

**CITY OF WATERBURY
HUMAN RESOURCES DEPARTMENT**

Open Competitive Exam # 1919

SALARY: \$886.20 /per wk

Open Competitive Exam for: FIREFIGHTER

LAST DAY FOR FILING APPLICATIONS

Applications must be received in the Human Resources Department, Chase Municipal Building, 236 Grand Street, Waterbury, CT 06702 by 4:50 p.m. on: **November 20, 2009**

EXAMINATION FEE: A non-refundable examination fee of \$75.00 for Waterbury residents and \$100.00 for non-Waterbury residents must be submitted at time of the written exam. **DO NOT SUBMIT FEE WITH APPLICATION. THE FEE MUST BE PAID BY A BANK CHECK (NO PERSONAL CHECKS) OR MONEY ORDER ONLY, MADE OUT TO THE "CITY OF WATERBURY."**

FEE WAIVER: An examination fee will not be charged if you are receiving Public Assistance, unemployment compensation, or if your family's income falls below the federal poverty level. To have the fee waived, you must submit either proof of unemployment compensation or your W-2 statement earnings for the year. Waiver requests are attached to this packet. **THE AFFIDAVIT MUST BE SUBMITTED WITH PROOF AT TIME OF APPLICATION. FORMS SUBMITTED AFTER THE CLOSING DATE CANNOT BE CONSIDERED**

APPLICATIONS will be available Monday – Friday 8:50 a.m. to 4:40 p.m. at the City of Waterbury Human Resources Department, Room 202, 236 Grand Street. Applications and exam announcements may also be obtained from the City of Waterbury internet site www.waterburyct.org

Waterbury. You may also go to www.ct.gov/cfpc for more information on the CPAT process. Candidates will be individually responsible for applying to the Academy and registering for this test. There is a separate fee charged by the state for the CPAT Certification process.

In order to qualify for this examination you must meet the following criteria as of the closing date of **November 20, 2009**

1. Must have High School Diploma or G.E.D
(Copy must be submitted with application)
2. Must have a valid motor vehicle license with a good driving history **(Must submit a current copy of your driver's history report from the Motor Vehicle Department with application)**

The Parts and Weights for this examination are as follows:

<u>Component</u>	<u>Weight</u>
1. Written examination	100%
2. Physical Ability (CPAT)*	Pass/Fail
3. Background	Pass/Fail
4. Medical	Pass/Fail

OTHER REQUIREMENTS:

Medical Examination: Applicants must successfully pass a medical examination prior to appointment.

Background: Applicants must successfully pass a background examination prior to appointment.

***Physical Ability:** Applicants must successfully pass a physical ability examination prior to appointment. *(You will be required to provide a copy of this at the time that the City makes a conditional offer of employment)*

The City of Waterbury will only accept CPAT certifications within one year of issue. The City of Waterbury will be utilizing the CPAT (Candidate Physical Ability Test) which is administered by the Connecticut Fire Academy at their facility in Meriden, CT. *This is a state agency that is not part of the City of*

Individuals appointed shall be required to serve a working probationary period which, in effect, is the final phase of the examination.

A copy of the job description for this position is on file in the Human Resources Department.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER.

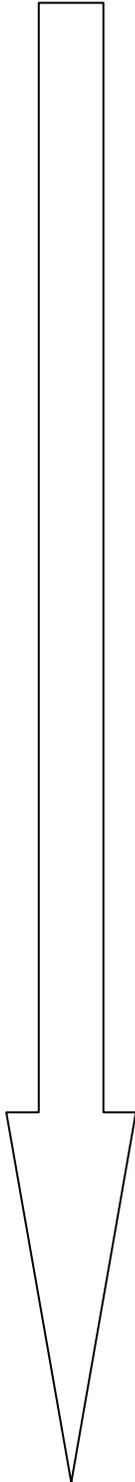
PLEASE NOTE

See General Conditions on the reverse side of this job posting for qualifying information 11/9/09RL

