

UPDATED SEPTEMBER 2018



2018 Firefighter Application and Testing Process

Frequently Asked Questions & Answers

Have you ever thought about a career as a Firefighter with the OFD?

What is the salary?

Probationary Firefighter: \$54,862.08

Firefighter: \$57,541.12 - \$76,964.16 Annual

What is the age requirement for Firefighter?

There is no age requirement

What are the education requirements for Firefighter?

High School Diploma or GED

What are the License requirements for Firefighter?

A valid driver's license (at the time of application)

What is the application period:

January 4 – February 20, 2018

Interested and want to learn more? Here are some frequently asked question regarding the Firefighter position, the application process, the testing process and hiring process. If you have any additional questions, please contact Human Resources at peremploy@cityofomaha.org or 402.444.5300. Here is a summary of questions that this packet will answer:

Firefighter Application Questions:

1. How do I apply for Firefighter?
2. Can I submit a resume in place of an application for firefighter?
3. I don't have internet access at my home, how do I apply for firefighter?
4. Can I add information to my firefighter application once it has been submitted?
5. If I start my application, can I save it and come back to it later?
6. How long should it take before I hear back regarding my firefighter application?
7. How will the Human Resources Department contact me?
8. Who should I contact regarding application questions?
9. What is the Candidate Mentor Program and how does it work?
10. I have questions about life as a firefighter. Who should I contact?

Firefighter Testing Questions:

1. How long is the testing process for Firefighter?
2. What company does the City of Omaha use for Firefighter multiple choice testing?
3. What should I expect during the testing process for Firefighter?
4. Can I just show up to the Firefighter multiple choice examination?
5. I cannot make the testing date – what are my options?
6. I need to make an ADA accommodation for the Firefighter examination – what should I do?
7. How long does it take to receive my multiple choice score?
8. Can I use my CPAT score from another agency?
9. How does the testing process work if I live outside of Omaha?
10. How does the CPAT work?
11. What is an eligibility list?
12. I am ranked on the Firefighter eligibility list – now what?
13. What can I do to help me prepare for the Firefighter testing process?
14. Is the training academy for Firefighter paid?
15. Is the training academy for Firefighter out of state?
16. Do you have a lateral transfer program for Fire?

Firefighter Application Questions/Answers

1. How do I apply for Firefighter?

All applications are completed online on our website at www.cityofomaha.org. The application will NOT be available until the posting dates. At this time, we are not accepting application; however we will be accepting applications January 4 – February 20, 2018.

It is the sole responsibility of the applicant to check and ensure that any and all required application materials and supplemental forms are received by the City of Omaha Human Resources Department by the stated deadline. You may confirm receipt of any materials and forms by contacting the Human Resources Department. If the materials are not received in the Human Resources Department by the stated deadline, they will not be considered. There will be no exceptions to this rule.

2. Can I submit a resume in place of an application for firefighter?

No. It is a requirement to complete a City of Omaha application (in full) when applying for employment with the City. Candidates cannot complete an application until it is posted on our website on January 4, 2018. No application will be accepted after the deadline date of February 20, 2018.

3. I don't have internet access at my home, how do I apply for firefighter?

If you do not have internet access from your home, you have several options. Applications can be completed from a computer anywhere. City libraries offer free internet access, and the City Human Resources Department also has computers you can use here (office hours are Monday – Friday 8:00 AM until 4:30 PM – please arrive before 4:00 PM to ensure enough time to complete the application).

4. Can I add information to my firefighter application once it has been submitted?

You cannot log back into your application to update the actual application; however you can log back into your online profile to update your contact information, attach a current resume/cover letter or additional certifications. To do so, please visit our website, click on employment, click on current openings, then log in to the application system (log-in is located on the upper right side of the screen).

5. If I start my application, can I save it and come back to it later?

No. Once you have started your application, you need to finish it. You cannot log back into the application at a later date.

6. How long should it take before I hear back regarding my firefighter application?

It can take up to three business days to receive an email notification regarding the status of your application. If you are applying on the last day of the application period, we would like to encourage you to contact Human Resources at 402.444.5300 to check to make sure your application has been received.

7. How will the Human Resources Department contact me?

All correspondence will be made by email. We suggest you check your email frequently.

