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FIREFIGHTER

APPLICATION SUPPLEMENT No. 22-13

This material supplements the general examination announcement with additional information about the recruitment process. It also allows applicants to submit required information that is not addressed in the standard application form.

It is strongly recommended that you review this entire supplement before completing any portion thereof.

Thank you for your interest in employment with the City of Stamford. We wish you success throughout this process.

REVIEW OF APPLICATION MATERIAL

Be certain that you have all the necessary application material, which consists of the following:

- Firefighter examination announcement;
- “Announcement General Conditions” Listed in this supplement.
- CPAT Addendum for Firefighter Examination #22-13.
- “Application for Examination or Employment-Firefighter #22-13,” which consists of four (4) numbered pages as well as a one (1) page Applicant Disclosure Form;
- All seven (9) pages of this Application Supplement.

It is very important that you read and follow written instructions throughout the testing and recruitment process. Failure to do so may result in your disqualification as an applicant/candidate. It is strongly recommended that you maintain a copy of all material and correspondences related to your Firefighter application/candidacy in a single folder.

Information in the announcement and application supplement is provided as a guide to the application process, and is not intended to be a complete source of information about the testing and selection process. Further information will be provided in the future to qualified applicants on an as-needed basis.

Additionally, please pay close attention to the instructions in the footer, which provide notice of the documents that need to be completed and attached to your submitted application.

DO NOT RETURN THIS PAGE WITH YOUR APPLICATION

ANNOUNCEMENTS GENERAL CONDITIONS

1. Applicants must complete an "Application for Examination" for this examination. In some cases, completion of an application supplement is also required. Applicants must complete every section on the application form. If a question or section is not applicable, enter N/A. Applications must be signed where indicated. Incomplete or illegible applications will be rejected.
2. The Human Resources Department does not formally acknowledge receipt of applications. If an application is rejected as incomplete or illegible, it will be returned to the applicant so noted. If an applicant does not meet the minimum qualification requirements for this position, a disqualification notice will be sent. Applicants meeting the stated minimum qualifications for the position will be notified of the date, time and location of the examination, if applicable.
3. Requirements for claiming veterans' credits are as follows: They are applied only to passing final scores on an Open Competitive Eligible list at the following values: non-disabled veterans-5 points; disabled veterans-10 points. In order to use veterans' points, you must have an "honorable discharge" and been on active duty for at least 90 days (unless separated from service because of a service connected disability) during the time prescribed by law (8/2/90-present (end date to be determined by law); 2/28/61-7/1/75; 6/27/50-1/31/55; 12/7/41-12/31/46) OR in combat or a combat support role (for at least 90 days, unless separated from service because of a service-connected disability) during Lebanon Conflict (7/1/58-11/1/58); Lebanon peace-keeping mission (9/29/82-3/30/84); invasion of Grenada* (10/25/83-12/15/83); Operation Earnest Will (2/1/87-7/23/87); or the Panama invasion* (12/20/89-1/31/90). (*Since operation lasted for less than 90 days, service must have been for entire duration.) Form 00214 must be submitted as proof of service; no other proof of service is acceptable. It must be submitted with the application or at the time of the examination. Submission of a DD214 after administration of the examination will not be accepted.
4. Applicants must be physically and medically capable of performing the essential functions of the position with or without a reasonable accommodation for which application is made. A post job offer medical examination will be required. This will include a urinalysis for usage of illegal narcotics in accordance with the City of Stamford policy. If a candidate refuses to submit to this examination, it shall be deemed as an incomplete medical examination, and as a voluntary withdrawal from consideration for employment with the City of Stamford. A confirmed positive drug screening will result in a six (6) month disqualification from any City of Stamford position.
5. Candidates for positions requiring a motor vehicle operator's license who do not satisfy the following two requirements will be disqualified: (1) no more than five (5) points currently assessed on the driver's record; and (2) no conviction in the past five (5) years for a major motor vehicle violation, including, but not limited to: driving while intoxicated or under the influence of drugs; failure to stop and report when involved in an accident; homicide or assault arising out of the operation of a motor vehicle; driving during a period while license is under suspension or revoked; operating a vehicle without the owner's permission; eluding or attempting to elude a police officer; reckless, careless, negligent driving; racing or engaging in a speed contest; or loaning an operator's license or registration. Moving violations of a minor nature within the past twelve (12) months shall be reviewed on a case-by-case basis by the appointing department and the Human Resources Department, and may be disqualifying. Nothing contained herein would supersede higher level requirements for specifically sensitive positions, e.g., Bus Driver, Police Officer.
6. It is the responsibility of the applicant to advise the Human Resources Department of any change of address or status affecting eligibility for employment. Such notification must be in writing.
7. The provisions of the Classified Service Rules of the City of Stamford shall apply to the administration and rating of the examination, establishment of the eligible list, certification and appointment of eligibles, examination review and other procedures relating to the employment process.
8. The Human Resources Director shall determine the objective techniques and the procedures to be used in scoring the examination and the method of use of the scores to determine eligibility. The method of scores may include banding, cut scores, ranking, or any other professionally accepted method of use of examination scores.
9. The eligible list established as a result of this announcement will expire one (1) years from the date such list is established by the Director of Human Resources. Any applicant refusing to accept an interview or offer of employment will be removed from the eligible list.
10. The City of Stamford is subject to the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The City is obligated to provide reasonable accommodations for otherwise qualified individuals with disabilities. If you wish to request an accommodation, please attach to the application a statement outlining the nature of the disability and requesting an accommodation.
11. No appointment is deemed final until a probationary period is successfully completed.

