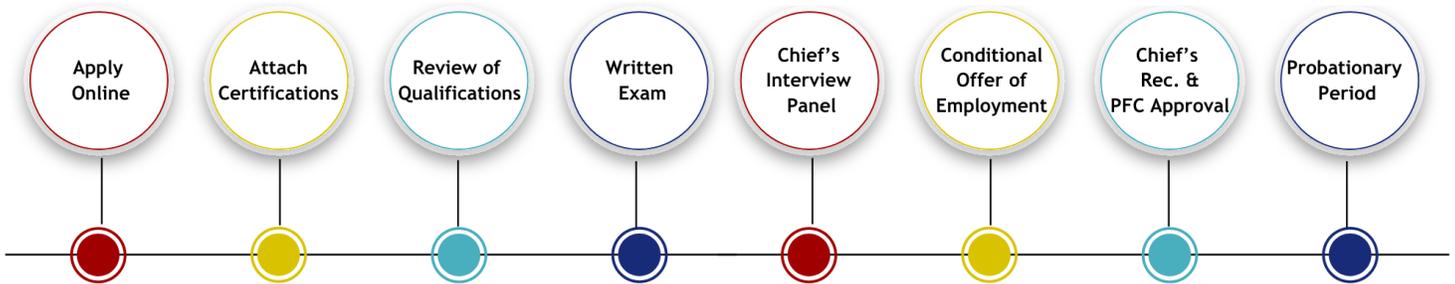


# BELOIT FIRE DEPARTMENT FIREFIGHTER/PARAMEDIC SELECTION PROCESS



The City of Beloit is an equal opportunity employer and fully subscribes to the principles of fair employment practices. In accordance with applicable federal, state and local law, it is the policy of the City to provide equal opportunities for employment, compensation and other benefits related to employment based on qualifications, without regard to race, gender, gender expression, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental disability, genetic information, veteran status, familial status, sexual orientation, or any other protected basis.

The City of Beloit values the inclusion of diverse people and ideas. One of the City's strategic objectives is to strive to recruit and retain a diverse workforce within our organization that is representative of the community we serve. Through the use of objective and fair recruitment strategies we seek to fill all vacancies with competent and diverse individuals.



## Step 1: Online Application

Applications will be accepted online and are available at:

<https://governmentjobs.com/careers/beloitwi>



## Step 2a: Minimum Application Requirements

- Be at least a minimum of 18 years of age at the time of application
- Possess a high school diploma, G.E.D. or equivalent
- Possess a valid driver's license and satisfactory driving record
- Possess a valid National Registry certification, a Wisconsin Emergency Medical Technician- Basic License or an approved EMT- Basic License from another state
  - This licensure is available from a variety of locations, including but not limited to: Blackhawk Technical College, Madison Area Technical College, and Gateway Technical College
- Possess a valid Firefighter 1 Certification with the State of Wisconsin, International Fire Service Accreditation Congress (IFSAC), National Board on Fire Service Professional Qualifications (Pro Board), or equivalent certification/training from another state
  - This certification is available from regional technical colleges, including but not limited to: Blackhawk Technical College, Madison Area Technical College and Gateway Technical College





## Step 2b: Minimum Requirements for Hire

Proof of a valid International Association of Firefighters (IAFF)/ International Association of Fire Chiefs (IAFC) Candidate Physical Ability Test (CPAT) Certificate attained within one year prior to start date.

- Additional information about the CPAT is available here:
  - [https://nationaltestingnetwork.com/publicsafetyjobs/cpat\\_info.cfm](https://nationaltestingnetwork.com/publicsafetyjobs/cpat_info.cfm)
- The City of Beloit Fire Department does not administer the CPAT. The closest locations that offer CPAT testing are as follows:
  - <https://www.westalliswi.gov/o/cwa/page/cpat-candidate-physical-agility-test>
  - <https://www.nipsta.org/240/CPAT-Schedule>



## Step 2c: Preferred Credentials

Education, experience and certifications relevant to Firefighter/Paramedic duties:

- Possession of a valid Wisconsin Emergency Medical Technician- Paramedic License is preferred
  - This licensure is available from a variety of locations, including but not limited to: Madison Area Technical College, Gateway Technical College and Mercy Health Systems- Janesville
- Possession of a valid Firefighter 2 Certification with the State of Wisconsin, International Fire Service Accreditation Congress (IFSAC), National Board on Fire Service Professional Qualifications (Pro Board), or equivalent certification/training from another state is preferred
  - This certification is available from regional technical colleges, including but not limited to: Blackhawk Technical College, Madison College and Gateway Technical College



## Step 3: Review of Qualifications

The Human Resources Department will review candidates to confirm if they meet minimum qualifications. Depending on the number of qualified respondents, applicants may be ranked based on meeting both minimum and additional qualifications that are preferred.

***Please attach all applicable certifications to your electronic application. Failure to do so may result in disqualification.***



## Step 4: Qualifying Written Exam (100+ Applications)

If the City of Beloit receives 100 or more applicants for the position of Firefighter/Paramedic, applicants meeting minimum qualifications will have to complete and pass a validated written entrance examination. This is a proctored exam that must be conducted at a testing site. Dates, times and locations will be communicated to all applicants meeting minimum qualifications.



## Step 5: Chief's Interview Panel

Candidates that meet all minimum qualifications and pass a qualifying written exam (if applicable) will be invited to attend the Chief's Interview Panel. The interview panel shall consist of Chief Officers from the Fire Department and members of the Human Resources Department. A member from the Police and Fire Commission may be invited to join as well. Dates, times and location for the Chief's interview panel will be communicated to all applicants invited to attend.

Questions are designed to evaluate a candidate's initiative in learning, practical orientation, role adaptability, service orientation, oral communication skills, job motivation and commitment, integrity, and respect for inclusion of diverse people and ideas.





## Step 7: Conditional Offer of Employment

Based on the candidate's ranking following the interview panel, coupled with the hiring needs to the department, candidates in the highest ranking may receive a conditional offer of employment from the City of Beloit. This offer of employment is conditional upon the successful completion of the following requirements:

- **Background Investigation**
  - Candidates must complete a background investigation questionnaire and provide written consent to background and reference check prior to conducting the investigation. The background investigation shall include, but is not be limited to, references, character, past employment, consumer credit reports, education, criminal history, and public records.
- **Pre-employment Drug Test**
  - Candidates must successfully pass a pre-employment drug screening prior to employment.
- **Physical Examination**
  - A physical examination will be conducted to evaluate the candidate's physical abilities in order to ensure that the candidate meets all physical requirements of the position. The physical examination will include, but is not limited to, vision, hearing, strength, endurance, respiratory, and cardiovascular testing.
- **Psychological Evaluation**
  - A psychological evaluation with a licensed psychologist will be conducted to evaluate the candidate's psychological fitness to safely perform the full range of firefighter/paramedic duties.
- **Approval from the Police and Fire Commission (PFC)**

Candidates not receiving a conditional offer of employment may be placed on an eligibility list that will go to the Police and Fire Commission (PFC) for approval.



## Step 8: Chief's Recommendation and PFC Approval

The Chief makes recommendations for hire to the Police and Fire Commission (PFC). The Commission may approve or deny the Chief's recommendation. The candidate must meet all of the conditions and requirements listed above.



## Step 9: Probationary Period

The probationary period for all new hires is 24 months, subject to extension at the request of the Chief and approval of the Police and Fire Commission (PFC).

## Still have questions? Please contact us!

- **Position Requirements**
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