

Wilton Fire Department
Firefighter/EMT Candidate Information and Instructions

FIREFIGHTER/EMT – Town of Wilton

The Wilton Fire Department is accepting employment applications for the position of entry level Firefighter/EMT. All candidates must have a minimum: High School diploma or GED, Connecticut Firefighter II Certification, Connecticut EMT, and a Connecticut Class 2Q or CDL Class B Driver's License. In addition, the candidate must have successfully completed the Connecticut Fire Academy (CFA) Recruit Firefighter Training Program and must have graduated no earlier than April 1, 2013. The candidate must also possess a current CPAT card dated within 24 months of offer of employment.

We will also accept a member of another Connecticut Career Fire Department showing proof of having successfully completed the CFA Recruit FF Training Program. Candidates who fall in to this category must also submit a current CPAT card dated within 24 months of offer of employment. Candidates must be a minimum of 21 years of age, be in good physical condition and have no previous felony convictions.

Work shift is 24 hours on, 72 hours off, averaging a 42 hour work week, after orientation period. Contact the Wilton Fire Department, Office of the Fire Chief, at 236 Danbury Road, Wilton, CT 06897 or call 203-834-6246 between 9 am and 3 pm, Monday-Friday, for additional information.

Application Period: March 9, 2015 to April 10, 2015 @ 3:30 pm.

The Wilton Board of Fire Commissioners reserves the right to change, alter or modify this process without notice.

Please read all of the information provided.
Important dates, time and locations are in bold type.

***APPLICATION MATERIALS CAN BE DOWNLOADED FROM
THE TOWN OF WILTON WEB SITE
www.wiltonct.org***

The Town of Wilton is an Equal Opportunity Employer.

Initial Application Package Must Be Received At The Wilton Fire Dept. By 04/10/2015 at 3:30 PM

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A. Initial Employment Application and Documentation

Application Closing Date: April 10, 2015

Candidates must submit the following by 3:30 PM on the closing date.

1. A completely filled out and signed Town of Wilton Employment Application.
2. Five (5) copies of your resume with the following certificates and/or certifications attached:
 - Connecticut Firefighter II certificate.
 - Valid/current Connecticut EMT Certification card.
 - Valid/current Connecticut Class 2Q or CDL-Class B driver's license.
 - Valid/current CPAT card.
 - Copy of a completion certificate for the CT Fire Academy Recruit FF Training Program.
 - Evidence of High School graduation or GED certificate.
3. A non-refundable \$50.00 application fee - Checks or Money Orders Only made out to "Town Of Wilton" - cash or credit cards will not be accepted.
4. Three letters of reference, none of which may be from a family member.
6. A completely filled out, initialed and signed copy, of Page 5 (the last page) of this document which provides acknowledgements and preferred contact information.

Note: All of the above must be **received** (not postmarked) by:

April 10, 2015 at 3:30 PM at:
Wilton Fire Department Headquarters
236 Danbury Road, Wilton, CT 06897

The Town of Wilton will not accept faxed or emailed application packets.
Application packets must be sent by U.S. Mail, private courier service or
hand-delivered between 7:30A.M. and 3:30 P.M., Monday-Friday.

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B. Candidate Eligibility List

A Candidate Eligibility List shall be established by the following process however the Board of Fire Commissioners reserves the right to change, alter or modify this process without notice.

1. **Oral Interviews:**
 - a. Oral interviews will take place at Wilton Town Hall, 238 Danbury Road, Wilton, CT on a date to be announced.
 - b. We expect that the Oral Interview Board shall ask each candidate a series of questions over a period of not more than 1 hour.
 - c. Selected candidates will be notified by mail/email of when their interview will take place.

2. **Candidate Eligibility List:**
 - a. The final scores shall result in the ranking of the candidates from one (highest) to the lowest number.
 - b. The Candidate Eligibility List shall remain active for two (2) years from the date it is established.

C. Hiring

1. The highest ranked candidates on the Candidate Eligibility List may be invited to attend an Oral Interview with the Wilton Board of Fire Commissioners. The number of interviewees will depend on the Department's needs at that time.
 - a. After the Board of Fire Commissioner's interview, the Commission will select who, in their sole discretion, they believe to be the best overall candidate for the Wilton Fire Department. An offer of employment will be made to that candidate, contingent upon that candidate successfully completing the following:

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1. Background Verification
 2. Physical Examination, Psychological Examination and Urinalysis Drug Testing
 3. Motor Vehicle Record Check
 4. Verification of all documents submitted
 5. CFA records check
 6. Submission of any other documents or information the Fire Commission deems necessary in order to decide eligibility.
3. If there are other Firefighter/EMT position openings during the period that the Candidate Eligibility List is valid, or a newly selected candidate does not successfully pass the requirements of the conditional employment offer, or successfully complete the probationary period, the Wilton Board of Fire Commissioners may select any other candidate from the Candidate Eligibility List, utilizing the procedures listed above.
4. If for any reason, the open Firefighter/EMT position(s) is/are not filled from the Candidate Eligibility List, a new Candidate Eligibility List may be established by the Wilton Board of Fire Commissioners.

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F. Additional Requirements and Information:

1. The candidate attests that he or she has read all of the information provided in the Wilton Fire Department Candidate Information and Instructions. **Initial** _____.

2. The candidate understands and agrees that all documents submitted become the property of the Town of Wilton and will not be returned. **Initial** _____.

3. The candidate attests that all information, (written or oral) provided during this hiring process is truthful and if ever found to be not truthful, shall constitute grounds for a withdrawal of any offer of employment or termination of employment if employment has already commenced. **Initial** _____.

4. The candidate attests that he or she is and will remain a non-tobacco user. **Initial** _____.

I, (Print your full name) _____, understand and agree to all the conditions set forth in this document.

Signature of candidate: _____ **Date:** _____

Preferred Mailing Address: _____

Preferred Email Address: _____

Mobile or Preferred Telephone Number: _____