



COMMONWEALTH OF MASSACHUSETTS
invites applications for:

2016 Firefighter

SALARY: \$0.00 /BiWeekly

OPENING DATE: 10/01/15

CLOSING DATE: 03/21/16 11:59 PM

DESCRIPTION:

This examination is being held to establish an eligible list from which to fill Firefighter vacancies in civil service cities and towns. This eligible list may also be used to fill Firefighter vacancies in non-civil service jurisdictions.

This examination consists of two components; a written examination weighted 50% and an entry-level physical abilities test weighted 50%.

Candidates will be scheduled for their Entry-level Physical Abilities Test (ELPAT). Once an application has been received and a valid payment or fee waiver has been verified, the candidate will receive an e-mail with his/her scheduled ELPAT date and time. Scheduling will be completed on a first come, first served basis.

Failure to complete the ELPAT will result in failure of the examination and your name will not be placed on the eligible list. Failure of the written component will also result in failure of the examination and your name will not be placed on the eligible list.

Written Examination Date: April 16, 2016

Application Deadline: March 1, 2016*

Examination Fee: \$200

Written Examination Locations: Various sites across the state

ELPAT Examination Location: Hudson Armory

***There is an additional \$50 late fee for applications received after this date. Applications will NOT be accepted after March 21, 2016**

Note: This online application allows applicants to select notification by e-mail or regular mail, please be advised that Human Resource Division utilizes only e-mail for all notices to candidates.

EXAMPLES OF ESSENTIAL DUTIES:

DUTIES: Firefighters often perform risky and physically demanding duties under emergency conditions. Firefighters work under supervision, often as a member of a team, to respond to fires and other emergencies. Firefighter duties may include, for example: connecting, pulling, and operating hose lines; operating a pump; positioning and climbing ladders; emergency rescue and lifesaving; ventilating smoke-filled areas; using and maintaining tools and equipment; training; and fire station activities. For a more detailed listing of duties, see the [Essential Functions](#) of a Massachusetts Firefighter, available on our website.

WRITTEN EXAMINATION: The written examination consists of three subtests: the Written Ability Test (WAT), the Life Experience Survey (LES), and the Work Styles Questionnaire (WSQ). The WAT is administered to measure cognitive abilities that have been identified as essential to performing the duties of a Firefighter. The WAT includes areas of verbal expression, verbal comprehension, problem sensitivity, deductive reasoning, inductive reasoning, and information ordering. The LES consists of a series of multiple-choice questions related to candidates' past history and experience of potential relevance to successful performance of entry-level Firefighter. The WSQ is designed to assess certain motivational, value-related and attitudinal characteristics that are of potential relevance to successful performance of entry-level Firefighters. A Firefighter Written Exam Orientation and Preparation Guide, which describes the written examination in more detail, is available on our website. [Examination Preparation Guides](#)

PHYSICAL ABILITY TEST: The entry-level physical ability test (ELPAT), is designed to assess a candidate's capacity to perform the tasks ordinarily performed by a Firefighter while on the job. This is accomplished by requiring the candidate to perform a series of events that both simulate firefighting activities and depend on the physical abilities required to perform the Firefighter's job. These abilities include cardiovascular fitness, muscle strength, muscular endurance and flexibility. The exercise training program presented in the [Firefighter Physical Ability Test Preparation Guide](#), provides candidates with the information they need to improve their level of physical fitness by conditioning the individual muscles and muscle groups involved in the tasks performed by a Firefighter. You may also view a video of the ELPAT exercises on our website.

**TYPICAL QUALIFICATIONS:
ENTRANCE REQUIREMENTS**

Age Requirement: As of the posting of this notice, candidates must be at least 19 years of age on or before March 21, 2016, for all civil service Firefighter jurisdictions as defined in M.G.L. Chapter 31, Section 58. An exception may apply to current military personnel serving on active duty on the date of examination and requesting a military makeup. For more information please contact our office. It is your responsibility to review any additional age requirements for each [Fire Departments Covered by Civil Service](#) on our website. Please be advised that the list of communities is subject to change and inquiries about status changes should be directed to the communities in question.

CREDIT FOR EMPLOYMENT/EXPERIENCE: Pursuant to the provisions of MGL Ch. 31, § 22, individuals may apply to receive credit for employment or experience in the position title of municipal Firefighter. If you believe you are eligible for this credit, you must claim this credit by completing the applicable section of the application. All claims must be verified by supporting documentation, which must provide specific details of any employment or experience you have in the examination title as the result of service as municipal Firefighter, including dates of service and number of hours worked per week. The supporting documentation must be on original letterhead with an original signature from the appointing authority where the

employment or experience occurred. Please note, credit for employment or experience is applicable only to individuals who achieve a passing score on the written examination and ELPAT, and cannot be added to a failing examination score. Claims must be submitted during the application period; supporting documentation needs to be submitted by e-mail to civilservice@state.ma.us or attached to your application.

