

NEW HAVEN ENTRY-LEVEL FIREFIGHTER
and
FIREFIGHTER/PARAMEDIC
APPLICANT HANDBOOK



2019 Recruitment Process



Toni N. Harp, Mayor
John Alston, Fire Chief

CITY OF NEW HAVEN
Department Of Fire Service
Office of the Chief

Website www.cityofnewhaven.com



952 Grand Avenue
P.O. Box 374
(203) 946-6222
(203) 946-6221/Fax

Dear Applicant:

Congratulations! By completing all the necessary forms contained in this special application packet, you are taking the first step toward becoming a member of the New Haven Department of Fire Service. To reach the goal of becoming a firefighter, applicants must successfully complete a number of steps and all the information needed to complete those steps is contained in this packet.

The mission of the New Haven Fire Department is to contribute, within appropriate authority, to the maintenance and improvement of the quality of life in the City of New Haven, accomplished through providing fire suppression; fire prevention; emergency medical service and rescue; emergency communications, special services and emergency management as well as effective training for and administration of these activities.

We are seeking committed individuals to assist us in fulfilling our responsibilities to the citizens of New Haven and we hope you will join us. On behalf of the City New Haven, I extend my best wishes to you as you begin this endeavor. Your hard work and perseverance will be richly rewarded should you be selected to serve the public as a member of the New Haven Fire Department.

Very truly yours,

John Alston
Chief of the Department

CITY OF NEW HAVEN
DEPARTMENT OF HUMAN RESOURCES
200 ORANGE STREET, NEW HAVEN, CT 06510
www.cityofnewhaven.com

POSITION: FIREFIGHTER (M-702) (TESTED)
SALARY: \$41,488 ANNUALLY
HOURS/FUNDING: 42 HOURS PER WEEK / GENERAL FUNDS

*Position is subject to a **NON-REFUNDABLE** Application Fee of \$50 for New Haven residents, and \$100 for non-New Haven residents. Fee may be waived in cases of hardship. Hardship applicants must meet eligibility criteria and are considered on a case-by-case basis. Instructions for waiving fees included in the Applicant Handbook available at www.firefighterapp.com/NewHavenFire and at reception window Dept. of Human Resources 200 Orange St. Rm #102 New Haven, CT 06510*

APPLICATION PERIOD OPENS: 12:01 am OCTOBER 4, 2019

CLOSING DATE: Applications will be limited to a total of 1,000 applications split at 500 applications from non-New Haven residents and 500 applications from New Haven residents.

- Application period will close to non-New Haven residents when 500 applications are received from applicants not domiciled (residence) in the city of New Haven.
- Application period will close to New Haven residents when 500 applications are received from applicants domiciled (residence) in the city of New Haven.
- Whether or not these application limits are reached, the application period will close no later than 11:59 pm OCTOBER 25, 2019.

TO APPLY:

- **FIRST BEFORE YOU APPLY, READ THE APPLICANT HANDBOOK** available at www.firefighterapp.com/NewHavenFire **APPLICANTS ARE RESPONSIBLE FOR READING ALL INSTRUCTIONS IN APPLICANT HANDBOOK.** The Handbook is also available at the reception window at the Dept. of Human Resources, 200 Orange Street, Room 102 New Haven, CT 06510.
- **SECOND**, create a free Firefighterapp.com account, if you don't already have one. Go to www.firefighterapp.com/NewHavenFire and click on Log-In. From here you can create your account or simply log-in. You must have an email address to create a Firefighterapp.com account.
- Complete your application. Be sure to click on **Entry-Level Firefighter 2019 Non-Resident** option if you live outside of New Haven. Be sure to click on **Entry-Level Firefighter 2019 New Haven Resident** option if you live in New Haven.
- Submit your on-line application and application fee by credit/debit card (or fee waiver) as soon as possible before the application limits are reached but **no later than OCTOBER 25, 2019 by 11:59 pm**. If an option to apply is not available, that means the application limit has been reached for that option or the deadline has passed and you will not be able to apply.

*APPLICATIONS ARE ONLY ACCEPTED ON-LINE at www.firefighterapp.com/NewHavenFire
APPLYING MORE THAN ONCE IS NOT PERMITTED.*

Internet & computer access available at: Dept. of HR 200 Orange Street Room 102, New Haven, CT 06510 from 9:00 am to 4:30 pm Mon Wed & Fri (except 10/14); and, at any New Haven Free Public Library location. Visit www.nhfpl.org for location/hours convenient for you. Ask library staff for assistance in obtaining a guest pass.

MINIMUM REQUIREMENTS TO APPLY:

- 1) You must be at least 18 years of age at time of application.
- 2) You must possess a valid driver's license **by 11/01/2019**.
- 3) You must have completed high school or obtained a GED **by 12/31/2019**.

SPECIAL REQUIREMENTS:

You must be able to meet established educational, physical and medical requirements. You must possess and maintain appropriate Motor Vehicle driver's license as required by nature of assignment.

Position is subject to background check, medical and drug testing upon conditional offer of employment.

Position included in collective bargaining agreement with Local 825, International Association of Firefighters, AFL-CIO. As condition of continued employment, membership required at the completion of 90 working days.

CITY OF NEW HAVEN
DEPARTMENT OF HUMAN RESOURCES
200 ORANGE STREET, NEW HAVEN, CT 06510
www.cityofnewhaven.com

APPLICATION PERIOD OPENS: 12:01 am OCTOBER 4, 2019
CLOSES: 11:59 pm OCTOBER 25, 2019

PLEASE NOTE: This position is **NOT** subject to the application limits. However, applicants must meet the minimum requirements as listed below.

