

Rochester Fire Department

Fire Fighter Applicant Assistance Workshop
2019 Hiring Process



City of Rochester, NY
Lovely A. Warren, Mayor
Rochester City Council

The Fire Fighter Selection/Hiring Process

- ▶ The selection process for becoming a fire fighter is challenging. It is important that you are well-prepared and take the selection process seriously.
- ▶ The selection process is designed to identify candidates that are qualified, well-prepared and capable of successfully performing the duties of a fire fighter with the City of Rochester Fire Department.
- ▶ Following directions, being on time, presenting a courteous and professional attitude are key attributes that will serve you well through the selection/hiring process.

What will be covered at the Applicant Assistance Workshop (AAW)?

- ▶ General overview of the hiring process.
- ▶ Suggestions for successful participation in the hiring process and tips on how to complete the Employment Application for Fire Fighter.
- ▶ Explanation of terminology and questions contained in the employment application.
- ▶ City of Rochester Residency Requirements
- ▶ What to expect during the Background Investigation
- ▶ Questions from AAW attendees

Important Steps in the RFD Fire Fighter hiring process

- ▶ Employment Application
- ▶ Written Civil Service Exam
- ▶ Physical Agility/PACER TEST
- ▶ Background Investigation
- ▶ Conditional Offer of Employment
- ▶ Medical Evaluation
- ▶ Appointment
- ▶ Rochester Fire Academy/Recruit Class

Preparing to Complete the Employment Application

- ▶ Access a copy of the Employment Application and review it thoroughly to identify the information requested.
- ▶ Gather all of the documents you will need to accurately answer the questions *in advance!* *More about these documents later...*
- ▶ Decide whether you are going to complete and submit your application on-line, in person or mail it in. We strongly recommend you complete submit the application on-line.
- ▶ Make note of the application due date to allow ample time to complete and submit on time. Late or incomplete applications will not be processed.
- ▶ The \$25.00 application fee is due by the application deadline. We strongly encourage you to wait until you are ready to pay the fee to apply.

Employment Application Documents

Accuracy is Mandatory

- ▶ Completing your application with thorough, correct and valid information is a critical step in the process.
- ▶ Make sure you have documentation to verify your answers.
- ▶ Provide the same information each time the same question is asked.
- ▶ Keep all of your documents and a copy of your application in a file.

Important Documents

- ▶ Valid Drivers License
- ▶ Copies of diplomas, certifications and professional licenses
- ▶ Current and past employment dates, addresses and employer contact information.
- ▶ Copy of driving and criminal history record (so you have no surprises).
- ▶ Copy of Military Discharge papers (DD-214).

City Residency Requirement

- ▶ You will be required to be a resident of the City of Rochester and maintain City residency (90) days prior to the physical agility examination. To ensure compliance with this residency requirement, we strongly encourage all candidates to be a resident of the City of Rochester by the date of the examination (November 2, 2019).
- ▶ During the background process you will be required to provide proof that you have complied with the above residency requirement. **More information on this will be shared later in the Background Investigation portion of this presentation.**

Address Changes

- ▶ In the event your address or name changes after you have applied for the examination, please visit the following page on the city's website for the options available to you to officially notify the Department of Human Resource Management of the change: <https://www.cityofrochester.gov/EmploymentForms.aspx>. To apply, click the aforementioned link and then click on the *City of Rochester Civil Service Application* link.
- ▶ It is your responsibility to keep your address and contact information updated!

Application Overview

(General Information page 1)

- ▶ If you have ever been known by another name (marriage, divorce, adoption, legal name change) make sure you list those names.
- ▶ Your mailing address and residence address may be different; make sure you notify City of Rochester Human Resources of any changes after you submit your application!
- ▶ Refer to your Military Discharge papers for accurate dates of service and to complete the VC1-and VC-4 if you wish to claim additional examination credits. See page 5 of the application for more information. Please note that Veteran's credits can not be granted after the list is established so you are urged to apply and provide the necessary documentation as soon as possible,

Application Overview

(Special Testing Arrangements, page 5)

- ▶ You may be eligible for special testing arrangements due to religious reasons or a disability. You must check the box on the application requesting the accommodation and attach an explanation for your request.
- ▶ If you are requesting an alternative test date due to a non-emergency situation you must submit your request to the Examination Administration section of Human Resources no later than ten (10) working days prior to the scheduled examination date.
- ▶ For emergency situations, the candidate must notify the Examination Administration section of your need for an alternative test date **NO LATER** than the Tuesday following the scheduled Saturday test by calling (585) 428-7454 or email to HR@cityofrochester.gov.

Application Overview (Application Fee, page 5)

- ▶ In order to participate in this examination you will need to pay a non-refundable examination application fee of \$25.00. The fee must be paid on time!
- ▶ If you are unable to afford this examination fee, you are encouraged to visit the following webpage to determine if you qualify for the fee waiver:
<https://www.cityofrochester.gov/article.aspx?ekfrm=8589940739>
- ▶ Your application will not be reviewed until you payment is received or your waiver has been approved .

Application Overview

(Employment Status Questions, page 2)

- ▶ Have you ever been discharged from public or any other employment?
- ▶ Being discharged from a job means you have been fired or dismissed usually for breaking the rules or policies, incompetence, performance, attendance, or some other reason.
- ▶ Make sure you know the reason a previous employer will indicate you left a particular job. If you quit without proper notification to that employer they may indicate you were fired/discharged.

