



Firefighter Candidate:

Welcome to the 2013 Regional Fire Department Hiring Process. Fox Valley Technical College will be facilitating the application process for the following fire departments:

- Appleton Fire Department
- Fond du Lac Fire/Rescue
- Grand Chute Fire Department
- Green Bay Metro Fire Department
- Manitowoc Fire Department
- Neenah/Menasha Fire Rescue
- Oshkosh Fire Department
- City of Sheboygan Fire Department

Read all correspondence very carefully!

To apply to any of the participating fire departments, complete a **separate application packet must be created for each fire department applying for**. To determine the minimum fire department hiring requirements, review the **Minimum Fire Department Requirements Checklist** included with this document. Please mail or submit all application packets at the same time and in the same package or envelope. When returning the fire department(s) application packets, they must each include the following items and be **in the following order**:

- 1) Completed Application (one per department), 10 pages, including the following:
 - a) Application
 - b) Background Information form
 - c) No Tobacco Use" Form (if required by department)
 - d) Residency Requirement Form (if required by department)
 - e) Recruitment Information Form
 - f) CPAT Orientation/Practice Preference/Waiver
- 2) Resume
- 3) Copies of significant certificates/licenses, including:
 - a) State of Wisconsin Fire Certifications (i.e. FFI, FFII, Driver/Operator Pumper, Fire Inspector, etc)
 - b) National Registry EMT Basic/Paramedic Certification and/or State EMT License OR evidence of enrollment in course with estimated certification date
 - c) Hazardous Materials Certificate (if Hazardous Materials Technician)
 - d) Additional certifications or certificates you'd like the fire department to know about.
- 4) Copy of your Driver's License

**If you do not have all of the items in your department packet(s),
your application will not be accepted**

Additionally, you must register for the 2013 Regional Fire Department Hiring Process. The registration process will be done online through FVTC.

1. Refer to separate registration instructions
2. Payment of a \$100.00 one-time fee is required (non-refundable)
3. Registration and payment are due by June 5, 2013

If you do not register or pay the fee, your application will not be accepted.

Successful candidates will be scheduled for the Candidate Physical Ability Test (CPAT) and the associated orientation and practice sessions. The orientation and practice sessions are provided for your benefit, but are not mandatory. Be sure to indicate on the CPAT Orientation/Practice Preference and Waiver if you do not wish to be scheduled for the orientation and/or practice sessions. If you are scheduled for the orientation and practice sessions, your attendance is expected. Keep in mind that attendance will be tracked and reported to the fire departments.

FVTC will review your packet(s) to check for the appropriate items. FVTC will not contact the candidate if the candidate has not submitted the correct number of packets or items are missing. Candidates will be notified of the department(s) they meet the minimum requirements for. The notification will include CPAT and written test information. Due to the number of applicants, test dates and times are final.

NOTE: Application Packets must be received or postmarked by **June 5, 2013**

2013 Regional Fire Department Hiring Process Candidate Schedule

June 5	<p><u>Applications due date.</u> Submit one complete application packet for each department to which you are applying. EACH department application packet must contain:</p> <ol style="list-style-type: none"> 1) Completed Application, 10 pages, including the following: <ol style="list-style-type: none"> a) Application b) Background Information form c) No Tobacco Use" Form (if required by department) d) Residency Requirement Form (if required by department) e) Recruitment Information Form f) CPAT Orientation/Practice Preference/Waiver 2) Resume 3) Copies of significant certificates/licenses, including: <ol style="list-style-type: none"> a) State of Wisconsin Fire Certifications b) EMS Certifications, licenses or National Registry c) Hazardous Materials Certificate d) Additional certifications or certificates 4) Copy of your Driver's License <p><u>Regional Fire Department Hiring Process Registration:</u></p> <ol style="list-style-type: none"> 1) Complete the on-line registration process 2) Payment of \$100 fee (non-refundable)
June 21	<p>Notification to candidate of acceptance by department, CPAT and written test information.</p> <p>All CPAT activities will be held at the Town of Grand Chute Fire Department, Station #1 2250 Grand Chute Blvd., Grand Chute, WI 54913 You will be notified of the date and time of the CPAT activities on your acceptance letter.</p>
June 28 or 29	<u>CPAT Orientation Session #1:</u> The candidate will be notified of their CPAT Orientation date and time on the acceptance notification letter.
July 12 or 13	<u>CPAT Orientation Session #2:</u> The candidate will be notified of their CPAT Orientation date and time on the acceptance notification letter.
July 26 or 27	<u>CPAT Practice Session #1:</u> The candidate will be notified of their CPAT Practice date and time on the acceptance notification letter.
August 2 or 3	<u>CPAT Practice Session #2:</u> The candidate will be notified of their CPAT Practice date and time on the acceptance notification letter.
September 4-9	<p><u>CPAT Test:</u> The candidate will be notified of their CPAT date and time on the acceptance notification letter. If you do not pass the CPAT, you will not take the written exam.</p> <p><u>Written Exam:</u> at FVTC's Main Campus. Located at 1825 N. Bluemound Drive, Appleton, WI 54912. Specific room location will be communicated. After the written exam is scored, notification will be made by each department of pass/fail for written exam (by mail) and interview process.</p>

Do Not Send Applications to the Fire Departments.