POSITION: FIREFIGHTER/PARAMEDIC (M-702) (TESTED)
DEPARTMENT: FIRE SERVICE
SALARY: \$41,488 ANNUALLY
HOURS/FUNDING: 42 HOURS PER WEEK / GENERAL FUNDS

*Position is subject to a **NON-REFUNDABLE** \$50.00 Application Fee. Fee may be waived in cases of hardship. Hardship must meet eligibility criteria and will be considered on a case-by-case basis. Instructions for waiving fees are included in the Applicant Handbook available at www.firefighterapp.com/NewHavenFire and at reception window Dept. of Human Resources. Position is subject to background check, medical and drug testing upon conditional offer of employment.*

TO APPLY:

- **FIRST BEFORE YOU APPLY, READ THE APPLICANT HANDBOOK** available at www.firefighterapp.com/NewHavenFire **APPLICANTS ARE RESPONSIBLE FOR READING ALL INSTRUCTIONS IN APPLICANT HANDBOOK.** The Handbook is also available at the reception window at the Dept. of Human Resources, 200 Orange Street, Room 102 New Haven, CT 06510.
- **SECOND**, create a free Firefighterapp.com account, if you don't already have one. Go to www.firefighterapp.com/NewHavenFire and click on Log-In. From here you can create your account or simply log-in. You must have an email address to create a Firefighterapp.com account.
- Complete your application. Be sure to click on **Firefighter/Paramedic 2019** to respond to this job announcement.
- **IF YOU DO NOT MEET THE MINIMUM REQUIRMENTS FOR THIS POSITION, DO NOT APPLY.** Your application will be rejected. Additionally, your application fee will not be refunded.
- Submit your on-line application and \$50.00 application fee by credit/debit card (or fee waiver) **no later than OCTOBER 25, 2019 by 11:59 pm. APPLICATIONS ARE ONLY ACCEPTED ON-LINE at www.firefighterapp.com/NewHavenFire**

Internet & computer access available at: Dept. of HR 200 Orange Street Room 102, New Haven, CT 06510 from 9:00 am to 4:30 pm Mon Wed & Fri (except 10/14); and, at any New Haven Free Public Library location. Visit www.nhfpl.org for location/hours convenient for you. Ask library staff for assistance in obtaining a guest pass.

MINIMUM REQUIREMENTS TO APPLY:

1) You must be at least 18 years of age; 2) You must possess a valid driver's license by 11/01/2019; 3) You must have completed high school or obtained a GED by 12/31/2019; 4) You must possess the following certifications: valid Paramedic Certification/License (from any State), CPR, ACLS, PALS, PHTLS, EPC, and NREMT and maintain these certifications throughout employment; 5) If Paramedic License is not from CT, you must obtain CT Paramedic License within 1 year from date of hire and maintain that certification throughout employment. If not medically authorized* from local Sponsor Hospital, you must obtain medical authorization through Sponsor Hospital within 1 year from date of hire and maintain authorization throughout employment. *For those who do not already have Medical Authorization from the New Haven Sponsor Hospital Program, the City of New Haven may assist and/or facilitate in obtaining the required medical authorization for those extended a conditional offer of employment. For info on obtaining Medical Authorization from New Haven Sponsor Hospital Program visit <https://sponsorhospital.gosignmeup.com>

SPECIAL REQUIREMENTS:

You must be able to meet established educational, physical and medical requirements. You must possess and maintain appropriate Motor Vehicle driver's license as required by nature of assignment.

Position included in collective bargaining agreement with Local 825, International Association of Firefighters, AFL-CIO. As condition of continued employment, membership required at the completion of 90 working days.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D. Immigration Reform and Control Act of 1986 require the hiring of only American Citizens and aliens who are authorized to work in the United States. Please post this announcement in a conspicuous area on the Department Bulletin Board.

FIREFIGHTER

NATURE OF WORK

This is skilled firefighting work in combating, extinguishing, and preventing fires; in rendering medical assistance at medical and other emergency scenes; and in operating and maintaining Fire Department equipment, apparatus and quarters.

Work involves responsibility for the protection of life and property through performing firefighting, rescue Emergency Medical Service (EMS) first responder, and related duties. Work is performed as a team; including training and participation in the use of firefighting and emergency medical apparatus, performance of which may be hazardous under emergency conditions. Work may require strenuous exertion under such environments as smoke, fire, heat, confined spaces, and infectious disease.

When not engaged in firefighting, rescue or first responder activities, a significant portion of time is devoted to drill and studying methods and techniques, inspecting premises for fire hazards, routine duties in the care of station and equipment maintenance, and other departmental duties as assigned.

Specific orders and assignments are given by a superior officer, in both firefighting and at the fire station, and performed under close supervision in accordance with established policies and procedures. However, performance of the work requires initiative and thorough understanding of firefighting methods and emergency medical care as learned on the job and in training.

ILLUSTRATIVE EXAMPLES OF WORK

Responds to fire alarms with a company; drives apparatus; operates and uses pumps and ladders, uses chemical extinguishers, bar, hooks, lines and other equipment.

Ventilates burning buildings by opening windows and skylights or by cutting openings in roofs and floors; removes persons from danger; administers emergency medical care to ill or injured persons.

Performs salvage operations by placing salvage covers, sweeping water and removing debris.

Performs emergency medical assistance to fire victims and/or as first responders to medical and other emergency situations until arrival of other medically qualified personnel.

