

TOWN OF FARMINGTON

TO: Fire Fighter Applicants
FROM: Kathleen Eagen, Town Manager
RE: TOWN OF FARMINGTON APPLICATION PROCESS

Required Application Materials

- Town of Farmington Employment Application
- Proof of minimum requirements at the time of the application deadline:
 - 2Q Connecticut Driver's License
 - Certification from the State of Connecticut as a Firefighter 1
 - Certification from the State of Connecticut as an Emergency Medical Technician Basic
 - Certification from the State of Connecticut of Hazardous Materials Operational Level Training
 - CPAT card dated no earlier than November 1, 2013

*Applicants currently pursuing any of the above must show proof of certification by January 30, 2015. Candidate must include letter of explanation with anticipated completion date. It is the applicant's responsibility to submit all proofs before the January 30, 2015 deadline.

Method of Selection

- **Written examination** - The written examination will evaluate your abilities in areas that are important for success as a Fire Fighter. You will be notified of the date, time and location of the written examination. The notification slip will be your entry to the examination; please do not misplace it.
- **Practical examination** - This will be a practical examination before a panel of fire professionals. This phase is designed to aid in the assessment of a candidate's maturity, communications skills, hands on fire and administrative skills and motivation for the position. The top twenty passing scores from the written examination will move to the Practical examination phase. An eligibility list will be created out of the written exam and practical exam scores and will be active for one year.
- **Interviews** - The final phase before recommendations to the Town Manager, the interview will be with the Assistant Town Manager, the Director of Fire and Rescue Services, and the Volunteer Fire Chiefs. The Top scores will be called for an interview.
- **Final Phase**- The top candidate will be recommended to and interviewed by the Town Manager. A background check will be conducted including physical examination and drug screening by the Town's physician.

Application Process

Applications are available on the Town's Employment web page <http://www.farmington-ct.org/about/employment/employment.html> or in the Town Manager's office located in Town Hall, 1 Monteith Drive, Farmington, CT 06032. Applications must be postmarked or on file with the Town Manager's Office by 4:30 p.m. October 31, 2014. There will be no exceptions.

Failure to complete and submit all application materials by October 31, 2014 will automatically disqualify your application. Incomplete applications will not be accepted, except as noted above*. A candidate list will be established at the end of this recruitment process and will be an active list for the following 12 month time period.

EOE

Town of Farmington
Firefighter Recruitment
Proof List

Please submit proof of the following with your application:

_____ 2Q Connecticut Driver's License

_____ Certification from the State of Connecticut as a Firefighter 1

_____ Certification from the State of Connecticut as an Emergency Medical Technician Basic

_____ Certification from the State of Connecticut of Hazardous Materials Operational Level Training

_____ CPAT Card – dated no earlier than November 2013

_____ Letter of explanation/completion date for current coursework, if applicable.



MEMORANDUM

TO: Fire Fighter Applicants

FROM : Kathleen Eagen, Town Manager

RE: Farmington Volunteer - Written Exam Bonus

DATE: October 2, 2014

Town of Farmington Volunteer Fire Fighters who responded to at least 250 total calls (Fire AND Medical) for the last year are eligible to receive **10** bonus points added to their score on the written test for the position of Career Fire Fighter. The period of time used to determine this response is November 1, 2013 - October 31, 2014.