CITY OF MORRISTOWN CIVIL SERVICE EXAMINATION

FOR

FIREFIGHTER RECRUIT

Examination Date: As announced by the Civil Service Board

Applications may be turned directly into the Human Resources office or mailed to the address listed below.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

Applicants must possess the following minimum qualifications at time of application.

AGE: Applicants must be at least 21 years of age effective as of the first day of

the month for which the written examination was originally announced and posted, before the application can be accepted. Applicants MUST submit

the birth certificate with the application.

EDUCATION: High School graduate or equivalency. A diploma or certificate MUST be

submitted with the application.

DRIVER'S Applicants are required to possess a Drivers License valid in the State of LICENSE: Tennessee, and if hired, be eligible to obtain a Tennessee Drivers License.

All supportive documents (birth certificate, diploma, etc.) must be tuned in with the application. Any applicant currently serving in the military must provide evidence indicating the applicant is in good standing.

SELECTION PROCEDURE

All persons who apply or reapply must successfully complete the written exam and physical performance test in order to become eligible, or to remain eligible.

SUBJECTS ON

WRITTEN TEST: Ability to Learn, Remember and Apply Information,

Reading Comprehension, Interests, Situational Judgment, Logical

and Mathematical Reasoning Ability

Prior to final selection & appointment, all applicants must also submit to, and be approved by the following procedures:

- Drug and Alcohol Testing
- Background Investigation
- Extensive Physical Examination

FRINGE BENEFITS

Employees and their dependents are eligible for certain benefits. Current benefits include coverage under the following insurance plans: health insurance (premiums paid 85% by the City); dental insurance (premiums paid 100% by the City); vision insurance (premiums paid 100% by the City). Employees are covered under the following insurance plans: life insurance equal to two times an employee's annual salary (premiums paid 100% by the City); long-term disability insurance (premiums paid 100% by the City). Other benefits for employees include the following: participation in the Tennessee Consolidated Retirement System; longevity and attendance bonuses for those who qualify; 8 hours of sick leave each month; 10 days of paid vacation each year, with increases based on longevity; 10 paid holidays each year.

GENERAL INFORMATION

APPLICATION: Applications can be obtained through the Human Resources Department, 100 West 1st North Street, in the City Center, Morristown, TN 37814; and the City's website at www.mymorristown.com.

RESIDENCY: Applicants must live within 30 miles of Fire Station #1, located at 625 S. Jackson Street, Morristown, TN, within 180 days of employment.

CITIZENSHIP: Applicants must be legal citizens of the United States.

VETERANS PREFERENCE: Veterans preference credits will be awarded, providing a copy of DD-214 is filed. Disability, if claimed, must be supported by proof (plus amount) and must be filed before the date of examination.

APPOINTMENTS: As vacancies occur, they will be filled from the eligible register in accordance with Civil Service Rules and Regulations.

EXAMINATION RESULTS: You will be notified by mail of the results of the examinations. Exam scores will not be given out over the telephone.

TRAINING: All necessary training is provided.

CITY OF MORRISTOWN, Human Resources, 100 W. 1st North Street, P.O. Box 1499, Morristown, TN 37816 (423) 581-0100

The City of Morristown does not discriminate on the basis of race, color, national origin, sex, religion, age, veteran status or disability condition in employment opportunities.

!!!ATTENTION!!! FIREFIGHTER APPLICANTS

Please use this checklist to ensure that you have submitted all necessary documents with your application. It is recommended that you turn in all required documents along with your application. If you do not submit *ALL* these documents your application will be considered incomplete and will be returned to you.

	Completed and Signed Application
	Authorization to Release Information forms
	Release of Liability for Physical Fitness Activities and Training (signed and witnessed)
	Copy of Birth Certificate
	Copy of High School Diploma or GED and College Degrees if applicable
	Copy of DD-214, DD-215 or Documentation of Current Standing if applicable
П	Copy of Drivers License

PLEASE SUBMIT THIS CHECKLIST WITH YOUR APPLICATION MATERIALS.