Participates in daily training sessions; reads and studies assigned materials regarding firefighting, emergency medical care, fire prevention and related subjects, studies the theory and techniques of firefighting, emergency medical care, hydraulics, fire chemistry, and related subjects; participates in a variety of drills and instructions.

Inspects buildings and premises for familiarization; checks for fire hazards; participates in the inspection and maintenance of fire hydrants, cleaning away snow, ice and grass for accessibility.

Operates fire apparatus and may assume command of a fire company on occasional basis.

Participates in pre-planning survey of commercial, industrial and institutional structures.

Performs general maintenance work in the upkeep of Fire Department property; cleans and maintains fire stations and equipment; performs other maintenance duties.

Performs fire prevention and public fire education work. Performs related work as required.

REQUIREMENTS OF WORK

At time of Application must: be 18 years of age, possess a valid driver's license and have graduated from high school or possess State Equivalency Diploma (GED); and the following knowledge, skills and abilities:

Ability to learn a wide variety of firefighting duties, evolutions, and methods within a reasonable working test period.

Ability to climb ladders and work at considerable heights.

Ability to learn locations of streets, principal buildings and other physical features of New Haven.

Ability to act quickly and calmly in emergency situations.

Ability to follow oral and written instructions.

Ability to establish and maintain an effective working relationship with other employees and the public. Ability to learn emergency medical care techniques.

Mechanical aptitude and manual dexterity.

Physical strength and agility and the ability to perform arduous tasks under strenuous and adverse conditions.

SPECIAL NECESSARY REQUIREMENTS

Candidates for this classification must be able to meet established educational, physical and medical requirements.

Trainees must pass all Fire Academy curriculum and obtain all necessary certifications and/or licenses as required by the Fire Department for graduation from the Academy. Must also obtain appropriate State of Connecticut Department of Motor Vehicle driver's license as required by nature of assignment.

INFORMATION on the APPLICATION PROCESS FIREFIGHTER

Applicants are required to apply on-line at www.firefighterapp.com/NewHavenFire

The on-line application system provides a more streamlined method for application submission and for Human Resources to communicate directly with the applicants during the testing process. Later the Fire Department may use this system to communicate directly with candidates during the hiring process. Unfortunately, applicants will not be able to use the Firefighterapp.com system to communicate directly with Human Resources. However, applicants can contact Human Resources directly by email to NHFDJobs@newhavenct.gov All applicants are responsible for adjusting their email settings to accept emails from NHFDJobs@newhavenct.gov

IMPORTANT: All correspondence and information concerning the application/testing/hiring process will occur by email through Firefighterapp.com. Please be sure to login to your FirefighterApp.com account regularly during the application/testing/hiring process and check your email to ensure receipt of critical information. All applicants are responsible for adjusting their email settings to also accept emails from Firefighterapp.com

Application Process:

- 1) Read this entire Applicant Handbook **before applying**. **APPLICANTS ARE RESPONSIBLE FOR READING ALL INFORMATION CONTAINED IN THIS APPLICANT HANDBOOK!**
- 2) Go to www.firefighterapp.com/NewHavenFire If you already have a Firefighterapp.com account simply log-in. Otherwise you will need to create a new account. Creating a new account is free. You must have a valid working email address to create a new account. Sources for free email accounts include Google, and Yahoo among many others.
- 3) Find the New Fire Department job announcement and click on the “Apply Now” button and complete all application questions. If you do not live in New Haven, make sure you are completing the non-New Haven resident application. If you live in New Haven, make sure you are completing the New Haven resident application. If you are a licensed paramedic seeking to apply as a paramedic, make sure you are completing the Firefighter/Paramedic application.
- 4) Please note the Firefighter/Paramedic process is not subject to the application limits. However, if you do not meet the requirements as stated in the Firefighter/Paramedic job announcement, do not apply. Applicants not meeting the requirements will be rejected. Remember, the application fee is non-refundable.
- 5) The entry-level Firefighter process is subject to application limits of 500 total applications from individuals living outside of the city of New Haven and 500 total applications from individuals living in the city of New Haven. Therefore, please read the following instructions carefully. All applicants are responsible for following all instructions for properly completing and submitting his/her application.
 - If you **do not live in New Haven**, you must apply as a non-resident. Applying as a resident when you don’t live in New Haven is fraudulent and your application will be rejected. Remember, the application fee is non-refundable. If the option to apply as a non-resident is not available, that means the application limit has been reached or the deadline has passed, and you will not be able to apply.
 - If you **live in New Haven**, you must apply as a New Haven resident. Applying as a non-resident when you live in New Haven is fraudulent and your application will be rejected. Remember, the application fee is not refundable. If the option to apply as a New Haven resident is not available, that means the application limit has been reached or the deadline has passed, and you will not be able to apply.

As a New Haven resident applying for the position of entry-level Firefighter, you are not required to submit proof that you are domiciled and residing in New Haven when you submit your on-line application. However, you will be required to provide proof during the check-in process for the Written Examination, which is scheduled to occur Saturday November 16, 2019. Proof of domicile and residence in New Haven will be subject to all of the same requirements as if you were also applying for Residency Preference Points. Please follow instructions under the section titled **Information on Applying for Residency Points** later on in this Handbook to learn of the acceptable items you can submit as proof of being domiciled and residing in the city of New Haven.

WARNING: If you apply as a New Haven resident and on the date of the Written Examination you are not able to provide valid proof of domicile and residency in New Haven, you will not be able to continue in the process.

