

NEW HAVEN FIRE DEPARTMENT
FIREFIGHTER
&
FIREFIGHTER / PARAMEDIC
APPLICANT GUIDE



2024 Recruitment

APPLICATION PROCESS

- It is strongly suggested that you read this entire Applicant Guide **before applying**.
- If you do not meet the requirements as stated in the job announcement, do not apply for the opportunity! Applicants not meeting the requirements will be disqualified, and unfortunately, any fees incurred are non-refundable.
- New Haven residents will be prompted to upload a Residency Preference Form *and* documentation to prove residency along with your application. This step is critical to the process, not only for the City to ensure that our residents have an opportunity for selection in this job, but per City Charter, this also provides the resident an additional 10 points added to their passing score of the examination. To learn more, please see the **PREFERENCE POINTS** section later in this guide.
- Honorably discharged war-time veterans may also have up to 10 points added to their score. See the **PREFERENCE POINTS** section later in this guide for more information.
- The Registration (Application) Fee for Firefighter is \$110 for non-New Haven residents and \$60 for New Haven residents, due at the time you submit your online application. Firefighter/Paramedic will be charged at the New Haven Resident rate. Payment must be made by debit or credit card via FirefighterApp.com. The Registration Fee is non-refundable, regardless of whether you meet the minimum requirements, or if you complete any or all of the of the phases of the application, testing, and/or hiring process.
- There will also be an Examination Fee, to be submitted at the time of your test, payable by debit or credit card only: \$65 for Non-New Haven residents, \$25 for New Haven residents. The Examination Fee will be non-refundable, regardless of whether you meet the minimum requirements, or if you complete any or all of the of the phases of the application, testing, and/or hiring process.
- Note, however, these fees may be waived in cases of financial hardship. See section titled **FEE WAIVER** later in this Guide for instructions on how to request a waiver of Application & Examination fees.
- If later selected for hire, as part of a conditional offer process, candidates must either:
 - Provide a copy of their CPAT, obtained no earlier than November 26, 2023; *or*,
 - Pass a Physical Agility Test, provided by the City of New Haven Fire Department. See the **CPAT / PHYSICAL AGILITY** section later in this guide.

FIREFIGHTER APPLICANTS:

- Please ensure that you meet all minimum requirements for the position before applying for this exciting opportunity. These minimum requirements include, but are not limited to:
 - Be at least 18 years of age at time of application.
 - Possess a valid driver's license at time of application.
 - Have graduated from high school or possess State Equivalency Diploma (GED) by June 30, 2024.
 - If you live in New Haven at time of application, apply only via the New Haven Resident page, and provide required information to prove residency; failure to do so will result in disqualification and any fees will not be refunded.
 - If you do not live in New Haven, apply only via the Non-New Haven Resident page. Applicants not residing in New Haven that apply via the New Haven Resident page will be disqualified and any fees will not be refunded.

FIREFIGHTER / PARAMEDIC APPLICANTS:

- Please ensure that you meet all minimum requirements for the position before applying. These minimum requirements include, but are not limited to:
 - Valid Paramedic Certification/License (from any State) required at time of application.
 - Valid Current National Registry Certification as a Paramedic required at time of application.
 - Be at least 18 years of age required at time of application.
 - Possess a valid driver's license at time of application.
 - Have graduated from high school or possess State Equivalency Diploma (GED) by June 30, 2024.
- You will be prompted to upload a copy of your Paramedic License and all other required certifications with your application. Failure to do so will result in disqualification and fees will not be refunded.

Correspondence and information concerning the application/testing/hiring process may occur by email through Firefighterapp.com, @newhavenct.gov, and National Testing Network. 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. 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 and from Firefighterapp.com.

REGISTRATION (APPLICATION) & EXAMINATION FEES

The Department of Human Resources charges a Registration Fee to defray the cost of recruiting, testing, and hiring firefighter applicants. The non-refundable Registration Fee must be paid at the time the application is submitted online through Firefighterapp.com.

There will also be an Examination Fee payable to National Testing Network (NTN) required in order to participate in the exam process. This will be paid at the time of your exam.

Fee	Verified New Haven Resident	Non-New Haven Resident
Registration Fee (Application Fee) / FirefighterApp	\$60	\$110
Examination Fee / National Testing Network	\$25	\$65

All Fees are **NON-REFUNDABLE** regardless of whether applicants complete all phases of the application, testing, and/or hiring process.

Eligible candidates that successfully submitted the Waiver Request Form as part of their application process will have the NTN fee waived. See also FEE WAIVER below.

FEE WAIVER

In cases of financial hardship (based on 130% of HHS Poverty Guidelines), we encourage eligible applicants to request a waiver of Registration & Examination Fees.

