

Lovington Fire Department

Applicant Testing Process

The following information is provided to you, the applicant, so that you will be familiar with the hiring process for the City of Lovington, NM, Fire Department. The hiring process and the physical agility test descriptions are taken from the Lovington Fire Department Standard Operating Procedures Manual, Sections 6.0 and 11.0

Upon returning the valid completed application to the Fire Department within the approved time, all applicants shall be notified of a testing date.

The screening process entails the following, in this order:

1. Applicants will take a comprehensive general knowledge exam in which they have two hours to complete. This exam shall have a passing score of 70%. If the applicant passes this examination, he/she will proceed to the next step. If the applicant fails this examination, he/she will not be allowed to continue the screening process.

2. Fitness Evaluation consisting of the following:

To measure the applicants cardiovascular fitness, the applicant will perform a 1.5 mile run.

To measure the applicants muscle strength and endurance, the applicant will perform pushups and sit-ups.

3. Applicants will proceed to do the Lovington Fire Department combat agility test. The physical agility test includes:

While wearing complete firefighting protective equipment and Self Contained Breathing Apparatus (S.C.B.A) to perform the physical agility test. This equipment shall include the coat, pants, helmet, gloves, and the S.C.B.A. Applicants are not required to wear the protective boots and may opt to wear sturdy hiking boots, or tennis shoes. Applicants will be breathing through the S.C.B.A.

Station 1: Fan. Remove a 40lb ventilation fan from the left rear side compartment of a Fire Engine and place the fan in the area that is marked. Approximately 30 feet.

Station 2: Hose Lift. You will then proceed to the hose pull station. The applicant will raise a single 50-foot joint of hose that is rolled up and attached to a rope using a hand-over-hand method until the hose reaches the top of a pully that is stationed on a structure. You will then lower the joint of hose to the ground using a hand-over-hand method.

Station 3: Kaiser-machine. You will proceed to the Kaiser machine, which is a 100-pound weight on a sled that you must move using a 9lb dead shot hammer to the appropriate marker.

Station 4. Nozzle Grab. You will then proceed to the driver's side of the engine and climb up to the connect bay, grab the nozzle, and step down from the engine.

Station 5. Hose Drag. You will then proceed to the hose drag by pulling a 1-3/4th inch charged hose line seventy-five feet and open the nozzle to flow water and strike a traffic cone.

Station 6. Dummy drag. You will then proceed to where a 185-lb rescue Randy is located and drag the dummy for 100 feet.

The physical agility test is complete when the applicant and the dummy cross the finish line.

(Applicants are allowed only one thirty-second period of rest.)

4. Upon successfully completing the written and physical agility examinations, the applicant will proceed to the review board portion of the screening process.
5. After the review board completes all interviews, applicants will be ranked on a list with the highest ranked applicant(s) being the recommendation for hire. This list will be given to the Fire Chief. The Fire Chief will conduct or cause to be conducted all background checks and verify references. The Fire Chief has the authority to accept the recommendations as he/she is given or may choose to hire at his or her discretion.
6. The ranking list shall be used for no longer than six months. As employment positions become available, the Fire Chief may or may not hire off of this list at his or her discretion. The Fire Chief must advertise the position to the City and the public. Any applicants on the list will not be required to retest but may do so if they choose. It is also the option of the Fire Chief to start a hiring process prior to the six-month limit on the list.

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Application Packet

A legible copy of the front of your valid New Mexico driver's license.

A legible photocopy of your highest educational diploma or degree completed.

A legible photocopy of your current personal motor vehicle insurance policy card.

Your phone number is listed on your application.

Legible copies of certificates and or licenses that apply to the job you are applying for.

Fill out the Lovington Fire Department General Questionnaire.

A signed supplemental Application Form.

A signed Employment Requirements Form.

The following Items must be notarized:

A signed and notarized Applicant Release form.

A signed and notarized MVD Confidential Records Release form (obtained from City Hall).

A signed and notarized Release of Information form. Make sure each page is initialed.

City of Lovington Fire Department

Employment Requirements

1. Be 18 years of age or older
2. Be a citizen of the United States
3. Be proficient in reading, writing, and speaking English
4. Be able to provide a valid Social Security card with legible numbers and name to City Hall.
5. Have a minimum of a high school diploma or G.E.D. certificate and provide proof.
6. Be able to pass a background check conducted by Lovington Fire Department
7. Pass Lovington Fire Department fitness evaluation, physical agility test, written examination, and review board.
8. Pass a D.O.T. physical examination given by a physician assigned by the Lovington Fire Department. (Paid for by Lovington Fire Department)
9. Have a form of transportation to be able to commute to and from Lovington Fire Department
10. Have a valid New Mexico driver's license.
11. Present proof of insurance of legal limits of automobile insurance as required by the State of New Mexico on any vehicle you may operate to and from your place of employment. Loss of insurance is cause for termination.
12. Live within a 30-mile radius of the City of Lovington. If not, be able to make arrangements to be in the vicinity during On call operations.
13. If employed by the City of Lovington, you must agree to abide by and comply with the job description provided for your position.
14. If employed by the City of Lovington, you must agree to abide by and comply with all City of Lovington and Fire Department policies and procedures.

My signature acknowledges that I have read and understand I must meet all of the above requirements to be employed with the City of Lovington Fire Department either as a full-time or part-time employee.