Application Overview

(Education, page 2)

- ▶ Be honest and accurate about your educational achievements; do not indicate a diploma/degree/credits you do not have.
- ▶ Provide correct names addresses of your academic institution(s).
- ▶ Obtain copies of your transcripts or diplomas to keep in your file; both to reflect correct issue dates and in case verification issues arise.

Application Overview

(Additional Related Training, page 2)

- ▶ Training is any additional course (s) or programs you participated in that is not a part of the educational degree/diploma programs you referenced under education that you think may be helpful in considering your application.
- ▶ For example, you may have participated in customer service, leadership, vocational or technical training at your place of employment or on your own.
- ▶ You should have documents to support any additional training you reference.

Application Overview (License and/or Certification)

- ▶ It is important to list any license and certification you think are relevant to the position you are applying for and that enhance your qualifications.
- ▶ A professional certification or license is the proof that you have the knowledge or training to perform a particular function and usually results in a certificate from a particular entity. Examples of certifications may include, but are not limited to OSHA, FEMA, Project Management, Nursing, Fire Fighter I & II, Emergency Medical Technician and Paramedic.
- ▶ You should be able to provide the license/certification number, the name of the agency that issued it and the dates the certificate/license is valid.

Application Overview (Work Experience)

- ▶ The most important thing is to be accurate, consistent and truthful!
- ▶ Don't exaggerate the dates of your employment. Check your records/paycheck stubs or contact the former employer for what they have on file.
- ▶ Take the time to provide the correct address and contact information of your current and previous employers.
- ▶ Be specific about the duties you performed on each job.
- ▶ BE HONEST about your reason for leaving and consistent with what is on record with your employer(s).

Conditional Offer of Employment

- ▶ Candidates that successfully complete the Background Investigation will be considered for a conditional Offer of Employment based upon the applicants meeting certain conditions before starting the job.
- ▶ These conditions may include passing a required medical examination or other specified steps. Every applicant that successfully completed the Background may not receive a Conditional Offer of Employment.

Medical Examination

- ▶ Candidates must pass a medical examination in accordance with the standards set forth in the most recent edition of the National Fire Protection Association (NFPA) 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments. This standard outlines guidelines aimed to reduce risks and improve the health, safety and effectiveness of firefighters. A link is available on our webpage that provides more specific information on the most recent NFPA edition. Feel free to review the information and discuss with your personal physician any areas that may apply to you.
- ▶ Compliance of this standard is required throughout employment as a uniformed member of the Rochester Fire Department.

Key Application Points to Remember

- ▶ Make sure your proof read; check spelling and grammar.
- ▶ Submit your application to the proper address or online **ON TIME!**
- ▶ Remember to keep a copy of your application and your support documents for future reference.
- ▶ Be courteous and respectful when contacting people about the application or requesting information about the hiring process. Keep a log of who you spoke with and when.
- ▶ Be careful that anything you post on social media does not have a negative impact on your status in the hiring process.
- ▶ Stay focused on your end goal of becoming a Rochester Fire Fighter!

The Background Process Overview

The background process is conducted by the City of Rochester Police Department (RPD) for applicants that successfully complete the Civil Service Examination and the Physical Agility Test.

The background process includes:

- ▶ Completion of the Firefighter Candidate Investigation Questionnaire (details of the Questionnaire covered later in this presentation)
- ▶ Interview with the RPD Background Investigator
- ▶ Verification of your residency (including home visit)

The Background Process

Completing the Background Investigation Questionnaire

- ▶ Documents you will need:
 - ▶ Birth Certificate
 - ▶ HS School diploma/G.E.D. Certificate
 - ▶ Official college transcripts
 - ▶ Copies of fire Service and EMS certifications
 - ▶ Motor Vehicle Driver's License
 - ▶ Motor Vehicle Registration (s)
 - ▶ Social Security Card
 - ▶ Documentation on all name changes
 - ▶ Naturalization papers, if foreign born
 - ▶ Military Discharge Papers (DD-214, etc.)
 - ▶ Copy of Selective Service registration card (males only)
 - ▶ All governmental issued licenses
 - ▶ Copy of marriage certificate/divorce decree(s)

The Background Process

Firefighter Candidate Background Investigation Questionnaire Overview

- ▶ Before you begin read and follow the instructions on page 5 of the Questionnaire.
- ▶ Background Documentation
- ▶ Candidate Personal Data
- ▶ Convictions (Arrest Record, Municipal Code Violations)
- ▶ Driving Data and History (Traffic Related Arrests, Summons/Tickets, suspensions, accidents)
- ▶ History of Drug and Substance Use

The Background Process

Firefighter Candidate Background Investigation Questionnaire Overview- continued

- ▶ Educational History
- ▶ Military Service
- ▶ Employment History
- ▶ Volunteer Organization Work History
- ▶ Business References
- ▶ Personal References
- ▶ Residency history
- ▶ Miscellaneous (Applications to Other Agencies)
- ▶ Statement on Your Life Experiences (accomplishments, interests)
- ▶ Professional Licenses

Rochester Fire Academy

- ▶ Candidates that successfully complete the Medical Examination will receive a letter appointing them as members of the next available Rochester Fire Department recruit class.
- ▶ A representative from the Department of Human Resource Management or the Rochester Fire Department will contact the candidate via phone to make a verbal offer of employment and if accepted a written confirmation of employment will be sent.
- ▶ The written confirmation of employment will give you a reporting date, time and location and other instructions for participation in the recruit class. It is important that you closely follow ALL of the instructions in this notification.
- ▶ Recruit classes typically start in early January and run for approximately 29 weeks. You are expected attend and be on time every day!

Questions