APPLICATION: Your examination fee includes payment for both examination components; the written and the Entry-level Physical Ability Test. All applications must be received by the application deadline, and accompanied by an examination processing fee. You will have received two confirmation e-mails when you have completed the process: one e-mail confirming your application has been received, and one e-mail confirming your payment has been received. Your application is not complete until you have received both confirmation e-mails. If you have not submitted payment of the examination processing fee on or before March 21, 2016, your application will not be processed or accepted.

Once your application is successfully submitted, you will see a "click to pay" button. Click on "**click to pay**" to pay for your examination.

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES: If you need special testing accommodations due to a documented impairment, you must submit a letter of support from a qualified professional detailing what type of accommodation you require at the exam site, and such letter must be scanned and attached to this application. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for exams, and will not be used for any other purposes.

SPANISH-SPEAKING CANDIDATES: If you wish to take the written examination in the Spanish language, you must submit a separate letter requesting this along with your application and examination processing fee or Fee Waiver Form by March 1, 2016. Candidates must take and pass the English comprehension written examination that tests your ability to read and understand English. **The English Comprehension written examination will be administered on May 8, 2016.** A separate confirmation will be sent to candidates approved to take the May 8, 2016, English Comprehension written examination. If you pass the English Comprehension examination, you will be scheduled to take the Firefighter written examination in the Spanish language on a date to be determined. If you fail the English Comprehension examination, you will not be eligible to take the Firefighter written examination.

Candidates can submit a claim for the following preferences prior to the exam date, during the application period.

Preference For The Children Of Certain Officers/Firefighters: The son or daughter of a Firefighter or Police Officer employed in Massachusetts who was killed or died of injuries received in the performance of duty, or who was permanently disabled as a result of injuries received in the performance of duty, is entitled to certification preference under the provisions of Chapter 402 of the Acts of 1985. If you believe you are eligible for this preference, you must claim this credit by completing the applicable section of the application.

Residency Preference: If residency preference is requested by an appointing authority, candidates who have resided in that community for the entire twelve-month period immediately preceding the date of the original written examination (April 16, 2015 through April 16, 2016) are entitled to be placed on the eligible list for that community ahead of any non-residents. Candidates who have had a break in residence or have moved from one community to another within the twelve-month period preceding the date of the examination will not be entitled to claim residency preference in any community. If you believe you are eligible for this preference, you must claim this credit by completing the applicable section of the application. Please note that residency preference claims are made under the penalties of perjury. Verification of residency will be made by the appointing authority.

Racial/Ethnic Preference: Due to a federal consent decree, African-American (Black) and Hispanic candidates are given certification preference in a number of communities, whether or not they are residents of those communities. It is your responsibility to review the [Fire Departments Covered by Civil Service](#) on our website. Please be advised that the list of communities is subject to change and inquiries about status changes should be directed to the communities in question. The definition of Hispanic, for the purposes of the decree, includes any person born in a Spanish-speaking country or any person who grew up in a household in which the predominant language spoken was Spanish.

Veteran's Preference: Click on this link for further information- [Veteran's Preference Eligibility](#).

Disabled Veteran Status: Click on this link for further information- [Disabled Veteran's Preference Eligibility](#).

It is your responsibility to review the Certification Order of Lists on our website. Please note that preferences are only available to individuals who receive a passing score on the examination, and cannot be applied to a failing examination score.

During the HRD review process or during the life of the applicable eligible list(s), applicants must make original supporting documentation available should the issue of authenticity arise with any submitted document copies.

SELECTIVE CERTIFICATION FOR EMERGENCY MEDICAL TECHNICIANS: If an appointing authority requires that a Firefighter hold Emergency Medical Technician certification at the Basic, Intermediate, or Paramedic level prior to appointment, the appointing authority may request that competition for that vacancy be limited to persons holding such certifications. Proof of possession of a current certification as an Emergency Medical Technician, issued by the Massachusetts Department of Public Health, Office of Emergency Medical Services, must be submitted in order to qualify for this selective certification. Although you may supply this proof at any time during the life of the eligible list, it is recommended that you submit it at the time of the examination or immediately upon qualification so that you do not miss out on a potential opportunity.

SELECTIVE CERTIFICATION FOR BILINGUAL/GENDER FIREFIGHTERS: If an appointing authority requires that a Firefighter be fluent in a second language (e.g., Spanish, Vietnamese, Haitian Creole, etc.) or are a specific gender, the appointing authority may request that competition for that vacancy be limited to persons who have such skills. You will need to prove your language fluency at the time of appointment.

