



**CITY OF PORTLAND
CIVIL SERVICE COMMISSION**

Human Resources
389 Congress St. Room 115
Portland, Maine 04101
(207) 874-8624 (FAX) 874-8937
AN EQUAL OPPORTUNITY EMPLOYER

POSITION(S) APPLYING FOR:

POLICE OFFICER
FIREFIGHTER/EMT

Instructions to Applicants: (1) Print clearly in ink. (2) Answer each question clearly and completely. (3) All statements made are subject to investigation and verification. (4) If more space is required, use separate sheet(s) of paper.

NAME: _____ TODAY'S DATE: _____
LAST (PLEASE PRINT) FIRST MIDDLE INITIAL MO. DAY YEAR

ADDRESS: _____
No. Street Apt.# City State Zip

TELEPHONE NO. HOME: _____ WORK: _____ CELL: _____

SOCIAL SECURITY NO. _____

How did you hear about this opening? Advertisement Friend/Relative Walk-in Employment Agency Other

Have you ever been employed by the City of Portland? Yes No
If yes, give the Department and dates: Dept. _____ From ____/____/____ To ____/____/____
Mo Yr Mo Yr

Do you have any relatives that are former or current employees of the City of Portland? Yes ___ No ___
If Yes, give Name _____ Relationship _____ Dept. _____

On what date would you be available for work? _____

Are you employed now? Yes No

May we contact your present employer? Yes No

Please read attached sheet for further information requested by the City of Portland.

EDUCATION AND TRAINING

(CIRCLE HIGHEST GRADE COMPLETED)	NAME OF SCHOOL	LOCATION (City, State)	Graduated? Yes or No
1 2 3 4 5 6 7 8 9 10 11 12			
COLLEGES OR UNIVERSITIES ATTENDED	NO. YEARS ATTENDED	MAJOR SUBJECTS (List courses that apply to job)	DEGREE or CERTIFICATE
BUSINESS, TRADE OR CORRESPONDENCE SCHOOLS			

List any additional skills, certifications, or licenses you possess that you believe are relevant to this position.

Drivers License #: _____ License Class: A (CDL)
State of Issue: _____ B (CDL)
Previous License State: _____ C (Standard)

* IF APPLYING FOR A FIREFIGHTER/EMT POSITION, YOU MUST POSSESS EMT-B LICENSE AT TIME OF HIRE. IF YOU CURRENTLY POSSESS AN EMT LICENSE, PLEASE ATTACH A COPY TO APPLICATION.

COMPLETE AND SIGN OTHER SIDE

EMPLOYMENT HISTORY

List your past employers. Include any periods served in the Military. Show your current or most recent job first. Under "Description of Duties" list kind of work or responsibilities. Use Additional sheets if needed.

If you have a resume, you may include it with this application, but you must also complete the entire application.

From (Month/Year)	To (Month/ Year)	Title of Position:
Company Name		Description of Duties
Address		
Phone #		
Supervisor's Name		Hourly Pay Rate:
Hours per Week		Reason for Leaving
From (Month/Year)	To (Month/ Year)	Title of Position:
Company Name		Description of Duties
Address		
Phone #		
Supervisor's Name		Hourly Pay Rate:
Hours per Week		Reason for Leaving
From (Month/Year)	To (Month/ Year)	Title of Position:
Company Name		Description of Duties
Address		
Phone #		
Supervisor's Name		Hourly Pay Rate:
Hours per Week		Reason for Leaving
From (Month/Year)	To (Month/ Year)	Title of Position:
Company Name		Description of Duties
Address		
Phone #		
Supervisor's Name		Hourly Pay Rate:
Hours per Week		Reason for Leaving

Applicant's Certification and Agreement - PLEASE READ CAREFULLY.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment that may be necessary in making an employment decision.

Signature of Applicant
Date

CITY OF PORTLAND, MAINE FIRE DEPARTMENT SELECTION PROCESS INFORMATION SHEET

The Portland Fire Department's Firefighters and Firefighter/EMT's are covered by a Civil Service Ordinance which is administered by the Civil Service Commission. The Commission is an independent board of local business people appointed to oversee the hiring process.

Application Period: Accepting applications for the entry level written exam from Friday, July 15 to Friday, August 26, 2016. Applications must include a cover letter; resume; copy of a high school diploma, general equivalency diploma or college transcript; copy of a driver's license; and a copy of an EMT license.

Qualifications: All candidates for Firefighter/EMT must be licensed as an EMT-B at time of interview – Fire Fighter I & II Intermediate or Paramedic certification is desirable; must be a high school graduate or equivalent and have either two years of post-high school employment or three years of post-high school education or a combination of education and employment totaling three years. You would have had to graduate in 2014 or before to qualify to take the exam.

Written Exam: The entry-level written exam will be held on **Saturday, September 10, 2016 at the Portland Exposition Building, 239 Park Avenue, Portland**. Check-in will begin at 8:00 a.m. Candidates must present a photo I.D. (preferably a driver's license). The exam will begin at 9:00 a.m. Candidates may leave when finished. All testing should be completed by 12:00 p.m.

The entry-level exam consists of 100 multiple choice questions pertaining to fire knowledge.

The passing score for the written exam is 70. All candidates with the passing score of 70 or above will have their application, cover letter and resume forwarded to the Fire Department for consideration. You will receive notification from Human Resources of your score.

The results of the written exam will be received back from the testing company within two weeks. We ask that you do not call the Human Resources Office requesting your results and that you wait to receive our notice in the mail.

