



SEYMOUR FIRE DEPARTMENT

CHIEF BRAD LUCAS
318 East Street
Seymour, IN 47274
Phone: (812) 522-2598
blucas@seymourinfire.org

Basic Eligibility Requirements

Minimum Requirements/Qualifications:

1. Must be Citizen of the United States.
2. Minimum age of 21 and not older than 35 at hire date. Or, if you are retired or retiring Military with 20 years of service and are no older than 40 and 6 months at date of hire.
3. High School graduate or equivalent.
4. No felony arrests or convictions.
5. Firefighter must maintain a form of telephone service.
6. Must have Indiana Certification of Firefighter I & II, and EMS Certification of Emergency Medical Responder or greater by hire date. (It is not necessary to have these certifications to apply for a position, but must be obtained before being considered for employment).

Copies of documentation required:

1. Copy of Birth Certificate
2. High School Diploma or Equivalent
3. Military Discharge Paperwork - DD214 (if applicable)
4. Copies of any fire or medical certifications that you have..

Agility test, written test, and interview Requirements:

1. Photo identification.
2. Promptness is essential when responding to an emergency incident. Therefore promptness will be essential at our testing sessions. If you are 1-5 minutes late at any event you will be penalized 5 points from your final score of all events. (This is significant). If you are more than 5 minutes late at any event you will be eliminated for consideration for employment.

The City of Seymour is an Equal Opportunity Employer. The City of Seymour is also a drug-free workplace and does require pre-employment drug testing.

APPLICATIONS MUST BE RETURNED BEFORE
4:30 PM On June 4, 2021

Please be sure that your application is filled out entirely, and return to:

**Seymour Fire Department
318 East Street
Seymour, IN 47274**

**The Physical Ability Test will be on June 12, 2021 at 9:00AM at:
Seymour High School Stadium
1350 W 2nd St
Seymour, IN 47274**

**The written test will be on Saturday, June 19, 2021 at 8:30 AM at:
Jackson County Learning Center
323 Dupont Drive
Seymour, IN 47274**

**Should you make it to the interview phase of our process, they are scheduled for
Thursday, July 8, 2021. Location TBD**

Promptness is essential when responding to an emergency incident. Therefore, promptness will be essential at our testing sessions. If you are 1-5 minutes late at any event you will be penalized 5 points from your final score of all events. (This is significant). If you are more than 5 minutes late at any event you will be eliminated for consideration for employment.

If you have any questions concerning the application process contact Chief Lucas at 812-522 2598 or blucas@seymourinfire.org

For office use only: Birth Certificate High School Diploma/Equivalent Military Discharge DD214 (If Applicable) Date Received _____

Seymour Fire Department Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, age, disability, marital or Veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT OR TYPE)

What is the best way to contact you _____ Date of application _____

Last Name _____ First Name _____ Middle Name _____

Address _____

City _____ State _____ Zip Code _____ Date of Birth _____

Telephone Number(s) _____ Social Security Number _____

E-Mail address checked most often _____

Education

Name and Address of School	Course of Study	Years Completed	Diploma/Degree
Elementary School _____			
High School _____			
Undergraduate College _____			
Graduate Professional _____			
Other (Specify) _____			

Describe any specialized training, apprenticeship, skills, and extracurricular activities.

List professional, trade, business, or civic activities and offices held. You may exclude memberships which would reveal gender, race, religion, national origin, age, disability, or other protected status. _____

Have you ever filed an application with us before? Yes No If Yes, give date _____

Have you ever been employed with us before? Yes No If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? ___Yes___No *Proof of citizenship or immigration status will be required upon employment.*

On what date would you be available for work? _____

Are you currently on "lay off" status and subject to recall? _____Yes_____No

Have you ever been convicted of a felony or misdemeanor? _____Yes_____No

If Yes, Please explain. _____

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, gender, national origin, disabilities, or other protected status.

1. Employer _____

Address _____

Dates Employed: From _____ To _____ Work Performed _____

Telephone Number(s) _____ Hourly Rate/Salary _____ Starting _____ Final _____

Job Title _____ Supervisor _____

2. Employer _____

Address _____

Dates Employed: From _____ To _____ Work Performed _____

Telephone Number(s) _____ Hourly Rate/Salary _____ Starting _____ Final _____

Job Title _____ Supervisor _____

3. Employer _____

Address _____

Dates Employed: From _____ To _____ Work Performed _____

Telephone Number(s) _____ Hourly Rate/Salary _____ Starting _____ Final _____

Job Title _____ Supervisor _____

4. Employer _____

Address _____

Dates Employed: From _____ To _____ Work Performed _____

Telephone Number(s) _____ Hourly Rate/Salary _____ Starting _____ Final _____

Job Title _____ Supervisor _____

If you need additional space, please continue on a separate sheet of paper.

Military Service Record

Please include a copy of your DD214 (if applicable) with this application.

