

EMPLOYMENT APPLICATION

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, religion, gender, national origin, disabilities or other protected status.

#1 Employer	Dates Employed	Work Performed
	From To	

Address

Telephone Number(s)	Hourly Rate/Salary: Starting	Final
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Job Title	Supervisor
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Reason for Leaving

#2 Employer	Dates Employed	Work Performed
	From To	

Address

Telephone Number(s)	Hourly Rate/Salary: Starting	Final
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Job Title	Supervisor
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Reason for Leaving

#3 Employer	Dates Employed	Work Performed
	From To	

Address

Telephone Number(s)	Hourly Rate/Salary: Starting	Final
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Job Title	Supervisor
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Reason for Leaving

#4 Employer	Dates Employed	Work Performed
	From To	

Address

Telephone Number(s)	Hourly Rate/Salary: Starting	Final
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Job Title	Supervisor
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Reason for Leaving

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

EDUCATION

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

Indicate any foreign languages you can speak, read and/or write

	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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

JOB REQUIREMENT INFORMATION

- Birth Certificate
- Drivers License
- West Virginia EMT-Basic or EMT-Paramedic Certification
- National Registry EMT-Basic or EMT-Paramedic Certification
- EMT-Basic or EMT-Paramedic Certification in Another State
- High School Diploma or Equivalent
- Military Veteran (Provide copy of DD-214)

**PHOTOSTAT COPIES OF ALL THE ABOVE CERTIFICATES NEED TO BE
ATTACHED TO VALIDATE THIS APPLICATION**

RESIDENCY REQUIREMENTS

The residency requirements are covered under Rule VII of the Rules and Regulations of the Fire Civil Service Commission. A copy of which has been attached to this application and made a part of the application.

REFERENCES

1. _____ () _____
Name Phone Number

Address

2. _____ () _____
Name Phone Number

Address

3. _____ () _____
Name Phone Number

Address

APPLICANT STATEMENT

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

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

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of a will nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this at will employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

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 of Application

RULE III

APPLICATION FOR EMPLOYMENT

- Section 1.** The Commission shall require persons applying for employment with the Martinsburg Fire Department to file with the City of Martinsburg a formal application in which the applicant shall complete in his/her own handwriting. The Commission shall at its own discretion announce a cut off time for accepting applications. A date and time will be announced by the Commission for the last date the application will be accepted.
- Section 2.** The Commission may refuse to examine or, after examination, to certify as eligible, applicants found to lack any of the established preliminary requirements for the examination for which they apply; or any applicant found to be addicted to the use of drugs, excessive use of intoxicating beverages; or who have convicted of a felony; or who have intentionally made a false statement of any material fact; or who has made any deception or fraud in their application; in the opinion of the Commission, is unsatisfactory. Any of the foregoing disqualifications shall be sufficient cause for removal of any appointee from the service pursuant to the laws and regulations provided.
- Section 3.** Applications must be filed in the Office of the City Recorder during regular office hours, but not later than the date established by the Commission as the deadline, and shall be completed at that time. Any applicant who does not fill out the application in its entirety, including photocopies, shall not be admitted to the examination for the advertised position within the Martinsburg Fire Department.
- Section 4.** No application for original appointment shall be received if the individual applying is less than eighteen (18) years of age or more than thirty-five (35) years of age at the date of his/her application. Applications will only be accepted at the time the position is advertised.

Section 5. Any applicant who fails to appear for examination when notified by the City Recorder by mail to the last address given shall be disqualified from further examinations for one year, unless a reasonable excuse for such absence has been given to the Commission.

RULE IV

QUALIFICATIONS FOR POSITIONS AS FIREFIGHTER/EMT-BASIC AND FIREFIGHTER/EMT- PARAMEDIC

Note: West Virginia Code, 8-15-20a, allows for special examination for firefighter paramedic; effective June 6, 2003.

Section 1. All applicants for the position of Firefighter/EMT-Basic shall, in addition to the general requirements of Rule III, comply with the following qualifications:

- 1. Prior to submission of application, the applicant shall not be less than eighteen (18) years of age nor more than thirty-five (35) years of age. The applicant is required to submit proof of birth.**
- 2. Prior to submission of application, the applicant shall hold a high school diploma or GED certificate. The applicant is required to submit proof of education.**
- 3. Prior to the submission of application, the applicant must possess a valid vehicle operator's license. The applicant shall be required to possess a valid vehicle operator's license throughout employment with the City of Martinsburg Fire Department. The applicant is required to submit proof of license.**
- 4. The applicant shall obtain certification as an EMT-Basic by the West Virginia Office of Emergency Medical Services within ninety (90) days of employment with the City of Martinsburg Fire Department. (Failure to obtain certification as an EMT-Basic by the West Virginia Office of Emergency Services within the time frame shall result in dismissal from employment).**

All probationary members hired after the adoption date of these Rules and Regulations shall maintain

EMT-Basic certification by the West Virginia Office of Emergency Medical Services throughout their employment with the City of Martinsburg Fire Department.

