



CITY OF KETTERING
DEPARTMENT OF HUMAN RESOURCES

September 2018

Dear Firefighter/Paramedic Applicant:

Attached please find the application packet for the position of Firefighter/Paramedic. **Included in this packet, you will find the following documents:**

1. Entry-level Firefighter/Paramedic Recruitment Brochure
2. City of Kettering Application for Employment
3. Exam Reservation Confirmation
4. Map of Fairmont High School
5. Equal Employment Opportunity Statistical Supplement

To participate in this recruitment and be admitted to the written Civil Service examination being administered on **October 20, 2018**, you **must** complete and submit the following documents to our office no later than **5:00 p.m. on October 8, 2018**

1. City of Kettering Application for Employment
2. Exam Reservation Confirmation
3. EEO Statistical Supplement (optional)

Submit completed forms to: Human Resource Department
Kettering Government Center
3600 Shroyer Road
Kettering, OH 45429
Office hours: Monday – Friday, 8:00 a.m. to 5:00 p.m.
Via email: ketthr@ketteringoh.org
Via facsimile: 937-296-3371

Candidates will be emailed a copy of their exam reservation confirmation form with their ID number prior to the date of the exam. This document must be presented at the examination site.

The examination being administered is the **National Firefighter Selection Inventory (NFSI)**. The *NFSI Study Guide* is available to familiarize you with and better prepare you for this exam. It is the responsibility of each applicant to see that they receive a study guide. This Study Guide is available in the Human Resources office and is provided to you free of charge. Regular business hours are Monday through Friday 8:00 am-5:00 pm.

Should you have any questions, please feel free to contact me at 937-296-2446 or by e-mail at jenny.smith@ketteringoh.org.

Attachments

SELECTION PROCESS

The Civil Service examination process will consist of a written examination. Applicants receiving a passing score on this exam will be notified regarding subsequent phases of processing, which will include:

- Background check (credit, police record, work and personal references, etc.)
- Personal interview
- Polygraph
- Psychological assessment
- Thorough medical examination and assessment of physical capabilities
- Successful completion of a one-year probationary period

NOTE: Any information of a criminal or illegal nature which surfaces during this process will be forwarded to the appropriate enforcement investigative agency for prosecution.

Inability to satisfactorily complete any phase of this process may be cause for elimination from consideration. Failure to appear for any phase may also result in elimination. Because of the nature of the examination, applicants will not be permitted to review the examination afterward.

Examination Information: The written exam will be held at 9:00 a.m. on October 20, 2018. The exam will be held at Fairmont High School, 3301 Shroyer Road, Kettering, OH 45429. All applicants must have an application and exam reservation on file with the City by October 8, 2018, in order to participate in this exam. In addition to the exam reservation confirmation form, all applicants must bring one of the following documents to the written exam site:

- 1) Driver's license
- 2) Military ID
- 3) Passport
- 4) Other Federal or State issued photo ID

Applications: Applications will be accepted Monday-Friday between 8 a.m. and 5 p.m. through October 8, 2018. Obtain application packet from: Human Resource Department, Kettering Government Center, 3600 Shroyer Road, Kettering, OH 45429, Phone 937-296-2446, or download the required application packet from www.ketteringoh.org.

Materials may be mailed to out-of-town applicants; however, filing deadlines must be met for consideration.

Lateral entry candidates are encouraged to apply.

THE POSITION

Entry-level Firefighter/Paramedics work under supervision in the extinguishment of fires, investigation and analysis of fires, enforcement of fire codes, and emergency medical service. The recruit remains at entry level for a minimum of one year, during which time proficiency in the basic operative skills must be acquired through formal instruction and on-the-job training.

Advancement within rank from one level of Firefighter to the next higher level of Firefighter is based on the demonstrated attainment of a higher level of skill and expertise. There are minimum service requirements at each pay grade. Firefighters who meet specified service and skill requirements are eligible to compete for promotion to Captain with requisite number of years of service.

Applicants should be aware that successful completion of extensive formal and on-the-job training will be required during the initial probationary period.

SALARY AND BENEFITS

Salary range is \$65,686 per year to \$86,278 per year with entry rate dependent upon experience and training. Extensive fringe benefits include medical and dental insurance, life insurance, attractive retirement plan under the Ohio Police and Fire Pension Fund, paid holidays, vacation, sick leave, etc.