ATTENTION – ALL POLICE AND FIRE APPLICANTS

This form **MUST** be fully completed when your application is submitted for employment with the Morristown Police or Fire Department only. It must be notarized by an authorized individual. Failure to submit this form fully completed may result in disqualification from the testing process.

Authorization for Criminal History and Background Check Inquiry

I, the undersigned applicant, do authorize the City of Morristown and/or the Morristown Police Department, by and through its agents and representatives and employees, to make inquiry, whether verbal or electronic, of any and all law enforcement agencies or clerks of courts, whether state, federal or local, concerning by criminal history of any offenses that I have had for any misdemeanor or felony.

I, the undersigned, also authorize the City of Morristown and/or the Morristown Police Department, by and through its agents and representatives and employees, to make inquiry into my personal background, to include past and present employers, past and present acquaintance, past and present neighbors, etc.

Name (PRINT)		
Signature		
Date		
Subscribed and sworn to before me this	day of	, in the year
Notary Public		
My commission expires		

RELEASE OF LIABILITY PHYSICAL FITNESS ACTIVITIES AND TRAINING

THAT I,	, (print or type your full
name) for valuable and sufficient consideration, being employment by the City of Morristown, Tenness executors, and administrators, hereby remise, Morristown, Tennessee, of and from any and all action, suits, liability for personal injury or concluding, but not limited to, medical bills, life of whatsoever, in law or equity, which against the City or representatives I have had, now have, or who participating in a physical performance test generations, physical fitness thereto, or which my heirs, executors, or administrate reason of any matter, cause or thing whatsoever from	ee, do by these presents for myself, my heirs, release, and forever discharge the City of manner of action or actions, cause or causes of leath or property damages incidental thereto, earnings, pain and suffering, claims and demands of Morristown or its employees, servants, agents, sich I may have on account of my taking and iven by the City of Morristown, physical activities and training, and anything incidental tors hereafter can, shall, or may have, for or by
FURTHERMORE, I realize the potential dang anything incidental thereto, and therefore I hereby we health, life, and property regardless of the nature of and do hereby agree to release and indemnify agents, and representatives from any and all liability servants, agents, or representatives as a result physical performance test, physical performance and training. Further, I hereby bind my heirs, execut and agreement of indemnification. It is hereby expliability shall apply to any and all claims which mannot limited to, any possible actions of the City of or representatives.	pluntarily assume all risks and dangers to both my r method of creation of such risks and dangers, the City of Morristown, its employees, servants, attributable to said City and/or its employees, of my participation in the aforementioned te test preparations, and physical fitness activities tors, administrators, and assigns to said assumption ressly understood and agreed that this release of y arise from any source whatsoever, including but
IT IS my intent in agreeing to the above provisions employees, servants, agents, or representatives be he for any reason whatsoever in regard to my pathe physical performance test and preparation, phy incidental thereto.	eld liable or be required to expend any monies articipation, involvement, or connection with
IN WITNESS THEREOF, I have hereunto set	my hand and seal this
day of, 20	
Applicant Signature	Date
Witness Signature	

THE FOLLOWING IS TAKEN FROM THE MORRISTOWN CIVIL SERVICE PUBLIC SAFETY QUALIFICATIONS AND STANDARDS FOR ENTRY LEVEL FIREFIGHTERS.

Individuals must meet the following qualifications at the time of application or as indicated in order to be admitted to the testing and evaluation process for a potential entry level position with the Fire Department.

