



FIREFIGHTER APPLICANT INFORMATION

MINIMUM REQUIREMENTS TO APPLY:

- Age 18 by written test date
- Eligible to work in U.S.
- High school diploma or equivalent
- Valid Driver's License
- Good driving, police, personal and employment record
- Males between the ages of 18 – 26 must be registered with Selective Services

As confirmation of your complete application submission; Human Resources will email applicants the following items listed below:

1. Test information
2. Pre-Polygraph Questionnaire – (due at written test registration) – this must be an original

PRACTICE TEST INFORMATION: The Bowling Green Fire Department utilizes Ergometrics for firefighter entry level testing. This is a video based test that covers mechanical aptitude, basic math skills, human relations and teamwork, and reading ability. Ergometrics offers practice tests to help you prepare for the tests. There are two practice tests available at a fee. The basic practice tests is \$24.99 and the extended practice test is \$38.99. Each practice test offers you two opportunities to familiarize yourself with the type of questions you will encounter on the test. These practice tests are NOT mandatory.

FIRE APPLICANT ORIENTATION: The Bowling Green Fire Department along with Human Resources will offer an applicant orientation session. This orientation will allow applicants to familiarize themselves with the Candidate Physical Aptitude Test (CPAT) and provide applicants an opportunity to brush up on their interviewing skills. These sessions are NOT mandatory. Space is limited for these sessions and will require the applicant to sign-up for a session on their written test date.

WRITTEN TEST: All of the questions deal with the abilities which are important to successfully perform as a public safety employee. Most deal with situations of a kind which an employee might encounter. However, no related training is necessary in order to answer the questions.

This test is an entrance test for firefighter developed from a task analysis performed by Bowling Green Firefighters. The test questions pertain to the following areas: human relations; animated mechanical aptitude test; reading test; and math test.

Testing will begin promptly at the times and dates indicated. Anyone arriving late will not be allowed to take the test. Applicants not familiar with the test site should plan extra time to allow for any unforeseen circumstances, such as finding a parking place and registration. Applicants will be required to present positive identification (driver's license is sufficient) and their **completed Pre-Polygraph Questionnaire (Form I-2)** upon registering at the test site.

Applicants need to plan on being at the testing location until 1:00 p.m. Testing for the day will consist of: entry level test for firefighter, including initial instructions, the written test will take 2 to 3 hours; a Personality Assessment Inventory (PAI) could take up to 1.5 to 2 hours to complete. Your written test will be scored by the testing company.

ADA ACCOMMODATION: In order to comply with the Americans with Disabilities Act, if any candidate needs an accommodation to be made for an eligible disability, in order to complete the physical test on the date assigned, please notify Human Resources (270-393-3667) by the advertised application deadline, and specify the accommodation needed.

SELECTION/HIRING PROCESS: Human Resources and Fire Department's administrative staff will review applications, polygraphs, and test scores to select applicants that will proceed to the next phase of the hiring process. A polygraph (includes general truthfulness, truthfulness on the application, drug usage; drug usage, buying or selling; serious crimes committed; past thefts; arrest record; currently being wanted; and withholding background information) is required during the hiring process. During the polygraph pre-test portion, the examiner will review the actual questions with the candidate. If there are any admissions or problems regarding any questions, notations will be made and the questions will be reworded to address any admissions or problems.

ELIGIBLE LIST: Candidates passing all phases will be placed on an eligible list. The oral board, chief and his staff will decide the ranking of each candidate and the order in which they will be hired. Qualified candidates may be appointed only from this list until the next testing/hiring process is conducted. Employment is conditional upon a successful medical physical and approval by the City Commission.

NOTIFICATION: It is imperative that applicants make themselves available for the next phase. Candidates need to monitor their email for notifications. Except for the final notification of eligibility, candidates will be notified by email. It is important to provide phone numbers and email addresses where you may be contacted or a message may be left for you. If you have a change of address/phone or work location after submitting your application, be sure to provide the Human Resources Department with your current phone numbers and mailing address. Applicants will be provided final notification of their status in writing via email.

PUBLIC SAFETY EMPLOYEE BENEFITS

PAID TIME OFF: Firefighters accrue 21 days per year; however one 24-hour shift off equals three vacation days used. Maximum accrual of vacation leave is equal to number of days earned in two years. Fire earns six 24-hour shifts plus 12 hours and personal leave.

SICK LEAVE: Accumulated at the rate of one day per month up to 180 days maximum. Firefighters earn 12 hours/month; one full shift missed is charged as two sick days.

RETIREMENT PROGRAM: Employees join County Employee Retirement System (CERS), which is part of a state retirement system (KRS). The City contributes 39.58% (44.33%) of a hazardous duty employee's salary to the retirement fund and the employee contributes 9% (employee may contribute 8% if active in KRS prior to 9/1/08). Employee contributions and interest refundable upon termination, employer contributions and interest also refundable if employed five or more years. Public safety personnel do not pay FICA (Social Security 6.35%), but do pay 1.45% toward Medicare.

