



**EVESHAM TOWNSHIP FIRE DISTRICT NO. 1
BOARD OF FIRE COMMISSIONERS**

**CAREER FIREFIGHTER/EMT APPLICATION PACKAGE
&
CAREER EMT APPLICATION PACKAGE**

Application Instructions- Please read carefully.

- **Once your completed application package has been submitted by US Mail or in person, all further communication throughout the hiring process will be electronic via email correspondence.**
- Please complete this application in full. Copies of licenses, certifications, and all corresponding certification dates will be required to be submitted with your completed application. Failure to include any of the required documentation will be grounds for elimination from the hiring process. There will be NO exceptions.
- Applications will be accepted by delivery via US Mail or in person at our administration office until the application deadline of **MAY 16, 2024 at 4:00PM.**

Hand Delivery: 984 Tuckerton Road, Suite 205, Marlton, NJ 08053
Accepting applications M-F between 9:00AM and 4:00PM

US Mail: 26 East Main Street, Marlton, NJ 08053 (no certified mail)

- This application can be completed by pen, or by typing in the required fields and printing the document.
- **THIS APPLICATION IS FOR CAREER FIREFIGHTER/EMT AND EMT POSITIONS. CANDIDATES SHOULD SELECT THE POSITION(S) THAT THEY ARE APPLYING FOR ON PAGE 1.**

APPLICATION INFORMATION:

APPLICANTS ARE ENCOURAGED AND PERMITTED TO APPLY FOR BOTH THE FIREFIGHTER/EMT AND EMT POSITIONS.

EACH POSITION HAS AN INDEPENDENT TESTING AND HIRING PROCESS. QUALIFIED APPLICANTS WILL BE INVITED TO TAKE THE WRITTEN EXAM FOR EACH POSITION AND PLACED ON THE RESPECTIVE HIRING LIST.

THE WRITTEN EXAM IS BY INVITATION TO QUALIFIED CANDIDATES AND THE EXAM DATES AND TIME ARE LISTED BELOW:

- **FIREFIGHTER/EMT WRITTEN EXAM**
 - **MONDAY, MAY 20th, 4:00PM**
26 East Main Street
Marlton, NJ 08053

- **EMT WRITTEN EXAM**
 - **TUESDAY, MAY 21st, 4:00PM**
26 East Main Street
Marlton, NJ 08053

QUESTIONS ABOUT THE HIRING PROCESS SHAL BE DIRECTED TO:

D/C Ryan Donnelly via email at rdonnelly@eveshamfire.org

EMAIL INQUIRIES ONLY PLEASE, NO PHONE CALLS.

Evesham Fire-Rescue Career Firefighter/EMT Job Description Summary

The FF/EMT staffs fire suppression, rescue, and BLS transport unit(s) providing fire and rescue services and 911 pre-hospital care and transport as part of a team of firefighters and EMTs in a combination fire department. In addition to fire suppression and emergency medical care, FF/EMTs will also be required to staff public education and public relations events, injury prevention seminars, attend scheduled training, complete necessary documentation, and equipment checks, station maintenance, fire inspections, and other assigned duties. Candidates are required to attain their NJ UFC Fire Inspector Certification and NJ Fire Instructor Level 1 certification and will conduct inspections upon certification. All employees are expected to support efficient operations and represent Evesham Township Fire District in a positive and professional manner.

Evesham Fire-Rescue Career EMT Job Description Summary

The EMT staffs BLS transport unit(s) providing 911 pre-hospital care and transport as part of a team of firefighters and EMTs in a combination fire department to patients of all ages and from all populations who experience any serious illness or injury, using age and population appropriate equipment and techniques to safely assess, treat, lift and move patients to the transport vehicle, and transport them to an appropriate medical facility, while completing all required documentation and other assigned duties supporting efficient EMS operations and representing Evesham Fire District (EFD) in a positive and professional manner.

The EMT renders emergency medical care to sick, disabled or injured individuals based on signs, symptoms, or complaints, prior to individual's hospitalization. Standard of care is limited to the use of the knowledge, skills, and technique within the New Jersey EMT scope of practice in accordance with all applicable laws, regulations and EFD policies and protocols. Care is rendered to a wide variety of patients in an even wider variety of locations and conditions, to include extremely adverse weather and environmental conditions. Exposure to hazardous environments is of increased probability during operations.

THE HIRING PROCESS AND MINIMUM QUALIFICATIONS ARE ON THE NEXT PAGES.