- 5. The applicant shall meet the residence requirements as outlined in Section VII of these Rules and Regulations.**
- 6. Any applicant meeting the requirements of West Virginia Code 6-13-1. Preference Rating of Veterans on Written Examinations for Positions in State Departments Filled Under Non-partisan Merit System; shall be awarded five (5) points in addition to the regular numerical score received on examination.**

Each applicant shall be furnished with Rule IV at the time he/she is given an application form.

Section 2. All applicants for the position of Firefighter/EMT-Paramedic shall, in addition to the general requirements of Rule III, comply with the following qualifications:

- 1. Prior to submission of application, the applicant shall not be less than eighteen (18) years of age nor more than thirty-five (35) years of age. The applicant is required to submit proof of birth.**
- 2. Prior to submission of application, the applicant shall hold a high school diploma or GED certificate. The applicant is required to submit proof of education.**
- 3. Prior to the submission of application, the applicant must possess a valid vehicle operator's license. The applicant shall be required to possess a valid vehicle operator's license throughout employment with the City of Martinsburg Fire Department.**
- 4. The applicant shall be certified as an EMT-Paramedic by the West Virginia Office of Emergency Medical**

Services; or, certified elsewhere as an EMT-Paramedic and able to obtain Legal Recognition as an EMT-Paramedic by the West Virginia Office of Emergency Medical Services within ninety (90) days of employment with the City of Martinsburg Fire Department. (Failure to obtain Legal Recognition as an EMT-Paramedic within the time frame shall result in dismissal from employment). Obtaining Legal Recognition shall be the responsibility of the applicant.

All probationary members hired after the adoption date of these Rules and Regulations shall maintain EMT-Paramedic certification by the West Virginia Office of Emergency Medical Services throughout their employment with the City of Martinsburg Fire Department as required by West Virginia Code, 8-15-20a.

- 5. The applicant shall meet the residence requirements as outlined in Rule VII of these Rules and Regulations.**
- 6. Any applicant meeting the requirements of West Virginia Code 6-13-1. Preference Rating of Veterans on Written Examinations for Positions in State Departments Filled Under Non-partisan Merit System; shall be awarded five (5) points in addition to the regular numerical score received on examination.**

Each applicant shall be furnished with Rule IV at the time he/she is given an application form.

RULE V

SELECTION PROCESS FOR POSITION AS FIREFIGHTER/EMT-BASIC AND FIREFIGHTER/EMT- PARAMEDIC

The following selection process shall be used by the Commission to determine those candidates who are to be placed on the eligibility list for appointment as Firefighter/EMT-Basic or the eligibility list for Firefighter/EMT-Paramedic. The Commission shall govern the selection process.

- Section 1. Physical Agility Test. The Commission shall require all applicants to undergo a physical agility test conducted by the Fire Department under the general supervision of the Commission. Such agility test shall be job related and shall be designed to measure the applicant's general fitness for a position as Firefighter/EMT-Basic or Firefighter/EMT-Paramedic.
- Section 2. Written Examination. Applicants for appointment must pass, with a grade set by the Commission, a general proficiency test for Firefighters. The examination shall be practical in character and shall relate to such matters and include such inquiries as will fairly test the merit and fitness of the persons examined to carryout the duties of the position sought by the applicant. The Commission shall conduct the written examination using a test obtained from an adequate, certified testing service.
- Section 3. Oral Examination. All applicants for appointment who successfully pass the physical agility test and the written examination, must also pass an oral examination, given by the Commission for grading the applicants on the qualities of honesty, alertness and appearance.

RULE VI

GRADING PROCEDURES

The Commission shall grade by the following procedure:

1. Physical Agility Test

Pass or Fail

Any candidate who fails the agility test will not be allowed to proceed with further testing.

2. Written Examination

The written examination given by the Commissioners shall constitute 80% or 80 points of the total possible perfect grade of 100% or 100 points.

The applicant shall not be placed on the list of eligibility if their written score is below 70% of the possible total written score.