WARNING: DO NOT APPLY MORE THAN ONCE OR BOTH APPLICATIONS WILL BE REJECTED

- 6) When you submit your on-line application, you must also at that time submit the application fee on-line by using a credit or debit card. The application fee for New Haven residents is \$50, and the application fee for non-New Haven residents is \$100. Please note that the on-line payment page will ask you for credit card information. However, a debit card can also be used. If you don't have a credit card or debit card, you must select the option to pay your application fee in person at the City of New Haven Dept. of Human Resources. See section titled **Information on Payment of the Application Fee** later in this Handbook for instructions on how to submit your payment in person.
- 7) The application fee may be waived in cases of hardship. See section titled **Eligibility for Requesting a Fee Waiver** later in this Handbook for instructions on how to request a waiver of the application fee.

Again, the application fee is non-refundable regardless of whether you complete all phases of the application/testing/hiring process.

CLOSING DATE: Application period will close to non-New Haven residents **when 500 applications are received from applicants not domiciled (residence) in the city of New Haven.** Application period will close to New Haven residents **when 500 applications are received from applicants domiciled (residence) in the city of New Haven.** Whether or not these application limits are reached, application period will close **no later than 11:59 pm OCTOBER 25, 2019.**

You should allow yourself enough time to complete all of the on-line application questions. The system may shut you out before you have a chance to complete your application if applying too close to the closing time on the deadline date. Again, if the option to apply as either a non-New Haven resident, or as a New Haven resident is not available when you attempt to apply that means the application limit has been reached and the application period for that specific position has closed. Applications should be completed and submitted as soon as possible after the application period opens. Only applications and application fee (or waiver) completed and submitted per all instructions by applicants meeting the minimum requirements will be accepted.

All correspondence and information concerning the testing and hiring process will occur by email through Firefighterapp.com. Please be sure to login to your Firefighterapp.com account and check your email on a regular basis to ensure receipt of critical information. **YOU ARE RESPONSIBLE FOR ADJUSTING YOUR EMAIL SETTINGS SO THAT OUR EMAIL NOTIFICATIONS DO NOT END UP IN YOUR SPAM OR JUNK FOLDER.**

Unfortunately, applicants will not be able to use the Firefighterapp.com system to communicate directly with Human Resources. However, applicants can contact Human Resources directly by email to NHFDJobs@newhavenct.gov You may contact Human Resources at this email address if you need assistance or have questions. Be sure to include contact information that we can use to get back in touch with you.

INFORMATION on the APPLICATION PROCESS FIREFIGHTER/PARAMEDIC

All information contained in the above **Application Process** steps, EXCEPT FOR step 5 above, also applies to those seeking to submit an on-line application for the position of Firefighter/Paramedic. In addition, the following specifically applies to Firefighter/Paramedic applicants:

You must possess the following certifications: valid Paramedic Certification/License (from any State), Cardio Pulmonary Resuscitation (CPR), Advance Cardiac Life Support (ACLS), Pediatric Advance Life Support (PALS), Pre-Hospital Trauma Life Support (PHTLS), Emergency Pediatric Care (EPC), be a National Registry Emergency Medical Technician (NREMT) and maintain these certifications throughout employment; If your Paramedic License is not from CT, you must obtain a CT Paramedic License within 1 year from date of hire and maintain that certification throughout employment. If not medically authorized* from local Sponsor Hospital, you must obtain medical authorization through Sponsor Hospital within 1 year from date of hire and maintain authorization throughout employment. ***For those who do not already have Medical Authorization from the New Haven Sponsor Hospital Program, the City of New Haven may assist and/or facilitate in obtaining the required medical authorization for those extended a conditional offer of employment. For info on obtaining Medical Authorization from New Haven Sponsor Hospital Program visit <https://sponsorhospital.gosignmeup.com>**

You are required to upload a copy of your Paramedic License and all other required certifications with your on-line application. If you are unable to upload your Paramedic License, please contact NHFDJobs@newhavenct.gov

INFORMATION on PAYMENT of the APPLICATION FEE

This section will instruct you on how to pay your application fee. If you believe you may be eligible for the fee waiver, continue to the next section to check your eligibility.

The Department of Human Resources charges an application fee to defray the cost of recruiting, testing and hiring firefighter applicants. The application fee is **NON-REFUNDABLE** regardless of whether applicants complete all phases of the application, testing and hiring process.

The non-refundable application fee must be paid at the time the application is submitted on-line through Firefighterapp.com. The on-line application system will only accept credit/debit card payments. Although the payment page of the on-line application system prompts for credit card information, it will also accept payment by use of a debit card.

If you are not able to make an on-line credit/debit card payment because you do not currently possess a credit or debit card, you must select the option to pay the application fee in person when submitting your on-line application.

When selecting the pay application fee in-person option, your application will **NOT BE SUBMITTED**, but instead it will be held in pending status until you submit your application fee payment in person. The location to drop-off your payment is:

City of New Haven Department of Human Resources
200 Orange Street, First Floor, Room #102
New Haven, CT 06510

Business hours are Monday – Friday from 9:00 am to 5:00 pm.

ONLY CASH IN EXACT AMOUNT OR MONEY ORDER (MADE OUT TO TREASURER CITY OF NEW HAVEN) ACCEPTED FOR IN-PERSON PAYMENT. CREDIT/DEBIT CARDS or PERSONAL CHECKS NOT ACCEPTED

Once you drop your payment off at our Human Resources Department, you will need to log back into your Firefighterapp.com account, click the agree to Firefighterapp.com Terms and click the Confirm & Submit button to complete the submission of your on-line application.