*The City of Kettering is an
Equal Opportunity Employer*



Invites applications
for the position of

Firefighter/Paramedic



THE CITY

Kettering, Ohio, a suburban community with a population of 56,000, enjoys a reputation for professionalism and innovation in government. The City operates under a Council/City Manager form of government and is the second largest community in the Dayton Metropolitan Area, the birthplace of aviation.

Kettering is home to a rich history of innovation. In fact, the City's namesake is an early resident, Charles F. Kettering, a world-famous inventor and philanthropist. This gifted genius held nearly 200 patents, including those for the electric cash register and automobile self-starter.

Time and time again, citizen satisfaction surveys confirm that Kettering is a community that residents love to call home. From the City's spectacular Frazee Pavilion for the Performing Arts, to its accredited Police Department and jail, exceptional service is the common thread.

Both its public and private schools are known for their excellence. And there's always plenty of community fun in which to take part. An annual highlight is the City's Labor Day "Holiday at Home" parade and festivities.

Kettering is home to an exceptional level of city services and a quality of life enhanced by our public safety outreach, beautiful parks, senior services, volunteer programs, recreation amenities and great outdoor music.

THE DEPARTMENT

The Kettering Fire Department is responsible for fire prevention, suppression and investigation, as well as emergency medical services and disaster preparedness.

Currently, the Department is comprised of 91 personnel spread over the City's four fire stations. They include: The Fire Chief, two Assistant Chiefs, five Battalion Chiefs, fourteen Captains, fifty-two career Firefighter/Paramedics and five part-time Firefighter/EMTs. Additional personnel include the City's Fire Marshal, a Fire Service Specialist, a part-time Fire Inspector and two Administrative Assistants.

MISSION STATEMENT

The mission of the Kettering Fire Department is to meet community needs by delivering an effective system of services; thereby minimizing the impact of fire, hazardous conditions, illness, and injury with a caring and efficient response.

THE VISION

The vision of the Kettering Fire Department is to serve the public with the following core values:

Integrity – The Kettering Fire Department demonstrates integrity by:

- Being loyal to the Department's Vision and Mission
- Conducting ourselves with a high level of morality
- Conducting ourselves with the utmost honesty at all times
- Showing respect for self and respect for others
- Taking responsibility for our statements and actions

Professionalism – The Kettering Fire Department is professional in all its actions by its:

- Appearance and behavior
- Respectful attitude
- Concern and compassion for all people
- Training, preparedness, readiness and response

Unity – The Kettering Fire Department recognizes that every employee is a valued member and partner in the Fire Department family by:

- Supporting a team-oriented approach to issues
- Valuing input from all members of the Department
- Communicating openly and honestly, at all levels, without fear of reprisals
- Creating a consistent, trusting, proactive work environment that promotes feelings of security in all members of the Department

Honor – The Kettering Fire Department demonstrates honor by:

- Being respectful of others at all times
- Ensuring our actions are done to maintain the highest level of reputation
- Conducting ourselves in a manner that is admired by the community
- Acting with honesty, integrity and fairness at all times

QUALIFICATIONS

State of Ohio EMT-B and Level II Firefighter is required at the time of application. State of Ohio EMT/Paramedic certification is not required at the time of test or application; however, it is required at the time of interview to be considered for appointment. Continued recertification is required throughout one's career.

Age – Must be at least 18 years of age at time of appointment.

Physical condition/Visual Acuity – Must be physically capable of performing all essential functions of a Firefighter/Paramedic. Applicants must be free of any disqualifying medical condition that results in not being able to perform the essential functions of the Firefighter/Paramedic position. Must pass a thorough medical examination and an assessment of physical capabilities consistent with National Fire Protection Association (NFPA) medical standards. Any final questions about a candidate's physical condition, capacity, etc. will be resolved prior to appointment based on a recommendation provided by a doctor selected by the City.

Ohio Operator's License – Within 60 days of appointment, appointee must obtain a valid State of Ohio Driver's License.

U.S. Citizen – Must be a United States citizen or have a valid permanent resident card at time of application.

MORE INFORMATION

Civil Service eligibility lists are generally used for a minimum of one year, with the potential of two separate, six-month extensions. Unless otherwise specified, candidates not chosen during one recruitment are not necessarily excluded from further consideration and may participate in future recruitments. Lateral Entry candidates are encouraged to apply. More information about the Fire Department and the City of Kettering can be found on the internet at www.ketteringoh.org.



