



Congratulations on your decision to apply for a firefighter position. This packet contains information regarding the firefighter selection process. It is important that you read this packet carefully.

#### Basic Rules of the Firefighter Selection Process:

- 1) If you move or change your phone number at anytime during the selection process, you must notify Human Resources at [IFD\\_HR@indy.gov](mailto:IFD_HR@indy.gov) . All applicants will be notified by email regarding the time, date and place of each phase of the selection process. **Phone contact for any other reason will not receive a response.**
- 2) **You will be notified of all test dates and times via email.** You must maintain a current email address. Remember to check your spam email folder often.
- 3) You must show a valid driver's license each time you report for a testing phase.
- 4) **You CANNOT report late to any appointment.** Being late will automatically eliminate you from further consideration for employment. **THERE ARE NO EXCEPTIONS TO THIS RULE.**
- 5) You CANNOT change the time of a scheduled test for any reason.

We wish you success in your quest to become a firefighter.

**MINIMUM QUALIFICATIONS  
FOR EMPLOYMENT**

YOU MUST:

Be a citizen or legally able to work in the United States

Be at least 21 years of age to apply and not have reached 40 years of age  
by the date of hire

OR

Less than 40 ½ years of age by the date of hire if have 20 years of military service

Have a high school diploma or proof of a G.E.D. equivalent

Have a valid driver's license

No felony convictions that have not been expunged by a court

Must (1) have adequate means of transportation into the jurisdiction served by the member's department; and (2) maintain telephone service to communicate with the department if employed as a firefighter.

## CANDIDATE PHYSICAL ABILITY TEST (CPAT)

The physical component of the applicant screening processing is the CPAT, designed to evaluate whether or not an applicant has the physical capabilities of performing job tasks required of firefighters. THIS TEST IS NOT EASY and requires high levels of cardiopulmonary endurance, muscular endurance and muscular strength. If not already engaged in high-level fitness, **EACH APPLICANT SHOULD BEGIN PHYSICAL FITNESS TRAINING IMMEDIATELY.**

The following is a list and description of the eight separate events included in the physical ability test.

**CANDIDATES WEAR A 50-POUND BODY VEST THROUGHOUT THE ENTIRE SERIES OF EVENTS.**

There are 85 feet of walking distance between each event.

The eight events are done in succession and must be completed within 10 minutes and 20 seconds.

- 1) **Stair Master Climb** (for 3 mins., 20 secs.) candidate wears additional 12.5 pound weights on each shoulder. (75 pounds total)
- 2) **Hose Drag** – candidate drags a 1 ¾" hose line 100', then kneels and pulls it another 50' toward self.
- 3) **Equipment Carry** – candidate lifts and carries a chain saw (approx. 28 lbs.) and a rescue saw (approx. 32 lbs) for 150 feet then, one at a time, replaces them into the tool cabinet.
- 4) **Ladder Raise and Extension** – candidate lifts a 24-foot ground ladder and walks it up until stationary against the wall. Then candidate extends and lowers the top fly of a pre-positioned 24-foot extension ladder.
- 5) **Forcible Entry** – candidate uses a 10-pound sledgehammer and strikes a measuring device until buzzer signals.
- 6) **Search Maze** – candidate crawls on hands and knees through a darkened, 64-foot tunnel maze that is approximately 3 feet high and 4 feet wide and includes two 90 degree turns.
- 7) **Victim Rescue** – candidate grasps a 165-pound mannequin by handles on the shoulders and drags it 35 feet, around a barrel and then drags the mannequin back to the starting point.
- 8) **Ceiling Breach and Pull Down** – candidate uses a 6-foot pike pole to push and pull an overhead, weighted device. Each set consists of three pushes and five pulls. Candidate competes four sets.

PRACTICE SESSIONS FOR THE **CPAT** WILL BE AVAILABLE LATER IN THE PROCESS. IN THE MEANTIME, HOWEVER, CANDIDATES ARE URGED TO BEGIN FITNESS PROGRAMS WHICH SHOULD INCLUDE:

**Flexibility** – stretching gluts, lower back, hamstrings, quadriceps, hips groin, etc.

**Cardiopulmonary Endurance** – running, walking, swimming, stair climbing, sprinting, etc.

**Muscular Strength** – leg press, lat pull, bench press, dumbbell press/curl/row, ab curls, etc.

**Muscular Endurance** – circuit training including various activities listed under muscular strength.

## **APPLICANT INSTRUCTION SHEET**

### **PLEASE READ CAREFULLY**

As a firefighter applicant, there will be a number of requirements that you must meet in order to be considered for employment.

