



# Henderson Fire Fighter Recruitment

## Frequently Asked Questions



### 1. How do I get started?

There will be two outreach sessions held to help interested applicants learn about the different fire departments and address important dates for the recruitment effort, the application process, employment requirements, the testing process, test-taking tips, and available positions. There will be two outreach sessions at the Henderson Fire Training Center; one on Saturday, December 10, 2016 from 10 a.m. to 12:00 p.m. and the second will be on Wednesday, December 14, 2016 from 6:00 p.m. to 8:00 p.m. Fire Department and Human Resources personnel will be available to address questions and provide insight into a career with the fire service. The same general information will be offered at each session. Interested individuals are encouraged to attend at least one event; however, seating is limited.

### 2. When can I apply for the position and is there a limit on the number of applications that will be accepted?

The City of Henderson will be accepting applications **December 12, 2016 – January 3, 2017**. Please note, this recruitment will be limited to the first **4,500** applications received and will close without notice, regardless if the closing date has been reached, when that number is received. You can fill out a job interest card at [www.cityofhenderson.com/human-resources/city-employment](http://www.cityofhenderson.com/human-resources/city-employment) and when the recruitment opens you will receive an email telling you were are now accepting applications. Once the recruitment is open you can apply using the same link.

### 3. What are the minimum requirements to become an entry level fire fighter?

- Graduation from high school or the equivalent
- Must be 18 years of age at the time of the written examination for Fire Fighter
- Must possess and maintain a valid Nevada or "border state" driver's license, as defined by NRS 483
- Must possess a current certificate as an Emergency Medical Technician or above at time of the assessment for Fire Fighter
- Must possess or obtain one of the following certifications at the time of the final offer of employment:
  - Southern Nevada Health District EMT certification or above
  - A State of Nevada EMT certification or above
  - A National Registry Certification as an EMT or above
- Must successfully complete cadet academy within time limits established by the Fire Department as a condition of continued employment, to include obtaining a State of Nevada Fire Fighter II Certificate and Southern Nevada Health District licensure as an EMT or above

### 4. When do I need to have my EMT certification?

You will need to provide your EMT certification at the Oral Review Board Interview.

### 5. Where can I learn more about obtaining my EMT?

Click [here](#) for information on obtaining your EMT certification.

**6. If I have related certification and/or licenses, how and where do I submit them?**

When you are applying for the position, your certifications and/or licenses must be saved as a Word or PDF document and you must attach your document(s) before you 'Certify & Submit' your application. There is a link in the job posting that explains how to attach your certifications and/or licenses. If you need to attach additional certificates after you submit your application, you can email the saved Word/PDF document(s) to [HFDJobs@cityofhenderson.com](mailto:HFDJobs@cityofhenderson.com).

**7. Do I need to live in Henderson to apply?**

No, you do not need to live in Henderson to apply. However, any member hire after July 1, 2014 must reside within Clark County, Nevada within one year of the date of hire.

**8. Do I need a need a valid Nevada or “border state” driver license to apply?**

No, you do not need to have a valid Nevada or “border state” driver license to apply but you must have a valid driver license. You must have a valid Nevada or “border state” driver license within 30 days of the start of the academy.

**9. After I apply for the position, how and when will I be notified to register for the written exam?**

Candidates will be notified by e-mail no later than January 9, 2017 of where to register online for the Firefighter Written Exam.

**10. Where and when will the Fire Fighter Written Exam be administered?**

The Firefighter Written Exam will be held Thursday, February 2, 2017 and Friday, February 3, 2017 at the Henderson Convention Center and Saturday, February 4, 2017 and the College of Southern Nevada, West Charleston Campus. Please only sign up for one of the dates the test is offered. You may only take the test once.

**11. How much does the Fire Fighter Written Exam cost?**

The cost of the exam will be \$25 - \$35.

**12. I cannot afford the testing fee. Is there some way I can get my test paid for?**

The City of Henderson provides a fee waiver for applicants who cannot afford the testing fee. Mail the waiver request to the address on the form. The waiver must be received no later than **January 3, 2017**. No waivers will be processed before **January 3, 2017**. The process may take a few weeks. Submitting a fee waiver does not exempt the candidate from submitting an application before the deadline. Candidates will be notified by email of the decision.

Please email [HFDJobs@cityofhenderson.com](mailto:HFDJobs@cityofhenderson.com) to request a waiver form.