PLEASE READ & UNDERSTAND THE FOLLOWING:

It is extremely important that as an applicant opting to pay your application fee in person you understand that dropping off your payment in person does not constitute submission of your on-line application! When you drop off your payment at Human Resources, your application will be released from pending status. All pay-in-person applicants are fully responsible for logging back in to their Firefighterapp.com account to complete submission of their on-line application.

Not following the final step of logging back in to your Firefighterapp.com account, to agree to Firefighterapp.com Terms and clicking the Confirm & Submit button to complete the submission of your on-line application means your application has not been officially submitted. Remember that there are application limits to our recruitment process for entry-level Firefighter and there is an overall closing date for both the entry-level Firefighter and the Firefighter/Paramedic positions. Please plan accordingly. As the applicant you are responsible for following all instructions in completely submitting your application. If you do not complete this final step, you risk not submitting your application before the application limit is reached or the closing date occurs. Remember, once you have paid, the application fee is non-refundable even if your application is not officially and fully submitted.

YOU MAY ONLY SUBMIT ONE APPLICATION! Applying more than once voids both applications. Pay careful attention when choosing your payment method and read the questions on the on-line application very carefully before proceeding.

ELIGIBILITY for REQUESTING a FEE WAIVER

This section will provide you with information to determine if you may be eligible to request a waiver of the application fee. If you do not meet the income guidelines, then you are not eligible for a waiver and you must pay the application fee when submitting your on-line application for the positions of entry-level Firefighter or Firefighter/Paramedic.

The Department of Human Resources will waive the application fee in cases of financial hardship based on HHS Poverty Guidelines. One of the phases of the hiring process will include a thorough background investigation in which certain documents will be required including income tax forms, paystubs, etc. If the Department learns at that time that an applicant did not meet the eligibility guidelines, had the ability to pay the application fee and that a request to waive the fee was fraudulent, that candidate will be disqualified from further consideration in the selection process.

Below are the Eligibility Guidelines for requesting a waiver of the application fee. If you are eligible, you may select the Waiver of Application Fee option when submitting your on-line application.



PLEASE READ & UNDERSTAND THE FOLLOWING:

Make sure you are eligible for a fee waiver **BEFORE** selecting that option on your on-line application. You will not be able to undo the fee waiver option once you select it and proceed to submit your application. **YOU MAY ONLY SUBMIT ONE APPLICATION! APPLYING MORE THAN ONCE WILL VOID BOTH APPLICATIONS.** Pay careful attention and read carefully when choosing the fee waiver option before proceeding.

2019 Waiver Eligibility Guidelines

The following figures are the 2019 HHS poverty guidelines published in the *Federal Register* January 2019.

2019 Poverty Guidelines for the 48 Contiguous States and the District of Columbia	
Persons in family/household	Poverty guideline
1	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30,170
6	\$34,590
7	\$39,010
8	\$43,430
For families/households with more than 8 persons, add \$4,420 for each additional person.	

For all states (except Alaska and Hawaii) and for the District of Columbia.

Source: <https://aspe.hhs.gov/2019-poverty-guidelines>

INFORMATION on APPLYING FOR RESIDENCY POINTS

YOU MUST FOLLOW THE INSTRUCTIONS BELOW TO: 1) PROVE YOUR CITY OF NEW HAVEN DOMICILE/RESIDENCY STATUS WHEN SUBMITTING YOUR ON-LINE FIREFIGHTER APPLICATION AS A NEW HAVEN RESIDENT, AND FOR 2) APPLYING FOR RESIDENCY PREFERENCE POINTS.

YOU MUST SUBMIT THE REQUIRED DOCUMENTATION AS INDICATED WHEN YOU REPORT FOR YOUR SCHEDULED WRITTEN EXAMINATION, WHICH IS SCHEDULED FOR NOVEMBER 16, 2019.

Proof of Domicile/Residency

To prove your domicile/residency in the city of New Haven, you must bring to the written examination 3 items to prove your domicile. All 3 items must show the same New Haven address.

- **PICTURE IDENTIFICATION showing current New Haven address (bring original, not copy); AND**
- **COPIES OF TWO (2) ITEMS SUCH AS:**
 - current utility bills (gas, electric, etc.) other bills (insurance, credit card, etc.), or
 - other official business mail (bank statements, etc.) that you received within the last 60 days prior to the date of the written examination.
- **IF YOUR PICTURE IDENTIFICATION DOES NOT SHOW YOUR CURRENT NEW HAVEN ADDRESS, THEN IN ADDITION TO YOUR PICTURE ID, YOU MUST BRING COPIES OF THREE (3) ITEMS SUCH AS:**
 - current utility bills (gas, electric, etc.) other bills (insurance, credit card, etc.), or other official business mail (bank statements, etc.) that you received within the last 60 days prior to the date of the written examination.

Note: Bills or other correspondence you attempt to submit as proof of domicile/residency cannot be more than two (2) months old. Submitted copies must clearly show name, address and date on items you are submitting. You may blacken out information such as account numbers, etc. Personal hand-written mail is **NOT VALID AND WILL NOT BE ACCEPTED**

APPLICANTS, WHO ARE UNABLE TO PROVIDE PROOF OF DOMICILE/RESIDENCY IN THE CITY OF NEW HAVEN ARE NOT ELIGIBLE TO SUBMIT AN APPLICATION AS A NEW HAVEN RESIDENT.

ADDITIONALLY, APPLICANTS WHO ARE UNABLE TO PROVIDE PROOF OF DOMICILE/RESIDENCY IN THE CITY OF NEW HAVEN ARE ALSO NOT ELIGIBLE TO APPLY FOR THE RESIDENCY PREFERENCE POINTS.