To request a Fee Waiver,

- Complete that section within the online Employment Application.
- Please ensure that you are eligible for a Fee Waiver **BEFORE** requesting one.
- *You will not be able to undo the fee waiver request once you select it and submit your application.*
- You must also print and complete the **Waiver Request Form** (available to download below the Apply Now button on this job announcement on FirefighterApp), get it notarized, and submit it as a Revision to your online application via FirefighterApp.com by May 26, 2024. Failure to do so will result in your disqualification from the process.

The following table reflects the Eligibility Thresholds for requesting a waiver of Fees. If you are eligible, you may select the Waiver of Registration Fee when submitting your application and follow the steps above.

2024 Firefighter & Firefighter / Paramedic Fee Waiver Eligibility Guidelines

If your annual income is below the corresponding figure in Column C, you may elect to utilize the Fee Waiver option. The figures in Column B are the 2024 HHS poverty guidelines published in the *Federal Register* January 2024. The Waiver Eligibility Threshold is calculated at 130% of the HHS Poverty Guideline.

A	B	C
Persons in family / household	HHS Poverty guideline	Waiver Eligibility Threshold
1	\$15,060	\$19,578.00
2	\$20,440	\$26,572.00
3	\$25,820	\$33,566.00
4	\$31,200	\$40,560.00
5	\$36,580	\$47,554.00
6	\$41,960	\$54,548.00
7	\$47,340	\$61,542.00
8	\$52,720	\$68,536.00
For families/households with more than 8 persons, add \$6,994 to Column C for each additional person.		

For all states (except Alaska and Hawaii).

Source: <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>

The Department of Human Resources will waive Fees in cases of financial hardship based on HHS Poverty Guidelines. If you do not meet these income guidelines, you will not be eligible for this waiver.

Note that one of the phases of the hiring process will include a thorough background investigation. If the City learns that an applicant did not meet the eligibility guidelines, had the ability to pay the Registration Fee, and that a request to waive the fee was fraudulent, that candidate will be disqualified from further consideration in the selection process.

PREFERENCE POINTS

You should be aware of the opportunity for preference points. Below are the current preference points that may be applicable to you.

Veteran's Preference Points:

If you are an honorably discharged war-time veteran, you can have 5 points added to your passing score. If you are an honorably discharged disabled war-time veteran, you can have 10 points added to your passing score.*

To claim veteran's preference points:

- Attach a copy of your DD-214 to your online Employment Application submission.
- Attach a copy of your VA-issued rating letter if applicable to your online Employment Application submission.

Domiciled Preference Points: (New Haven Domiciled Only):

If you are domiciled (reside) in New Haven, you may have 10 points added to your passing score.*

To be eligible for these Domiciled Preference Points:

- Apply via the New Haven Resident page.
- Complete the Application for New Haven Domiciled Preference Points.
- Return the completed form with your online Employment Application submission.
- Return copies of all required documentation as indicated with your online Employment Application.
- **All** applicants for the **Firefighter – New Haven Resident** job announcement **must** complete and upload the Application for Preference Points *and* upload required documentation proving residency status. Failure to do so will result in disqualification from the examination process.

*If you live in New Haven and you are a war-time veteran, you can apply for both Veteran's and Domiciled Preference Points. No claims for preference points will be honored without documented proof of eligibility. You must follow the prescribed procedures and provide applicable proof as stated on the Preference Points Form. Please note the highest combined maximum preference points are 15 additional points, and the highest score for any civil service exam is 100%. Preference points are applied to passing scores, up to the maximum score only.

IF 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.

To apply for an ADA accommodation

- Accommodation requests must be filed with the Department of Services for Persons with Disabilities **immediately upon submission of your online application.**
- Complete and submit an ADA Accommodation Request Form online at <https://newhaven.seamlessdocs.com/f/NHADAFORM1>.
- On the form, when prompted for JOB TITLE, enter "Applicant – Firefighter" or "Applicant – Firefighter Paramedic"

CPAT / PHYSICAL AGILITY TESTING

If selected for employment, as part of a conditional offer process, candidates must either:

- Provide a copy of their CPAT, obtained no earlier than November 26, 2023.
- Pass a Physical Agility Test (PAT) provided by the City of New Haven Fire Department.

Failure to obtain a CPAT or PAT certificate will result in the candidate being removed from consideration and their conditional offer withdrawn.

What is CPAT? What is PAT?

The Candidate Physical Ability Test (CPAT) is a practical exam used to test a candidate's physical ability to perform job tasks related to firefighting. CPAT is a physically demanding test that requires a candidate to use their physical, mental abilities and, in some cases, balance. The CPAT involves eight events that must be completed in 10 minutes 20 seconds. The CPAT process is used in the selection of firefighters in participating fire agencies throughout the State of Connecticut.

The New Haven Fire Department, through a third party administrator, will also offer a similar Physical Agility Test (PAT) at a later date. The PAT will only be available to verified New Haven residents that have received Domiciled Preference Points in their final score.

I already have my CPAT certification:

- For those who have already taken a CPAT, we will accept such certification obtained no earlier than November 26, 2023.
- CPAT certification achieved earlier than November 26, 2023 will **not** be accepted.
- When you submit your application for employment for Firefighter or Firefighter / Paramedic through the FirefighterApp portal, please include a copy of your CPAT by uploading it with your application.

