

FIREFIGHTER RECRUIT APPLICATION AND SELECTION PROCESS

CITY OF SHIVELY CIVIL SERVICE BOARD

The application and selection process includes several steps designed to fully examine the applicant's abilities and interest in firefighting. The following information is provided so that you may know exactly what is expected of an applicant.

APPLICATION REQUIREMENTS

You must qualify as an applicant before you can be considered. To be qualified as an applicant, the following must be met:

- You must be a legal U.S. citizen
- You must be at least 18 years of age by the close of the application filing deadline. (September 13, 2024)
- You must have a high school diploma or GED
- You must possess a valid operator's license.
- You must not have been convicted of a felony or have any criminal action currently pending. Misdemeanor convictions will be considered on an individual basis.
- You must obtain CPAT Certification by date of employment.

SELECTION PROCESS

1. PHYSICAL AGILITY TESTING (PAT)

If you meet the minimum application requirements, you will be notified by mail and email of the date, time and location of the Physical Agility Test. There will be limited test practice dates in order for the candidates to familiarize themselves with the test layout and procedures. The dates of these sessions will be available at a later date. While it is not required, participation in the practice sessions is highly recommended

An overview of the Physical Ability Test is available online (Louisville Fire Department Physical Agility Test). Each candidate must complete Tasks 1, 2, 3 and 4 successfully, within the required guidelines, prior to attempting Tasks 5 through 10.

2. WRITTEN EXAMINATION

Qualifying candidates – those who successfully pass the Physical Agility Test, you will be notified by mail and email of the date, time and location of the general aptitude written exam. Those candidates that receive a passing score on the written exam will qualify to continue to the next step of the process.

3. ORAL INTERVIEW

Candidates that have successfully completed both the PAT and the written exam may be invited for an oral interview before the Civil Service Panel. The number of candidates invited for the oral interview will depend on the number of positions to be filled. The scores from all three portions of the process will be used to establish a candidate hiring list. The candidate hiring list is viable for a period of 2 years.

Depending on the number of positions to be filled, candidates may be given a conditional offer of employment by the Shively Fire Department. This offer of employment is conditional upon completing more steps and meeting established standards for a position. Some of the additional steps are as follows:

➤ BACKGROUND INVESTIGATION

The investigation may consist of verification of information provided on your employment application, obtaining and reviewing references from previous employers, a credit check, and investigation of your driving, military, and police records.

➤ MEDICAL EXAMINATION

The examination will consist of a self-administered medical data history, vision test, hearing test, standard measure of height and weight, pulmonary function analysis, blood pressure and pulse rate, temperature and respiration, electrocardiograph and other procedures including blood and urine tests, drug screening and physical examination.

APPOINTMENT

- TRAINING – Candidates who are offered a position must successfully complete the training course conducted by the Louisville Fire Department Training Academy, regardless of prior training and certifications. Training is both academic and physical. EMT certification is a requirement for graduation. Currently, the training runs for 27 weeks.