



Firefighter Candidate:

Welcome to the 2019 Regional Fire Department Hiring Process. Fox Valley Technical College will be facilitating the application process for the following fire departments:

- Appleton Fire Department
- Antigo Fire Department
- Beaver Dam Fire & Rescue
- De Pere Fire Rescue
- Fond du Lac Fire Rescue
- Grand Chute Fire Department
- Green Bay Metro Fire Department
- La Crosse Fire Department
- Marshfield Fire & Rescue Dept
- Neenah/Menasha Fire Rescue
- Oshkosh Fire Department
- Sheboygan Fire Department
- Stevens Point Fire Department

Read and Follow Instructions Very Carefully!

One complete application packet is required to enter the 2019 Regional Hiring Process. We will digitize the information that you submit and provide that to the fire department(s) that you apply for.

To determine the minimum fire department hiring requirements, review the **Minimum Fire Department Requirements** included with this document (pages 5-8).

Your application packet must include the following items and be **in the following order**:

- 1) **Completed Application**, 10 pages, including the following:
 - a) Application (pages 1-4)
 - b) Background Information form (pages 5 & 6)
 - c) No Tobacco Use Form (if required by department) (page 7)
 - d) Residency Requirement Form (if required by department) (page 8)
 - e) Recruitment Information Form (page 9)
 - f) CPAT Orientation/Practice Preference/Waiver (page 10)
- 2) **Resume** (and cover letter if you wish to include one)
- 3) Copies of **significant certificates/licenses** (at least provide documentation of any minimum requirements), including:
 - a) State of Wisconsin Fire Certifications (i.e. FFI, FFII, Driver/Operator Pumper, Fire Inspector, etc.) or equivalent IFSAC/Pro Board certificates.
 - 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(s)
 - d) NIMS (National Incident Management System) Certificate(s).
 - e) Additional certifications or certificates you'd like the fire department to know about.
 - f) DD-214 or military documentation (if applicable).
- 4) **Driver's License** (legible copy)

**If you do not have all the items in your application packet,
your application will not be accepted**

Additionally, you must register for the 2019 Regional Fire Department Hiring Process. The registration process is to be done online through FVTC.

1. Refer to the registration instructions (page 4)
2. Payment of a \$110.00 one-time fee is required (non-refundable)
3. Registration and payment are due by **May 31, 2019**

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 (part of the application) 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 application packet(s) to check for the appropriate items. FVTC will not contact the candidate if the candidate has not submitted the correct information or if 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: Your application packet must be received or postmarked by **May 31, 2019**

Application packets must be sent to:

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

2019 Regional Fire Department Hiring Process Candidate Schedule

May 31	<p><u>Applications due date.</u> Submit one complete application packet including:</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 \$110 fee (non-refundable)
June 15	<p><u>Notification sent to candidate of acceptance by department.</u> You will be notified of the date, time and location of the CPAT activities and written test on your acceptance letter.</p>
June 27	<p><u>CPAT Orientation Session #1:</u> The candidate will be notified of their CPAT Orientation date, time and location on the acceptance notification letter.</p>
July 12	<p><u>CPAT Orientation Session #2:</u> The candidate will be notified of their CPAT Orientation date, time and location on the acceptance notification letter.</p>
August 2	<p><u>CPAT Practice Session #1:</u> The candidate will be notified of their CPAT Practice date, time and location on the acceptance notification letter.</p>
August 16	<p><u>CPAT Practice Session #2:</u> The candidate will be notified of their CPAT Practice date, time and location on the acceptance notification letter.</p>
September 12-14	<p><u>CPAT Test:</u> The candidate will be notified of their CPAT date, time and location 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> The candidate will be notified of their written exam date, time and location on the acceptance notification letter. After the written exam is scored, notification will be made to each department of the results of that exam.</p>
Note	<p><u>Additional dates</u> may be added or changed based on the number of applicants.</p>

Do Not Send Applications to the Fire Departments.