CPAT GENERAL INFORMATION

The Candidate Physical Ability Test (CPAT) is a practical exam used to test physical ability to perform job tasks related to firefighting. The CPAT was developed by the IAFF/IAFC Joint Labor Management Wellness/Fitness Task Force and is used in the Firefighter selection process of numerous fire departments throughout the state and around the country. In Connecticut, the test is administered by the State Fire Academy in Meriden, CT.

The City of Stamford has formally incorporated the CPAT as a special minimum qualification requirement for Firefighter applicants. No applicant will be able to take the examination without a valid CPAT, as evidenced by a dated card or certificate dated no earlier than June 4, 2021.

The following link to the Connecticut Fire Academy's website (<http://www.ct.gov/cfpc/cwp/view.asp?Q=246722>) contains detailed information about CPAT content, location, registration, orientation, preparation, cost and schedule. Any questions or concerns should be addressed directly to the Academy, which has the complete authority over those matters.

DO NOT RETURN THIS PAGE WITH YOUR APPLICATION

CITY OF STAMFORD
Addendum to CPAT requirement

1. Candidates who apply by the closing date of May 13, 2022, and receive a passing score to the City of Stamford Firefighter Examination No. 22-13, will have the opportunity to submit a CPAT certification dated June 1, 2020 – December 31, 2022.
2. To be placed on the eligibility list, candidates must have a CPAT by the date a certification for appointment list is issued. If you have a CPAT dated 6/1/2020 to present, please upload it with your application materials.
3. It will be the responsibility of the candidate(s) to maintain communication with the City of Stamford Human Resources Department on the status of their CPAT certification.
4. Candidates who do not earn a certified CPAT by December 31, 2022, will not be placed on the eligibility list and must notify the City of Stamford, Human Resources Department.

INFORMATION CONCERNING STAMFORD RESIDENCY POINTS

Firefighter applicants who wish to apply for five (5) residency preference points as stipulated in the City Charter, Chapter 25, Sec. 25-8.

In order to qualify for 5 points residency credit, you must: 1) submit a completed "Residency Credit Application and an Affidavit" notarized by a Notary with your employment application; 2) submit, irrefutable evidence to substantiate that you are a City of Stamford resident and that you have been domiciled in the City of Stamford, Connecticut for a period of at least 12 months prior to the date of receipt of the application; and 3) achieve a passing score on the written examination.

For purposes of this ordinance, "domiciled" is defined as "that place where an individual has his/her true, fixed and permanent home, where he or she normally eats and sleeps and maintains his or her normal personal and household effects". Applicants who have a permanent home in Stamford but resided elsewhere during some or all of the required time period for the sole purpose of attending school or compulsory U.S. military service will qualify for credit.

Documented proof of residency will be required at the time that qualified applicants obtain a passing score on the examination. **DO NOT SEND ANY DOCUMENTATION ALONG WITH YOUR APPLICATION.** You are advised to obtain and retain documentation that comprises irrefutable proof of continuous residency for at least 12 months prior to receipt of your application until such time as that documentation is specifically requested by the Human Resources Division.

