



HAMDEN | FIRE

**FIREFIGHTER PARAMEDIC
APPLICATION & HIRING PROCESS
HANDBOOK**

APPLICATION PROCESS FIREFIGHTER PARAMEDIC

(It is strongly suggested that you read this entire handbook **BEFORE** applying)

Please read and ensure that you meet all minimum requirements for this position before applying. These minimum requirements include items needed at the time of application and items that you will have time to obtain.

You must **meet** the following requirements **at time of submitting your application**:

- 1) You must be at least 18 years of age or older; * (*see below*);
- 2) You must have a high school or GED diploma; * (*see below*);
- 3) You must be a US citizen or naturalized US citizen;
- 4) You must currently possess a valid driver's license* (*see below*);

You **must provide** the Town of Hamden **proof of the following item at time of application**:

- 5) You must possess a valid NREMT Paramedic certification or provide proof of current enrollment in a NREMT certified paramedic program. If you currently possess a valid NREMT paramedic certification, upload a copy with your HFD application submission. If you do not currently meet this requirement, you must provide proof of current enrollment in a NREMT certified paramedic program along with proof of scheduled date of completion and licensure. You must **upload proof of current enrollment with your HFD application** submission.

You **must provide** the Town of Hamden with the following items **at time specified in each requirement listed below**:

- * Out of state driver licenses must be transferred to a Connecticut driver license before contact by the Hamden Fire Commission for an interview. Let's assume you successfully pass the Town of Hamden's civil service examination process and secure a rank on the eligibility list. Depending where you rank on the list, you will have more or less time to transfer your license. If you rank high on the list, you may have only a noticeably short time to transfer your driver's license, whereas if you rank low, it may take more time to reach your name to call for an interview. It is best to **consider transferring your driver's license to Connecticut as soon as you are notified of being placed on the eligibility list**. When called for an interview, you **must provide your Connecticut driver's license for inspection at the time of your interview**. For further information on transferring your driver's license visit https://portal.ct.gov/dmv/licenses-permits-ids/transfer-out-of-state-license?language=en_US
- * Proof of you meeting the age requirement and the education requirement must be provided if contacted by the Hamden Fire Commission for an interview. When called for an interview, you **must provide proof of age and proof of high school diploma or GED for inspection at the time of your interview**. We advise you to anticipate delays in your obtaining these documents if you don't already have them. Secure these documents now and be ready to provide each if you are called for an interview.

- 6) You must provide proof of having successfully passed the Candidate Physical Abilities Test (CPAT) for firefighter candidates. **If you currently possess a CPAT certificate, upload a copy with your HFD application submission.** PLEASE NOTE CURRENT CPAT HOLDERS: to be valid for the Hamden firefighter recruitment process, your **CPAT certificate cannot be older than one (1) year.**

If you do not currently possess a valid CPAT certificate, you **must schedule, take, and pass this test before contact by the Hamden Fire Commission for an interview.** Let's assume you will successfully pass the Town of Hamden's civil service examination process and secure a rank on the eligibility list. Depending where you rank on the list, you will have more or less time to take and pass the CPAT. If you rank high on the list, you may have only a noticeably short time to obtain your CPAT, whereas if you rank low, it may take more time to reach your name to call for an interview. It is best to **arrange to take and pass your CPAT as soon as possible.** For further information on CPAT testing sites throughout the US visit: [Candidate Physical Ability Test \(CPAT\) - IAFF](#)

For information on where in Connecticut you can arrange to take the CPAT visit:

<https://portal.ct.gov/cfpc/candidate-physical-ability-test> or visit: [Register For A Police Physical Fitness Test | CHIP \(certifyfit.com\)](#)

- 7) If you completed the Connecticut Fire Academy Recruit Firefighter Program and have a completion certificate that was awarded to you within the last five (5) years, **upload a copy with your HFD application submission.** With this certification, the Town of Hamden will not need to send you to the Connecticut Fire Academy. This means that if you successfully complete all other requirements of the testing and hiring process, you would be able to begin employment as a Hamden Firefighter much sooner than other candidates.

All correspondence and information concerning the application/testing/hiring process will occur by email through Firefighterapp.com. Please be sure to login to your FirefighterApp.com account regularly during the application / testing / hiring process and check your email to ensure receipt of critical information. Unfortunately, applicants will not be able to use the Firefighterapp.com portal to communicate directly with Human Resources. However, applicants can contact Human Resources directly by email to HR@Hamden.com. All applicants are responsible for adjusting their email settings to accept emails from HR@Hamden.com and from FirefighterApp.com.