Application packets must be sent to:

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

Online Registration Instructions 2019 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/myfvtreregistration>
9. Select **Add Classes**
10. If necessary **change term** to:
2018 Summer
11. Enter **class number 70642**; 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
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

Minimum Fire Department Requirements

Requirements are at the time of application unless otherwise indicated

☐ - Appleton Fire Department

- Minimum of 18 years old
- Valid Wisconsin Driver's License
- High School Diploma or GED
- Minimum of 60 college credits
- Tobacco use prohibited
- Residency: No requirements

☐ - Antigo Fire Department

- Minimum of 18 years old
- Valid Wisconsin Driver's License
- U.S. Citizen
- High School Diploma or GED
- State of Wisconsin Certified Firefighter I or equivalent – at time of hire
- Nationally Registered or State of Wisconsin EMT-Paramedic licensure (or enrollment in a Paramedic program at the time of closure of applications)
- NIMS 100 & 200 certification – at time of hire
- Tobacco use prohibited
- Residency: Within 15 air miles from Antigo City Limits

☐ - Beaver Dam Fire & Rescue Department

- Minimum of 18 years old
- Valid Wisconsin Driver's License
- U.S. Citizen
- High School Diploma or GED
- Associate Degree Fire or related field – at time of hire
- State of Wisconsin Certified Firefighter I or equivalent – at time of hire
- Nationally Registered or State of Wisconsin EMT-Paramedic licensure (or enrollment in a Paramedic program at the time of closure of applications) - Licensure at time of hire
- NIMS 100, 200 & 700 certification – at time of hire
- Tobacco use prohibited
- Residency: Within 15 miles of City Limits within one year from date of hire

☐ - De Pere Fire Rescue Department

- Minimum of 18 years old
- Valid Wisconsin Driver's License
- Associate Degree (in any field) – at time of hire
- State of Wisconsin Certified Firefighter I or equivalent
- State of Wisconsin Certified Firefighter II or equivalent
- State of Wisconsin Certified Fire Apparatus Driver/Operator - Pumper or equivalent
- Nationally Registered or State of Wisconsin EMT-Paramedic – at time of hire
- NIMS 100 & NIMS 200 certification
- Tobacco use prohibited
- Residency: Within 30 miles of the center of the Claude Allouez bridge within 12 months of hire

Minimum Fire Department Requirements – *continued*

Requirements are at the time of application unless otherwise indicated

☐ - Fond du Lac Fire Rescue

- Minimum of 18 years old
- Valid Wisconsin Driver's License
- High School diploma or GED
- Minimum of 60 college credits - at time of hire
- State of Wisconsin Certified Firefighter I or equivalent – at time of hire
- State of Wisconsin Certified Firefighter II or equivalent – at time of hire
- Hazardous Materials – Operations Level certification – at time of hire
- Nationally Registered or State of Wisconsin EMT-Paramedic licensure – at time of hire
- NIMS 100, NIMS 200, NIMS 700 & NIMS 800 certification – at time of hire
- Tobacco use prohibited
- Residency: Within 15 miles of the jurisdictional boundaries of the City of Fond du Lac within 18 months after the date of hire

☐ - Grand Chute Fire Department

- Minimum of 18 years old
- U.S. Citizen
- Valid Wisconsin Driver's License
- High School diploma or GED
- Associate Degree (in any field) at time of hire. This requirement waived with 2 years full-time firefighting experience with any fire department, or 6 years of Paid-on-Call experience with GCFD.
- Associate Degree in Fire Protection within 4 years of hire
- State of Wisconsin Certified Firefighter I or equivalent – at time of hire
- State of Wisconsin Certified Firefighter II or equivalent – at time of hire
- Hazardous Materials – Operations Level certification – at time of hire
- Nationally Registered or State of Wisconsin EMT-Basic licensure – at time of hire
- NIMS 100, NIMS 200 & NIMS 700 certification – at time of hire
- Tobacco use prohibited
- Residency: Within 15 miles of any jurisdictional border of the Town of Grand Chute.

☐ - Green Bay Metro Fire Department

- Valid Wisconsin Driver's License
- Associate Degree in Fire Science, Fire Protection Technician or Fire Medic or other related field – at time of hire
- State of Wisconsin Certified Firefighter I or equivalent – at time of hire
- State of Wisconsin Certified Firefighter II or equivalent – at time of hire
- Nationally Registered or State of Wisconsin EMT-Basic – at time of hire
- Residency: In Brown County, counties contiguous with Brown County, or southern Door County within one year.