- 1. Be a U.S. citizen and be fluent in reading, writing and comprehending the English language without assistance.
- 2. Be at least 21 years of age effective as of the first day of the month for which the written examination was originally announced and posted.
- 3. Possess a driver's license valid in the State of Tennessee and have no more than three (3) moving violations or at-fault accidents during the preceding three (3) years. Have no alcohol or drug related driving convictions in the past 10 years.
- 4. Have graduated from an accredited high school or successfully completed the General Education Development Test (GED).
- 5. Be in good physical and mental health and be able to perform the essential functions of the position. The city requires all applicants who are offered a position to take a medical fitness test administered by the City. Applicants must pass the medical fitness tests to become a firefighter with the City.
- 6. Applicant must possess normal color discrimination, normal binocular coordination, and normal peripheral vision. Far visual acuity shall be at least 20/30 binocular corrected with contact lenses or spectacles. Far vision acuity uncorrected shall be at least 20/100 binocular for wearers of hard contacts or spectacles. Successful long-term contact lens wearers shall not be subject to the uncorrected criterion. Visual field performance without correction shall be 140 degrees in the horizontal meridian in each eye. In order for the applicant to be eligible for hiring, the City physicians report must conclude that the applicant has the visual ability to perform the duties of the position.
- 7. Hearing loss must not exceed a 25 decibel average (ANSI) in either ear or three (3) of the four (4) frequency ranges of 500, 1000, 2000, 3000 Hertz. No single reading in these ranges may exceed 30 decibels and no applicant will be accepted if found to have a hearing loss exceeding the 35 decibels at 500 or 45 decibels at 4000 Hertz. Decibel readings must be recorded at 500, 1000, 2000, 3000, and 4000 Hertz.
- 8. Applicants must have no record of felony convictions or of a misdemeanor conviction involving moral turpitude for which the punishment could have been imprisonment in a federal penitentiary or state facility.
- 9. If an applicant previously served in the military, that applicant must have received a discharge other than a dishonorable or bad conduct discharge. If the applicant is currently serving in the National Guard or Reserves, proof of status must be provided.

MFD Physical Agility Test



- Candidate shall complete eight stations in the allotted time given.
- Candidate should wear appropriate clothing for test.
 - A. Long pants/ No shorts (pant will get stained/dirty)
 - B. No open toe or open heel footwear
 - C. No loose or restrictive jewelry
 - D. T-shirt/Sweatshirt
 - E. Gloves optional
- Candidate will wear a weighted air pack, approximately 50#
- Candidate time will start when the stair climber starts and time will stop when candidate completes the last station.
- Candidate time will be kept by multiple observers.
- Candidate will have MFD personnel shadowing them through this process if any questions arise during test.
- Candidate will have an opportunity to see the course and ask any questions on the day of exam.
- Candidate will have 10:20 to complete all eight stations. This is a pass or fail test.

- 1. Candidate will have a 20 second warm up on the stair climber and then will climb at a rate of 60 steps per minute for 3 minutes.
 - a. (85 ft cool down)



2. Candidate will drag a 200 ft 1 ¾ hose line 100 ft, then turn, drop to one knee and pull the other 100 ft of hose hand over hand to a designated point.

(85 ft cool down)



3. Candidate will bend at the knees and pick up two 25 lb weights. Candidate will carry the two weights in a straight line 75 ft around a cone and back 75 ft to the original starting point.

(85 ft cool down)

4. Candidate will take 10 controlled strikes, with a sledge hammer, at a waist high rubber plate simulating a door breach.

(85 ft cool down)

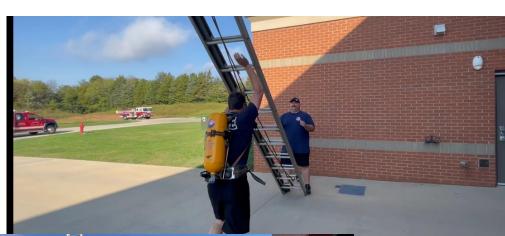


5. Candidate will drag a 165 lb dummy 40 ft, around a cone, and back 40 ft to the original starting point for a total of 80 ft. (85 ft cool down)



6. Candidate will raise a 24 ft extension ladder while making contact with each rung while raising. Then the candidate will fully extend a 24 ft extension ladder while using a hand over hand-controlled motion and lowering the ladder in the same manner. If the candidate loses control of the ladder or lets the rope slide through their hands, the station must be started over from the beginning.