8. Who should I contact regarding application questions?

You can contact the Human Resources Department by email at peremploy@cityofomaha.org or call 402.444.5300. Please note, you should not check on the status of your application unless it has been more than three business days OR it is the application deadline. If you have not heard back OR it is the application deadline, we suggest you contact Human Resources immediately.

9. What is the Candidate Mentor Program and how does it work?

The mentor program is a voluntary program designed to match Firefighter applicants with Firefighters who will help and support the candidates throughout the Omaha Fire Department (OFD) testing. Even though participation is optional, we encourage all candidates to participate. Only candidates who have applied AND have been accepted to test are eligible for the program. To register for the program, candidates will need to complete their mentor request form (which is included in the information packet emailed to candidates) and return it to the Human Resources Department. It can take up to two weeks to be contacted by your mentor.

10. I have questions about life as a firefighter. Who should I contact?

We do have a few firefighters that have volunteered to talk with potential candidates about life as a firefighter or life in the OFD. It is important to note that these firefighters will not be serving in a traditional 'mentorship' capacity (meaning this is not a part of our candidate mentor program). These volunteers are there to answer your general questions about life as a firefighter or life in the OFD. To get in contact with a firefighter, you can contact the Human Resources Department by email at peremploy@cityofomaha.org or call 402.444.5300 and we will get you in touch with someone that can answer your questions.

Firefighter Testing Questions

1. How long is the testing process for Firefighter?

The testing process for Firefighter is typically five to seven months.

2. What company does the City of Omaha use for Firefighter multiple choice testing?

The City of Omaha has contracted with EB Jacobs to administer our entry level Firefighter testing process.

3. What should I expect during the testing process work for Firefighter?

In order to be appointed as a Firefighter with the OFD, a candidate must successfully pass the different steps in the examination process to be ranked on the eligibility list. Those steps include (but are not limited to):

- *Written multiple choice examination (Written by EB Jacobs)*
- *Physical agility examination (CPAT)*
- *Live panel structured interview (Written by EB Jacobs)*

4. Can I just show up to the Firefighter multiple choice examination?

No. It is a requirement to be invited to take the examination. In order to receive an invite, you must complete an application, and meet all the requirements as stated in the job posting. If you do show up for an examination uninvited, you test will not be scored, and you will not be considered for the position.

5. I cannot make the testing date – what are my options?

If we have multiple testing times/dates, we can reschedule you. If no times are available, we will not be able to reschedule you. If there is a conflict in your testing time, we encourage you to contact the Human Resources Department immediately to see if something else is available.

If you have an emergency, it is in your best interest to contact the Human Resources Department as soon as possible. Typically, we do not let applicants reschedule testing; however depending on the circumstances, it can be reviewed.

6. I need to make an ADA accommodation for the Firefighter examination – what should I do?

If you have a disability which would require an accommodation in order to take the examination itself or any subsequent part of the selection process, you must indicate that need in writing to peremploy@cityofomaha.org and request an appropriate accommodation. This request must be received at least 48 hours prior to the administration of the examination. The request should include why you are making a request and what accommodations you need (i.e. medical reasons you need an hour and a half longer on the test). Request will be reviewed by the project manager and additional documentation may be required.

7. How long does it take to receive my multiple choice score?

It can take up to three weeks to hear back from the Human Resources department regarding your multiple choice score. This timeframe is based on an estimated timeframe from our testing consultant. We will communicate with candidates throughout the testing process so that they are aware of timeframes for each step and what to expect from us.

8. Can I use my CPAT score from another agency?

No. It is a requirement to take the CPAT with us to continue with the Firefighter testing process.

9. How does the CPAT work?

Currently, the City uses the national CPAT test for our physical ability portion on the Firefighter examination process. The CPAT has three elements: orientation, practice and test (which are described below). It is important to note that candidates, who take and pass their practice test, will have that practice run counted as the actual test. Additional information can be found on YouTube regarding the CPAT.

