

Application Packet



Position: **Firefighter / EMT**

Firefighter / Paramedic

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City of Salisbury

Dear Applicant,

Thank you for applying as a career Firefighter/EMT or Firefighter/Paramedic with the Salisbury Fire Department (SFD). The Salisbury Fire Department is a dynamic, family-oriented, fast-paced agency that responds to a myriad of calls. We are a progressive, responsible, and well-trained department that serves as a model agency for those around us. We are excited that you want to be a part of our team and a part of our family. As you begin this application process, there are several things you need to know.

Appointments to the Department are probationary for a period of six (6) months. During the first six months, you must demonstrate your fitness and proficiency for continued employment. You must also understand that regular duty shifts include daytime, nighttime, weekend, and holiday hours. You will be required to work in extreme heat and inclement weather situations. Applicants will be assigned to a shift, where they will work with a Field Training Officer for the first several weeks, before they are released to operate on their own. During your career, you will be required to maintain certain basic training levels, advance your training levels, and participate in both fire and emergency medical services calls.

Appointment to the SFD is contingent upon the results of a complete character and background investigation. A physical fitness examination and drug and alcohol test are required and will be provided to you at no charge by the Department's Physician. Applicants must be advised that willfully withholding information or making false statements on the application, associated forms, and/or interview will result in the rejection of the applicant or if appointed, will result in immediate termination. All applicants must understand and agree to the conditions of employment and will certify that all statements are true to the best of their knowledge and belief. The applicant's signature on the application indicates such an agreement.

In conclusion, I would like to thank you again for your interest in joining our team. The fire service is truly the best profession in the world. I look forward to meeting you and seeing you embark on a successful career with the SFD.

Sincerely,

Rob Frampton MS, EFO, CFO, NRP
Fire Chief

Salisbury Fire Department
325 Cypress St.
Salisbury, MD 21801
410-548-3120
www.salisbury.md

Overview of the Application Process

The process to select new career members provides a step-by-step approach as detailed in this packet. This process is essentially a multi-faceted progression of testing and evaluative events that have been established to select the best applicants for the position of Firefighter/EMT-B and/or Firefighter/EMT-P.

The process is as follows:

Step 1: Application Process

Step 2: Testing and Evaluation

Step 3: Interview

Step 4: Background Investigation

Step 5: Medical Evaluation

Step 6: Conditional Offer of Employment

Detailed explanations follow for each of these steps in the process. Each applicant **must read and understand** each of the components to enable you to be in the best position for receiving a job with the Salisbury Fire Department.

As with most of the hiring and appointment processes for a position in Public Safety and Emergency Services, the process to become a Firefighter/EMT or Firefighter/Paramedic with the City of Salisbury Fire Department is quite extensive. The process is designed to identify, and ultimately hire, the best possible applicants to become career members.

Application Component

Applications packets can be obtained online at www.salisbury.md/careers or can be picked up in person at Salisbury Fire Department Station 16 at 325 Cypress Street Salisbury, MD 21801.

Documentation that may accompany the application is as follows:
Please submit applicable documents

1. Signed Physical Waiver
2. Copy of Military Discharge (*if applicable*)
3. *Certified* copy of Driving Record
4. Copy of Class 'C' or higher Driver's License
5. Copy of Firefighter I training (minimum)
6. Copy of current EMT-B or EMT-P *License* – not just a MFRI card!
7. Copy of Haz-Mat Operations level training – MFRI card is acceptable.
8. Copy of MFRI Emergency Vehicle Operators Course (EVOC)
card. (* **Must obtain within 1 year of hire date**)

See the attached checkoff list, at the end of the packet.

Testing & Evaluation Component

Written Assessment:

General knowledge test. This is not pass or fail.

Physical Agility, Strength, and Endurance Assessment:

Applicants that successfully complete the Medical Skills Assessment will be required to complete a Physical Agility, Strength, and Endurance Assessment.

All events in this assessment shall be spaced five (5) minutes apart. A whistle will start/end each of the Physical Agility stations. Each applicant will be expected to be at their next station prior to the whistle to receive instructions. Applicants will be evaluated on their performance by using a 1-5 points system based on the time or number completed in the event.