(85 ft cool down)





7. Candidate will crawl on hands and knees 65 ft to simulate conducting a search in a structure.

(85 ft cool down)



8. Candidate, while using a 6 ft pike pole, will fully push a 60 lb weighted plate until it stops and lower until it stops 3 times. Then the candidate will pull a 80 lb weighted handle down fully and release it fully 5 times. This will count as one set, with a total of 4 sets to be completed.



INSTRUCTIONS FOR FIREFIGHTER APPLICANTS

This application must be returned to the City of Morristown, Human Resources Department, 100 W. 1st North Street, P.O. Box 1499, Morristown, TN 37816, no later than the posted deadline. If mailing, the application must be postmarked by the deadline.

FILE WITH YOUR APPLICATION THE FOLLOWING:

- 1. A copy of your birth certificate
- 2. A copy of your high school diploma or GED
- 3. Military applicants must file one copy of military service record (DD-214). If discharge from active service is other than honorable, a DD-215 must be submitted to provide an explanation for discharge. Any applicant currently serving must provide evidence indicating the applicant is in good standing.
- 4. Copy of Drivers License valid in the State of Tennessee
- 5. Copy of College Degrees if earned

You will be mailed an appointment card for the physical exam after you return your completed application. If you are presently in the military service and cannot obtain leave to come to Morristown for the physical exam, please indicate this when your application is returned or contact the Human Resources Department.

It is highly recommended that you return your application with all of the required documents. If you do not possess all of the required documents, return your application by the posted deadline and your remaining documents (i.e., diploma, birth certificate) by the posted document deadline. If all documents are not received by the deadline, you will no longer be eligible to continue through the hiring process.

Those applicants tentatively selected by the Fire Department are required to pass a complete physical examination including drug testing by the City physician prior to the time of employment, and a background investigation.

Please bring PHOTO IDENTIFICATION, and your ADMITTANCE CARD to the physical exam.

FIREFIGHTER

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate protective service work in fire suppression; work is often performed under emergency conditions and involves personal hazard; does related work as required. Work is performed under the regular supervision of a Fire Lieutenant.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self contained breathing apparatus. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Responding to emergency fire related situations; participating in fire suppression and rescue; maintaining equipment and facilities; participating in continuing training and instruction; assisting with station maintenance.
- Responds to emergency alarms and assists in the suppression of fires including rescue, entry, ventilating, salvage work, containment of hazardous materials, traffic control, crowd control, etc.;
- Responds to first responder medical calls;
- Provides basic medical care to injured or sick persons at emergency incidents;
- Assists with hazardous materials tasks;
- Assists in conducting pre-planning studies and fire hazard inspections;
- Conducts fire inspections; help with cleanup and overhaul work;
- Conducts station tours for citizens:
- Presents and provides fire education materials to the public;
- Assists in maintaining fire apparatus and equipment and cleaning fire station and grounds;
- Participates in continuing training and instruction program by individual study of technical material and attendance at scheduled drills and classes;
- Inspects, cleans and maintains fire hose, pumps, hydrants and related equipment;
- Performs other firefighting and related emergency tasks consistent with standard for position;
- May serve as relief driver and equipment operator when required;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of firefighting techniques and procedures as applied to fire suppression; ability to learn technical firefighting principles and techniques and principles of hydraulics as applied to fire suppression; general knowledge of the street system and physical layout of the City; general knowledge of basic medical care; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and completion of basic firefighter training.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of Tennessee. Possession of Tennessee First Responder, CPR and Firefighter certifications. Must meet and maintain minimum qualifications for position as established by the Department and the State of Tennessee. Must comply with departmental physical training and/or testing requirements.