If eligible at the time of application and by following all instructions as described above, as a New Haven resident you can have ten points (10) added to your FINAL PASSING SCORE.

To apply for these points, you must complete the Preference Points Form located in the Forms Section at the end of this Handbook. Bring the completed form along with required items to prove domicile/residency when you report to the written examination.

PLEASE NOTE THERE WILL BE NO ACCESS TO A PHOTOCOPIER MACHINE AT THE WRITTEN EXAMINATION SITE. YOU MUST FOLLOW ALL INSTRUCTIONS SPECIFICALLY AS OUTLINED. NO CLAIMS FOR DOMICILE/RESIDENCY IN THE CITY OF NEW HAVEN WILL BE HONORED WITHOUT DOCUMENTED PROOF OF ELIGIBILITY AS INSTRUCTED.

INFORMATION on APPLYING FOR VETERAN POINTS

Veteran's Preference Points

If you are an honorably discharged war-time veteran, you can have five (5) points added to your FINAL PASSING SCORE. If you are an honorably discharged disabled war time veteran, you can have ten (10) points added to your FINAL PASSING SCORE.

To apply for these points, you must bring a copy of your DD-214, (and your VA issued rating letter if disabled) to the Written Examination. Please bring copies we can keep. There will be no access to a photocopier machine at the test site. No claims for veteran preference points will be honored without documented proof of eligibility.

PLEASE NOTE ALL COMBINATIONS OF PREFERENCE POINTS WHETHER FOR RESIDENCY, VETERAN OR DISABLED VETERAN WILL BE CAPPED AT A MAXIMUM OF 15 ADDITIONAL POINTS.

INFORMATION on REQUESTING an ADA ACCOMMODATION in the TESTING PROCESS

The Americans with Disabilities Act (ADA) enables qualified applicants with substantial impairments that affects one or more major life activities the opportunity to request a reasonable modification to the City's policies, practices and procedures to enable them to apply and/or test for a position with the City. We will need from the applicant information related to his or her disability to determine what accommodation may be best for the applicant.

To apply for an ADA accommodation, you must complete and submit an ADA Accommodation Request Form per the instructions contained in said form. This form is located in the Forms Section of this Handbook. Accommodation requests must be filed with the Department of Services for Persons with Disabilities **immediately upon submission of your on-line application.** Please note that ADA Accommodation Request Form is not a form that you can complete on-line. You must print the form, complete it and submit it as instructed in the form.

INFORMATION on NEW HAVEN FIRE DEPARTMENT TESTING & SELECTION PROCESS TIMELINE 2019

Please note that any and/or all of the components of the testing and hiring process may be changed by the City of New Haven with or without notice. Additionally, the City of New Haven reserves the right to modify the order sequence of the testing and hiring process as may be deemed appropriate. The following outlines the steps in the various phases in the testing, selection/hiring process for Entry-Level Firefighter and for Firefighter/Paramedic. This is a general overview and the Department reserves the right to make changes accordingly, if necessary. Applicants must meet all minimum requirements and submit all applicable fees (or waiver) in order to participate in the Civil Service testing process. **It is the applicant's responsibility to adhere to the City's testing schedule. Unless otherwise stated, there will be no make-up tests or alternate test dates.**

1. Written Exam

****November 16 & 17, 2019** NO MAKE UP EXAMS OFFERED. IF YOU CANNOT TEST ON ONE OF THESE DATES, DO NOT APPLY**

Applicants who properly submit a completed application and meet all minimum requirements will be emailed information regarding the time and location of the Written Exam. You will be required to be present for testing on the date and time assigned, as there are no make-up dates, and there is no rescheduling for this exam. **Please note that you do not get the opportunity to select your test date. Your test date will be assigned and you are expected to test on the date assigned to you.**

2. Oral Exam

****November 23 & 24, 2019** NO MAKE UP EXAMS OFFERED. IF YOU ARE NOT AVAILABLE TO TEST ON ONE OF THESE DATES, DO NOT APPLY**

Candidates who attend the written exam will be notified by email concerning the Oral Exam. You will be required to be present for testing on the date and time assigned, as there are no make-up dates, and there is no rescheduling for this exam. **Please note that you do not get the opportunity to select your test date. Your test date will be assigned and you are expected to test on the date assigned to you.**

3. Certification of Results *(date to be determined)*

Final results will be certified by the Civil Service Board establishing the official employment lists for the position of Firefighter and for Firefighter/Paramedic. These lists are also known as the Eligibility Lists. All candidates, who pass all phases of the testing process, will appear on an Eligibility List ranked by order of final score.

4. Conditional Job Offers Issued *(date to be determined)*

Candidates in the highest ranks on the Eligibility Lists may be extended a conditional offer of employment by the Board of Fire Commissioners through a special packet emailed after the Eligibility Lists are certified. The special packet will contain important instructions and background documents that must be completed and returned to the New Haven Department of Human Resources by the deadline specified in the packet.

5. Conditional Job Offer Activities Begin *(date to be determined)*

Specific activities and examinations occur after conditional offers of employment are extended. They include:

- Extensive Background Check
- Modified CPAT conducted by the City of New Haven (for candidates who do not submit a valid CPAT certificate when notified of the conditional offer)
- Comprehensive Medical Examination, including a drug test for controlled substances
- Final Interview

6. Start of Fire Academy Classes *(date to be determined)*

The Board of Fire Commissioners will appoint candidates to begin training at the New Haven Fire Academy.