Fire Selection Information Sheet
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Filling of Firefighter/EMT vacancies:

The following are the components of testing administered by the Fire Department to candidates submitted for consideration:

1. IAFF/IAFC Candidate Physical Ability Test in accordance with the Civil Service rules and regulations (log on to www.portlandmaine.gov/1292/CPAT-Test for more info).
2. Resume screening and review.
3. Department interview consisting of Fire Command personnel, a Civil Service Commissioner, and a representative from the Fire union.
4. Medical examination with the Department's physician.

Once selected, new Firefighter/EMT's attend a drill school conducted by the Fire Department.

The Eligible List created through this process may last for a period of up to two (2) years.

The starting salary for Firefight/EMT-B's is \$674.10 per week; Firefighter/EMT-I's is \$688.80/wk; and Firefighter/EMT-P's is \$711.48/wk.

Reminder: The deadline for applications to take the written entry-level exam is **Friday, August 26, 2016.**

City of Portland, Maine
Firefighter/EMT Salary and Benefits – Calendar Year 2016

Firefighter/EMT Pay Plan

This plan is based on a workweek that averages 42 hours over an eight week cycle. The work schedule consists of a 24 hour shift, 24 hours off, another 24 hour shift and five (5) days off. The following pay plan is for EMT-Basic; EMT-Intermediate and EMT-Paramedic are paid an additional stipend for said certification.

<u>Step</u>	<u>Time in Service</u>	<u>Weekly Salary</u>
1	0-6 months	\$648.90
2	6 months – 1 year	\$673.68
3	1-3 years	\$712.74
4	3-5 years	\$859.74
5	5-8 years	\$895.44
6	8-15 years	\$960.54
7	15-20 years	\$981.12
8	20+ years	\$1,010.94

*Candidates who laterally transfer from their current career Fire or EMS service with three years of full-time experience will enter the pay scale at Step 4 (3-5 years) of the current Collective Bargaining Agreement.

Union Affiliation: International Association of Firefighters, Local 740

Firefighter/EMT Benefits

- Vacation** – vacation is earned based on years of prior service and credited to the employee on January 1st of each year. Employees earn 12 hours of vacation leave for each three month period they are employed during their first year of service (maximum of two 24 hour shifts), 84 hours of vacation after working at least one full year, 126 hours after working three full years, and 168 hours after working eight full years. Employees schedule (“pick”) their vacation leave in October for the following calendar year with senior employees picking the first 84 hours of their entitlement prior to new hires picking their vacation time; senior employees pick their remaining entitlement after new hires have selected their time.
- Holidays** – twelve holidays per year. If the holiday falls during the employee’s regular schedule, they must work the holiday and they receive ten (10) hours of holiday pay that week in addition to their regular weekly pay.
- Medical and Life Insurance**
 - Medical insurance through the City of Portland is provided to the employee at no cost. The employee pays 47% of the difference between the employee only rate and selected dependent plan to insure dependents.
 - Basic life insurance through Maine Public Employees Retirement System: the City pays 100% of the employee premium and the employee pays for supplemental or dependent life insurance.
 - Dental and income protection insurance are available at group rates.
- Pension**
 - The employee has the option of Maine Public Employees Retirement System’s special plan (retirement after 25 years of service) or a 401(a) plan. The employee contributes 8% of gross salary.
 - Optional 457 plan is also available to assist the employee with saving for retirement.
- Sick Leave** – the employee accrues sick leave at the rate of 2.77 hours per week.
- Probationary Period** – one year from date of appointment.

A Brief Review of the Proposed Fire Department

Candidate Physical Ability Test (CPAT)

The CPAT is a joint test developed by the International Association of Fire Fighters and the International Association of Fire Chiefs to obtain a qualified pool of candidates who are physically able to perform essential fire service job tasks. The test has passed legal challenges as the tasks performed are directly job related. The following is a brief description of the 8 test items. During all the tests, the participant wears a 50 lb. Weighted vest to simulate the weight of protective clothing. The applicant is also given 2 chances during the performance of each item to correct him/her self or change grips, etc. The test is timed and an applicant is failed if it takes longer than 10 minutes and 20 seconds. There are built in rest stops between each task.

Test 1.) Stair Climb; this simulates climbing stairs (on a Stair Master), in full protective clothing while carrying a hose pack. (Candidate wears the weighted vest and an additional 25# shoulder weight). The test lasts for 3 minutes at 60 steps a minute.

Test 2.) Hose drag; this simulates dragging a dry hose line from a pumper to a building. The candidate drags the hose for a total of 100 feet.

Test 3.) Equipment Carry; this simulates carrying tools from a fire truck compartment to a fire scene. The candidate picks up a chain saw and a cut-off saw from an elevated shelf and walks them 150 feet.

Test 4.) Ladder Raise; this simulates raising a ladder to a window and extending it to a window or roof. The candidate raises a secured ladder to a vertical position and then extends a second ladder up to its full height.

Test 5.) Forcible Entry; this simulates forcing open a locked door. The candidate uses a 10# sledge hammer and hits a device that measures cumulative force until a certain force is reached.

Test 6.) Search; this simulates searching for a fire victim in an area of limited visibility. The candidate crawls through a specially built wooden maze.

Test 7.) Rescue; this simulates removing a fire victim from an area of danger. The candidate drags a 165# dummy 70 feet.

Test 8.) Ceiling Breach and Pull; this simulates pulling a ceiling to check for fire in a hidden area. The candidate uses a pike pole tool and pushes up and pulls down on a specially designed machine a certain number of times.