DISCLOSURE FORM

List all previous residences of the last 15 years, beginning with the most recent: Month and Year From To Street Address City and State In answering the following questions, fully disclose all information including all matters occurring while a juvenile and matters which have been expunged. Failure to fully disclose this information shall result in your disqualification as an applicant for employment. If the space provided to respond is insufficient, please attach an additional page in order to complete your responses. Have you ever been detained, held, arrested, indicted, or summoned into court as a defendant in a criminal proceeding (regardless of the disposition of the matter), or convicted, fined, imprisoned, or placed on probation in any civil or military court, or have you ever been ordered to deposit bail or collateral for the violation of any law, police regulation, or ordinance? If so, please explain fully in the spaces below (include an attachment if necessary). Your explanation must include dates, locations, charges, and dispositions of all matters including minor violations such as traffic violation. Divorce matters and matters occurring while a juvenile must be included (regardless of the disposition, or whether or not the matters were expunged). Please list all family members who currently work for or have worked for the City of Morristown in any capacity: Name Relationship Position Dates of Employment I certify that all answers to the above questions are true and complete and I understand that any misrepresentation of or failure to disclose any material facts contained in or required to be contained in this form will cause forfeiture upon my part of all rights to any employment subject to the jurisdiction of the Civil Service Board of the City of Morristown.

Signature (must be signed in ink)

Date

CITY OF MORRISTOWN Employment Application

THE CITY OF MORRISTOWN IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate with regard to employment opportunities and benefits on the basis of race, color, religion, sex, age, national origin, genetic information, physical or mental disability, or status as a disabled or Vietnam era veteran or any other recognized protected group.



Overview of the hiring and employment process: This Application is but one part of the hiring and employment process. All statements on this application will be verified. Any misrepresentation or omission may be grounds for disqualification for employment consideration or continued employment. If you need accommodations in order to complete any part of the hiring process, please ask the Human Resource Representative.

Be sure to read the JOB DESCRIPTION of the Position for which you are applying prior to completing this Application. As you complete this Application, bear in mind the following:

- *We reserve the right to verify all information for accuracy and completeness.
- *All applications for employment are a matter of public record.
- *If you need accommodations in order to complete this Application, please ask for assistance.

This employment application will remain active for a period of 12 months from the date of application. To be considered for employment after that time, a new application is required.

APPLICANT'S NAME:		DATE:	
ADDRESS:			
		ZIP:	
PHONE:	EMAIL:		
		CIAL SECURITY NO. :	
POSITION APPLIED FOR:			_
Are you a citizen of the United States?	☐ Yes ☐ No If no, are	e you authorized to work in the U.S.? ☐ Yes ☐ No	
Have you been employed by the City b	efore? □ Yes □ No	If so, when?	_
Have you ever been convicted of a felo	ny? □ Yes □ No	If yes, explain:	
Do you currently have any relatives wor	king for the City? ☐ Yes	□ No	

	EDI	UCATION	
HIGH SCHOOL:		ADDRESS:	
DID YOU GRADUATE? ☐ Yes ☐ No		, (DDI)(2001.	
COLLEGE:			
DID YOU GRADUATE? ☐ Yes ☐ No			
OTHER:			
DID YOU GRADUATE? ☐ Yes ☐ No			
	WORK PLA	CE REFERENCES	
Please list three professional references.			
FULL NAME:		RELATIONSHIP:	
COMPANY:		PHONE:	
ADDRESS:			
FULL NAME:		RELATIONSHIP:	
COMPANY:			
ADDRESS:			
FULL NAME:		RELATIONSHIP:	
COMPANY:			
ADDRESS:			
	PERSONA	AL REFERENCES	
Please list three personal references.			
FULL NAME:		RELATIONSHIP:	
COMPANY:		PHONE:	
ADDRESS:			_
FULL NAME:		RELATIONSHIP:	
COMPANY:		PHONE:	
ADDRESS:			
FULL NAME:		RELATIONSHIP:	
COMPANY:			
ADDRESS:			

