSION
5. VENTILAION
6. SEARCH
7. RESCUE
8. CEILING BREACH AND PULL

This is a pass/fail assessment based on a validated maximum total time of 10 minutes and 30 seconds.

Event 1: Stair Climb

Using an 8-inch step block, this event is designed to simulate the critical task of climbing stairs in full protective clothing while carrying a high-rise pack (hose bundle) and firefighter equipment. This event challenges aerobic capacity, lower body muscular endurance and balance. Participants wear a 50-pound weight vest plus 12.5-pound weight on each shoulder to simulate the weight of a high-rise pack. Participates will have to complete a total of 180 steps. Participants will step up and make contact to the top of the step box with both feet to count as one step. The participant's toes of both feet must pass the yellow border into the black square to count as one step. If the participant fails to step over the yellow painted border, a (miss) will be called and the step will not be counted. The participant will then step back down with both feet to count as one step. The assessment time starts when the candidate takes his/her first step. Participants will be given a thirty (30) second warm-up period if wanted. There will be no break in time between the warm-up and the actual start of the assessment. Failure can occur by falling or dismounting the step box three times during the event. During the assessment, the participant is permitted to touch the wall for balance only momentarily; if that rule is violated more than twice during the assessment failure will result.

Event 2: Hose Drag

This event is designed to simulate the critical tasks of dragging an uncharged hoseline from a fire apparatus to a structure and pulling an uncharged hoseline around obstacles while remaining stationary. This event challenges aerobic capacity, lower body muscular strength and endurance, upper back muscular strength and endurance, grip strength and endurance, and anaerobic endurance. A nozzle attached to 200 feet of one inch and three quarters (1 $\frac{3}{4}$) hose is grasped within the red section and placed over the shoulder or across the chest. The hose shall not be grasped no further than 6 foot behind the nozzle. The participant must keep both hands within the red painted section of the hose until one

knee is in contact with the ground inside the box. While walking or running, the participant drags the hose 75 feet to a pre-positioned drum, makes a 90° turn, and continues an additional 25 feet. After stopping within the marked box, the candidate drops to at least one knee and pulls the hoseline until the 50-foot mark crosses the finish line. During the hose drag, failure results if the participant does not go around the drum or goes outside of the marked path. During the hose pull, a warning is given if at least one knee is not kept in contact with the ground or if the knees go outside the marked boundary line; a second warning constitutes failure.

Event 3: Equipment Carry

This event uses two 35 pound weights placed on a table replicating saws in a storage cabinet on a fire truck. It simulates the critical tasks of removing power tools from a fire apparatus, carrying them to the emergency scene, and returning the equipment to the fire apparatus. This event challenges aerobic capacity, upper body muscular strength and endurance, lower body muscular endurance, grip endurance, and balance. The candidate must remove the two weights from the table, one at a time, and place them on the ground. Then he/she picks up both weights (one in each hand) and carries them while walking 35 feet around a drum, and then back to the starting point. Placing the weights on the ground to adjust a grip is permitted. Upon return to the table, the weights are placed on the ground, then picked up one at a time, and replaced on the table. Dropping either weight on the ground during the carry will result in immediate failure. A warning will be given for running; a second warning constitutes a failure.

Event 4: Ladder Raise and Extension

This event, which uses a 24-foot aluminum extension ladder, is designed to simulate the placement of a ground ladder at a fire structure and extending it to the roof or window. This event challenges aerobic capacity, upper body muscular strength, lower body muscular strength, balance, grip strength, and anaerobic endurance. The participant must walk to the top rung of the ladder, lift the tip end from the ground, and walk it up hand over hand touching every rung until it is stationary against the wall. Then he/she immediately extends the fly section by pulling the halyard rope hand over hand until it is fully extended and the fly is locked, and then rotates and sets the ladder to the proper climbing angle (approximately 75 degrees). Immediate failure will result if the ladder is allowed to fall to the ground, if control is not maintained in a hand-over-hand manner, or if the rope halyard slips in an uncontrolled manner. Missing any rung during the raise or not setting the ladder properly results in a warning; a second warning constitutes a failure.