3. Oral Examination

The oral examination given by the Commissioners shall constitute one (1) to twenty (20) points for each candidate, and shall not exceed twenty (20) points.

RULE VII

RESIDENCY REQUIREMENTS FOR APPOINTEES TO THE MARTINSBURG FIRE DEPARTMENT

To assure that an adequate number of personnel are available at all times and that off-duty fire personnel will be available for callback with a reasonable response time in emergency situations, the City of Martinsburg finds it necessary to require that its fire personnel reside no further than a specified distance from their work place. Consequently, the following residency requirements shall apply:

- Section 1.** Any fire personnel employed by the City of Martinsburg with an appointment date after the effective date of these residency requirements shall establish and maintain his/her permanent physical residence within a 20 air mile radius of the Berkeley County Court House, located at Queen and King Streets, Martinsburg, West Virginia and shall continue to maintain his/her permanent physical residence within the residency area for the entire period of his/her active employment with the City of Martinsburg Fire Department.
- Section 2.** Any fire personnel who does not reside within this area at the time of his/her appointment shall establish his/her physical residence within the specified area within ninety (90) calendar days of the first day of employment with the City of Martinsburg Fire Department. An extension of this period, shall not exceed ninety (90) calendar days; however, an extension may be granted by the Fire Civil Service Commission upon receipt of a written request for such an extension. Any such request will be considered by the Commission only upon sufficient evidence that strict enforcement of the requirement would present a substantial hardship on the fire personnel requesting the extension. In no case shall the Commission delay the enforcement of this rule beyond the ninety (90) day extension period.
- Section 3.** Any and all disputes involving the enforcement of this rule shall be decided by the Commission.



Omuolo radius

PHYSICAL AGILITY TEST

**FIRE CIVIL SERVICE
COMMISSION**

**CITY OF MARTINSBURG
WEST VIRGINIA**

ADOPTED BY CITY COUNCIL ON: April 20, 2004

Martinsburg Fire Department

Firefighter/EMT-Basic and Firefighter/EMT-Paramedic

Physical Agility Test

The testing of candidates for the position of probationary Firefighter/EMT-Basic and Firefighter/EMT-Paramedic for the City of Martinsburg is a difficult task. This test has been designed to evaluate the applicant's talents and acquired talents, ability and capacity for performing the functions required to be a Martinsburg Fire Department member. Testing stations have been specifically planned to evaluate the candidate's ability to perform tasks which have been identified on basis of both importance and frequency and are considered to be critical to the profession.

Applicants are required to perform at extraordinary levels both physically and mentally. Due to the high levels of physical stressors present in modern day fire fighting, it has become necessary to evaluate the physical abilities of all those that have applied. It is the endeavor of the Fire Civil Service Commission and the City of Martinsburg to ensure all candidates are evaluated using a job applicable agility testing system.

All candidates will be evaluated at testing stations that will simulate the physical challenges that could be encountered by the candidates if they were assigned as a probationary firefighter/EMT.

Martinsburg Fire Department
Physical Agility Test
Release of Liability and Hold-Harmless Agreement

I, _____, am over the age of eighteen (18) years, am able to read, write and understand the English language, have been provided the opportunity to seek review of this legal document by a licensed attorney (at my own expense), understand that my execution of this document forfeits various legal rights to which I might otherwise be entitled, have read and understood this document and agree to the conditions set forth in this document, as evidenced by my signature below, said signature being freely and voluntarily provided.

I understand that the physical agility test which I am required to perform is a demanding exercise which requires a certain level of physical fitness to accomplish safely. I understand that the risk to my physical health and welfare is substantially increased if I have a medical history of heart trouble, heart or chest pain, dizzy spells or fainting spells, high blood pressure, arthritis or other bone or joint abnormality, or other medical conditions.

My execution of this document evidences my understanding of the risks associated with the physical agility test, my willingness to personally assume said risks, and release and hold-harmless the City of Martinsburg, Martinsburg Fire Department, and the Civil Service Commission from any and all administrative or civil liability resulting from any illness, injury, or other harmful outcome of my participation in the physical agility test.

