

## **Hiring Process**

### **Application:**

An application, resume and pertinent copies of required information is submitted to the Rolla Rural Fire Protection District within the posted application period. The goal of this segment is to ensure applicants meet the minimum requirements of the job. Those that do not submit all of the required information to demonstrate they meet the minimum requirements are not allowed to proceed to the next step of the process.

Rolla Rural Fire Protection District -  
Minimum Requirements (see Job Description for more detail)

All required information must be submitted by the posted deadline in order to be considered.

1. Age 18 or older
2. High school diploma or GED (Provide Copy)
3. No felony convictions
4. No serious misdemeanor convictions for the past 5 years
5. Must have a satisfactory driving record
6. Vision correctable to 20/30
7. Excellent physical condition
8. Valid Driver's License (Provide Copy)

Candidates must provide supporting documentation that the applicant possesses the following qualifications:

1. Hazardous Materials Awareness and Operations Missouri Certifications
2. Firefighter I and II Missouri Certifications or IFSAC Firefighter I and II ( Must be able to obtain Missouri Certification within 60 days)
3. NIMS 100 and 700 Certifications
4. Prefer a minimum of first responder level certification

### **Written Examination:**

Those that meet the minimum requirements will be notified of the date and time of the written exam which will be between 2-4 weeks after the closing date of the applications.

This is not an all inclusive list, but the written exam tests several areas a person who already possesses a Firefighter I certification should know. The basis of this test will be from the Essentials of Firefighting and Fire Department Operations (IFSTA 6th Edition 2013 Edition), Brannigan's Building Construction for the Fire Service (NFPA 5th Edition), Hazardous Materials for First Responders (IFSTA 4th Edition 2010) and Emergency Care and Transportation of the Sick and Injured (Pollack, A. N., Ed., Jones and Bartlett Publishers, 11th Edition 2017)

Many candidates find the tests are somewhat difficult and candidates may desire to take time to prepare. Listed above are the books used for the basis of this test and can generally find them via a search of the web or at your local bookstore.

### **Physical Agility Test:**

Please keep in mind that the physical demands of firefighting are very difficult and require a high level of physical fitness. Candidates must possess high levels of cardiovascular fitness, muscular strength, muscular endurance, and flexibility. Physical ability is critical to the success of firefighters. If you do not have your own bunker gear to include pants, jacket, gloves and helmet, you need to notify Chief Hayes in advance so we can try to get sizes close to what you need. Take in mind they might not fit you exactly but we will get you close as we can.

### **Oral Interview:**

Once the applicant passes the written test and the physical agility test those who move forward will then move on to the Oral Interview. The interview panel will consist of at least one member of the Rolla Rural Fire Protection District as well as other fire department personnel from other departments in the state of Missouri. This panel will normally consist of three members but could go as high as five.

During the oral interview the applicant will be asked about their education, training and experience.

At the conclusion of the interview the recommendations from the interview committee will be submitted to the Fire Chief for review and comparison to the Written test scores as well as the Physical Agility Test scores.

There may also be a second Interview on the same day with the Fire Chief, Assistant Chief and Battalion Chief. You will be notified of this at the conclusion of your first interview.

### **Background Investigation:**

Background investigations are initiated after the interview process and depending on the number of applicants could take days to weeks to complete. Once the backgrounds are completed conditional job offers will be made.

Once the offer is made the potential employee will have to fill out the appropriate paperwork and other digital background investigations will be completed. Once this process is completed, the potential employee will be notified of acceptance.

All other applicants who do not make it past any part of this process will be notified in writing.