**13. What kind of test is the Fire Fighter Written Exam?**

The Firefighter Written Exam is a written test that is administered in a group setting. Subjects the candidates will be tested on are reading comprehension, tool identification, basic math, grammar, reasoning, and spelling.

**14. Are there suggested study references for the Fire Fighter Written Exam?**

Yes, suggested study materials for the Firefighter written exam are:

- Firefighter Exam Preparation Book by Norman Hall. 2nd Edition. ISBN 13: 978-1-58062-932-4
- Firefighter Exam by Learning Express. 5th Edition. ISBN 13: 978-1-57685-923-0
- Firefighter Exams by McGraw-Hill Education. 2nd Edition. ISBN 978-0-07-183500-8
- Firefighter Candidate Exams by Barron's. 7th Edition. ISBN 978-1-4380-0131-9

**15. Where can I find these study materials?**

These materials are sold by multiple vendors. You can do an internet search to find the best option for you.

**16. What do I need to bring to the Fire Fighter Written Exam?**

You need to bring a valid government issued photo ID along with your applicant ID (listed in the email invitation to the written examination). Your name on the ID will need to match your name you submitted on your application. You will not be allowed to take bags, coats, cell phones, electronics of any sort, writing implements, paper, or anything else, into the testing area. We recommend you leave such items in your car.

**17. When will I be notified of my Fire Fighter Written score?**

Candidates will be notified by e-mail one (1) to two (2) weeks after taking the test.

**18. I am a veteran. Will I receive veteran's preference points?**

No, the City of Henderson does not give veteran's preference points.

**19. What is the Candidate Physical Ability Test (CPAT)?**

The CPAT is a sequence of 8 events requiring you to progress along a predetermined path from event to event in a continuous manner. This test was developed to allow fire departments to obtain pools of trainable candidates who are physically able to perform essential job tasks at fire scenes. The CPAT is a pass/fail event based on a total test time. To view a description and video of the events, go to <http://sites.csn.edu/workforce/cpat.html>.

**20. When must I submit a Pass CPAT card/notice?**

All candidates who are invited to the Oral Review Board Interview must provide a valid CPAT card/notice that confirms their passing of the CPAT occurred on or after **August 26, 2016**. The CPAT card/notice must be provided when the candidate checks in at the Oral Review Board Interview.

**21. Where can I take the CPAT and what is the cost?**

For your convenience, the College of Southern Nevada operates an indoor CPAT facility in Las Vegas. The cost of the CPAT is \$150. Go to <http://sites.csn.edu/workforce/cpat.html> for additional information about their CPAT facility and for scheduling.

**22. Can I submit a CPAT certification from another agency?**

Yes, CPAT certifications from agencies/organizations licensed by IAFF/IAFC will be accepted if passing of the CPAT occurred on or after August 26, 2016.

**23. What if I cannot afford the CPAT fee?**

The City of Henderson provides a fee waiver for applicants who cannot afford the CPAT fee. Mail the waiver request to the address on the form. The waiver must be received no later than **January 3, 2017**. No waivers will be processed before **January 3, 2017**. The process may take a few weeks. Submitting a fee waiver does not exempt the candidate from submitting a valid CPAT card/notice at the Oral Review Board Interview. Candidates will be notified by email of the decision.

Please email [HFDJobs@cityofhenderson.com](mailto:HFDJobs@cityofhenderson.com) to request a waiver form.

**24. When are the Oral Review Board Interviews?**

The Oral Review Board Interviews are tentatively scheduled for the last week of February.

**25. When does the eligibility list for this recruitment expire?**

The eligibility list may be used to fill vacancies for this classification for up to one (1) year.

**26. How many positions will you be hiring?**

We are planning on hiring approximately 12-15 cadets for the June 2017 academy.

**27. When is the academy scheduled to start?**

The academy is projected to start the beginning of June 2017

**28. What does the background process include?**

Employment is contingent upon successful completion of a pre-employment drug and alcohol screening, medical exam, psychological exam and background process which may include a review of your criminal history, and driving record.

**29. If I have further questions, who can I contact?**

Please email all questions to [HFDJobs@cityofhenderson.com](mailto:HFDJobs@cityofhenderson.com).

**30. Where can I learn more about Henderson Fire?**

You can learn more about Henderson Fire at <http://www.cityofhenderson.com/fire/home>.