Any Candidate who does not complete a physical agility station successfully, or in the allotted time (5 minutes), will receive a zero (0) score for that station. If a candidate refuses to complete an agility station then they will be dismissed from the assessment process and will not be allowed to continue in the hiring process.

See **Appendix A** for a copy of the Physical Agility, Strength, and Endurance Assessment events.

Oral Assessment:

Applicants that successfully complete the Physical Agility, Strength, and Endurance Assessment shall be evaluated on their oral skills by sitting before a panel to respond to questions. Each applicant will be given a score for their responses by each panelist, which constitutes his/her score for the Oral Assessment.

The scoring range is as follows:

- 1 = Unsatisfactory
- 2 = Needs Improvement
- 3 = Satisfactory
- 4 = Commendable

The Oral Assessment may take place on the same day as the Physical Agility, Strength, and Endurance Assessment. Each applicant will be assigned a date and a time for the oral assessment after completing the Physical Assessment.

Interview Component

Prior to employment, the Chief of the Department or his designee shall interview all applicants. The purpose of this interview is to outline the terms of employment, as well as individual expectations upon taking a job with the Department.

Background Investigation Component

Pending the completion of testing, evaluation, and interview components, applicants may qualify to move on to the background investigation. ALL applicants must sign the City of Salisbury Application for Employment which grants consent for a background investigation in order to proceed in the process.

The Background Investigation consists of the following components:

- Criminal Record Check conducted through the Maryland State Police and Maryland State Fire Marshal's Office.
- Finger Print Supported Criminal Background Check.
- Motor Vehicle Administration Records Check.
- Credit History Check.
- Personal References Check.
- Employment References Check.

If the result of this component returns as satisfactory, the process shall continue for the applicant. If the results are less than satisfactory the applicant shall be notified in writing of the results and the process shall end for that applicant.

Medical Evaluation Component

All applicants must submit to a Medical Evaluation prior to employment. The Medical Evaluation shall be administered by a physician selected by the Department that is capable of making a pre-employment judgment based on the NFPA 1582 – “Standard on Medical Requirements for Firefighters and Information for Fire Department Physicians” standard.

The Department shall cover the cost of the Medical Evaluation and is responsible for any element that pertains to the evaluation for the purpose of hiring an applicant.

Conditional Letter of Employment Component

When a vacancy in the department occurs, the Chief of the Department, or his designee, shall issue a “Conditional Letter of Employment” to the applicant(s) that is/are the highest ranked on the list. This letter is not and should not be perceived as a guarantee of employment. This letter is to notify the applicant that there is a vacancy and that he/she shall begin the next steps toward employment with the Salisbury Fire Department.

At the issuance of this letter, the “Background Investigation & Medical Evaluation Components” have been completed. If the results of these components return as satisfactory, the applicant or applicants shall be eligible for employment.

If the results are less than satisfactory the applicant shall be notified in writing of the results and the process shall end for that applicant.

Appendix A

Forms & Supplementary Materials

- **Physical Agility, Strength, & Endurance Assessment**
- **Waiver of Liability for Physical Agility Assessment**
- **Application Flow Chart**
- **Process Check off List**

Salisbury Fire Department

Physical Agility, Strength, & Endurance Test

Running

Simulates the demand for cardiovascular and pulmonary fitness needed for personnel using Self-Contained Breathing Apparatus (SCBA). The applicant shall run a one-half-mile course in the allotted time frame.

| Event | RUN | | | | |
|---------------|---|---|---|---|--|
| Points | 5 | 4 | 3 | 2 | 1 |
| Time | 3:00 or Less | 3:01 to 3:30 | 3:31 to 4:00 | 4:01 to 4:30 | 4:31 or Greater |

Salisbury Fire Department

Physical Agility, Strength, & Endurance Test (Continued)

Bent Knee Sit-ups

Simulates the person's core strength, which is required to perform the daily duties as outlined by the Salisbury Fire Department. The applicant shall perform as many bent knee sit-ups as they can in 1 minute and 30 seconds.