Documents that may be submitted in support of a residency claim include, but are not limited to, a copy of a lease or mortgage in the candidate's name plus one of the following (also in the candidate's name): cable TV, electric, gas, oil, telephone or water utility bill; checking or savings account statements; or credit card statements. The City of Stamford reserves the right to accept other documents, in lieu of the above, under special circumstances, which substantiate various living arrangements, such as residing with parents, etc., as determined by the Human Resources Division. Remember that you must prove residency over a period of time. Therefore you will be expected to produce documentation as described above that is dated beginning in April/May 2021 to present (depending on date of receipt of application) as well as the month such documentation is requested.

Insufficient, incomplete, improper or untimely documentation will result in the denial or forfeiture of residency credit. Evidence is subject to additional verification during the post job offer background check. As in the case of any intentional misrepresentation of a material fact on an employment application, candidates who are determined to have intentionally misrepresented or falsified facts concerning Stamford residency shall be disqualified or dismissed. The decision of the Director of Human Resources in all related matters is final and are not subject to appeal.

RESIDENCY CREDIT APPLICATION AND AFFIDAVIT*

Last Name (Please print) First Name

000- -
Social Security Number (Last 6 digits only)

ACKNOWLEDGEMENT AND CERTIFICATION

I hereby attest in good faith that I: 1) am currently a bona fide resident of the City of Stamford, Connecticut; 2) have been domiciled in the City since at least 12 months prior to receipt of this application ; and 3) plan to remain a resident until June 30, 2022.

I have read the “Information Concerning Stamford Residency Points” included in the Firefighter application supplement, **and understand** that I bear the burden of proof to support my claim for residency points at the time such proof is requested and/or required.

I understand and agree that: 1) If I am unable to substantiate my claim at that time, I will be denied, or will forfeit, the 5 point addition to my written examination score; and/or 2) If I submit false, inaccurate or misleading information, I am subject to immediate disqualification or dismissal.

Signature of Applicant

Date Signed

*IF applying for residency preference points, this form **MUST** be submitted as an attachment to the “City of Stamford Application for Examination or Employment- Firefighter #22-13” by the last filing date of May 13, 2022.

**DETACH AND SUBMIT THIS PAGE WITH YOUR APPLICATION,
IF CLAIMING RESIDENCY POINTS.**

FIREFIGHTER MEDICAL STANDARDS*

Firefighter candidates must be physically and medically capable of performing the essential functions of the job and are required to undergo a comprehensive post job offer medical screening and examination. Said examination, or portions thereof, will be conducted by the City's Provider of Occupational Health Services. Failure of a candidate to participate in or successfully complete any portion of the medical examination shall be grounds for disqualification, without the right of appeal.

The City of Stamford has adopted the Medical Requirements for Fire Fighters issued by the National Fire Protection Association (NFPA) 1582.

If the Physician, or other qualified medical examiner who performs the examination on behalf of the City, determines that a candidate has a medical condition or history that is not specifically addressed in the NFPA 1582 Standards, the examiner shall indicate the finding(s) and render a medical opinion stating whether or not the candidate is able to perform the essential functions of firefighter.

The Physician has sole authority to review all medical examination results, to interpret and apply the medical standards, and to make the determination as to whether a candidate meets those standards. The interpretations, findings and conclusions of the Physician are final and not subject to appeal.

It is recommended that candidates who have questions about their ability to qualify due to a medical condition should review the medical standards and consult with a medical authority. The complete NFPA 1582 Comprehensive Occupational Medical Program for Fire Departments, 2022 Edition, are available for inspection in the Human Resources Division at the above address, as well as the HR Department website.

* See also Item 4 of the General Conditions for Job Announcements for additional information regarding the post job offer medical examination.

INFORMATION CONCERNING STAMFORD VOLUNTEER POINTS

Firefighter applicants who are active City of Stamford Volunteers and have been volunteers for at least one (1) year in Good Standing and who obtain a passing score on the Firefighter Exam are eligible to receive **3 additional points** on the entry level exam for Firefighter.

All claimed volunteer service will be verified. Applicants must provide irrefutable proof and attest to active Stamford Volunteer Firefighter Service.

Volunteer House/Station:

Address:

Phone Number:

Date of Membership:

**DETACH AND SUBMIT THIS PAGE WITH YOUR APPLICATION,
IF YOU ARE CLAIMING VOLUNTEER POINTS.**