Evesham Township Fire District No.1 Career Firefighter/EMT Hiring Process

MINIMUM REQUIREMENTS	Citizenship	Must be a citizen of the United States, a resident of the State of New Jersey, and possess a valid New Jersey Driver's License at the time of appointment
	Language	Must be able to read, write, and understand the English language
	Age	21 to 35 and eligible for PFRS pension enrollment, at the time of application closing date
	Criminal History	Must not have been convicted of any criminal offense involving moral turpitude which may include, but not be limited to crimes involving deceit, fraud, evil intent, and similar circumstances. (see N.J.S.A. 40A:14-81.2)
	Certification & Experience: NJ Firefighter I	All candidates must possess certification as a NJ DFS NJ Firefighter I for at least two years at the time of application closing date; time is calculated from date of issuance listed on state certification until application closing date
	Certification & Experience: NJ EMT & CPR	All candidates must possess certification as a NJ EMT or NJ MICP with CPR for at least one year at the time of application closing date; time is calculated from date of issuance listed on state certification until application closing date
	Application Review	All applications will be reviewed, and qualified candidates will be invited to a written examination
	Written Examination	All candidates will take a validated written examination. Candidates will be ranked from highest score to lowest, with the highest score indicating the highest ranking.
Evesham Member Preference	<p>Evesham Member Preference: If all criteria are met member preference moves the member candidate to the top of the candidate ranking. Members with Evesham Fire-Rescue, who meet the minimum application requirements listed above, will earn member hiring preference if the following criteria are met in addition to the above minimum requirements. In addition to the minimum requirements above, if member preference criteria are met, the candidate moves to the top of the ranking list.</p> <ul style="list-style-type: none"> • Active EFD member at least 2 years • Passing written exam score of 80% • Member in good standing (is defined as a member with no break in service for two years who constantly shows his or her peers and superiors good moral fortitude good work ethic and no punishable acts while serving with EFR) <p>Member preference tie-breakers (in-order):</p> <ul style="list-style-type: none"> • Veteran Preference • Written exam score • Agility test time • Seniority (Start date of service with EFD after obtaining certification -either or EMT of FF) 	
Education Preference	Preference given to applicants who hold an associate degree or higher, from an accredited institution at the time of application closing date (2 pts)	
Veterans Preference	To qualify for Veterans Preference, the Veteran must have received an honorable discharge from active duty that includes dates of service during a qualifying war era. Current Service members who do not have an honorable discharge as described above are not eligible. (4pts)	
List Established	After candidates have been ranked by test score and preference credit applied, selected candidates will progress to the next phase of the hiring process.	
Physical Agility	A Pass/Fail physical agility test will be required to be completed by selected candidates. Time will be kept and the time will be used solely to break a tie in the candidate ranking.	
Interviews	For each potential career employment position to be filled, at least three candidate interviews will be conducted. Candidates will report for a scheduled panel interview, and then graded and ranked accordingly.	
Conditional Offer of Employment	Based on the final ranking after testing, interviews, and the physical agility test, a Conditional Offer of Employment (COE) may be tendered at this time.	
Medical/Physical	A comprehensive medical/physical examination will be conducted for candidates with a COE.	
Psychological Examination	All candidates with a COE will undergo a psychological examination and must receive a cleared status.	
Background Investigation	A comprehensive background investigation will be conducted for candidates with a COE. Candidates with unfavorable outcomes during the background portion may be disqualified from the process. If you are disqualified during this portion of the process, you will also be disqualified from Evesham Fire-Rescue membership.	
Condition(s) of Employment	Candidates who become employed and do not possess a NJ Fire Instructor Level I certification, or a NJ UFC Inspector certification, will be required to obtain those certifications within (1) year of appointment.	

Evesham Township Fire District No.1 Career EMT Hiring Process

MINIMUM REQUIREMENTS	Citizenship	Must be a citizen of the United States, a resident of the State of New Jersey, and possess a valid New Jersey Driver's License at the time of appointment
	Language	Must be able to read, write, and understand the English language
	Age	21 years of age and eligible for PERS pension enrollment, at the time of application closing date
	Criminal History	Must not have been convicted of any criminal offense involving moral turpitude which may include, but not be limited to crimes involving deceit, fraud, evil intent, and similar circumstances. (see N.J.S.A. 40A:14-81.2)
	Certification & Experience: NJ EMT & CPR	All candidates must possess certification as a NJ EMT or NJ MICP with CPR for at least two years at the time of application closing date [time is calculated from date of issuance listed on state certification until application closing date], with a history of providing 911 EMS service
	Application Review	All applications will be reviewed, and qualified candidates will be invited to a written examination
	Written Examination	All candidates will take a validated written examination. Candidates will be ranked from highest score to lowest, with the highest score indicating the highest ranking.
	Education Preference	Preference given to applicants who hold an associate degree or higher, from an accredited institution at the time of application closing date (2 pts)
	Veterans Preference	To qualify for Veterans Preference, the Veteran must have received an honorable discharge from active duty that includes dates of service during a qualifying war era. Current Service members who do not have an honorable discharge as described above are not eligible. (4pts)
	List Established	After candidates have been ranked by test score and preference credit applied, selected candidates will progress to the next phase of the hiring process.
	Physical Agility	A Pass/Fail physical agility test will be required to be completed by selected candidates. Time will be kept and the time will be used solely to break a tie in the candidate ranking.
	EMT Skills Assessment	An EMT Skills Assessment will be required to be completed by selected candidates. Candidates will be evaluated using the most current NREMT skill assessment sheets. The skill assessment is pass/fail. Candidates will be told what skills will be evaluated in advance of testing.
	Interviews	For each potential career employment position to be filled, at least three candidate interviews will be conducted. Candidates will report for a scheduled panel interview, and then graded and ranked accordingly.
	Conditional Offer of Employment	Based on the final ranking after testing, interviews, and the physical agility test, a Conditional Offer of Employment (COE) may be tendered at this time.
	Medical/Physical	A comprehensive medical/physical examination will be conducted for candidates with a COE.
	Psychological Examination	All candidates with a COE will undergo a psychological examination and must receive a cleared status.
	Background Investigation	A comprehensive background investigation will be conducted for candidates with a COE. Candidates with unfavorable outcomes during the background portion may be disqualified from the process. If you are disqualified during this portion of the process, you will also be disqualified from Evesham Fire-Rescue membership.