I need CPAT or PAT certification!

- Information regarding the CPAT can be found online at <https://www.certifyfit.com/cpat/>. Here you can find upcoming Registration & Session dates, locations, and costs.
- Alternatively, visit <https://portal.ct.gov/cfpc/candidate-physical-ability-test> for CPAT offered by the CT Fire Academy. Here you can find upcoming Registration & Session dates, locations, and costs.
- The New Haven Fire Department, through a third party administrator, will also offer a Physical Agility Test (PAT) at a reduced cost to verified New Haven residents. This benefit is available only to applicants who applied for Firefighter or Firefighter / Paramedic that received Domiciled Preference Points in their final score.
- The reduced cost of the PAT for these New Haven residents will be \$140.
 - Eligible candidates that successfully submitted the **Waiver Request Form** as part of their application process will have the \$140 PAT fee waived. See also **FEE WAIVER** on page 3 of this Guide.

Be advised that in all cases you need to continue to improve your physical fitness so that if you receive a conditional offer of employment as an NHFD Firefighter or Firefighter/Paramedic, you will be able to achieve and maintain the physical requirements of the job.

OTHER DOCUMENTS

If selected for employment, as part of a conditional offer process, candidates will be asked to provide several documents as part of the extensive background check. We suggest that you start compiling the following required documents now, so you will be prepared to submit them. Failure to submit them in the conditional offer process will delay or terminate your hiring process.

- 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*)

NEW HAVEN FIRE DEPARTMENT TESTING & SELECTION PROCESS

TENTATIVE TIMELINE – 2024

The City of New Haven’s Civil Service testing process for the positions of **Firefighter** and **Firefighter/Paramedic** will include written and oral components. Applicants must meet all minimum requirements and submit all applicable fees (or waiver) to participate in the Civil Service testing process. Unless otherwise stated, there will be no make-up tests or alternate test dates. Any and/or all the components of this process may be changed by the City of New Haven, and the City of New Haven reserves the right to modify dates and/or the order sequence of testing as may be appropriate.

- **Applicant Phase – through May 26, 2024**

Applicants meeting all prerequisites and minimum requirements must apply via FirefighterApp.com before the maximum candidate count has been reached, or by the removal date, whichever occurs first. Applicants for **Firefighter New Haven Resident** MUST apply via the New Haven Resident applicant portal and provide proof of residency. Applicants for **Firefighter** who do not reside in New Haven MUST apply via the Non-New Haven Resident applicant portal.

- **Examination Phase – expected through June 30, 2024**

IMPORTANT: When the applicant phase has ended, you will be contacted by email from National Testing Network (NTN) to self-schedule your exam. Testing may begin as soon as May 27, 2024.

The exam will be available to you in a variety of ways:

- If you meet the technical requirements, you may test remotely from your own location.
- You may schedule an appointment to test at a National Testing Network location.
- You may schedule an appointment to test at our New Haven location.

All phases of testing must be completed by the dates specified within the National Testing Network correspondence.

Regardless of the method of your testing, there will be a processing fee payable to National Testing Network required in order to participate in the exam process. This fee is **NON-REFUNDABLE** regardless of whether applicants complete all phases of the application, testing, and/or hiring process.

Verified New Haven residents - \$25

Non-New Haven residents - \$65

Eligible candidates that successfully submitted the **Waiver Request Form** as part of their application process will have the NTN fee waived. See also FEE WAIVER on page 3 of this Guide.

- **Scoring of Exams** *(dates ongoing)*

Exams will be scored by National Testing Network. Those results will be transmitted to the City of New Haven Human Resources.

- **Certification of Results** *(Tentatively within 30 days of receipt of total scores received from NTN)*

Final results will be certified by the Civil Service Board, establishing the official employment lists for the positions of Firefighter and Firefighter/Paramedic. Candidates who pass all phases of the testing process will appear on an Eligibility List ranked by order of final score. These candidates will be notified of final score and rank.

- **Conditional Job Offers Issued** *(Tentatively within 15 days of Certification of Results)*

The Board of Fire Commissioners will meet and vote on the action of sending conditional offer letters. Candidates in the highest ranks on the Eligibility Lists may then be extended a conditional offer of employment by the Board of Fire Commissioners through email correspondence. This correspondence will contain important instructions and documents that must be completed and returned by a specified deadline.

- **Conditional Job Offer Actions Begin** *(After Conditional Job Offer extended)*

Specific actions occur after conditional offers of employment are extended. They include:

- Extensive Background Check
- Physical Agility Assessment (PAT) (not necessary if CPAT certification has been provided)
- Comprehensive Medical Examination, including drug testing for controlled substances
- Final Interview

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

The Board of Fire Commissioners will again meet and appoint candidates to begin training at the New Haven Fire Academy; candidates are notified by email of status.