| | | | | | |
|-------------------------|--------------------|--|------------------|------------------|--------------------|
| Event | SIT-UPS | * Timed for 1 Minute 30 seconds | | | |
| Points | 5 | 4 | 3 | 2 | 1 |
| Number Completed | 45 | 44 | 39 | 34 | 29 |
| | or More | To 40 | to 35 | to 30 | Or Less |

Salisbury Fire Department

Physical Agility, Strength, & Endurance Test (Continued)

Push-ups

Simulates the personnel's need to push, as may be required to perform tasks; such as utilizing Pike Poles, Battering Rams, and performing Cardio Pulmonary Resuscitation (CPR). The applicant shall perform as many push-ups as they can in 1 minute.

| Event | PUSH-UPS | * Timed for 1 Minute | | | |
|------------------|------------|----------------------|----------|----------|------------|
| Points | 5 | 4 | 3 | 2 | 1 |
| Number Completed | 40 | 39 | 34 | 29 | 24 |
| | Or More | To 35 | to 30 | to 25 | or Less |

Salisbury Fire Department

Physical Agility, Strength, & Endurance Test (Continued)

Stair Climb

Simulates the personnel's endurance in working in fire and medical-related incidents. The applicant shall ascend and descend six (6) flights of stairs while carrying a Salisbury Fire Department Airway Bag, Back Board, and Back Board Accessories Bag.

| Event | STAIR CLIMB | | | | |
|---------------|---|---|---|---|---|
| Points | 5 | 4 | 3 | 2 | 1 |
| Time | 0:34 or Less | 0:35 To 0:53 | 0:54 to 1:11 | 1:12 to 1:30 | 1:31 or More |

Salisbury Fire Department

RELEASE AND WAIVER OF LIABILITY FOR PHYSICAL AGILITY, STRENGTH, AND ENDURANCE ASSESSMENT

Name: _____

SSN#: _____

Date: _____

I, _____, individually and on behalf of my heirs, executors, administrators, agents, successors and assigns (Releasor) for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, hereby remise, release and forever discharge the City of Salisbury and the City of Salisbury Fire Department to whom the undersigned has applied for employment, and all of their respective officers, directors, employees, representatives, agents, attorneys, successors and assigns (hereinafter collectively referred to as Releasees) of and from any and all debts, demands, actions, causes of action, covenants, contracts, controversies, agreements, promises, omissions, damages, executions, claims, rights, liabilities, suits, sums and sums of money, rights to attorney's fees and extents whatsoever both at law and equity, now existing, or which may result from the existing state of things, including, but not limited to, all claims for injury, damages, personal injury, death, disability, loss of earning capacity, loss of consortium, and conditions incurred, during, or a result of my participation in the **Physical Agility, Strength, & Endurance Assessment for the Salisbury Fire Department**, for the purpose of demonstrating my abilities to perform certain physical tests, as a prerequisite to employment as a Firefighter/EMT with the City of Salisbury Fire Department.

I acknowledge that I have reviewed and understand the requirements and descriptions for each and every separate physical test comprising the **Physical Agility, Strength, & Endurance Assessment for the Salisbury Fire Department** that I will be required to perform, and do hereby state that I am not aware of any physical or medical condition that will be aggravated, worsened or otherwise adversely affected by the strenuous nature of these tests and that I have fully and adequately prepared myself to take such tests before attempting any of them.

I DO HEREBY ACKNOWLEDGE THAT I HAVE CAREFULLY READ AND REVIEWED THIS RELEASE AND WAIVER OF LIABILITY FORM AND FULLY UNDERSTAND, AGREE WITH, AND VOLUNTARILY ACCEPT THE TERMS AND CONDITIONS THAT HAVE BEEN OUTLINED ABOVE AND THAT I AM OVER THE AGE OF 18 YEARS, OF SOUND MIND AND AM SIGNING IT VOLUNTARILY.