Event 5: Ventilation

This event uses a weighted device and a 10-pound sledgehammer. It simulates the critical tasks ventilation and forcible entry. This event challenges aerobic capacity, upper body muscular strength and endurance, lower body muscular strength and endurance, balance, grip strength and endurance, and anaerobic endurance. For this event, the candidate uses the sledgehammer to strike a one hundred and sixty (160) pound steel beam a horizontal distance of three (3) feet. Failure results if the participant does not maintain control of the sledgehammer and releases it from both hands while swinging. Raking, pulling, pushing, or dragging the sled is not allowed. Intentionally raking, pulling, pushing, or dragging the sled will result in immediate failure.

Event 6: Search

This event uses an enclosed search tunnel. It simulates the critical task of searching for a fire victim with limited visibility in an unpredictable area. This event challenges aerobic capacity, upper body muscular strength and endurance, agility, balance, anaerobic endurance, and kinesthetic awareness. For this event, the candidate crawls through a tunnel that is approximately 24 inches in diameter and 40 feet in length, and has a 90° turn. If at any point the participant chooses to end the event, he/she can call out or rap sharply on the wall or ceiling and will be assisted out of the tunnel, although doing so will result in failure of the event.

Event 7: Rescue

This event uses a weighted device equipped with webbing to simulate the critical task of removing a victim or injured firefighter from a fire scene. This event challenges aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance. The participant grasps a 165-pound mannequin by the webbing (one or both handles are permitted), drags it 35 feet, makes a 180° turn around a pre-positioned position, and continues an additional 35 feet to the finish line. Grasping or resting on the beam is not permitted, but the device may touch the beam. The candidate is permitted to drop and release the device to adjust his/her grip. The entire device must be dragged across the finish line. Grasping or resting on the beam at any time results in a warning; a second warning constitutes a failure.

Event 8: Ceiling Breach and Pull

This event uses a mechanized device that measures overhead push and pull forces and a pike pole. The pike pole is a commonly used piece of firefighting equipment that consists of a six-foot long pole with a hook and point attached to one end. This event simulates the critical task of breaching and pulling down a ceiling to check for fire extension. It challenges aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance. After removing the pike pole from the bracket, the participant places the tip of the pole on a 60-pound hinged door in the ceiling and pushes it three times while standing within the established boundary. Then, the pike pole is hooked to an 80-pound ceiling device and pulled down five times. Each set consists of three pushes and five pulls; the set is repeated four times. A pause for grip adjustment is allowed. Releasing one's grip or allowing the pike pole handle to slip does

not result in a warning or constitute a failure. The candidate may re-establish his/her grip and resume the event. If a repetition is not successfully completed, the proctor calls out "MISS" and the apparatus must be pushed or pulled again to complete the repetition. This event and the total assessment time ends when the final pull stroke repetition is completed and the proctor calls "TIME." A warning is given for dropping the pike pole to the ground or for your feet not staying in contact with the floor inside the base of the prop. The participant's feet must stay in contact with the floor inside the base of the prop at all times. A warning will be given if either foot steps on top or strays outside of the frame rail: A second warning of either violation constitutes a failure.

General Information

In these events, the candidate wears a 50-pound weight vest to simulate the weight of self-contained breathing apparatus (SCBA) and firefighter protective clothing. An additional 25 pounds, using two 12.5-pound weights that simulate a high-rise pack (hose bundle), is added to the shoulders for the stair climb event. Throughout all events, the participant must wear long pants, a hard hat with chinstrap, work gloves and footwear with no open heel or toe. Watches and loose or restrictive jewelry are not permitted. All props were designed to obtain the necessary information regarding physical ability. The tools and equipment were chosen to provide the highest level of consistency, safety and validity in measuring the candidate's physical abilities. The events are placed in a sequence that best simulates fire scene events while allowing an 60-80 foot walk between events. To ensure the highest level of safety and to prevent exhaustion, no running is allowed between events. This walk allows approximately 20 seconds to recover and regroup before each event.

To ensure scoring accuracy, two stopwatches are used to time the physical agility assessment. One stopwatch is designated as the official assessment time stopwatch; the second is the backup stopwatch. If mechanical failure occurs, the time on the backup stopwatch is used. If time elapses prior to the completion of the assessment, the assessment is concluded and the participant fails the assessment.

