



# **Firefighter Information Packet**

**Wayne Township Fire Department**

2025 Hiring Process

# FIREFIGHTER INFORMATION PACKET

Dear Prospective Applicant:

Life in the fire service is exciting and rewarding. However, the job of firefighter is also physically, mentally, and emotionally challenging. In order to select the most qualified applicants for our firefighter positions, we will put all applicants through a series of tests designed to measure your ability to perform the essential job functions of a firefighter. Based on the test results, we will develop a list of applicants who have met the basic minimum requirements to become a firefighter recruit. This booklet will provide you with an overview of the selection process and testing events. The selection process consists of three (3) major events – the Candidate Physical Ability Test (CPAT), Written Exam, and Structured Oral Interview. These tests are discussed in detail later in this booklet. In order to apply to become a firefighter, you must meet the following basic minimum qualifications:

- Be at least 21 years of age by the date the eligibility list is established, which will be beginning May of 2025. Applicants will be removed from the process/list if they are not employed prior to their 40th birthday, or 40 years 6 months with 20 years of military service.
- Be legally able to work in United States.
- Have a high school diploma or equivalent.
- Have and maintain a valid driver's license during the entire time you are in the process.
- Have NOT been convicted of a felony.
- Ability to read and write legibly, speak, understand, and otherwise communicate in the English language.
- As a general rule, you must not have been dishonorably discharged from the military service.

You will be given a specific date and time to attend each test event. Failure to arrive on the specified date, or arriving late for the test event, will eliminate you from the selection process. In other words, if you are late, you are out.

We wish you the best of luck. If you have questions regarding the selection process, please feel free to call the Hiring Coordinator at (317) 246-6203. Please note, calls requesting a certain appointment time, needing a change in appointment time or date, or requesting your position on the eligibility list will not be returned.

## OVERVIEW OF THE SELECTION PROCESS

1. The Applicant Basic Information Form which must be completed/submitted On-Line by 4:00 pm Monday March 24, 2025. Candidates will be notified of moving forward in each step.
2. A Written Examination that is scheduled for March 29, 2025 at The Grand Hall at Westside Gardens, 400 North High School Road, Indianapolis, IN 46214
3. An Oral Interview will be scheduled during business hours from April 14, 2025 to April 18, 2025. Only those passing the written test will proceed to oral interviews.
4. An extensive formal application which will be given out at the oral interview
5. A Candidate Physical Agility Test (CPAT) which you must obtain on your own. To obtain more information on getting your CPAT card through ESEC you may visit <https://esec.wayne.k12.in.us>
6. CPAT card with an issuance date on or after May 7th, 2024 shall be returned with application
7. Application and a copy of your CPAT card are to be returned by April 25, 2025 at 4:00pm to Wayne Twp. Fire Dept. Headquarters located 700 N High School Road Indianapolis, IN 46214

## CHANGE OF ADDRESS AND OTHER CONTACT INFORMATION

After filling out the Applicant Basic Information Form, you must submit any change of name, address, or telephone number in writing to:

Wayne Township Fire Department  
Hiring Process - Firefighter  
700 North High School Road  
Indianapolis, IN 46214

## FORMAL APPLICATION

1. The formal application will be given out at the structured oral interview. Those scoring high enough from the written exam move on to the structured oral interview. The formal application and a copy of your CPAT card are to be returned by April 25, 2025 at 4:00pm to Wayne Twp. Fire Dept. Headquarters located 700 N High School Road Indianapolis, IN 46214
- . The current list of items required is below. The list includes but may not be limited to:
  1. A copy (does not have to be certified) of your birth certificate
  2. A copy of a transcript from your high school showing you graduated or a GED certificate.
  3. A copy of Form DD214 if you have been discharged from military service or a copy of your current military ID if you are still enlisted.
  4. Copies of certificates supporting any fire or medical service related training. Must be recognized by the State of Indiana. You must contact the Indiana Dept. of Homeland Security at [www.in.gov/dhs](http://www.in.gov/dhs) to get out of state certifications converted.
  5. A copy of a transcript from the last educational institution attended if you have education beyond high school.
  6. Copy of driving record from your state's BMV. ( Indiana residents may go to <https://www.in.gov/bmv/> for a non-certified driving record)
  7. Copy of Criminal History from your state's State Police. ( Indiana residents may go to <https://www.in.gov/ai/appfiles/isp-lch/> )
  8. A list of current and past employers (including part time and seasonal,) going back seven years, and the dates you worked for these employers. Include all periods of unemployment.
  9. A list of four non-relative references.
  10. A list of all educational activity, including but not limited to: elementary school, high school, vocational, correspondence.
  11. A list of current and past residences and the dates you lived there for the past seven years.
  12. You will be required to write in your own words why you want to be a Wayne Township Firefighter.