Candidate's Signature

Date

Witness's Signature

Date

Martinsburg Fire Department

Physical Agility Test

Requirements:

1. Loose fitting clothing and non-slip shoes (tennis shoes or boots) are recommended.
2. All candidates will be given a scheduled time to arrive at the test site. Candidates that arrive early will be sequestered in an area away from the test site. Those that arrive late will not be allowed to test.
3. All candidates are required to test at each of the agility testing stations. All candidates will start and finish the agility course in the same order.
4. Conversations between post-test candidates and pre-test candidates will be discouraged for obvious reasons.
5. Candidates will be introduced to the testing stations prior to the start of actual testing. Monitors will demonstrate the skill to be performed at each of the stations to all test groups.
6. No candidates will ask or expect to have answered any questions that concern the testing that cannot be heard by all those in the test group. Strict attention is required while instructions are being given. Instructions and demonstrations will only be given once to each test group.
7. Any candidate that attempts to complete a station using techniques other than those described or demonstrated by the monitors, will be stopped and required to start that station over after receiving corrective instructions. If the candidate does not or cannot complete the station successfully after two attempts, they will fail that station. Several stations will have a time limit. It is recommended not to complete each station below the minimum time. If any candidate goes over the maximum time limit, they will fail the station.
8. If any candidate fails any station, whether exceeding the allotted time or can not correctly perform the task, the candidate will fail the agility test and will not be eligible for further testing.
9. Each candidate is urged to provide their own protective equipment. The Martinsburg Fire Department will provide the necessary equipment if none is available. Equipment necessary will be bunker coat, helmet, and gloves. Self contained breathing apparatus will be provided.

Martinsburg Fire Department

Physical Agility Test Stations

Note: Prior to all events, vital signs shall be taken.

ONE AND ONE-HALF MILE RUN

Ability to run one and one-half miles under fourteen (14) minutes. (Arrive one hour prior to run to sign in and have vitals taken.) Failure to finish the run in the designated time shall result in dismissal from further testing.

Note: Fifty pound weighted vest shall be worn for all of the following event stations:

EVENT 1: CLAUSTROPHOBIA TEST

For this event, you must crawl through a maze. At a number of locations in the maze, you must navigate around, over, and under obstacles. Your movement will be monitored throughout the maze. This is a non-timed event, but you are expected to complete this event in a timely manner. For this event, candidates will be required to wear a weighted vest and SCBA equipment and a black-out mask.

Failure: Inability to start the event
 Needing assistance to finish the event

EVENT 2: LADDER CLIMB

For this event, the candidate will be required to ascend and descend a ladder at a predetermined height in a safe and rapid manner without stopping. This is a non-timed event.

Failure: Inability to start the event
 Falling from the ladder

Note: The remainder of the events are timed. The candidate will have five (5) minutes and thirty (30) seconds to complete these events.

EVENT 3: HOSE DRAG

For this event, the candidate must grasp a hoseline nozzle attached to a two and one-half inch hoseline. You may place the nozzle over your shoulder or across your chest. Drag the hose one hundred and fifty (150) feet to the predetermined finish line and place the nozzle on the ground and proceed to the next station.

Failure: Dropping the hoseline
Unable to finish the station

EVENT 4: SIMULATED CHOPPING

The candidate will grasp the sledgehammer and proceed to strike the tie twenty (20) times. After each strike, you must reposition the sledgehammer over your head and deliver another strike to the tie. Failure to reposition the sledgehammer over your head will result in that strike not counting. You will continue striking the tie until twenty (20) strikes are achieved. Once the sledgehammer is grasped, you can not release the sledgehammer until the event is complete.

Failure: Dropping of the sledgehammer

EVENT 5: STAIR CLIMB WITH LOAD

For this event, you must carry a high-rise pack containing one hundred (100) feet of one and one-half inch hose and necessary equipment from the ground floor to a predetermined location on the fourth floor; turn around, and return to the ground floor. You must use each step when ascending and descending during this event.

Failure: Dropping the high-rise pack
Not using every step while ascending and descending

EVENT 6: EQUIPMENT CARRY

For this event, the candidate must carry two containers of liquid (approximately forty (40) pound each), one in each hand, fifty (50) feet to a designated area. Place the containers in an appropriate place and return back to the starting line. Pick up two sections of two and one-half inch hose (pre-rolled); one in each hand and proceed to the designated area and place hose in appropriate place. Return and cross the finish line.

Failure: Running during the event
Placing the equipment outside of designated area

EVENT 7: DUMMY DRAG

The candidate will grasp the victim with one or two hands, under the shoulders or by the harness, and proceed to drag the victim fifty (50) feet to the cone or barrel. The candidate will make a one hundred and eighty (180) degree turn and proceed back across the start/finish line. The entire victim must be dragged across the start/finish line.

Failure: Dropping or losing contact with the dummy
Unable to drag the victim