

# City of Cottonwood Firefighter/EMT

Range 39, Non-exempt, at will, Full Time. Minimum starting annual salary \$38,851 plus excellent benefit package

## **READ CAREFULLY FOR DETAILED INSTRUCTIONS**

Cottonwood Fire Department is looking for qualified candidates to go through the hiring process to become a Firefighter. There are several steps a candidate must take in order to be placed on the Firefighter Eligibility List.

**NOTE: City of Cottonwood website: [www.ci.cottonwood.az.us](http://www.ci.cottonwood.az.us)**

- [City of Cottonwood Employment Application](#)
- [Firefighter Job Description](#)
- [CFD Information/Fact Sheet](#)
- [City of Cottonwood Biography/Demographics](#)

## **Application Process**

Applicants **must** provide:

1. A one page cover letter clearly stating how applicant meets the minimum requirements for the position and providing a contact phone number and/or email address to be used for all subsequent contact
2. A completed [City of Cottonwood Employment Application](#)
3. A résumé (not to exceed two pages)
4. \$20.00 NON-REFUNDABLE Evaluation & Testing Fee (Cash, Cashier's Check or Money Orders, payable to City of Cottonwood, are acceptable. NO personal checks accepted.)

Applications will be accepted until 3:00 p.m. on **Monday, April 13, 2009** at the City of Cottonwood Human Resource Office located at 816 N. Main Street, Cottonwood, AZ 86326. **No documentation will be accepted after 3:00 p.m.** If you have any questions about the hiring process, please contact Iris Dobler, Human Resource Manager, at (928) 634-0060 ext 217 or [idobler@ci.cottonwood.az.us](mailto:idobler@ci.cottonwood.az.us).

Applicants must meet the minimum requirements at the time of application with the exception of a valid Arizona drivers license which is required at or before the time of hire.

## **Evaluation Process**

The hiring process will begin with candidates submitting the Cover Letter, City of Cottonwood Employment Application, Résumé and \$20.00 Evaluation & Testing Fee (Non-Refundable, payable to City of Cottonwood). Cover Letter and Application will be evaluated to determine eligibility for invitation to written test.

**Candidates who fail to state how they meet the minimum qualifications in their cover letter or do not include a completed application and résumé will receive a disqualification letter.** Those candidates who successfully follow the above instructions will be notified of the date and time they must be present for the written examination.

Candidates who attain a “minimum acceptable score” on the written exam will be invited to participate in the physical agility test. The physical agility test is pass or fail.

All candidates passing the agility test will be scheduled for oral board testing and/or assessment station testing. Candidates attaining a “minimum acceptable score” in oral board testing and/or assessment station testing will progress to the next stage of the selection process.

The next stage in the selection process is an extensive, scored, application and résumé evaluation. The most qualified candidates based upon the application and résumé evaluation scores will advance to the final stage of the selection process.

The final stage will include a Fire Department Management Team Interview and “Evaluation Academy” Process. Participating candidates shall bring a copy (to be submitted), and the original (to verify), of each of the following documents as proof of eligibility:

1. High school diploma (stating graduation date) or GED, and higher education diploma(s)
2. Driver’s License
3. Arizona or IFSAC Firefighter II certificate, card, or letter
4. Arizona Department of Health Services EMS Certification

Additionally, candidates invited to participate in this stage of the process should be prepared to stay at our facility for three days and two nights.

The most qualified candidates from the Management Team Interview and “Evaluation Academy” Process will be placed on a Firefighter Eligibility List. Candidates will be mailed a letter regarding their status. Open Firefighter positions will be offered and filled from this list subject to satisfactory medical physical, background check and Chief’s interview.

**Following are tentative or scheduled dates and information:**

Written Exam – Wednesday, April 29, 2009

Test will be an entry level examination that assumes no prior training or experience as a firefighter. This test assesses a variety of critical abilities related to the following content areas:

Ability to learn, remember and apply information  
Reading Comprehension  
Interests  
Situational Judgment  
Logical and Mathematical Reasoning Ability

Applicants attaining a “minimum acceptable score” on the written examination will be invited to the Physical Agility Test

#### Physical Agility Test– Wednesday, May 13, 2009

This test is a strenuous physical agility test composed of simulated fire ground activities

Time Limit is 5 minutes 0 seconds

Test is Pass-Fail

Applicants passing Physical Agility Test will be invited to Oral Board Testing and/or Assessment Station Testing

Oral Board Testing – Wednesday, May 13 & Thursday, May 14, 2009 (Oral boards may also be scheduled on Friday, May 15, 2009 if needed based upon number of participants)

Applicants receiving a “minimum acceptable score” on oral board test will advance in the selection process to an extensive, scored, application and resume’ evaluation

The most qualified applicants based on application and résumé evaluation scores will proceed to the final stage of the selection process

#### Management Team Interviews–Friday, June 5, 2009

“Evaluation Academy”-- Friday, June 5, Saturday June 6, and Sunday June 7, 2009

Candidates chosen in Management Team interviews to participate in “Evaluation Academy” should be prepared to stay at our facility for all three days of this process. Candidates must bring sleeping bag/bedding, appropriate clothing and money for meals. Further information/details will be provided to those chosen to participate in the Management Team interviews.

The most qualified candidates will be placed on the Firefighter Eligibility List. Positions will be filled from this list contingent upon successful completion of the following:

- Background Checks & Chief’s Interview (as needed)
- Medical Physicals (To be scheduled by CFD Admin. Coord.)

Formal Job Offer--Friday, June 19, 2009 (Continued employment is contingent upon successfully passing medical physical and/or background check)

Start Date-- TBA