Some or all of these items may take time for you to get. **YOU ARE URGED TO START WORKING ON THIS LIST IMMEDIATELY.**

## TEST DESCRIPTION AND SCORING PROCEDURES

### WRITTEN EXAM

The written exam consists of one hundred multiple-choice questions. The written exam will evaluate your reading comprehension, basic math skills, basic mechanical, and memorization recall skills. Also understanding and interpreting drawings are essential job requirements for firefighters. Each question counts as 1 point. For example, if you get 85 questions correct, your score will be 85. Your score on the written exam will be used in determining your score on the final eligibility list. **You must score a 75% or higher to proceed in the process.**

### CPAT

The CPAT is a pass/fail physical abilities event and is described in detail below. It is designed to test your ability to perform many of the essential job functions of a firefighter. When you turn in your formal application, which is due on April 25, 2025, you must provide us a copy of your CPAT card dated after May 7<sup>th</sup>, 2024. Obtaining the CPAT card is your responsibility. It can take eight weeks. Start now. If you do not include a copy of the required CPAT card when you turn in the application, you will be eliminated from the process.

For more information on how to get a CPAT card from ESEC, go to their website at <https://esec.wayne.k12.in.us>

### AERIAL CLIMB

Prior to a conditional offer of employment a ladder climb, minimum 75', shall be successfully completed. This test will be administered by Wayne Township Fire Department.

### STRUCTURED ORAL INTERVIEW

The structured oral interview will consist of six to ten interview questions. These questions will focus on the characteristics necessary to serve successfully as a firefighter. You will be interviewed by a board of firefighters. Your interview score will be based on the number of points you receive on each question. Your score on the structured oral interview will be used in determining your score on the final eligibility list.

### FINAL ELIGIBILITY LIST

Applicants who successfully complete the structured oral interview will be ranked on the final eligibility list. The rankings will be calculated based on your items submitted with your application and the areas that you were tested throughout the process. Placement on the eligibility list will make you eligible to receive a conditional job offer when the department needs to hire (pending the successful passing of medical exams and background checks.)

### PROBATIONARY YEAR

Applicants who are hired will be sent through a training academy at the department's expense. You will be paid during this time. After successful completion of the academy, you will be on probation for one year. The academy is approximately **four (4) to six (6) months long.**

## STATEMENT OF ADA COMPLIANCE

The Department is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Applicants who may require reasonable accommodations in order to complete any phase of the hiring or testing processes as provided by the Americans with Disabilities Act, should direct their inquiries to the Hiring Coordinator at (317) 246-6203 no less than seventy-two (72) hours in advance of the need for such reasonable accommodation.

## NON-DISCRIMINATION POLICY

The Department is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of age, gender, race, color, creed, disability (as defined by law), national origin, religious or political affiliation, except where specific age, gender or physical requirements constitute a bona fide occupational qualification, are necessary for the proper and efficient administration of the Departments, or are otherwise allowed or required by law.

# WAYNE TOWNSHIP FIRE DEPARTMENT

## SALARY AND BENEFIT INFORMATION 2025

1 <sup>ST</sup> Year Base Salary:	\$68,750.00
2 <sup>nd</sup> Year Base Salary:	\$76,935.00
3 <sup>rd</sup> Year Base Salary:	\$88,034.00



Other Pay (these are in addition to the base salary)

Paramedic	\$3,000.00 per year
Tactical House	\$1,500.00 per year

### Pension

All career firefighters will be enrolled in Public Employees Retirement Fund 1977 ACT. All pension contributions are paid fully by the township.