DEFERRED COMP: Tax-deferred supplemental retirement plans available for employee contribution through 401(k) and 457 deferred compensation plans.

INSURANCE BENEFITS: Comprehensive Major Medical Group Health Plan with a two tier level of coverage. \$50,000 Term Life Insurance Policy provided by the City. Additional term coverage and/or whole life plan with supplemental retirement savings are also available.

Dental and Vision Care Insurance for employee is provided by the City; available for dependents at a reasonable cost to the employee. Whole life, disability, critical care, and accident insurances are also offered for the employee and dependents at a reasonable cost to the employee. ***INSURANCE BENEFITS ARE EFFECTIVE THE FIRST DAY OF THE MONTH FOLLOWING HIRE DATE.***



CITY CARE CENTER – ON-SITE HEALTH & WELLNESS CENTER: Available to eligible employees and their dependents. The center treats acute and chronic conditions (i.e., cold, flu, high blood pressure, and diabetes); provides annual physicals, health coaching, lab work, on-site dispensary of select generic medications and much more at no charge to the employee.

FLEXIBLE SPENDING: Day care and eligible medical expenses can be paid from pre-tax dollars through flexible spending accounts.

TUITION ASSISTANCE: The City helps pay for qualified college courses by reimbursing employee for approved tuition and book expenses. Time to take classes must be negotiated and approved in advance.

OTHER BENEFITS: Free access to fitness facility and equipment; discounted rate for immediate family. Free employee assistance counseling program for employees and dependents.

TRAINING & UNIFORMS: All uniforms and necessary equipment are provided. An annual allowance is provided for replacement. Firefighters are trained in-house and receive an initial 12-week training program before being assigned to a shift. The employee must complete 400 hours to receive certification and the \$4,000 pay supplement. New public safety employees are provided with all necessary uniforms and equipment.

WORK HOURS: Firefighters work a 24 hours on/48 hour off shift. While in basic training, firefighter recruits work and are paid according to an eight-hour day.

PERTINENT PERSONNEL POLICIES: Public safety employees are subject to random drug testing. A mandatory physical fitness or essential skills program covers all public safety positions as well. Probationary employees are required to pass the departmental physical standards, which are similar to the entry-level requirements. Unless excused by a written statement from a physician, employees must participate in the annual fitness assessment. Public safety employees may also receive a series of vaccinations to prevent hepatitis.

GENERAL INFORMATION

The City of Bowling Green is the hub of South Central Kentucky. It is a growing diverse community of over 70,000 located 55 miles north of Nashville, TN and less than 100 miles south of Louisville, KY.

The 3rd largest city in Kentucky, Bowling Green is the educational, medical, and commercial center of a 10 county area and home to Western Kentucky University, GM Corvette Plant, Fruit of the Loom, and MAGNA Bowling Green Metal Forming. Bowling Green is home of the National Corvette Museum, Tampa Bay Ray's Single A affiliate, the Bowling Green Hot Rods, and the Southern KY Performing Arts Center. Bowling Green-Warren County is consistently recognized statewide and nationally as a dynamic community with a proactive city government. City home page: www.bgky.org; other sites: visitors bureau www.visitbgky.com; WKU www.wku.edu; Chamber of Commerce www.bgchamber.com.

Sworn public safety personnel are selected after completing a rigorous testing process, consisting of written, physical skills, oral interview, polygraph, and personality profile testing, as well as a complete background investigation. Each phase must be successfully completed before continuing on to the next.

Once employed, personnel are expected to complete required training, maintain an adequate level of physical fitness, follow all rules and regulations of the City, deal fairly with citizens, exercise good judgment in complex situations, and act within the law at all times. All new employees serve a twelve-month probationary period.

MINIMUM REQUIREMENTS

1. Must be at least 18 years old by written test date.

The City strictly enforces a mandatory retirement age of 57, regardless of years of service. Contact Human Resources at 270-393-3689 for clarification of eligibility.

2. Must be able to provide, upon employment: written proof of high school diploma or equivalent (GED); copy of birth certificate; and valid driver's license; DD-214 for military separation; copy of college diploma if applicable.
3. Must be eligible to work in the United States.
4. Males between the ages of 18 and 26 must be registered with the Selective Service to be eligible for employment with the City.
5. There are no specific height/weight requirements; candidate must pass physical agility/skills test. There are minimum vision and hearing standards for entry-level firefighters. In compliance with the National Fire Protection Association 1582 medical standards:

Vision - far visual acuity at least 20/30 binocular corrected, and uncorrected at least 20/100. (Successful long term soft contact lens wearers not subject to uncorrected criterion).