Were you in the U.S. Armed Forces? Yes _____ No _____

If yes, what Branch? _____

Date of duty: From _____ to _____ Rank at discharge _____

List your duties in the service including special training _____

Type of discharge _____

Have you taken any training under the G.I. Bill of Rights: Yes _____ No _____

If yes, what training did you take? _____

Do you currently belong to any Military Reserve or National Guard? Yes _____ No _____

What is your present Selective Service Classification? _____

Describe any job-related training received in the United States military.

References

1. Name _____ Phone _____
Address _____ City _____ State _____ Zip Code _____

2. Name _____ Phone _____
Address _____ City _____ State _____ Zip Code _____

3. Name _____ Phone _____
Address _____ City _____ State _____ Zip Code _____

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant _____

Date _____

For this application to be complete, copies of the applicant's birth certificate, high school diploma or equivalent, and Military Discharge DD214 papers (if applicable) must be attached upon submission.



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_____ is physically fit to
complete the Seymour Fire Department's Physical Agility Test.

This test includes climbing the department's 100 foot aerial ladder. Then don a fire coat and SCBA (air pack) and raise a 16' ladder and extend a 35' ladder. The candidate will then perform a series of fire scene evolutions that will simulate the physical ability necessary to perform the functions of a firefighter. These evolutions require both upper and lower body strength.

The candidate will then have a rest period of at least 5 minutes, remove the coat and SCBA, and complete a 1 mile run.

Doctor's Signature _____ Date _____

A portion of the Seymour Fire Department hiring process includes a physical agility test. All candidates will be required to have the enclosed doctor's slip signed by their family physician and returned with their application.

Prior to running timed events, candidates will complete the 100 ft aerial ladder climb, then don a coat and air pack prior to raising the 16 ft roof ladder and extending the 35 ft extension ladder. The timed events are then performed wearing turnout coat and air pack.

Timed Events:

Pike Pole Simulation - Pike pole simulation kit is attached by the pulley to the lowest rung of the stadium light pole at the west end of the home bleachers. The candidate will start with arms fully extended grabbing the pole, the pole is then pulled down toward the ground until arms are fully extended. This will be done 10 times.

FF Rescue Drag-Sled with (2) 45 lb. weight plates is dragged from the goal line at the west end of the SHS football stadium around a cone placed at the 15-yard line and then back to the goal line

Equipment Carry - Demo saw and vent saw are placed at the goal line. The tools are carried from the goal line around a cone placed at the 25-yard line and then returned to the goal line.

Stair Climb - Candidate carries a hotel pack from the bottom of the stadium stairs to the top and then back down three times.

S&R Crawl - candidate enters the stadium to a darkened hallway and crawls to the end, touching the door, and then returning to the entrance of the hallway.

Hose Advance Push/Pull - the sled is pushed from the goal line at the east end of the stadium to a cone placed at the 30-yard line. The candidate then walks back to the goal line and pulls the sled back hand over hand to its starting place. (100 ft of 1 ¾" handline is attached to the sled using a small section of rope.)

2 ½" Hose Advance - 200 ft of 2 ½" handline is placed at the goal line at the east end of the football field. The candidate will crawl with the handline to a cone placed at the 15-yard line, then stand up and drag the hose to a cone at the 50-yard line. This portion of the test is now completed.

1 Mile Timed Run- After a minimum 5 min break, candidates will complete a 1 mile run in under 11:30

Dear Applicant:

Thank you for applying for a position as a firefighter with the Seymour Fire Department

This letter contains important information about the written aptitude test. You should read this letter carefully to be sure that you understand the procedures that will be used during the administration of the written test.

The department has received more applicants than there are available positions. As a result, the department has established a competitive application process. This application process is designed to ensure that the selection of new recruits will be accomplished in a fair and objective fashion.

The written aptitude test will be administered on Saturday, June 19, 2021 at the Jackson County Learning Center (323 Dupont Drive, Seymour, IN). Instructions for the study period will begin promptly at 8:30 a.m. Applicants who arrive after 8:30 a.m. may be excluded from the test session.

The schedule for the written aptitude test is as follows:

15 minutes	Instructions for Study Period Study
2 hours	Study Period
30 minutes	Break
15 minute	Instructions for Exam
2 hours	Examination

A description of the written aptitude test procedures is presented below. Please examine these procedures to ensure that you fully understand them. Each applicant has the responsibility of informing the department of any difficulties or problems created by these procedures. Applicants who wish to report any concerns about these procedures should contact the department no later than one week prior to the examination date.

TESTING PROCEDURES

Applicants are allowed to make written notes about the study materials. However, these notes must be written on paper that will be provided by the test monitor. Also, each applicant must turn in his/her notes to the test monitor at the conclusion of the study session.

During the study session, you may take as many breaks as you would like. Please note, however, that these breaks will shorten the amount of time that you will have for studying.

You may leave early from the study session. However, once you decide to leave from the study session you must turn in your materials and you will not be allowed back until the registration period for the test.

Applicants will be given a short break. Applicants will have a half hour between the study period and the test instructions. Snacks will not be provided. Instead, you will be required to leave the testing room and to provide your own snack, if needed.

The test session will begin with the re-registration of each applicant. Instructions for the test will be read aloud by the test monitor. The test will require that applicants read printed materials and record their answers on an optically scanned computer sheet. Applicants will be required to use a pencil to record their answers. You will have 1-1/2 hours to complete the written examination.