OTHER HELPFUL INFORMATION

- 1) You do not need to submit a copy of a CPAT certificate to apply and test to become a firefighter or firefighter/paramedic. If you receive a conditional offer of employment after the Eligibility Lists are established, you will need to submit a copy of your CPAT certificate at that if you have one. If you don't have a CPAT certificate and you receive a conditional offer of employment, you will have the option of taking the Physical Ability Test offered by the New Haven Fire Department at that time.

It is a good idea for you to maintain your physical fitness in the event you receive a conditional offer and need to take the CPAT or the NHFD PAT. For a video on the Physical Ability Test offered by the New Haven Fire Department, visit <https://www.firefighterapp.com/New-Haven-CT-Fire-Department/646/>

- 2) If you pass all parts of civil service testing and are ranked high on the eligibility list, the Police Department may contact you with a conditional offer of employment. At that time, you will need to submit the following documents. You should start assembling the following documents now and not wait until you receive a conditional offer of employment.

- Copy of Birth Certificate
- Copy of Social Security card
- Copy of Driver's License
- Copy of Vehicle Registration (if applicable)
- Copy of High School Diploma or GED
- Copy of College Degree (if applicable)
- Copy of Military DD 214 Form (if applicable)
- Marriage License (if applicable)
- Divorce Paperwork (if applicable)
- Proof of US citizenship (if born abroad)

Applicants who cannot locate or do not have these materials are advised to begin NOW to make arrangements to obtain such documents.

ENTRY-LEVEL FIREFIGHTER
and
FIREFIGHTER/PARAMEDIC
RECRUITMENT – 2019
APPLICATION PACKET

FORMS SECTION

- Application for Residency Preference Points Form
- ADA Testing Accommodation Request Form

**CITY OF NEW HAVEN CIVIL SERVICE
APPLICATION FOR PREFERENCE POINTS – CITY OF NEW HAVEN DOMICILED**

A person domiciled in the City of New Haven may have 10 points added to his or her passing score on an open competitive examination. In order to qualify for preference points in accordance with Civil Service Rules and Regulations, the Civil Service Division of the City of New Haven Department of Human Resources requires that you provide irrefutable evidence to substantiate that you were domiciled and residing in the City of New Haven at the time of the announcement of the open competitive exam to which you request to have the residency points applied.

As the intention of the applicable Civil Service Rule is to give those domiciled in the City of New Haven preference points on open competitive examinations, the Personnel Director is authorized to require proof that an applicant meet all the conditions of domiciliary status set forth above.

For the purpose of this Application for Preference Points, “**DOMICILED**” is defined as “*that place where an individual has his or her true, fixed, and permanent home and principal establishment, and to which whenever he or she is absent, he or she has the intention of returning. The permanent residence of a person or the place to which he or she intends to return even though he or she may actually reside elsewhere.*”

You are required to complete and submit this form in order to apply for preference points. You must follow all instructions and answer all questions listed on this form. You must provide copies of the items proving you are domiciled and residing in the City of New Haven as instructed in this form, and you must be prepared to submit any additional documentation as the Personnel Director may require. Application for preference points will not be honored without proof. In the case of insufficient proof, your application for preference points will be rejected.

NOTE: *The applicant bears the burden to show legal domicile/residency. The information and responses you provide on this form are subject to verification by the Civil Service Division. Any false or misleading statements will result in immediate disqualification or dismissal if hired.*

Please note that these points will only be added to final passing scores and applied up to the maximum score on a scale of one-hundred (100) points. The passing score for any civil service examination is 70%.

YOU MUST COMPLETE THE FOLLOWING SECTION:

Title of Open Competitive Exam You Applied For: _____
(PLEASE PRINT)

Name of Applicant: _____
(PLEASE PRINT)

I, _____, hereby attest that I am a bona fide resident of the City of New
(Name of Applicant)

Haven, who as of the date of the announcement of the open competitive examination indicated above, was domiciled within the City of New Haven at the address shown below.

(APPLICANT ADDRESS)

I have been domiciled at the above address since: : _____ / _____ / _____
Mo. Day Year

I have been domiciled in New Haven since: _____ / _____ / _____
Mo. Day Year

LIVING ARRANGEMENT

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU:

I own and I am domiciled at the address shown above.

I rent and I am domiciled at the address shown above. My Landlord’s address and telephone number is:

(Name and Address of Landlord) (Landlord Phone Number)

I do not own or rent at the address shown above. The following explains my current living arrangement:

(Explain) _____

Eligibility: You must provide a minimum of 3 items to show you are domiciled within the City of New Haven.

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU IN EACH SECTION BELOW.

PICTURE IDENTIFICATION - Evidence to substantiate my claim for preference points is provided as follows:

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU:

- I have an Elm City Resident Card and **I am still domiciled at the address shown on my Elm City Resident Card.** I have attached a copy to this form. I understand I still need to supply two (2) more items proving my domicile.
- I have an unexpired driver's license and **I am still domiciled at the address shown on my unexpired driver's license.** I have attached a copy to this form. I understand I still need to supply two (2) more items proving my domicile.
- I have a valid picture ID that shows my current address and **I am still domiciled at the address shown on my valid picture ID.** I have attached a copy to this form. I understand I still need to supply two (2) more items proving my domicile.
- I have a valid picture **ID that does not show my current address.** I have attached a copy to this form. I understand I need to supply three (3) more items proving my domicile.