All application packets must be sent to:

Jeremy Hansen, Fire Protection
Fox Valley Technical College
1825 N. Bluemound Dr., PO Box 2277
Appleton WI 54912-2277

Online Registration Instructions 2013 Regional Fire Department Hiring Process

1. Go to **www.fvtc.edu**
2. From **www.fvtc.edu**, click **MyFVTC** (*left side of page, half way from top*)
3. Have you ever taken a class with Fox Valley Technical College?
No Continue
Yes Skip to number 5
4. Select **Create Your MyFVTC Account** link
Select **Create a Student Record Now** (*do NOT select Apply for Admission*)
Fill in name, address, etc. If you need help, view the following video:
<http://breeze.fvtc.edu/p39196409/>
5. Do you know your **Student ID** number and **Password**?
No Continue
Yes Skip to number 7
6. Click the **Reset Your MyFVTC Password** link
Fill in/answer the questions. If you need help, view the following video:
<http://breeze.fvtc.edu/myfvtpassword>
7. Sign In: Enter your **Student ID** in the **User ID** field and then enter your **Password**
Click **Sign On**
8. Begin Registering for a class. If you need help, view the following video:
<http://breeze.fvtc.edu/myfvtcregistration>
9. Select **Add Classes**
10. If necessary **change term** to:
1306 2013 Summer 6/1/13 – 8/9/13
11. Enter **class number** **71310**; select enter
12. Check that this is the class you want to be enroll in
REMEMBER: once enrolled you will NOT be able to drop this class
REMEMBER: this is a NON-REFUNDABLE class
13. Select: **NEXT**
Proceed to **Step 2** of 3
Finish Enrolling
14. Was the registration successful or was there an error message?
Successful Continue
Error Is there a hold on your account?
Click on **HOME** link (*top right corner*)
At the top of the page, on the right side is an explanation
Contact bushmang@fvtc.edu if you have any questions
15. Click on **HOME** link (*top right corner*)
16. Click **Make a Payment /efas** (*middle of page*)
17. Enter your **Student ID** in the **FVTC eFAS ID** field and then enter
your **Password** (*same as you used in # 7 above*)
18. Select **LOGIN NOW**
19. Follow the prompts and the payment method

Any questions? Please contact bushmang@fvtc.edu

Minimum Fire Department Requirements Checklist

☐ - Appleton Fire Department

- Valid Wisconsin Drivers License
- Minimum of 60 college credits
- Residency: no requirements

☐ - Fond du Lac Fire/Rescue

- Minimum of 18 years old
- Valid Wisconsin Drivers License
- High School diploma or GED
- Minimum of Associate Degree (in a fire related field)
- State of Wisconsin Certified Firefighter I or equivalent
- State of Wisconsin Certified Firefighter II or equivalent
- State of Wisconsin Certified Driver/Operator - Pumper or equivalent
- State of Wisconsin Certified Fire Inspector I or equivalent
- Hazardous Materials – Operations Level
- Nationally Registered or State of Wisconsin EMT-Paramedic licensure (or enrollment in a Paramedic program at the time of closure of applications)
- NIMS 100, NIMS 200, NIMS 700 & NIMS 800 certification
- Residency: 12 miles from Division St. and Main St., Fond du Lac within 18 months

☐ - Grand Chute Fire Department

- Minimum of 18 years old
- Valid Wisconsin Drivers License
- High School diploma or GED
- Associate Degree (any field) minimum
- Associate Degree Fire Protection Technician (within 4 years of hire)
- State of Wisconsin Certified Firefighter II or equivalent
- State of Wisconsin Certified Driver/Operator - Pumper or equivalent (desired)
- State of Wisconsin Certified Fire Inspector I or equivalent (desired)
- Hazardous Materials – Operations Level
- Nationally Registered or State of Wisconsin EMT-Basic
- Residency: per Local IAFF contract

☐ - Green Bay Metro Fire Department

- Valid Wisconsin Drivers License
- Associate Degree (related field) minimum
- State of Wisconsin Certified Firefighter II or equivalent
- Nationally Registered or State of Wisconsin EMT-Basic

☐ - Manitowoc Fire Department

- Minimum of 19 years old
- High School diploma or GED
- State of Wisconsin Certified Firefighter I or equivalent
- Nationally Registered or State of Wisconsin EMT-Paramedic licensure
- NIMS 100, NIMS 700 & NIMS 800 certification (desired)
- Residency: Within 25 miles of the City of Manitowoc within 1 year

Minimum Fire Department Requirements Checklist – *continued*

☐ - Neenah/Menasha Fire Rescue

- Minimum of 21 years old
- Valid Wisconsin Drivers License
- U.S. Citizen
- High School diploma or GED
- Minimum of 60 college credits
- State of Wisconsin Certified Firefighter I or equivalent
- State of Wisconsin Certified Firefighter II or equivalent
- State of Wisconsin Certified Fire Inspector I or equivalent
- Hazardous Materials – Awareness Level certification
- Hazardous Materials – Operations Level certification
- Medical First Responder certification
- NIMS 100, NIMS 200 & NIMS 700 certification
- Residency: no requirements

☐ - Oshkosh Fire Department

- Minimum of 18 years old
- High School diploma or GED
- State of Wisconsin Certified Firefighter I or equivalent
- State of Wisconsin Certified Firefighter II or equivalent
- State of Wisconsin Certified Driver/Operator - Pumper or equivalent
- State of Wisconsin Certified Fire Inspector I or equivalent (preference given)
- Hazardous Materials – Technician Level certification (preference given)
- Nationally Registered or State of Wisconsin EMT-Paramedic licensure at time of application
- Residency: no requirements

☐ - City of Sheboygan Fire Department

- Minimum of 18 years old
- Valid Wisconsin Drivers License
- High School diploma or GED
- State of Wisconsin Certified Firefighter I or equivalent
- Nationally Registered or State of Wisconsin EMT-Paramedic licensure. Candidate must submit documentation of a current National Registry of Emergency Medical Technician – Paramedic Certification and/or a State of Wisconsin Paramedic License by September 1, 2013
- Residency: 5 years continuous in the City limits, then in the County limits