



Filing Deadline: April 6, 2018

City of Coeur d'Alene Exam Announcement for Firefighter

Wages and Benefits: Current starting wage is \$16.67 per hour (56 hour workweek), eligible for five percent increase after six months of service with standard or above evaluations. Eligible for further increases after additional years of service. A generous benefit package is available and membership in the Public Employee's Retirement System of Idaho (PERSI) is required. Firefighters do not pay into Social Security.

Working Conditions: Firefighters work 24-hour shifts, averaging 10 per month (rotating 48 hours on and 96 hours off). Work schedules are fixed and are prepared without regard to holidays, for which firefighters are paid separately. Off-duty firefighters are required to monitor pagers for call back and respond when available.

Requirements:

- **Age:** Must be at least 19 by the date of the written exam.
- **Education:** High school diploma or G.E.D.
- **License:** State of Idaho Emergency Medical Technician (EMT) License is required as a condition of employment, but is not required at the time of application. Applicant will have 30 days from date of hire to obtain and provide proof of Idaho State Licensure.
- **Physical:** Successful applicants must pass the physical agility exam administered by the Coeur d'Alene Fire Department. A demonstration video of the physical agility requirements are available at the following link: <http://www.cdavid.org/34/departments/hr/police-and-fire>. Also must meet Idaho Department of Labor and Industrial Services Minimum Medical and Health Standards for Firefighters (vision: corrected to 20/30 with contact lenses or spectacles).
NOTE: Conformance to Medical and Health Standards will be determined by physical examinations prior to appointment, but will not be assessed during the examination process.
- **Background:** A thorough background will be conducted on successful applicants prior to appointment.
- **Drug Testing:** A successful completion of drug and alcohol testing is a condition of employment.
- **Other:** Applicants must be U.S. Citizens and must possess a valid driver's license at the time of testing.

Payback Agreement: If an employee voluntarily leaves the City of Coeur d'Alene Fire Department prior to successfully completing one (1) year of employment after the date of hire, employee will reimburse city an amount equivalent to the costs of all testing, background checks and training of employee.

Examination Process: A three-part exam process consisting of a written test, physical agility test, and oral interview will be administered. No other exam administrations will be scheduled.

- **Written Exam:** Saturday, April 14th, 2018 (morning)
- **Physical Agility:** Sunday, April 15th, 2018
- **Oral Interviews:** Monday, April 16th - Thursday, April 19th, 2018

How to Apply: Complete a "City of Coeur d'Alene Firefighter Employment Application"; and include a \$20 application fee (checks made payable to the City of Coeur d'Alene); complete and return application to Human Resources, 710 E. Mullan Avenue, Coeur d'Alene, Idaho 83814 (resumes and training certifications **will not** be accepted and incomplete applications will eliminate the applicant from participating in the testing process).

Further detailed exam instructions and locations will be emailed to each qualifying applicant after the deadline. If you haven't received the emailed instructions by Tuesday, April 10, 2018, check your junk folder or call Human Resources.

If you would like to request a reasonable accommodation for the Firefighter testing process due to a disability, please provide a written request and submit with completed job application.

City of Coeur d'Alene
Human Resources Department

710 E. Mullan Avenue
Coeur d'Alene, ID 83814
(208) 769-2205 website: www.cdaid.org



Please Submit the Following:

Application: Completed and Signed

Application Fee: \$20.00

Payable to: City of Coeur d'Alene

Date Received: _____

Thank you for applying for employment with the City of Coeur d'Alene. Please answer all questions to the best of your ability. Exclude all information indicative of race, color, creed, sex, marital status, national origin, sensory, mental or physical disability (unless based upon a bona fide occupational qualification). **At this time, do not include resumes or certifications; however, please complete all portions of this application form to be considered.**

Firefighter Employment Application

NAME (LAST) _____ (FIRST) _____ (MI) _____

ADDRESS: _____

EMAIL ADDRESS (*print clearly, this is how we will notify you of the testing details*): _____

PREFERRED PHONE: _____ ALTERNATE PHONE (If Applicable): _____

Education and Training

HIGH SCHOOL GRADUATE OR G.E.D. CERTIFICATE? ____ Yes ____ No

If NO, circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

COLLEGES, VOCATIONAL/TECHNICAL SCHOOLS	CREDITS	CERTIFICATE OR DEGREE
_____	_____	_____
_____	_____	_____

LICENSES AND CERTIFICATES (Including driver's license if required)

DESCRIPTION	ISSUED BY	EXPIRATION DATE
_____	_____	_____
_____	_____	_____

General Information

SOCIAL SECURITY NO. : _____ BIRTHDATE : ____/____/____

CITIZENSHIP (Country) _____

(Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

Most employees use a Social Security card and Driver's license or Employment Authorization Document.)