There will be four major areas of testing that will have an impact on your status as an applicant. From the results of the testing, an eligibility list will be established and the members of the next Recruit School will be selected from that list. Selected candidates will participate in a background investigation. The four major areas of testing will be:

- 1) Written test
- 2) Structured Oral interview – *Virtual Format*
- 3) Candidate Physical Abilities Test (CPAT)
- 4) Aerial Ladder Climb

If you are a final candidate in the selection process, you will be asked to complete an applicant information booklet, which will be used in conducting a background investigation. **IN ORDER TO ACCURATELY COMPLETE THE SUMMARY BOOKLET, YOU WILL NEED COPIES (certified if requested) OF THE FOLLOWING INFORMATION:**

- Birth Certificate (Certified)
- High School Diploma or G.E.D.
- High School Transcript (Certified)
- College Diploma (if applicable)
- College Transcript (if applicable)
- Fire and EMS training certificates (if applicable)
- DD214 form (if you served in the military)
- Valid driver's license (Copy acceptable)

### **YOU MUST ALSO HAVE THE FOLLOWING:**

- 1) Addresses, zip codes and dates pertaining to all of your prior residences for the last 5 years.
- 2) Information pertaining to your most recent 5 employers (dates of employment: names, addresses, zip codes, phone and fax numbers of the companies; names of supervisors; reasons for leaving) and information relating to periods of unemployment.
- 3) Your selective service number, dates of active military duty (month, date, year), your serial number, and your reserve obligations. You can find out about your selective service number by calling 1-847-688-2576.
- 4) The type, expiration date, number and restrictions relating to your driver's license. The date, place, charge and the disposition of any traffic citations received by you in the last 3 years.
- 5) Proof of citizenship or copies of documents required by the Immigration Reform and Control Act of 1986.
- 6) Should there be extenuating circumstances regarding any of the items listed above (for example, sending out of state for papers), it is imperative that you attach a written explanation to the front of your applicant information summary (to be handed out at a later date).

## **BACKGROUND INVESTIGATION POLICY**

It is the policy of the Indianapolis Fire Department to recruit the best-qualified applicants from all segments of the community. In pursuing this goal, a background investigation of those applicants who are among the final candidates in the selection process is conducted with respect to factors that may have a bearing upon the applicant's future job performance. A firefighter's job often involves critical and dangerous situations that involve life and death decisions. Firefighters should not be subjected to external pressures that would affect their ability to perform the job. The following items, and circumstances surrounding the items, are reviewed during the background investigations:

- 1) Contents and completeness of the applicant information summary booklet
- 2) Driving Record
- 3) Former Employment
- 4) Arrest record of applicant pursuant to policy statement on employment of ex-offenders
- 5) Personal History of Applicant

Although it is impossible to state all factors relevant to a background investigation, in each case the Department will consider whether the applicant's background, as set forth above, will have a bearing on the applicant's job performance or tend to measure his or her capabilities. The date and circumstances surrounding any negative finding in the background investigation, the requirements of the position, qualifications established by Indianapolis code, as well as the applicant's other qualifications, will be considered.

The background investigation phase of the hiring process will be based on objective, factual findings and any required subjective determination will be in accordance with the above-stated policy. This phase will be conducted in such a manner so as not to unlawfully discriminate on the basis of race, color, national origin, sex, disability or age.

## **BENEFIT INFORMATION**

The Indianapolis Fire Department provides the following benefits to employees:

- **Health, Dental, Vision and Life Insurance**
- **Paid Vacation**
- **Holiday Pay**
- **Longevity Pay**
- **Special Position Pay**
- **Education Incentive**
- **Fitness Bonus**
- **Health Savings Account**
- **Pension Benefit**

### **2024 Salary Schedule**

**\$54,215 first year + full benefits**

**\$63,715 second year + full benefits**

**\$79,937 third year + full benefits**