Signature

Lovington Fire Department General Questionnaire

Answer the following questions by indicating yes or no. With the exceptions of questions 1 and 12 if you answer any question yes, please explain using a separate piece of paper and attach it to this document.

1. I authorize the Fire Department to investigate my background for employment consideration.
2. I have a fear of heights.
3. I have a fear of confined spaces.
4. I tend to be squeamish whenever I have to work with injuries, blood, or other bodily fluids.
5. I have been refused bonding regarding occupations.
6. I have been charged or convicted of arson.
7. I have been convicted of a felony.
8. Have you been a member of any rescue, fire, ambulance, or police agency?
9. I use illegal drugs, medications, or other illegal substances.
10. I use tobacco products.
11. I consume alcoholic beverages.
12. I am a child, parent, or spouse abuser.

I certify that my responses to this questionnaire are honest and accurate. I also acknowledge that falsifying my responses will remove me from consideration for employment.

Signature

Name:

Age:

Address:

Bondability

Have you ever been denied coverage by a surety bond for handling finances?

Do you know of any reason you might be denied coverage?

Conviction Information

We declare that the existence of a conviction record will not automatically disqualify you from all employment with the City of Lovington. However, certain types of criminal convictions may prohibit you from working in specific jobs.

Have you been convicted as an adult for a criminal offense?

As a civilian?

In the armed forces?

If yes please complete:

Complete whether Yes or No

I, Your name Here , hereby authorize the release to the City of Lovington, New Mexico, of past or current information concerning convictions against me from any agency including the United States Department of Defense or any of its branches. I do hereby hold harmless and free of liability any source that releases this information.

Signature

AGREEMENT AUTHORIZING RELEASE OF INFORMATION

TO WHOM IT MAY CONCERN: I _____, am an applicant for a position with or an employee for the City of Lovington, New Mexico. The city of Lovington needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in my and the public's interest that all relevant information concerning my personal and employment history is disclosed to the above department (except for information covered by the Americans with Disabilities Act, "ADA").

I authorize any representative of the City of Lovington bearing this release to obtain any information about my employment records from your files. I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself by and to any duly authorized agent of the City of Lovington, whether said records are public, private, or confidential. This authorization intends to give my consent for complete disclosure. I emphasize that this authorization intends to provide complete and unrestricted access to the background and history of my personal life for the specific purpose of pursuing a background investigation that may provide pertinent data for the City of Lovington to consider in determining my suitability for employment with that City. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be.

I consent to your release of any public and private information that you may have pertained to me, my work background and reputation, my military service records, educational records, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had in interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages resulting from furnishing the requested information, including any liability or damage under any state or federal laws. I hereby release you as the custodian of such records of the City of Lovington, including its officers, employees, and other related personnel both individually and collectively, from all liability for damages of whatever kind, which may at any time result to me, my heirs, or my associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the City of Lovington, regardless of any agreement I may have made with you previously to the contrary. The personal representative requesting the information under this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration for the City of Lovington's acceptance and processing of my Application for Employment, I agree to hold the City of Lovington, its agents, and its employees harmless from all claims and liability associated with my application for employment or in any way connected with

Applicants Initials

the decision whether or not to employ me with the City of Lovington. I understand that should information of a grave criminal nature surface due to this investigation; any such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, concerning access and disclosure of records, and I waive those rights with the understanding that the information furnished will be used by the City of Lovington in conjunction with employment procedures. I further agree that I shall not have the right to read or otherwise review any information received by the City of Lovington due to inquiries under this Agreement Authorizing Release of Information.

A photocopy or electronic copy of this release form will be valid as an original, even though the said photocopy or electronic copy does not contain an original writing of my signature.

This waiver is valid for twelve (12) months from the date of my signature.

Should you have any questions about the validity of this release, you may contact me at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his/her employers, agents, and employees from and against all claims, damages, losses, and expenses, including reasonable attorney fees, arising out of or because of complying with this request.

Applicants Initials

THIS SECTION TO BE COMPLETED IN THE PRESENCT OF A NOTARY

Printed name of Person Giving Request (You)

Signature

Date of Birth

Current Address

City State Zip

Primary Phone #

STATE OF _____)

_____)SS

COUNTY OF _____)

SUBSCRIBED AND SWORN TO before me this _____ day of _____
20____, by _____

Notary Public

Applicants Initials



LOVINGTON FIRE DEPARTMENT



Fire Chief:
Skip Moorhead

213 S. Main
Lovington NM, 88260

T: (575) 396-2359
F: (575) 396-7380

Applicant Release Form:

I am testing for a position with the Lovington Fire Department. I understand that I will be required to take a physical agility test. I have been given a copy of the description of the Lovington Fire Department's physical fitness and agility tests. I also agree to view the video or a live demonstration of the physical agility test prior to starting the said test. In addition, I will agree to attend a safety and familiarization briefing on the provided S.C.B.A (Self-Contained Breathing Apparatus) on the date of testing.

I agree to hold the Lovington Fire Department, the City of Lovington, or any of its employees harmless from any injuries I might receive during the fitness and physical agility test process. I am testing for a full or part-time position and do this of my own free will.

This section is to be completed in the presence of a notary:

Printed Name of Applicant: _____

Signature of Applicant: _____

Date: _____

Notary: Subscribed and sworn to before me at _____

(Time)

This _____ day of _____ 20_____.

Signed: _____

My commission expires: _____