HAMDEN | FIRE

BECOME A HAMDEN FIREFIGHTER/PARAMEDIC

The Hamden Fire Department is hiring!

Applicants are required to complete an application through [FirefighterApp.com](https://www.firefighterapp.com) There is a charge to cover processing fees.

This is a year-long recruitment period with multiple civil service testing cycles occurring during the open application process. The Town of Hamden will move forward with testing the number of qualified applications it receives as of the opening date through the date of June 29, 2024. Subsequent rounds of testing may occur during the last half of the 2024 calendar year and/or the first half of the 2025 calendar year.

Applicants who successfully complete the civil service testing process will be placed on a ranked list with the opportunity to be placed on subsequent lists if not already hired in earlier cycles during the year-long recruitment period.

Department Mission and Information

The mission of the Hamden Fire Commission is to assist the Fire Department in ensuring that the citizens of the Town have the best possible fire service. We seek to hire and promote firefighters who display the highest degree of skill, courage, and integrity. We encourage Department programs that educate our community on public safety issues.

The Hamden Fire Department is classified as a combination fire department that incorporates career and volunteer members to accomplish their mission. Career and volunteer members provide the public with the most comprehensive and professional service possible. In addition to our department's core mission of fire suppression, we have become highly proficient as all-hazards responders. 74% of Hamden's 10,000 plus emergency responses are classified as medical. The HFD paramedic and Emergency Medical Team (EMT) staff handles these calls. Additionally, our first responders handle all technical rescues, service calls, and hazardous material incidents.

The Town of Hamden is a diverse community with approximately 62,000 residents, located in New Haven County Connecticut. The town covers 34 square miles and features urban, suburban, and rural areas.

OPEN APPLICATION PERIOD: for one (1) year starting June 10, 2024

The Position of Firefighter/Paramedic

General Statement of Duties: Firefighter/Paramedics are responsible for performing fire suppression, fire prevention, and rescue work; work is performed in accordance with departmental procedures and specific instruction; work requires performance of hazardous tasks under emergency conditions; work may involve extreme exertion for usually short periods of time under such handicaps as smoke, heat, and cramped surroundings; work involves inspecting and maintaining firefighting equipment and quarters, and performing supervised training. Over 70% of the Hamden Department of Fire & Emergency Services incidents involve both BLS and ALS emergency medical service. All on-duty personnel are required to respond to emergency medical calls regardless of their assignment.

Supervision Received: Works under immediate supervision of a superior in the Fire Department who issues instructions and reviews work for conformance to orders and instructions.

Essential Job Duties: Responds to alarms; protects exposures; ventilates fire-involved structures; forcibly enter buildings at fire scene; uses ladders; applies water and extinguishing agents; performs rescues; conducts overhaul and salvage operations; maintains fire service apparatus and equipment; maintains station house; participates in fire service training; performs both BLS and ALS emergency medical care; inspects structures; engages in fire prevention; and mans a watch desk.

Knowledge, Skills, and Abilities: Ability to follow written and oral instructions; mechanical comprehension and aptitude; ability to discern spatial relationships; mathematical ability; ability to interpret numerical tables; ability to work in accord with others; physical strength and agility necessary to performs the required work.

(Apprv'd by 9/172019; Revised 9/2022)

The Fire Chief reserves the right to reject any eligible candidate whom, based on background or character investigation or medical examination, does not appear to be the most suitable qualified candidate for the position in accordance with the provisions of the Hamden Civil Service Commission's Rules and Regulations.

The Town of Hamden is an Equal Opportunity Employer and encourages Female and Minority candidates to apply.

COMPENSATION AND BENEFITS

- **Salary** - \$59,968.09 (*plus 8% paramedic stipend- conditions apply*)
- **Retirement** - CMERS pension

Other Benefits

- Education Incentives
- Shift Differential Compensation
- Longevity Bonus Compensation
- Medical / Dental Insurance
- Paid Time Off (Vacation, Personnel, and Sick)
- Paid Holidays
- Annual Uniform / Clothing Allowance
- Life Insurance

Requirements

Certification: Along with the requirement specified, only those who possess a valid NREMT Paramedic certification or provide proof of being currently enrolled in a NREMT certified paramedic program at the time of application may apply. Proof of meeting this requirement is needed at the time of application. Applicants must maintain their paramedic certification and participate in the capacity of a paramedic with Yale New Haven Hospital Center for EMS, Medical Control per the collective bargaining agreement at the time of hire. Applicants who do not have medical control must successfully attain certification from Yale Center for EMS within 90 days from successful completion of Training at the Connecticut Fire Academy. Failure to attain medical control may result in termination of employment with the Town of Hamden.