- a. Orientation: Each candidate is assigned two orientations. They will not have the opportunity to run thru the CPAT, but they will be given a chance to get familiar with the equipment. If they do not want to go to the orientation, they will need to sign a waiver and return it to Human Resources. Candidates who do not attend both orientation dates AND who fail to complete the waiver and return it to the Human Resources department will result in disqualification from the firefighter process.*
- b. CPAT Practice: Each candidate is assigned two practice sessions. At this time, they will be given a chance to run thru the CPAT. If candidates do not want to attend the practices, they will need to sign a waiver and return it to Human Resources. Candidates who do not attend both practice dates (unless they pass one of the practices) AND who fail to complete the waiver and return it to the Human Resources department will result in disqualification from the firefighter process. IMPORTANT NOTICE: If the candidate passes the CPAT during their practice run, we can consider that practice their official exam run and they will not have to run thru the CPAT again during this testing process.*
- c. CPAT Test*

10. How does the testing process work if I live outside of Omaha?

If a candidate lives within 200 miles of Omaha – we do not offer any testing accommodations. You will need to take the exams on the dates provided on the job posting. If the candidate lives more than 200 miles away, we have an alternative testing date in which the candidate can take the multiple choice test, CPAT and structured oral interview in several days (or one trip). When you apply, we will send candidates who are more than 200 miles an information letter explaining the details and dates of the examination.

11. What is an eligibility list?

Upon successful completion of the Firefighter examinations, candidates will be placed on an eligibility list. The eligibility list is formed by ranking the passing candidates according to their testing score. Ranking on this list will be based on a combined statistical weighting of the above mentioned scores. Once the list is established – and the department is ready to hold a training class - an in-depth background investigation will be completed on each candidate who progresses to the final phase (referral interview) of the selection process.

***IMPORTANT NOTICE:** Ranking on the list does not guarantee employment. The list is valid for one year (due to the length of testing, Firefighter is often extended for an additional year). Any time a class is hired within that timeframe, it will be off of that list.*

12. I am ranked on the Firefighter eligibility list – now what?

Upon successful completion of the Firefighter examinations, candidates will be placed on an eligibility list. Once ranked on the eligibility list, you will wait to be contacted by the Fire Department for further consideration. You can contact the Human Resources department at peremploy@cityofomaha.org to check on your candidate status.

It is recommended that after a candidate has their name on the Firefighter Eligibility list, they should begin to mentally and physically prepare themselves to begin a rigorous fire recruit training program should you be given a conditional offer. Remember, it is the training academy's responsibility to prepare you to be a Firefighter with the City of Omaha – not to get you physically fit. Additionally, if hired with the OFD, recruits will be subject to testing and meeting the fitness standard during the first week of recruit training. Failure to meet these standards may result in termination the first week of training (or any time within the training academy).

***IMPORTANT NOTICE:** Ranking on the list does not guarantee employment. The list is valid for one year (due to the length of testing, Firefighter is often extended for an additional year). Any time a class is hired within that timeframe, it will be off of that list.*

13. What can I do to help me prepare for the Firefighter testing process?

There are several ways that candidates can prepare for the Firefighter testing process. Some of those ways include:

- *City of Omaha – Firefighter Information Packet (sent to candidates through email with testing information).*
- *EB Jacobs study guide (sent to candidates through email with testing information).*
- *EB Jacobs practice test (The City of Omaha Human Resources Department has purchased one practice test for all candidates that have been accepted to test. Your access code will be emailed to you with testing information).*
- *EB Jacobs website. We have contacted with EB Jacobs for the multiple choice exam.*
- *Various firefighter practice tests available online or at the Library (which would be free for the candidate).*
- *HR website (<http://www.cityofomaha.org/humanresources/employment/careers-in-public-service>) candidates can find additional information, tips and suggestions as it is available to us.*
- *Our social media sites. Throughout this testing process, we will be posting tips and suggestions that the candidates may find helpful.*
 - *Facebook:* www.Facebook.com/OmahaHumanResources
 - *Twitter:* www.Twitter.com/OmahaHR

14. Is the training academy for Firefighter paid?

Yes. If you are accepted to the training academy, you will be considered a probationary Firefighter. The pay scale is listed at the beginning of this packet.

15. Is the training academy for Firefighter out of state?

No. The training facility is located at 11616 Rainwood Road. Training does not last overnight.

16. Do you have a lateral transfer program for Fire?

No. The City of Omaha does not do lateral transfers; however, if there are a number of candidates on other City/State departments – we may have shortened training programs.