Vision requirements for fire include peripheral/horizontal visual fields of at least 140 degrees uncorrected, and potential disqualifications for specific eye diseases and impairments.

Hearing - hearing deficit in the pure tone thresholds in the unaided worst ear,

EITHER

1. greater than 25db in three of the four frequencies (500, 1000, 2000, 3000 Hz);

OR

2. greater than 30db in any one of the three frequencies (500, 1000, 2000 Hz);

AND

an average greater than 30db in the four frequencies (500, 1000, 2000, 3000 Hz).

6. The following are examples of violations which will result in rejection of an applicant:

- failure to disclose any convictions on the employment application
- any felony convictions
- significant use of illegal drugs/substances within the past two years; *use of illegal drugs that would be considered a felony*; or a history of regular drug use, unless rehabilitated.
- conviction for sale or trafficking of illegal drugs/substances
- conviction for driving under the influence within the past two (2) years.

The applicant's driving record history is verified with the state driver's licensing authority. Misdemeanor convictions and other traffic violations will be reviewed on an individual basis; the nature, frequency, and time elapsed will determine whether rejection might occur. Patterns of driving violations are reviewed. The City's policy on an unacceptable driving record is as follows:

- Employees who accumulate 7 or more points within a two year period are required to attend a driver improvement clinic. Any employee accumulating 9 or more points within a two year period will be subject to review by the Human Resources & Risk Management Department and the employee's respective supervisor/manager.



- Employees convicted of any moving violation during the operation of a City vehicle, or their own vehicle while performing City business will be subject to review.
- Any employee who is habitually involved in preventable vehicle accidents will be subject to review.
- Any employee who exhibits gross negligence while operating a vehicle while performing City business will be subject to review.

** Any employee involved in two or more at-fault accidents within a one year period, or more than three within a two year period (regardless of accident type or monetary loss), will be required to attend a driver improvement clinic. The employee's respective department shall be responsible for ensuring that the employee receives this training within a reasonable time frame, training is documented, and all documentation is forwarded to the Human Resources & Risk Management Department. The respective department shall be responsible for determining the appropriate corrective/disciplinary action for any employee whose driving privileges have been denied, withdrawn, suspended, or revoked under the Transportation Cabinet's administrative regulations.

While an employer cannot deny employment solely due to bankruptcy or garnishments, failure to pay creditors in a timely manner will be considered in evaluating a candidate for employment.

7. Must not be related to the City Manager, a member of the City Commission, and may not work in a position where he/she would be supervised by a relative.

FREQUENTLY ASKED QUESTIONS

Q. I am only 18 years old. Can I apply?

A. If you turn 18 by the written test date and meet all other minimum requirements, you can apply. Otherwise, you will need to wait until next year.

Q. What kinds of shifts do firefighters work?

A. After the initial 12 weeks of training, one will work one 24 – hour shift and be off 48 hours. The work day starts at 7:00 a.m.

Q. What qualifications are required to apply?

A. Minimum qualifications to apply are to be age 18; have a high school diploma or GED. Males between the ages of 18 and 26 must be registered with the Selective Service. You are then eligible to apply.

Q. I am already CPAT Certified do I still have to attend the orientation and take the CPAT test?

A. If your CPAT certification does not expire before/on the hire date then “No” you do not have to take the CPAT test or attend the orientation. However you will have to provide a copy of your certification with your application and a valid CPAT Certification card upon hire.

Q. My CPAT Certification expires on the hire date, do I need to obtain a new CPAT Certification?

A. Yes.

Q. I wasn't chosen as one of the applicants to get an interview. Does this mean I am no longer being considered?

A. If there is an adequate candidate pool produced then you are no longer being considered. Your application will remain active for one year and is transferrable to another advertised job (except for any public safety position).

Q. Is there a lateral transfer program?

A. No. The City does not have an automatic lateral transfer program for in-state or out-of-state applicants. Kentucky does not have reciprocal agreements with other states regarding transfers or automatic acceptance of training credentials. However, previous experience is considered in the hiring process. Firefighters with paid experience out-of-state will need to submit certification of training from their state's fire training office after employment to determine what training will be accepted by Kentucky.

Q. How many times will I have to come for different parts of the selection process?

A. It may not seem like it at times, but we do try to make the schedule convenient for the candidate. However, when dealing with as many different phases and people, it is not always possible. The scheduling is always difficult and inconvenient for some. Firefighter applicants who live further away (more than an three hours from Bowling Green) will probably have to come: once for the written test; once for interviews, polygraphs, Those who live in Warren County or adjacent counties may have to make more visits to complete these phases.

Q. I have turned in my application, but later decide not to pursue employment. What should I do?

A. If you decide to withdraw from consideration, contact the Human Resources Department as soon as possible.