ADDITIONAL ITEMS PROVING DOMICILE - Evidence to substantiate my claim for preference points is provided as follows:

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU:

- I checked-off above that I am providing Picture Identification showing the address where I am currently domiciled/reside. Attached are copies of two (2) items such as current utility bills (gas, electric, etc) other bills (insurance, credit card, etc.), or other official business mail (bank statements, etc.) that I have received within the last 60 days.**
- I checked-off above that the Picture Identification that I am providing does not show the address where I am currently domiciled/reside. Attached are copies of three (3) items such as current utility bills (gas, electric, etc) other bills (insurance, credit card, etc.), or other official business mail (bank statements, etc.) that I have received within the last 60 days.**

Note: (Bills or other material you have received in the mail and want to submit as proof of domicile cannot be more than two (2) months old. Submitted copies must clearly show name, address and date on item you are submitting. You may blacken out information such as account numbers, etc. Personal hand-written mail IS NOT ACCEPTED.)

Applicants, who are unable to provide proof of domicile, are not eligible to apply for Preference Points.

Attach this form to the copies of the items you indicated above to prove residency. **WE CANNOT MAKE COPIES OF ITEMS FOR YOU AT THE TEST SITE.** Picture ID and photocopies of a total of two (2) items no older than 60 days are required and all three (3) items must show your name and all items must show the same current address.

Special Note

This form and the items for verification of domicile must be presented at time of the test.

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

I hereby certify that ALL statements made by me on this Application for Preference Points are true, complete and correct; that the address listed above is my domicile and residence as of the date of the job announcement for the firefighter position to which I am applying; and that I currently live at this address on a continuous basis. I understand and agree that if I provide false or inaccurate information regarding my domicile and residency, I will be subject to immediate disqualification, removal of my name from the Eligibility list, or dismissal if employed, and to such other penalties prescribed by law. I hereby request ten (10) points be added to my final passing score. I understand that preference points will be added to my final score if I pass the examination process with a score of 70% or higher, and that the ten (10) points will be added only up to the maximum score of 100%.

Signature

Date

Office Use Only: Accepted _____ Rejected _____



**DEPARTMENT OF SERVICES FOR
PERSONS WITH DISABILITIES**

**CITY OF NEW HAVEN
165 CHURCH STREET
NEW HAVEN, CONNECTICUT 06510
(203) 946-8122 - VOICE (203) 946-8582 -
TTY/TT
(203) 946-6934 - FAX**



Applicant ADA Accommodation Request Form (2019)

Accommodation Requests Must Be Filed with the Department of Services for Persons with Disabilities Immediately Upon Submission of the On-Line Application

APPLICANT'S NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____

TEST DATE: _____

POSITION: _____

The Americans with Disabilities Act (ADA) enables qualified applicants with substantial impairments that effects one or more major life activities the opportunity to request a reasonable modification to the City's policies, practices and procedures to enable them to apply and/or test for a position with the City. We will need from the applicant information related to his or her disability to determine what accommodation may be best for the applicant.

What you need to know about the accommodation process:

1. All information provided to the Department of Services for Persons with Disabilities is confidential and will only be used to provide an appropriate accommodation to applicants with disabilities whom have requested an accommodation.
2. Most applicants who request an accommodation will be asked to submit medical documentation to verify that they are a person with a disability as defined in the ADA.
3. Individuals requesting an accommodation for a learning disability will need to provide documentation from a health care provider describing the type of learning disability.
4. All information and documentation submitted from a health care provider must be written within the previous twelve (12) months to the date of application to insure that the accommodation meets the current needs of the applicant.
5. Any health care provider used to support this application must be willing and able to speak knowledgeably about the disability and willing to work with our staff in determining the best accommodation for the applicant.
6. All supporting documentation must be presented upon request of the Office of Disability Services.

To process your request for an accommodation we need the following information:

DESCRIBE YOUR HEALTH ISSUE, DIAGNOSIS OR IMPAIRMENT: _____

DESCRIBE HOW YOUR HEALTH ISSUE OR IMPAIRMENT AFFECTS YOUR LIFE: _____

DESCRIBE WHAT ACTIVITIES IN YOUR DAILY LIFE ARE RESTRICTED BY YOUR HEALTH ISSUE OR IMPAIRMENT: _____

WHAT ACCOMMODATIONS DO YOU FEEL WILL ENABLE YOU TO APPLY FOR AND/OR TEST FOR THIS POSITION WITH THE CITY.

PLEASE DESCRIBE IN DETAIL. _____

PLEASE PROVIDE THE NAME AND PHONE NUMBER OF YOUR CURRENT TREATING HEALTH CARE PROVIDER THAT CAN SPEAK TO YOUR CURRENT LIMITATIONS. BE SURE TO CONTACT YOUR HEALTH CARE PROVIDER TO SIGN THE NECESSARY RELEASES OF INFORMATION SO THAT THIS DEPARTMENT MAY DISCUSS WITH THEM YOUR CONDITION AND WHAT ACCOMMODATIONS WILL WORK BEST. ALL MEDICAL INFORMATION PROVIDED TO THE DEPARTMENT OF SERVICES FOR PERSONS WITH DISABILITIES IS STRICTLY CONFIDENTIAL AND WILL ONLY BE USED IN EVALUATING THIS ACCOMMODATION REQUEST.

HEALTH CARE PROVIDER'S NAME: _____

PHONE: _____

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS REQUEST IS A TRUE AND ACCURATE.

DATE: _____

APPLICANT'S SIGNATURE

Please Direct ALL Questions and Return this Form to:

**Michelle Duprey, Director
(203) 946-7651
TTY 946-8582
FAX 946-6934**

**Department of Services for Persons with Disabilities
165 Church Street, New Haven, CT 06510**

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