PROCEED BELOW FOR

- 1) GENERAL CONDITIONS**
- 2) AFFIDAVIT FOR WAIVER**
- 3) FIREFIGHTER APPLICATION**

****RESIDENCY FORMS CAN BE
LOCATED ON OUR MAIN OPEN
POSITIONS PAGE**



GENERAL CONDITIONS
PLEASE READ

1. Applicants must complete an “Application for Examination.” Job postings and applications are available on this website or at the Human Resources office. Applications may be obtained and/or accepted in person. Incomplete or illegible applications will be rejected. No copies will be made by the Human Resources Department.
2. The Human Resources Department does not formally acknowledge receipt of applications. If an application is rejected as incomplete or illegible, it will be returned to the applicant so noted. If an applicant does not meet the minimum qualification requirements for this position, a disqualification notice will be sent. Applicants meeting the stated minimum qualifications for the position will be notified of the date, time and location of the examination, if applicable.
3. Requirements for claiming veterans’ credits are as follows. They are applied only to passing final scores on an Open Competitive Eligible list as the following values: non-disabled veterans – 5 points; disabled veterans – 10 points. Application of veteran’s credits shall conform to Connecticut General Statutes. **FORM DD214 MUST BE SUBMITTED AS PROOF OF SERVICE; NO OTHER PROOF OF SERVICE IS ACCEPTABLE. IT MUST BE SUBMITTED WITH THE APPLICATION. FORMS SUBMITTED AFTER THE CLOSING DATE CANNOT BE CONSIDERED.**
4. **For entry level exams –including Firefighter, five (5) points shall be added to your final passing score if you submit proof (Request for Residency Points form) that you are a domiciled resident of the City of Waterbury at the time of examination and appointment. REQUEST FOR RESIDENCY FORM MUST BE SUBMITTED WITH APPLICATION. FORMS SUBMITTED AFTER THE CLOSING DATE CANNOT BE CONSIDERED.**
5. Applicants must be physically and medically capable of performing the essential functions of the position with or without a reasonable accommodation for which application is made. A post job offer medical examination will be required for certain positions. This will, for given positions, include a drug screen for usage of illegal narcotics. If a candidate refuses to submit to this examination, it shall be deemed as an incomplete medical examination, and as a voluntary withdrawal from consideration for employment with the City of Waterbury.
6. It is the responsibility of the applicant to advise the Human Resources Department of any change of address or status affecting eligibility for employment. Such notification must be in writing.
7. The provisions of the Civil Service Rules and Regulations of the City of Waterbury shall apply to the administration and rating of the examination, establishment of the eligible list, certification and appointment of eligibles, examination review and other procedures relating to the employment process.
8. The eligible list established as a result of this announcement will normally last for two (2) years from the date such list is established by the Director of Human Resources except for entry-level Police Officer and Fire Fighter lists which will normally last for three (3) years. Any applicant refusing to accept an interview or offer of employment will be removed from the eligible list.
9. The City of Waterbury is subject to the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The City is obligated to provide reasonable accommodations for otherwise qualified individuals with disabilities. If you wish to request an accommodation, please attach to the application a statement outlining the nature of the disability and requesting an accommodation or contact the Director of Human Resources to discuss the matter.
10. No appointment is deemed final until a probationary period is successfully completed.
11. Appeals for failure to meet minimum qualifications may be filed in the Department of Human Resources within seven (7) days of notice of rejection of application.
12. The Human Resources Department does not accept phone inquires regarding the status of job postings, or tests, or applicant standing on lists. Some of this information is available at **www.waterburyct.org**



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

THE CITY OF WATERBURY
CONNECTICUT
Department of Human Resources
Office of the Civil Service Commission

**APPLICATION/AFFIDAVIT FOR WAIVER
OF APPLICATION/EXAMINATION FEE**

I, _____ certify to my signature below that I do qualify for a waiver
Print Name
of the required fee for taking examination number _____ for the position of _____ for
the following reason(s).

(Check all applicable sections.)

- _____ 1. I am currently receiving public assistance from:

List municipal or state agency
- _____ 2. I am currently receiving unemployment compensation
benefits from the State of _____.
- _____ 3. My total family income is below the current federal poverty
guidelines as defined on the reverse side of this affidavit.

CERTIFICATION: I understand that as penalty for filing a false affidavit, I will be disqualified at any point in the application/examination process, including removal from the eligibility list, and will be ineligible to apply for any City of Waterbury Civil Service examination for a period of three (3) years.

Signature of Applicant

Date

Approved: _____

(Please see reverse side for 2009 HHS Poverty Guidelines)

2009 HHS Poverty Guidelines

Persons in Family Unit	48 Contiguous States and D.C.	Alaska	Hawaii
1	\$10,830	\$13,530	\$12,460
2	14,570	18,210	16,760
3	18,310	22,890	21,060
4	22,050	27,570	25,360
5	25,790	32,250	29,660
6	29,530	36,930	33,960
7	33,270	41,610	38,260
8	37,010	46,290	42,560
For each additional person, add	3,740	4,680	4,300



CITY OF WATERBURY
HUMAN RESOURCES
236 Grand Street
Waterbury, CT 06702
Phone 203-574-6761 Fax 203-574-8087
An Equal Opportunity Employer
www.waterburyct.org

APPLICATION FOR FIRE FIGHTER EXAM OPEN COMPETITIVE # 1919

Name: _____
 (Last) (First) (Middle)

Address _____
 (Street/Apt #) (City) (State) (ZIP)

Home Telephone: _____ Work Telephone _____ Cell Phone _____
 (Area Code) (Area Code)

May We Call You At Work? YES NO Best daytime contact: Home Work Cell
 Are you now, or have you ever been employed by the City of Waterbury? YES NO If yes, please give dates of
 employment and job title. _____

Are you currently a U.S. Citizen? Yes No
 Are you age 18 or older? Yes No

Note: Verification of identity and employment eligibility required at time of hire.

EDUCATION

Indicate Last Grade Completed	Name and Address of High School Last Attended	Did you Graduate High School or G.E.D. awarded
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Do you have a valid CT Driver's License? Yes No

CRIMINAL CONVICTIONS: Answers to the following question will be considered for examination/employment purposes if relevant to the position/exam for which you are applying. Have you ever been CONVICTED of an offense against criminal or military law, or are there criminal charges currently pending against you? (Exclude minor traffic violations or any offense settled in juvenile court or under a youth offender law.) Yes No **If, YES", please attach a detailed explanation about the nature of the conviction, degree of rehabilitation and time since release.**

Special Note: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes § 46b-146, 54-760, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. § 46b-146), an adjudication as a youthful offender (C.G.S § 54-760), a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon (C.G.S. § 54-1421a).

- *Do you claim Veteran's Preference? (5 points) Yes No
- *Do you claim Disabled Veteran's Preference? (10 points) Yes No
- *Do you claim City of Waterbury Residency Points? (5 points) Yes No

***(See General conditions on back of job posting for qualifying information)**

CERTIFICATION: I certify that the statements made by me on this application are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and dismissal and to such other penalties as may be prescribed by law or personnel regulations. All statements made on this application, including employment information, are subject to verification as a condition of employment.

I voluntarily give the Civil Service Commission of the City of Waterbury, Connecticut, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

Date Signature.....

LAST FOUR NUMBERS OF SOCIAL SECURITY NUMBER XXXX- XX- ____ _