Other requirements include:

Age: You must be at least 18 years of age or older.

Education/Training: You must have a high school or GED diploma.

Residency: You must be a US citizen or naturalized US citizen and must be a resident of the State of Connecticut before contact by the Hamden Fire Commission for an interview.

License: You must currently possess a valid driver's license – you must have CT license before contact by the Hamden Fire Commission for an interview.

Physical Examination: You must provide proof of having successfully passed the Candidate Physical Abilities Test (CPAT) for firefighter candidates within the last 12 months or, you must schedule, take, and pass this test before contact by the Hamden Fire Commission for an interview. If you do not currently possess a valid CPAT certificate, you must schedule, take, and pass this test before contact by the Hamden Fire Commission for an interview.

Drug Testing: Applicants shall be required to submit to and successfully pass a drug and alcohol test as part of their pre-employment medical examination.

Non-Smoker: Applicants must be non-smokers at the time of application and remain non-smokers as a condition of employment with the Town.

Character Requirements: Applicants must meet the highest legal and ethical standards. No applicants will be accepted with any drug related conviction, felony conviction, conviction for any Class A or Class B misdemeanor or any conviction for domestic violence. Applicants will undergo a rigorous background investigation before any offer of employment is made. An applicant may be disqualified for poor employment history, recent use of illegal drugs or previously undetected criminal activity. Any omission, falsification, fabrication, or misleading statement will automatically result in disqualification from further consideration.

Background Investigation: A thorough background and character investigation will be conducted for the specific purpose of obtaining pertinent data for the Hamden Fire Department to consider in determining suitability for employment as a Firefighter / Paramedic. Eligible applicants will be requested to authorize the release of personal information including, but not limited to, educational institutions, medical history, employment history, legal complaints, arrests or convictions and motor vehicle history.

Connecticut Fire Academy: Successful applicants that are conditionally appointed under this process will be required to attend and successfully complete the Recruit Fire Training Class at the Connecticut Fire Academy (CFA) on their first attempt to do so. Failure to attain certification from the CFA will result in termination of employment with the Town of Hamden.

Selection Process

The Town of Hamden Human Resources, with the assistance of the Hamden Fire Department, work cooperatively in administering the testing process while adhering to all Civil Service rules and regulations.

Upon successful completion of the civil service written and oral tests, physical abilities standards, medical examination, background investigation and any other final steps in the selection process, the Hamden Board of Fire Commissioners may make appointments to the position of Probationary Firefighter/Paramedic.

Applicants are required to read the Applicant Handbook and apply through FierfighterApp.com There is a charge to cover processing fees.

HAMDEN FIRE DEPARTMENT TESTING & SELECTION PROCESS
TENTATIVE TIMELINE – FIRST ROUND OF TESTING
CALENDAR YEAR PERIOD 2024/2025

The Town of Hamden Civil Service testing process for the position of Firefighter Paramedic may include written, oral, and/or credential review components. Applicants must meet all prerequisites and minimum requirements as specified earlier in this Handbook to be deemed qualified to participate in the Civil Service testing process. It is the applicant’s responsibility to adhere to the Town’s anticipated testing schedule. Unless otherwise stated, there will be no make-up tests or alternate test dates. Any and/or all the components of this process may be changed by the Town of Hamden, and the Town of Hamden reserves the right to modify the order sequence of testing and other phases of the hiring process as may be appropriate.

PLEASE NOTE: The timeline reflected below only pertains to the First Round of testing from the job announcement posted during June of 2024. The Town of Hamden will move forward with the first round of testing with the number of qualified applications it receives as of the opening date through the date of June 29, 2024. Subsequent rounds of testing may occur during the last half of the 2024 calendar year and/or the first half of the 2025 calendar year.

Exam Phases for 1st Round of Testing (*TENTATIVELY July 9, 2024 and July 11, 2024*)

Applicants meeting all prerequisites and minimum requirements as specified earlier in this Handbook, and who follow all application instructions, will be invited to participate in the exam process, which will contain a written exam and an oral exam. Information will be communicated via the FirefighterApp portal to qualified applicants.

Certification of Results for 1st Round of Testing (*TENTATIVELY July 16, 2024*)

Results will be certified by the Civil Service Board, establishing the official employment list for the position of Firefighter/Paramedic Lateral. All candidates who pass all phases of the testing process will appear on the ranked Eligibility List.

