



FAIRFIELD TOWNSHIP FIRE DEPARTMENT

**6048 Morris Road
Hamilton, Ohio 45011
Chief David M Downie**

513-887-4402 Fax 513-887-2705



APPLICANT INFORMATION ON THE APPLICATION AND NEW HIRE PROCESS

Thank you for your interest in a position with Fairfield Township Fire Department. A variety of opportunities and educational experiences exist for both volunteer (paid-per-call) and part-time positions, as a Firefighter/Emergency Medical Technician. There are several steps that will be taken in processing your application to ensure that the fire department is employing the most qualified people possible to provide fire and emergency medical services to our community.

- Applicants must be at least 18 years of age
- Applicants must possess a valid Ohio Drivers License
- All applicants must provide copies of the following documents when submitting their application
 1. High School Diploma or G.E.D.
 2. State of Ohio, EMT and Fire training certification card(s). (If applicable)
 3. Printed copy of your criminal history.
 4. Printed copy of your driver's history.

After receiving the completed application and supporting documents, the fire department or police department will conduct a background investigation by contacting present and former employers and personal references to gain information on your employment history/performance, past work practices and overall character.

Applicants will then be required to complete a physical capability exam conducted by department personnel that simulates job duties of a Firefighter/EMT. Some test circuits are timed and require wearing a self contained breathing apparatus and protective clothing. All test circuits are physically demanding.

Upon successful completion of the capability exam applicants will be scheduled for an oral interview with a panel of department station officers. The application will then be forwarded to a chief officer with the station officers' recommendation to either continue or stop processing of your application. Applicants will be notified in writing by the Chief Officer of the recommendation made by the interview panel.

Applications will be held on file and active for a period not to exceed one (1) year from the application date.

All active applications on file will be reviewed when a position becomes available and the most qualified and suitable applicant for the position will be sent for a pre-employment physical and associated test including a drug screen. The physical and test will be administered by a physician or physician group, under contract with the fire department. This exam and testing will be done at no cost to the prospective employee. Results of the exam and associated test will be forwarded to the fire department.

If the physician certifies that the applicant is able to perform the duties as a firefighter/EMT then the Fire Chief will recommend that the Fairfield Township Board of Trustees hire the applicant as an employee of the fire department with a one (1) year probationary period.

Criminal History Report (Web Check) Driver History Report (3 year)

Butler County Sheriff Office

Records Office

705 Hanover Street

Hamilton, Ohio 45011

(513) 785-1030

Can be obtained:

Monday Through Thursday

8:00 – 3:00

Cost \$15.00 Cash (exact fee only)

Need Drivers License

Results will be mailed to:

Fairfield Township Fire Department

Attn: Assistant Chief McKendry

6048 Morris Road

Hamilton, Ohio 45011

D.M.V. Reinstatement Center

7 Hills Plaza

10948 Hamilton Avenue

Cincinnati, Ohio 45239

Can be obtained:

Monday Through Friday

8:30 to 4:30

Cost \$2.00

Return the results to:

Fairfield Township Fire Department

Attn: Assistant Chief McKendry

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