CITY OF KETTERING

Application for Employment

POSITION: _____

Full-Time _____
Part-Time _____
Temporary _____

BASIC EMPLOYMENT DATA			
A. GENERAL INFORMATION			
Name: _____			
Address: _____			
	City	State	Zip Code
Phone No. _____	Work Phone No. _____		
Cell/Other _____	E-Mail Address _____		
Social Security No. _____			
Military Service? YES _____ NO _____ (If yes, indicate branch, inclusive dates of service and rank at discharge.)			

Do you have a valid Ohio Driver's License? YES _____ NO _____ (If yes, indicate type of license.)			
Operator's _____ Commercial Driver's License _____			
State here any additional information required to answer the above questions adequately or that you feel would be helpful for pre-employment inquiry. _____			

Are you related to any City employee? YES _____ NO _____ If so, who is the City employee or part-paid volunteer firefighter and what is the relationship? _____			
Are you a minor (under 18) child or stepchild of a current City of Kettering employee or part-paid volunteer firefighter? YES _____ NO _____			
If yes, name of employee or part-paid volunteer firefighter _____			

B. EDUCATION AND TRAINING													
Circle the highest school grade completed.													
	<u>High School</u>					<u>College</u>							
	9	10	11	12		13	14	15	16	17	18	19	20
Degrees obtained or areas of study: _____													
List any job-related schools attended or vocational training received: _____													

**C. PAST WORK EXPERIENCE
(List most recent first)**

Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Month From	Year To	Month To	Year	Title of Your Position	Annual Salary
Name of Employer: _____					
Nature of Duties: _____					
Reason for Leaving: _____					
Attach additional sheet of paper if necessary to report experience adequately or if you wish to include volunteer work experience.					

**D. REFERENCES
(Relatives are not acceptable references)**

Name & Title	Occupation	Address	Phone
1.			
2.			
3.			
4.			

CERTIFICATION: I hereby certify that all the information I have provided on BOTH SIDES of this application form is true, complete and correct to the best of my knowledge and belief, and is made in good faith. I agree and understand that all statements made by me are subject to being investigated for verification. I further agree and understand that any omissions or misstatement of facts contained in this application may disqualify me for any employment or result in my removal from employment with the City of Kettering.