### Work Schedule

Firefighters work one 24-hour shift and are then off for 48 hours after completion of the academy.

### Paid Holidays

Firefighters who work on a holiday receive 1.5 times their regular hourly rate.

### Insurance

Health insurance, Dental insurance, Life insurance, Deferred Comp match 1 for 1 up to \$137.83 per pay and long-term disability insurance are available to all career members.

### Vacation

6 months of service	3 duty days
1 - 4 years of service	5 duty days
5 - 9 years of service	7 duty days
10 - 14 years of service	9 duty days
15 - 19 years of service	10 duty days
20 or more years of service	11 duty days

## Longevity Pay

Year 4	\$484
Year 5	\$968
Year 6	\$1,453
Year 7	\$1,937
Year 8	\$2,421
Year 9	\$2,905
Year 10	\$3,389
Year 11	\$3,873
Year 12	\$4,358
Year 13	\$4,842
Year 14	\$5,326
Year 15	\$5,810
Year 16	\$6,294
Year 17	\$6,779
Year 18	\$7,263
Year 19	\$7,747
Year 20	\$8,231
Year 21	\$8,715
Year 22	\$9,200
Year 23	\$9,684
Year 24	\$10,168
Year 25	\$10,652



# Additional Information

## CANDIDATE PHYSICAL ABILITY TEST (CPAT)

### BASIC INFORMATION

The physical component of the applicant selection process is the CPAT, designed to evaluate whether or not an applicant has the physical capabilities to perform the essential job functions required of firefighters. THIS TEST IS NOT EASY and requires high levels of cardiopulmonary endurance, muscular endurance and muscular strength. If you are not already engaged in high-level of fitness, EACH APPLICANT SHOULD BEGIN PHYSICAL FITNESS TRAINING IMMEDIATELY. A CPAT training booklet is provided at orientation to assist you with your fitness training. You must complete and return the Applicant Consent Form and Physician's Release to participate in the CPAT process. The following is a list and description of the eight separate events included in the CPAT.

APPLICANTS WEAR A 50-POUND BODY VEST THROUGHOUT THE ENTIRE SERIES OF EVENTS.

There are 85 feet of walking distance between each event. The eight events are done in succession and must be completed within a total time of 10 minutes and 20 seconds.

1. Stair Master Climb (for 3 min., 20 secs.) - applicant wears additional 12.5 pound weights on each shoulder. (total of 75 pounds of extra weight)
2. Hose Drag – applicant drags a 1 ¾” hose line 100’, then kneels and pulls it another 50’.
3. Equipment Carry – applicant lifts and carries a chain saw (approx. 28 lbs.) and a rescue saw (approx. 32 lbs.) for 150 feet and then, one at a time, replaces them in the tool cabinet.
4. Ladder Raise and Extension – applicant lifts a 24-foot ground ladder and walks it up until stationary against the wall. Then the applicant extends and lowers the top fly of a pre-positioned 24-foot extension ladder.
5. Forcible Entry – applicant uses a 10-pound sledgehammer and strikes a measuring device until a buzzer signals.
6. Search Maze – applicant crawls on hands and knees through a darkened, 64-foot tunnel maze that is approximately 3 feet high and 4 feet wide and includes two 90-degree turns.
7. Victim Rescue – applicant grasps a 165-pound mannequin by handles on the shoulders and drags it 70 feet, making a 90-degree turn at the 35-foot mark.
8. Ceiling Breach and Pull Down – applicant uses a 6-foot pike pole to push and pull an overhead weighted device. Each set consists of three pushes and five pulls. Applicant completes four sets.

PRACTICE SESSIONS FOR THE CPAT WILL BE AVAILABLE AT ESEC. IN THE MEANTIME, APPLICANTS ARE URGED TO BEGIN FITNESS PROGRAMS THAT INCLUDE FLEXIBILITY, CARDIOPULMONARY ENDURANCE, MUSCULAR ENDURANCE AND MUSCULAR STRENGTH TRAINING

We advise that you check with your physician before beginning a physical fitness regimen. Obtaining the CPAT card is your responsibility. It can take eight weeks. Start now.