CURRENT MILITARY PERSONNEL: All military personnel who, in connection with current service, have military orders that indicate their unavailability due to military service on the examination date, must file an application and processing fee and request a makeup examination in writing, with a copy of your military orders attached. Please include in your request your e-mail address, daytime base phone number and/or name and phone number of a friend or family member with whom you have regular contact and entrust with your personal communication. Requests filed after the application period (now through March 21, 2016) must be accompanied by a DD214 showing discharge within six months of the request and dates of active service that include the entire application period.

NO MAKE-UP EXAMINATION: With the exception of current military personnel as described above, no candidate has a right to a make-up examination due to personal or professional conflicts on the testing date. Candidates are advised to consider this BEFORE applying for the examination. If you file an exam application by the application deadline, but are unable to appear for the exam on the examination date due to an emergency or unanticipated hardship, you may request a make-up examination by filing a written request with verifiable documentation to HRD no later than 7 calendar days from the original written examination date. HRD reserves the right to approve or deny your request.

NOTICE TO APPEAR: Notices to Appear including time and location of exam will be e-mailed to applicants after the close of the application period, and prior to the examination date.

IDENTIFICATION AT THE EXAMINATION SITE: At the examination site, applicants must present current and valid photo identification with signature (e.g., driver's license, passport, military ID). Candidates will not be allowed to take the examination without the valid identification.

UPDATING INFORMATION: Candidates are responsible for maintaining accurate contact information. Failure to keep your records up-to-date may jeopardize opportunities for employment. For information on how to update your information, click on [Update my Information](#).

REFUNDS: There will be NO REFUND of the examination processing fee unless the examination is cancelled by HRD.

FEE WAIVER: The examination fee may be waived for candidates receiving certain state or federal public assistance, or unemployment insurance. Fee Waiver Forms are available at the Applicant Forms section of our website ([Fee Waiver Form](#)). You must follow the instructions on the Fee Waiver Form regarding proper submission of the Form and supporting documentation. All Fee Waiver forms must be submitted on or before March 1, 2016.

SALARY: Inquiry concerning salary should be directed to the appointing authority at the time of the employment interview.

PRIVATE SCHOOL OR SERVICE: HRD does not recommend or endorse any private school, service, or publisher offering preparation and/or publications for examinations and is not responsible for their advertising claims.

SELECTION AND HIRING PROCESS: It is your responsibility to review any publications regarding the appointment process for civil service Firefighter on our website.

Candidates who pass the written examination, ELPAT, and receive a conditional offer of employment from an appointing authority will be instructed on how to apply for the Physical Abilities Test and other screening processes. Questions about qualifications listed below should be directed to the appointing authority in question.

Physical Abilities Test (PAT): All candidates who receive a conditional offer of employment will be instructed on how to schedule and take the PAT. The PAT is a test of the candidate's aerobic capacity and physical capability to perform various tasks required on the job. A separate fee (\$150) is charged for the administration of the PAT. The [PAT Training Guide](#) is available on our website.

Medical Exam: Candidates must pass the medical examination before participating in the PAT. The [Medical and Physical Fitness Standards](#) are available for review on our website. Candidates may be required to pass both a medical examination and a psychological evaluation before appointment.

Character: A candidate may be disqualified for evidence of character clearly unsuited for fire services. Most appointing authorities include a comprehensive background check as part of the selection process.

Driver's License: A candidate may need a valid Massachusetts motor vehicle operator's license before appointment.

Job Interview: An appointing authority may conduct an oral interview prior to appointment.

SUPPLEMENTAL INFORMATION:

Women, minorities, veterans, and people with disabilities are encouraged to apply.

For more information or inquiries about this and other civil service examinations, see www.mass.gov/civilservice or e-mail the Civil Service Unit at civilservice@state.ma.us

HRD's office hours are Monday through Friday, 8:45am – 5:00pm, except holidays. Inquiries may also be made to HRD during these hours at the following numbers:

Boston area: (617) 878-9895

Within Massachusetts: 1-800-392-6178

TTY Number: (617) 878-9762

FREQUENTLY ASKED QUESTIONS:

Q: What happens if I fail the ELPAT before the written exam date (April 16, 2016)?

A: Since you did not take the written component yet but have no chance to be on the eligible list due to failing the ELPAT component, you may receive a partial refund of the examination processing fee, in the amount of \$100. You must request this refund by sending an email to elpat@state.ma.us

Q: What happens if I take and pass the ELPAT before the written examination date (April 16, 2016) and then fail the written examination?