Assessment Forms

Prior to taking the agility assessment, each candidate must present valid identification, sign in, and complete a waiver and release form. Failure to complete and sign any of these forms results in failure of the physical assessment.

Medical Approval for the Wake Forest Fire Department Physical Assessment

Applicants will NOT be permitted to take the (PA) without submitting this form, signed by their physician.

I have examined _____ and found him/her to be medically competent to perform the **Wake Forest Fire Department Physical Assessment (PA)**.

Doctor's Name: _____ Telephone: _____

Doctor's Signature: _____ Date: _____

Test Description

The **PA** consists of eight events designed to simulate some of the more physically demanding tasks of the firefighter. Applicants walk 60 - 80 feet between each event and wear a 50 pound vest throughout the timed test. Applicants may experience extreme fatigue, elevated heart rate and blood pressure, and difficulty breathing. The test includes work in very small, tight, and dark spaces and may include harsh environmental conditions. We strongly suggest that applicants begin preparation for the test in the form of walking, jogging, bicycling, etc.

Stair Climb: Wearing two additional 12.5 pound weights on their shoulders, applicants step onto an 8 inch step-box for a total of 180 complete steps.

Hose Drag: Applicants grasp a nozzle attached to 200 feet of 1 ¼ inch hose drag it a total of 100 feet. Applicants then drop to one knee and pull 50 feet of hoseline towards them.

Equipment Carry: Applicants remove two 35 pound weights from a table, carries them a total distance of 70 feet, and returns them to the table.

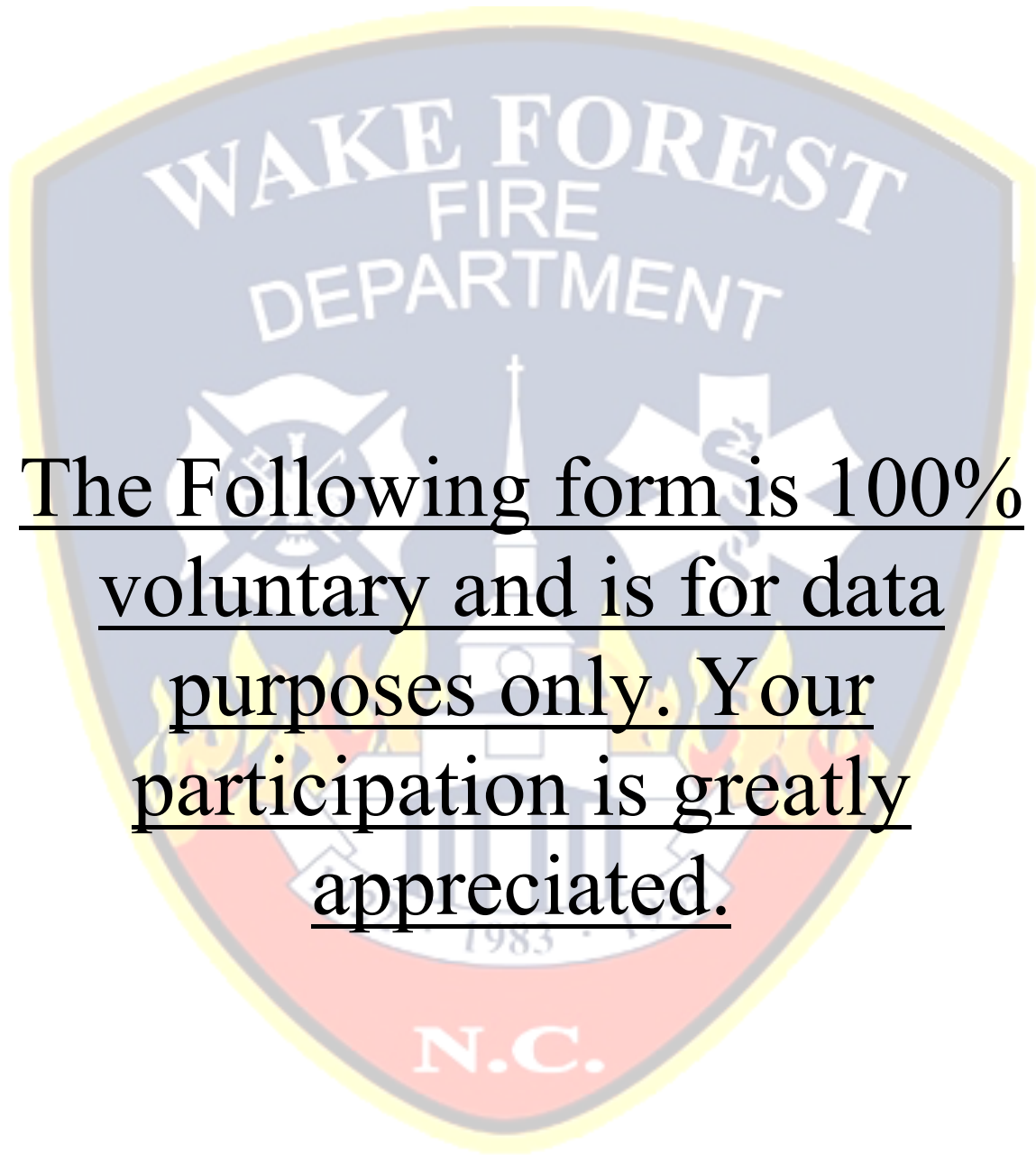
Ladder Raise and Extension: Applicants lift up one end of a 24 foot aluminum extension ladder and raise it in hand over hand fashion until it is stationary against a wall. Then extend the fly section(s) of the ladder and properly position the ladder.