PREVIOUS EMPLOYMENT COMPANY:_____PHONE:____ ADDRESS:_____SUPERVISOR:_____ ____STARTING SALARY \$____ENDING SALARY \$____ JOB TITLE: RESPONSIBILITIES:_______ TO:_________ REASON FOR LEAVING:_________ May we contact your previous supervisor for a reference? ☐ Yes ☐ No COMPANY:_____PHONE:____ _SUPERVISOR:____ ADDRESS: JOB TITLE:_____ENDING SALARY \$____ENDING SALARY \$____ RESPONSIBILITIES: FROM: TO: REASON FOR LEAVING: May we contact your previous supervisor for a reference? ☐ Yes ☐ No COMPANY:______PHONE:_____ ADDRESS:_____SUPERVISOR:_____ STARTING SALARY \$_____ENDING SALARY \$_____ IOB TITLE:____ RESPONSIBILITIES: FROM:_____TO:_____ REASON FOR LEAVING:_____ May we contact your previous supervisor for a reference? ☐ Yes ☐ No **MILITARY SERVICE** BRANCH:_______TO:______ RANK AT DISCHARGE:_____ If other than honorable, explain:

Based on the job description of the position for which you are applying:

Are you able to perform the essential functions of the job which you are applying for? ☐ Yes ☐ No

Note: You may be asked to demonstrate these essential functions.

APPLICANT'S STATEMENT Important - Please read before Signing

By my signature placed below, I certify that the information provided in this employment application and accompanying resumé (if any) is true and complete and I understand that any misrepresentation or omission may be grounds for disqualification for employment consideration or continued employment.

I authorize the investigation of all statements contained in this application (and accompanying resumé, if any.) I also authorize the City to contact my present employer (unless otherwise noted on this form), past employers and references. I understand that the City may request an investigative consumer report from a consumer reporting agency that includes information as to my character, general reputation, personal characteristics, and I have specifically authorized such an investigation in conjunction with this application for employment.

I authorize any person, school, current employer, past employer, and organization named in this job application (and accompanying resumé, if any) to provide the City with relevant information and opinion that may be useful to the City in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

I hereby consent to a complete physical examination, including x-rays after an offer of employment has been made. I hereby agree to a drug screening examination prior to or after an offer of employment. I understand that said offer is contingent upon the satisfactory results of any physical examination or drug screening. Further, I consent to the release to the City of any and all medical information as may be deemed necessary by the City.

I understand and agree that, if hired, my employment is for no definite period of time, and may regardless of the date of payment or stated terms of my wages or salary, be terminated at any time unless restricted by ordinance or otherwise. I understand and agree that my employment relationship with the City, if hired, is an employment-at-will relationship and may be terminated by either me or the City at any time with or without cause, unless restricted by ordinance or otherwise.

I understand that no person is authorized to change the terms mentioned in this employment application and I understand that this employment application is not, and is not intended to be, a contract of employment.

Applicant Signature	Date
Human Resources	 Date
AUTHORIZATIO	ON TO RELEASE INFORMATION
or employment. This investigation may include inquires as to my abili or which I am applying. To facilitate this investigation, I do hereby give my consent and author agency to furnish information from their records to the City, or an ag With regard to any credit reporting agency which might be contacted	corough background investigation before rendering a final decision regarding my eligibility ities, character, reputation, and physical fitness, to fulfill the essential functions of the position rity for any educational institution, hospital, medical doctor, police agency or credit reporting gent of its choice. If by the City, or any agent of its choice: I understand that I may inquire as to the identification is me as to their identity and the nature and scope of the information they furnished, upon
Applicant Signature	 Date
Human Resources	 Date
FULL NAME OF APPLICANT:	PHONE:
ADDRESS:	SOCIAL SECURITY #:
STOP	P – READ CAREFULLY

If you are **NOT APPLYING** for a Police or Fire position, you have now completed this application. If you **ARE APPLYING** for a Police or Fire position, continue completing this application.

I HEREBY MAKE APPLICATION to take an examination, which if satisfactory, will place me on the eligibility list of the Civil Service Board for the position of either Fire Fighter or Police Officer.			
Applicant must be:	examination.		
Applicant Signature		Date	
I CERTIFY THAT I AM	21 YEARS OF AGE OR OLDER.		
Do you currently have Have you ever been c If yes, explain:	re in the English language? ☐ Yes ☐ fingerprint information on file at the To onvicted of a felony or misdemeanor (o	ennessee Bureau of Investigation?	□ No