A: You will not receive a refund for either component.

Q: I can't attend my scheduled ELPAT date, can I re-schedule?

A: With the exception of current military personnel who cannot be in Massachusetts on the scheduled date of the ELPAT, no applicant has a right to a make-up examination due to personal or professional conflicts on the testing date. If you are unable to appear for your scheduled ELPAT date due to an emergency or unanticipated hardship, you may request a make-up date, by sending an email to elpat@state.ma.us with verifiable documentation to HRD no later than 7 calendar days from the originally scheduled date. HRD reserves the right to approve OR deny your request. HRD may require an additional examination processing fee upon approval of your request. Such requests will be processed on a first-come first served basis.

Q. What happens if I fail to attend my scheduled ELPAT?

A. You will automatically fail the Firefighter examination and will not be placed on an eligible list.

Q. Is there an opportunity to preview the ELPAT?

A. Yes, information will be provided once a candidate has been scheduled for their ELPAT.

Q. What are the ELPAT events?

A. Please see our website for the Firefighter Physical Ability Test Preparation Guide detailing each event: [Physical Ability Test Information for Candidates](#)

Boston, MA 02108

civilservice@state.ma.us

2016 Firefighter Supplemental Questionnaire

- * 1. Will you be 19 years of age or older on or before March 21, 2016?
 Yes No
- * 2. Will you be 31 years of age or younger on March 21, 2016?
 Yes No
- * 3. Will you be 31 years of age or younger on April 16, 2016?
 Yes No
- * 4. FIRE FIGHTER CLAIM FOR EMPLOYMENT/EXPERIENCE CREDIT: Credit will be given only for experience in the position title for which the examination is conducted. In other words, since you are taking the examination for Firefighter, you can claim any experience you have had performing work ONLY as a Full Time, Reserve, or Intermittent Firefighter in a municipal fire department before the date of the exam. While HRD may hold military make-up exam session(s) after April 16, 2016, HRD will not grant credit for experience accumulated after April 16, 2016. CALCULATING IN TITLE EXPERIENCE CREDIT: You will receive 0.2 points for each month of creditable In Title Experience as a Fire Fighter. One month equals 172 work hours or 16 or more work days. Part-time work In Title Experience will be prorated on the basis of a 40-hour workweek. Your In Title Experience Credit is weighted at 10%. If you do not qualify for In Title Experience Credit, your overall score will be 100% written and ELPAT score before statutory preference points. VERIFYING IN TITLE EXPERIENCE CLAIMS: Supporting documentation must be provided in the form of a dated letter, signed by the appointing authority or your employer (past or present), identifying the position title, type of job responsibilities, dates of experience, whether the experience was full or part-time and other pertinent information concerning your experience. If the experience was less than full-time, the verification must include the actual time worked, e.g., number of hours per week. Letters of verification must be on original, official letterhead or stationery, with an original signature. Supporting documentation must be emailed to civilservice@state.ma.us or attached to your examination application. All supporting documentation needs to be submitted within 7 days following the written exam. (Note: Resumes will not be accepted as employment verification) IN TITLE EXPERIENCE CLAIM APPEALS: In Title Experience Claims will only be calculated for individuals who achieve a passing score on the written exam. In Title Experience Credit cannot be added to a failing written examination score in an attempt to achieve an overall passing score. If you believe that your In Title Experience Credit has been calculated incorrectly, you have the opportunity to appeal the In Title Experience Credit only. When you receive your exam results, carefully read the instructions that will be noted on the page including your exam results. All appeals must be filed in writing; no appeal telephone calls will be accepted. No new information can be submitted on appeal; only clarifying information relative to the experience you originally claimed can be considered during the appeal process. Selecting the "Yes" response below will enter your claim for this Employment/Experience Credit; please note that supporting documentation is required to verify all claims. Select the "No" response below if you do not qualify for this credit.
 Yes, I am eligible for In Title Experience Credit, and will provide supporting documentation as instructed above.
 No, I am not eligible to claim In Title Experience Credit.
- * 5. The son or daughter of a Firefighter employed in Massachusetts who was killed or died of injuries received in the performance of duty, or who was permanently disabled as a result of injuries received in the performance of duty, is entitled to certification preference under

the provisions of Chapter 402 of the Acts of 1985. Selecting the "Yes" response below will enter your claim for this preference; please note that supporting documentation is required to verify all claims. Select the "No" response below if you do not qualify for this preference.

Yes, I qualify for this preference.

No, I do not wish to claim this preference.

* 6. Are you attaching documents to this application? If so, please use the Attachment tab to the left to upload these documents.

Yes No

* Required Question