All questions in the examination will be drawn directly from materials provided during the morning study session. You must learn the study materials presented during the morning to do well on the examination. Note this important instruction: You will not be allowed to take the exam if you did not attend and register for the morning study session.

Do not bring notebooks or other study materials with you to the testing site. All necessary materials, including notepaper, will be provided to you.

Listed below are some tips that might help to make your test date more comfortable and successful:

- 1) Answer every question on the test, even if you have to guess - there is no penalty for guessing.
- 2) Take your time - there should be plenty of time in both the study session and the test period.
- 3) Bring your own snack or bring extra money - snacks will not be provided.
- 4) Arrange for transportation - you may need a ride to get to restaurants and you must leave the test site during the **break**.
- 5) Listen carefully to the monitor's instructions.
- 6) Make certain that your answers are entered into the correct spaces on the answer sheet.
- 7) If you have trouble with a particular question, skip it and return to it later.
- 8) Be certain that you really understand the material in the Study Guide.

9) Get a good night's rest before the test.

10) Try to relax as much as possible during the test.

Testing will take all day so be sure to wear comfortable clothing. Also, you should bring along picture identification such as a driver's license.

Smoking will not be allowed in the study/examination room(s). However, applicants may take as many breaks as they wish during the study session.

If you need additional information, or wish to report a difficulty associated with the testing procedures, call the department at (812) 522-2598.

Sincerely

Chief Brad Lucas

Seymour Fire Department

Notice to Applicants

You must provide a copy of your birth certificate to prove the date and place of your birth. You must be a citizen of the United States. You must be at least 21 years old and no older than 36 years old at the time of hiring. However, you may be as old as 40 years and 6 months to be hired if you are retired/retiring from the military after 20 years of service and have received or are eligible for an honorable discharge.

You must meet all of the qualifications set forth in the 1977 Firefighters' Pension and Disability Fund at the time of your employment.

Your weight must be in proportion to your height and body frame according to accepted medical standards. You must maintain an appropriate height/weight proportion throughout your employment.

You must be able to read, write, speak, understand, and otherwise communicate fluently in the English language.

You must possess a valid driver's license and maintain a license throughout your employment.

You must have a high school diploma or equivalency certificate.

You cannot have a felony conviction.

You must assist and cooperate in obtaining the following personal history information as part of this application and in the future if hired:

- Birth certificate
- Criminal history
- Driving record
- Education records
- Medical records
- References
- Residency checks

If hired, you will be a probationary firefighter for one year. If you successfully complete one year of employment, you will become a First Class Firefighter subject to the policies of the Seymour Fire Department.

Salary and Benefits

Probationary pay 2021 \$ 53,912

1st Class firefighter pay 2021 \$55,212

Earn 1% of 1st Class Firefighter pay as longevity pay per year after your first year of service, and each year thereafter up to 20 years. (20% max)

\$1,500 Longevity Pay per year beginning with your 21st year

Opportunity for paid continuing education

Educational pay per year for eligible certifications

\$1,400 clothing allowance per year after your first year

\$1,000 Health Incentive per year after your first year

Vacation, Holiday, Sick, and Personal time package

Overtime Pay

Firefighters who work more than 212 hours in a 28-day work cycle will receive overtime pay depending on total accrual time earned.

Pay Period

City of Seymour employees are paid every two weeks on Fridays.

Benefits

- Medical/Dental/Life Insurance
- Short-term and Long-term Disability

Cost varies depending on the level of coverage that you choose.

Fire Department or EMS Affiliation

Please provide the following information if you have ever had an active affiliation with any Fire Department or Emergency Medical Service (EMS)

Your Full Printed Name _____

Indiana Fire Certificate Number (PSID) _____

EMR Certificate Number _____ EMT Certificate Number _____

Paramedic Certificate Number _____

Fire Department or EMS Agency

Organization _____

Street Address _____

City/State/Zip _____

Officer's Name to Contact for Verification _____

Officer's Phone and/or Email _____

Dates of Active Service as

Volunteer Firefighter/EMT from _____ to _____

Career Firefighter/EMT from _____ to _____

Career Paramedic from _____ to _____

Checklist for Completing Application

Be sure to include copies of the following when you submit your application. Incomplete applications will be rejected automatically.

All information must be returned by 4:30 PM Friday June 4, 2021 to Seymour Fire Department Headquarters 318 East Street, Seymour, IN 47274.

- Application in its entirety. Pages (3,4,5,6,7,14,15)
- Copy of Birth certificate or naturalization papers
- Certification of Truthfulness / Authorization to Release Information / Condition of Employment Drug Testing form
- Copy of College transcript or diplomas and/or technical training certificate, if applicable
- Condition of Employment for Drug Testing
- Copy of Driver's license from any state
- Copy of Firefighter 1 and 2 certificate, if applicable
- Copy of High school diploma or equivalency certificate
- Copy of Military discharge papers (DD 214), if applicable
- Copy of EMR, EMT or Paramedic certificate, if applicable
- Reliable email address and phone number