**EVESHAM TOWNSHIP
FIRE DISTRICT NO. 1
PO Box 276
Evesham, New Jersey 08053
856-983-2750**

APPLICATION FOR CAREER FIREFIGHTER/EMT

APPLICATION FOR CAREER EMT

APPLICATION FOR BOTH

Date: _____

Name, Last, First, Middle: _____

Street Address 1: _____

Street Address 2: _____

City: _____ State: _____ Zip: _____

Telephone, primary: _____ Secondary: _____

Email: _____

Social Security Number: _____ Date of Birth: _____

Age at time of application closing date: _____

NJ Driver's License Number: _____

Date available for work: _____

EMPLOYMENT CREDENTIALS

Are you legally eligible for employment in this country? (Proof of U.S. Citizenship or immigrations status will be required upon employment).	
Are you a resident of New Jersey?	
If you are NOT a resident of New Jersey, do you agree to become a resident should employment be offered to you? Only answer if <u>NOT</u> a resident.	
Do you possess a NJ Drivers License?	
Are you a NJ Certified Firefighter?	Issued: DFS#
Are you a NJ Certified Emergency Medical Technician (EMT) or MICP (Paramedic)?	Issued: NJEMT#
Do you possess a NJ DFS Uniform Fire Code Inspector Certification?	
Are you a NJ Certified Fire Instructor Level 1?	
Do you possess a degree or 60 college credits?	
Have you been convicted of a felony in the last seven (7) years?	
Are you a military veteran with a DD214?	
Are you a current volunteer with Evesham Fire-Rescue?	

EMPLOYMENT HISTORY (1)

Employer	Dates of Employment
Employer Address	Immediate Supervisor
	Contact Telephone
Job title/Summary	
Reason for Leaving	

EMPLOYMENT HISTORY (2)

Employer	Dates of Employment
Employer Address	Immediate Supervisor
	Contact Telephone
Job title/Summary	
Reason for Leaving	

EMPLOYMENT HISTORY (3)

Employer	Dates of Employment
Employer Address	Immediate Supervisor
	Contact Telephone
Job title/Summary	
Reason for Leaving	

FIRE AND EMS SERVICE HISTORY (1)

Organization	Dates of Service	
Position Held	Immediate Supervisor	Contact Telephone
Reason for Leaving		

FIRE AND EMS SERVICE HISTORY (2)

Organization		Dates of Service
Position Held	Immediate Supervisor	Contact Telephone
Reason for Leaving		

SCHOOL HISTORY; LIST HIGH SCHOOL AND COLLEGE/HIGHER EDUCATION

School	Years Complete	Degree Program	GPA	Major	# Credits

List special skills, qualifications, certifications (i.e. auto mechanic, computer certifications, advanced fire/EMS certifications). Be specific.

List special accomplishments, publications, awards.

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List any additional information you would like us to consider.

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REFERENCES

List name and telephone number of at least three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Contact Telephone	Years Known

Please include a current resume as part of your application package.

Please include copies of the following certifications as part of your application package.

The following COPIES of documents MUST be included with your completed application:

- Driver's License
- NJ DFS Firefighter Level I Certification showing issue date (For FF/EMT applicants)
- NJ EMT or MICP Certification showing date of expiration and issue date
- AHA BLS or ARC HCP CPR Card
- NJ DFS Uniform Fire Code Inspector or higher, if applicable
- NJ DFS Fire Instructor Level I or higher, if applicable
- DD214 Honorable Discharge for Military Veterans, if applicable

Please do NOT include copies of any other certifications/licenses unless they fit the criteria above.



EVESHAM TOWNSHIP FIRE DISTRICT NO. 1

PO Box 276

Evesham, New Jersey 08053

856-983-2750

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I have read the position requirements and understand that this position includes assignments in fire prevention, fire suppression and emergency medical services.

I give the Employer the right to investigate all references and to secure additional information about me if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no questions on this application is used for the purpose of limiting or excusing any applicant's considerations for employment on a basis prohibited by local, state, or federal law.

Name of Applicant _____ Date _____

Signature of Applicant _____