Ventilation: Applicants use a 10 pound sledge hammer to strike a 160 pound steel beam moving it a horizontal distance of 3 feet.

Search: Applicants crawl through a 24 inch pipe a total distance of 40 feet.

Rescue: Applicants drag a weighted device 70 feet.

Ceiling Breach and Pull: Applicants use a pike pole to push open a 60 pound hinged ceiling door three times. Then they use the pike pole to pull down an 80 pound door five times. This sequence is repeated four times. This event concludes the PA.



The Following form is 100% voluntary and is for data purposes only. Your participation is greatly appreciated.

**Wake Forest Fire Department
Applicant Demographic Information**

Your Privacy Is Protected

This information is used to determine if our recruitment efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public. No information taken from this form is ever placed in your Personnel file. This is vital information not available from any other source. We can only get it directly from you. Thank you for helping us to provide better service.

1. How did you learn about this position? (Circle One):

- 1. Agency Internet Site.
- 2. Private Employment Web Site.
- 3. Other Internet Site/Social Media
- 4. Newspaper
- 5. TV/Radio.
- 6. Job Fair (location : _____).
- 7. Fire Academy (name: _____).
- 8. College program (name: _____).
- 9. Friend or relative working for this agency.
- 10. Other (_____).

2. Sex (Circle One): Male Female

3. Ethnicity (Circle One):

- Hispanic / Latino
- Not Hispanic / Latino.

4. Race (Circle all that apply):

- American / Alaska Native
- Asian
- Black or African American
- Hawaiian or Pacific Islander
- White

5. Address

City: _____ State: _____

Privacy Act and Paperwork Reduction Act Statement

Privacy Act Information: This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974"), for individuals completing Federal records and forms that solicit personal information. The authority is Title 5 of the U.S. Code, sections 1302, 3301, 3304, and 7201.

Purpose and Routine Uses: No individual data is ever provided to selecting officials. This form will only be seen by HR Personnel and Equal Employment Opportunity officials. Data summarizing all applicants for a position will be used to determine if we are effectively recruiting from all segments of the population, in conformance with the requirements of Federal equal employment opportunity laws. Only summary data is reported, and only in a format which can not be broken out by individual applicants. **Effects of Nondisclosure:** Providing this information is voluntary. No individual personnel selections are made based on this information.

Paperwork Reduction Act Statement: The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The estimated burden of completing this form is three (3) minutes, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to the Equal Employment Opportunity Commission, Affirmative Employment Division, Federal Sector Programs, 1801 L St., NW, Washington, DC 20507 and to the Office of Management and Budget, Office of Information and Regulatory Affairs, Washington, DC 20503.