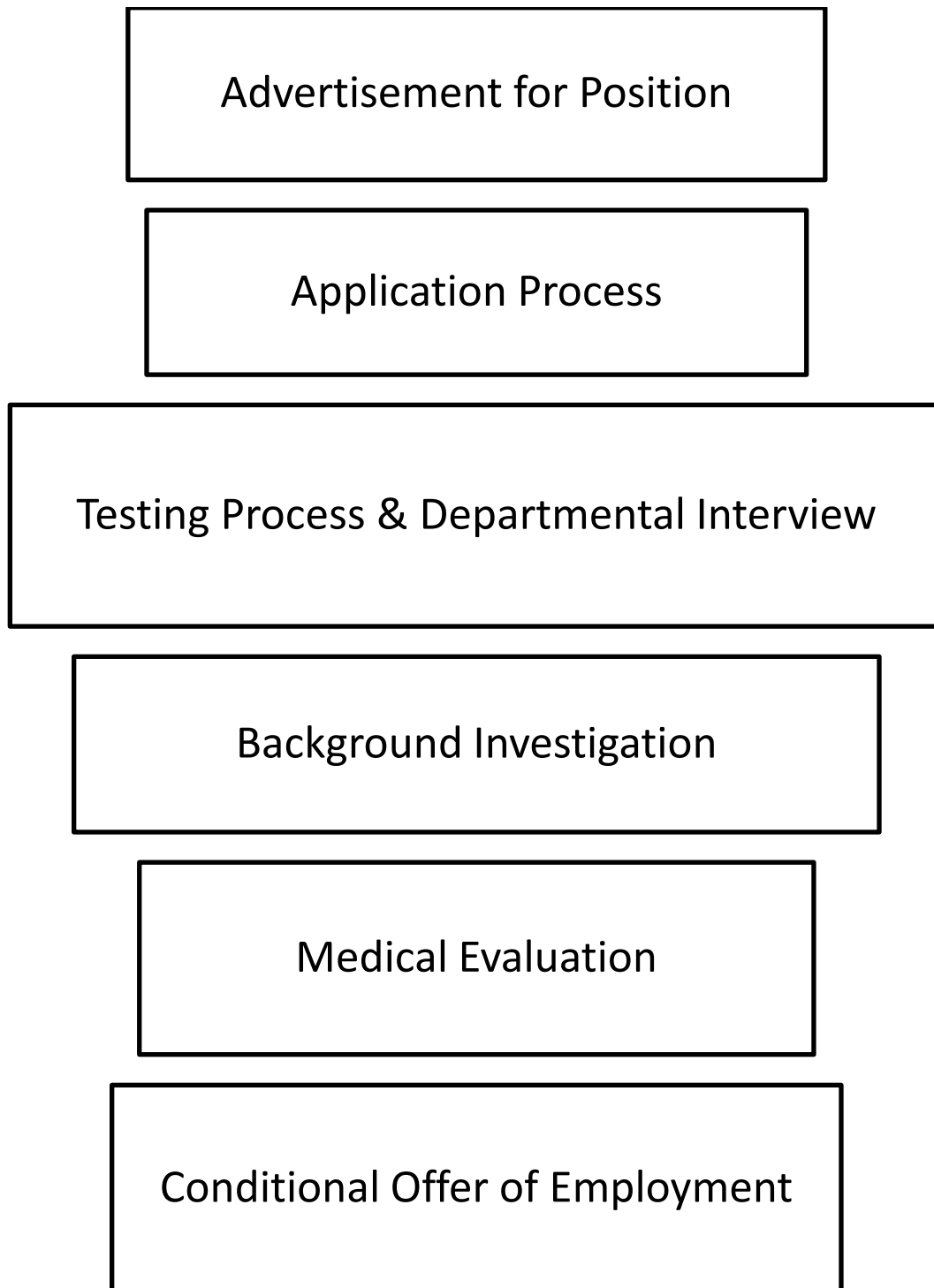
Signature: _____

Date: _____

Witness: _____

Salisbury Fire Department

Application Flow Chart



Salisbury Fire Department

Process Check off List

- Employment Application Completed
- Certified** copy of Driving Record
- Copy of Class 'C' or higher Driver's License
- Signed copy of the waiver of liability for physical assessment

If applicable

- Copy of Military Discharge
- Copy of Firefighter I
- Copy of current EMT-B or EMT-P *license* – not just a MFRI card!
- Copy of Haz-Mat Operations level training – MFRI card is acceptable.
- Copy of MFRI Emergency Vehicle Operators Course (EVOC) card.