ARE YOU NOW OR HAVE YOU BEEN EMPLOYED BY THE CITY OF COEUR D'ALENE? ____ Yes ____ No

If YES, provide dates of employment: _____

NOTE: If you are related to a Mayor/Council Member within the second degree, you are not eligible for employment.

ARE YOU RELATED TO A CURRENT MAYOR/COUNCIL MEMBER OR ANY OTHER PERSON CURRENTLY EMPLOYED BY THE CITY OF COEUR D'ALENE? ____ Yes ____ No

If YES, indicate name and relationship of relative: _____

CONVICTION: HAVE YOU BEEN CONVICTED OF A FELONY OR SERVED TIME IN PRISON? ____ Yes ____ No

(Conviction is not an automatic bar to employment. Each case is considered separately.)

IF YES, PROVIDE INFORMATION REGARDING DATE, CHARGE, PLACE, AND ACTION TAKEN.

U.S. MILITARY SERVICE: BRANCH: _____ DATES OF SERVICE: FROM: _____ TO: _____

ARE YOU ELIGIBLE FOR VETERAN'S PREFERENCE? ____ Yes ____ No

If YES, complete the Veteran's Preference Form found via website, www.cdaid.org or Human Resources and attach to application along with your DD-214 Member-4 form.

EMPLOYMENT RECORD: Begin with current/most recent employment and complete ALL sections.

From: ___/___/___ Title: _____ Employer: _____
Duties: _____ Address: _____
To: ___/___/___ _____
Salary: _____ per _____ Supervisor's Name/Title: _____
Hours per Week: _____ Telephone: _____
Reason for Leaving: _____
of employees supervised: _____ May we contact this employer? _____

From: ___/___/___ Title: _____ Employer: _____
Duties: _____ Address: _____
To: ___/___/___ _____
Salary: _____ per _____ Supervisor's Name/Title: _____
Hours per Week: _____ Telephone: _____
Reason for Leaving: _____
of employees supervised: _____ May we contact this employer? _____

From: ___/___/___ Title: _____ Employer: _____
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Duties: _____ Address: _____
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Salary: _____ per _____ Supervisor's Name/Title: _____
Hours per Week: _____ Telephone: _____
Reason for Leaving: _____
of employees supervised: _____ May we contact this employer? _____

Attach additional sheets if needed for additional qualifying employment.

I hereby certify that all information on this application is true and understand that erroneous information on this application may result in the removal of my name from consideration for employment or may result in termination of any employment. I understand that this information may be subject to verification.

Signature of Applicant: _____ **Date:** _____

If you would like to request a reasonable accommodation for the Firefighter testing process due to a disability, please provide a written request and submit with application .

Position applying for: _____

Date applying: _____

How did you hear about this position? (check appropriate boxes):

City of Coeur d'Alene Website: www.cdaid.org

City Employee

City Employment Announcement

City Hall Walk-In

Website Advertisement (please specify) _____

An Organization or Group (please specify) _____

Newspaper Advertisement : _____

Other means (specify): _____

Affirmative Action Data

It is the policy of the City of Coeur d'Alene to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified job applicants and employees. To help us comply with government record keeping, reporting, and other legal requirements, please complete the affirmative action data below. Providing the information is voluntary. This form will be detached from your job application and kept separate and confidential.

Sex: Female Male

Ethnic Categories:

White

Black or African American

Hispanic

American Indian and Alaska Native

Asian

Native Hawaiian and Other Pacific Islander

Two or More Races

Veteran: Are you a veteran of the U.S. military service? Yes No

Disability Status: Disabled Non-Disabled