Signature of Applicant

Date

EQUAL OPPORTUNITY EMPLOYER

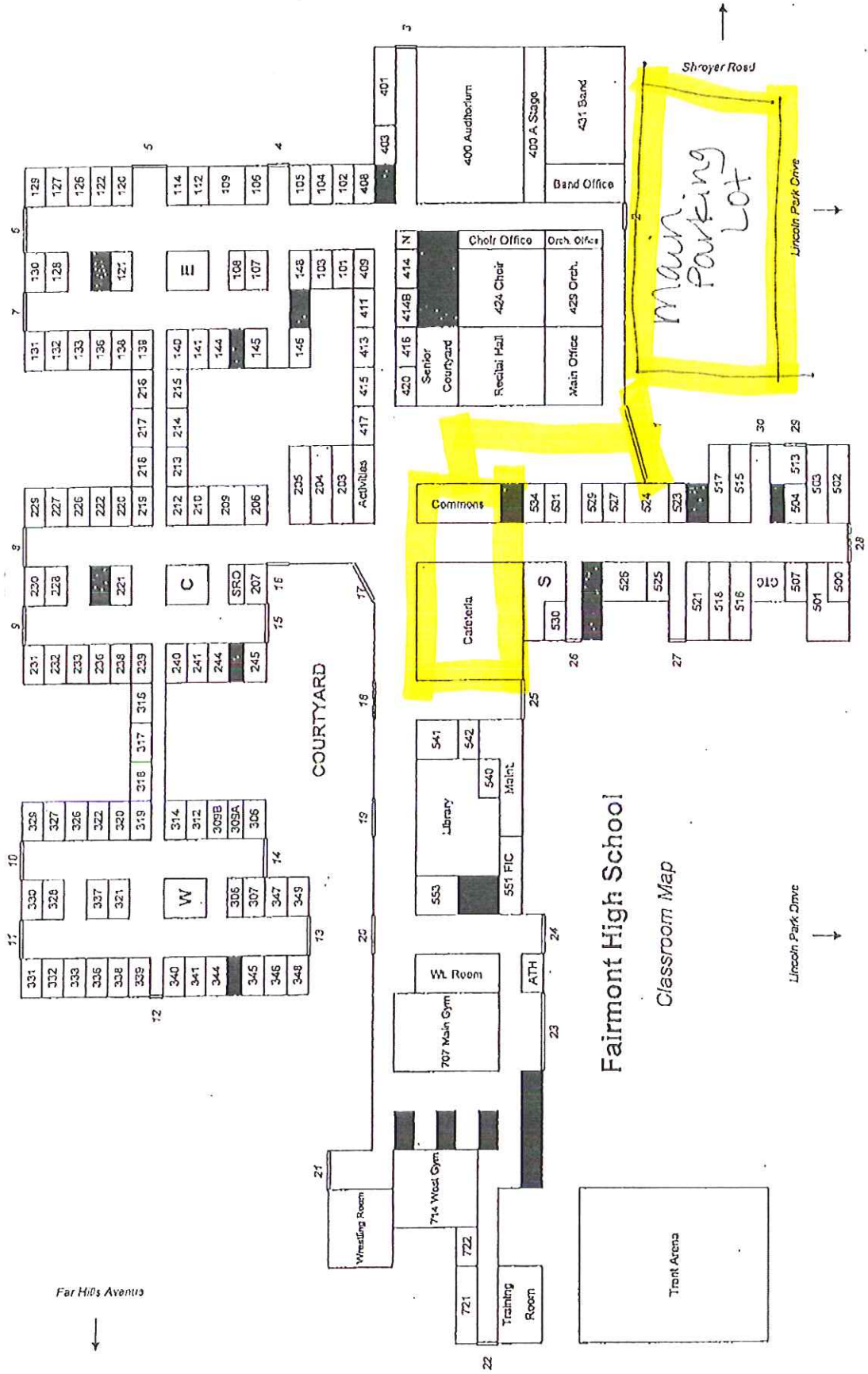
As an Equal Opportunity Employer, the City of Kettering is committed to give equal consideration to all applicants without regard to race, color, religion, gender, age, national origin, ethnic heritage, or disability.

EXAM RESERVATION CONFIRMATION**ID NUMBER:**

EXAMINATION TITLE:	DATE OF EXAMINATION:	TIME OF EXAMINATION:	
PRINT YOUR FULL NAME	FIRST NAME	INITIAL	LAST NAME
ADDRESS: _____ (STREET)			
_____ (CITY)		_____ (STATE)	_____ (ZIP CODE)
RESIDENCE PHONE: _____	CELL PHONE: _____		
NOTES: _____			
THIS IS TO CERTIFY THAT I, THE UNDERSIGNED, AM THE PERSON WHOSE NAME AND ADDRESS APPEAR ABOVE.			
SIGNATURE: _____			

Fairmont High School
3301 Shroyer Road
Kettering, Ohio 45429

CITY OF KETTERING FIREFIGHTER/PARAMEDIC EXAMINATION
SATURDAY, OCTOBER 20, 2018
9:00 am



Fairmont High School
Classroom Map



EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL SUPPLEMENT

PLEASE DO NOT PLACE YOUR NAME ON THIS FORM.

Applicants for employment are requested, but not required, to provide the following supplementary data. Availability of this data assists in the maintenance of an Equal Employment Opportunity Program. Please DO NOT place your name on this form. THIS FORM IS VOLUNTARY AND DOES NOT AFFECT YOUR EMPLOYMENT STATUS.

<p>1. Position:</p> <p>_____ Firefighter/Paramedic</p> <p>___ Full-time ___ Part-time ___ Temporary</p>	<p>2. Date of Application:</p> <p>___/___/___ mo day year</p>	<p>3. Gender:</p> <p>___ M ___ F</p>
<p>4. Race or Ethnic Origin:</p> <p>___ White (not of Hispanic Origin) A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p>___ Black (not of Hispanic Origin) A person having origins in any of the Black racial groups of Africa.</p> <p>___ Hispanic A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p> <p>___ Asian or Pacific Islander A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p>___ American Indian or Alaskan Native A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p> <p>___ Other (Two or More Races) A person who identifies with two or more of the above race/ethnicity categories.</p>		

PLEASE RETURN TO:

City of Kettering
Human Resource Department
3600 Shroyer Road, Kettering, OH 45429
FAX: 937-296-3371