Minimum Fire Department Requirements – *continued*

Requirements are at the time of application unless otherwise indicated

☐ - La Crosse Fire Department

- Valid Wisconsin Driver's License
- High School diploma or GED
- Associate Degree Fire or related field – at time of hire; or equivalent knowledge, skills, and abilities
- State of Wisconsin Certified Firefighter I or equivalent – at time of hire
- State of Wisconsin Certified Firefighter II or equivalent – at time of hire
- Nationally Registered or State of Wisconsin EMT-Basic licensure – at time of hire
- Nationally Registered or State of Wisconsin EMT-Paramedic licensure – preferred
- Tobacco use prohibited
- Residency: No requirements

☐ - Marshfield Fire & Rescue Department

- Minimum of 18 years old
- Valid Wisconsin Driver's License
- U.S. Citizen
- High School diploma or GED
- Associate Degree Fire or related field – at time of hire
- State of Wisconsin Certified Firefighter I or equivalent – at time of hire
- State of Wisconsin Certified Firefighter II or equivalent – at time of hire
- State of Wisconsin Certified Driver/Operator - Pumper – preferred, but not required
- State of Wisconsin Certified Driver/Operator - Aerial – preferred, but not required
- Nationally Registered or State of Wisconsin EMT-Paramedic licensure (or enrollment in a Paramedic program at the time of closure of applications) - Licensure at time of hire
- Critical Care Transport Paramedic – preferred, but not required
- NIMS 100, NIMS 200, & NIMS 700 certification
- Tobacco use prohibited
- Residency: 15 miles from the nearest City of Marshfield boundary no later than 60 days following one-year probationary period

☐ - Neenah/Menasha Fire Rescue

- Minimum of 18 years old
- Valid Wisconsin Driver's License
- High School diploma or GED
- Associate Degree Fire or related field – at time of hire
- State of Wisconsin Certified Firefighter I or equivalent – at time of hire
- State of Wisconsin Certified Firefighter II or equivalent – at time of hire
- State of Wisconsin Certified Driver/Operator - Pumper or equivalent – at time of hire
- State of Wisconsin Certified Fire Inspector I or equivalent – at time of hire
- Hazardous Materials – Operations Level certification – at time of hire
- Medical First Responder certification – at time of hire
- NIMS 100, NIMS 200, NIMS 700 & NIMS 800 certification – at time of hire
- PADI Certification (preferred, but not required)
- Tobacco use prohibited
- Residency: No requirements

Minimum Fire Department Requirements – *continued*

Requirements are at the time of application unless otherwise indicated

☐ - Oshkosh Fire Department

- Minimum of 18 years old
- U.S Citizen
- Valid Wisconsin Driver's License
- High School diploma or GED
- State of Wisconsin Certified Firefighter I or equivalent
- State of Wisconsin Certified Firefighter II or equivalent – at time of hire
- State of Wisconsin Certified Driver/Operator - Pumper or equivalent – at time of hire
- Hazardous Materials – Operations Level certification
- Nationally Registered or State of Wisconsin EMT-Basic licensure
- Nationally Registered or State of Wisconsin EMT-Paramedic licensure - at time of hire
- Tobacco use prohibited
- Residency: No requirements

☐ - Sheboygan Fire Department

- Minimum of 18 years old
- Valid Wisconsin Driver's License
- High School diploma or GED
- State of Wisconsin Certified Firefighter I or equivalent – at time of hire
- State of Wisconsin Certified Firefighter II or equivalent – at time of hire
- Nationally Registered or State of Wisconsin EMT-Paramedic licensure – at time of hire
- NIMS 100 & NIMS 200 certification – at time of hire
- Tobacco use prohibited
- Residency: Within 4 months of passing one-year probation candidate must live no further than 45 miles of the edge of the City of Sheboygan border

☐ - Stevens Point Fire Department

- Minimum of 18 years old
- Valid Wisconsin Driver's License
- High School diploma or GED
- Minimum of 60 college credits
- Associate Degree in Fire Protection Fire Science, Paramedic or related preferred
- State of Wisconsin Certified Firefighter II or equivalent – at time of hire
- State of Wisconsin Certified Driver/Operator - Pumper or Aerial preferred
- Nationally Registered or State of Wisconsin EMT-Paramedic licensure (or enrollment in a Paramedic program at the time of closure of applications) – Must have National Registry to receive offer of employment
- Tobacco use prohibited
- Residency: Must live in Portage County within 6 months of successful completion of probation.