Call for Interview with Hamden Fire Commission (*Immediately following Certification of Results*)

The Board of Fire Commissioners will interview candidates in the highest ranks on the Eligibility List based on the number of existing vacancies. Three ranks are contacted per vacancy. The Fire Commission has the authority to extend conditional job offers. It is extremely important to check your FirefighterApp account frequently during this phase in the process. All correspondence and information concerning the application/testing/hiring process will occur by email through FirefighterApp.com. If selected, we

will send you correspondence containing important instructions and documents that must be completed and returned by a specified deadline.

Conditional Job Offer Actions Begin *(After Conditional Job Offer extended)*

Specific actions occur after conditional offers of employment are extended. They include:

- Background Check
- Medical Examination, including a drug test for controlled substances.

Start of Fire Academy Classes *(Mid-August)*

Interviewed candidates who have successfully completed ALL phases of the conditional offer process will be notified by email with the CT Fire Academy start date.

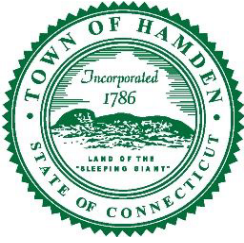
IF REQUESTING an ADA ACCOMMODATION in the TESTING PROCESS

The Americans with Disabilities Act (ADA) enables qualified applicants with substantial impairments that affects one or more major life activities the opportunity to request a reasonable modification to the Town's policies, practices, and procedures to enable them to apply and/or test for a position with the Town.

To apply for an ADA accommodation in the testing process:

- Accommodation requests must be filed **immediately upon submission of your FirefighterApp application.**
- Complete and submit an ADA Accommodation Request Form.
- Follow all instructions in completing and submitting the request form. The request form can be found at the end of this Handbook.
- **DO NOT SUBMIT YOUR ACCOMODATION REQUEST THROUGH THE FIREFIGHTERAPP PORTAL.**

You must submit your request directly to the Town of Hamden Human Resources Department. Submission instructions can be found at the end of the ADA Accommodation Request Form.



TOWN OF HAMDEN

HUMAN RESOURCES / CIVIL SERVICE DEPARTMENT

Hamden Government Center
2750 Dixwell Ave
Hamden, CT 06518
Tel: (203) 287-7130
Fax: (203) 287-7135
www.hamden.com

ADA ACCOMMODATION for TESTING REQUEST FORM

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Job Title You are Testing for: _____

What you need to know about requesting an accommodation for a civil service examination:

1. All information provided to the Hamden Department of Human Resources is confidential and will only be used to provide appropriate accommodation in the civil service testing process.
2. You will be asked to submit medical documentation to verify that they are a person with a disability as defined in the ADA.
3. All information and documentation submitted from a health care provider must be written within the previous twelve (12) months to the date of your request to ensure that the accommodation meets the current needs of the test taker.
4. Any health care provider used to support this request must be willing and able to speak knowledgeably about the disability and willing to work with our staff in determining the best accommodation for the test taker.

A. Questions to help determine whether you have a disability.

For reasonable accommodation under the ADA, a person has a disability if he or she has an impairment that substantially limits one or more major life activities or a record of such an impairment. The following questions may help determine whether a person has a disability:

Do you have a physical or mental impairment?

Yes

No

If yes, what is the impairment?

Is the impairment long-term or permanent?

Yes

No

If *not* permanent, how long will the impairment likely last?

B. Questions to help determine whether an accommodation is needed.

A test taker with a disability is entitled to accommodation only when the accommodation is needed because of the disability. The following questions may help determine whether the requested accommodation is needed because of the disability:

What limitation(s) is interfering with the ability to take a written examination or an oral examination?

What examination phase would you having trouble completing because of the limitation(s)?

How does your limitation(s) interfere with your ability to complete that examination phase?

C. Questions to help determine effective accommodation options.
The following questions may help determine effective accommodations:
Do you have any suggestions regarding accommodations we can provide to you based on your limitation(s)?
If so, what are they?
D. Additional Relevant Information.
Is there any other information you would like us to consider in determining an accommodation?

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS REQUEST IS TRUE AND ACCURATE.

DATE: _____

EMPLOYEE'S SIGNATURE

PLEASE SUBMIT THIS REQUEST TO:

JORDANNE BRYAN, HR DIRECTOR
Jbryan@hamden.com
FAX (203) 287-7135
DEPARTMENT OF HUMAN RESOURCES
2750 Dixwell Avenue
Hamden, CT 06518
TEL: (203) 287-7130; (203) 287-7136