Firefighter Candidate:

Welcome to the 2017 Regional Fire Department Hiring Process. Fox Valley Technical College will be facilitating the application process for the following fire departments:

- Appleton Fire Department
- Beaver Dam Fire & Rescue
- De Pere Fire Rescue
- Fond du Lac Fire/Rescue
- Grand Chute Fire Department

- Green Bay Metro Fire Department
- Neenah/Menasha Fire Rescue
- Oshkosh Fire Department
- Sheboygan Fire Department

Read and follow instructions very carefully!

A separate application packet is required for each fire department. For example, if the candidate applies to three fire departments, the candidate must submit three complete application packets. All application packets are to be submitted at the same time and in the same package or envelope, but must be separated by department.

To determine the minimum fire department hiring requirements, review the **Minimum Fire Department Requirements** included with this document.

Each of the fire department(s) application packets must 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 (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 (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 application packet(s), your application will not be accepted

Additionally, you must register for the 2017 Regional Fire Department Hiring Process. The registration process is to be done online through FVTC.

1. Refer to separate registration instructions
2. Payment of a $110.00 one-time fee is required (non-refundable)
3. Registration and payment are due by June 1, 2017

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 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 1, 2017**

2017 Regional Fire Department Hiring Process
Candidate Schedule

June 1	**Applications due date**. Submit one complete application packet for each department to which you are applying. **EACH department application packet must contain:**
	1) Completed Application, 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
	   b) EMS Certifications, licenses or National Registry
	   c) Hazardous Materials Certificate
	   d) Additional certifications or certificates
	4) Copy of your Driver's License

	Regional Fire Department Hiring Process Registration: 1) Complete the on-line registration process 2) Payment of $100 fee (non-refundable)
June 16	**Notification sent to candidate of acceptance by department.** You will be notified of the date, time and location of the CPAT activities and written test on your acceptance letter.
June 30	**CPAT Orientation Session #1:** The candidate will be notified of their CPAT Orientation date, time and location on the acceptance notification letter.
July 14	**CPAT Orientation Session #2:** The candidate will be notified of their CPAT Orientation date, time and location on the acceptance notification letter.
August 3	**CPAT Practice Session #1:** The candidate will be notified of their CPAT Practice date, time and location on the acceptance notification letter.
August 17	**CPAT Practice Session #2:** The candidate will be notified of their CPAT Practice date, time and location on the acceptance notification letter.
September 7 - 9	**CPAT Test:** 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. **Written Exam:** 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.
Note	**Additional dates:** may be added or changed based on the number of applicants.

Do Not Send Applications to the Fire Departments.

All application packets must be sent to:
Christopher Fischer, Fire Protection
Fox Valley Technical College
1825 N. Bluemound Dr., PO Box 2277
Appleton WI 54912-2277

Online Registration Instructions
2017 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/myfvtcpassword
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:

          2017 Summer
11. Enter **class number 11105**; 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

❑ - **Beaver Dam Fire & Rescue 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
- 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
- Tobacco use prohibited
- Residency: Within 15 miles of City Limits within one year from date of hire

❑ - **De Pere Fire Rescue**
- 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 licensure
- NIMS 100 & NIMS 200 certification – at time of hire
- 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*

☐ - **Fond du Lac Fire/Rescue**
- Minimum of 18 years old
- Valid Wisconsin Driver's License
- High School diploma or GED
- 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 certification
- Nationally Registered or State of Wisconsin EMT-Paramedic licensure – at time of hire
- NIMS 100, NIMS 200, NIMS 700 & NIMS 800 certification
- Tobacco use prohibited
- Residency: Within 15 miles of the jurisdictional boundries 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 or 6 years Paid-on-Call fire experience.
- Associate Degree in Fire Protection within 4 years of hire
- 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 certification
- Nationally Registered or State of Wisconsin EMT-Basic licensure
- NIMS 100, NIMS 200 & NIMS 700 certification
- Tobacco use prohibited
- Residency: Per IAFF Local 3655 Collective Bargaining Agreement. Within 15 miles of any jurisdictional border of the Town of Grand Chute within 1 year of date of hire.

☐ - **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
- State of Wisconsin Certified Firefighter I or equivalent
- State of Wisconsin Certified Firefighter II or equivalent
- Nationally Registered or State of Wisconsin EMT-Basic
- Residency: Within Brown County, counties contiguous with Brown County, or southern Door County within one year of hire.

Minimum Fire Department Requirements – *continued*

❑ - Neenah/Menasha Fire Rescue
- Minimum of 18 years old
- Valid Wisconsin Driver's License
- High School diploma or GED
- Associate Degree Fire Protection Technician
- 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
- State of Wisconsin Certified Fire Officer I or equivalent (preferred, but not required)
- Hazardous Materials – Operations Level certification
- Medical First Responder certification
- NIMS 100, NIMS 200, NIMS 700 & NIMS 800 certification
- PADI Certification (preferred, but not required)
- Tobacco use prohibited
- Residency: No requirements

❑ - 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
- State of Wisconsin Certified Driver/Operator - Pumper or equivalent
- 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
- High School diploma or GED
- State of Wisconsin Certified Firefighter II or equivalent
- Nationally Registered or State of Wisconsin EMT-Paramedic licensure.
- NIMS 100, NIMS 200, NIMS 700 & NIMS 800 certification
- Residency: 15 miles from edge of City of Sheboygan border within 4 months of passing one year probation