



# State of Connecticut Firefighter Testing Consortium



## Application Instructions

Thank you for your interest in the Connecticut Firefighter Testing Consortium. Please be sure to carefully review all application instructions and testing information.

**The following steps must be completed by Wednesday, February 12, 2020 in order to be eligible to proceed through the application and testing process.**

### Application Instructions:

**Step 1:** Carefully review the **minimum requirements** for testing. All requirements **must** be met by the specified deadline date(s). Applicants who do not meet the minimum requirements will not be allowed to continue in the testing process. **Note:** meeting these minimum requirements does not guarantee eligibility for every department – please see department specific information for each department's requirements.

**Step 2:** Visit [iosolutions.com](http://iosolutions.com) to complete the online application for the Connecticut Firefighter Testing Consortium. **The deadline for the application is Wednesday, February 12, 2020 (EST).** When you have finished the application, you will receive a **confirmation number**. Save this number for your records.

**Step 3:** Gather required documentation listed on **checklist** and submit to IOS Recruitment by Wednesday, February 12, 2020.

- **Email\*:** Scan all required documents into one PDF file, making sure all documents are clear and easy to read.
  - Attach scan to an email and send to [CTFire@iosolutions.com](mailto:CTFire@iosolutions.com)
  - Please include your first and last name in the email subject line
  - You will receive a confirmation email once IOS Recruitment has received your documents and has verified your eligibility. If you do not receive a confirmation email after the application deadline, please call (800)-343-HIRE to confirm receipt.

\*Please note that there is some risk of exposure of personal information when emailing documents. Alternatively, you may print and mail/hand-deliver your required documentation. If you wish to mail/hand delivery your documentation, please contact IOS Recruitment for detailed instructions.

### Reminder:

Application and required documents must be received by IOS Recruitment **no later than end of day on Wednesday, February 12, 2020.** A grace period will be offered for minor errors to your application. Any errors will cause a delay in scheduling your written examination timeslot.

Please contact IOS Recruitment at (800)-343-HIRE or [CTFire@iosolutions.com](mailto:CTFire@iosolutions.com) with questions regarding the application, required documents or testing BEFORE the application deadline date.



## ***Department Job Descriptions***

[East Hartford Fire Department](#)

[Town of Farmington Fire](#)

[Department](#)

[Fairfield Fire Department](#)

[Mansfield Fire & ES](#)

[Naugatuck Fire Department](#)

[New Canaan Fire Department](#)

[North Haven Fire Department](#)

[Norwalk Fire Department](#)

[South Fire District](#)

[Torrington Fire Department](#)

[West Haven Fire Department](#)

[Westport Fire Department](#)

[Willimantic Fire Department](#)

[Wilton Fire Department](#)

**Click on each department above to view their specific requirements**

## ***Written Exam Information***

The written examination will be administered the week of March 9, 2020 – March 14, 2020. Multiple testing sessions will be offered throughout the State of Connecticut. Weekday and weekend options will be available. The exact location and times of the testing sessions will be released at a later time. After the application deadline, you will be notified of your eligibility status via email and instructions on how to schedule a written exam time will be provided.

**Testing timeslots will be filled on a first come, first serve basis. To increase the likelihood of selecting your desired testing timeslot, be sure to correctly submit all the required documentation by the application deadline and check your email often. It is your responsibility to ensure you have the availability/flexibility to attend a written exam any time within the week of March 9<sup>th</sup> – March 14<sup>th</sup> to attend the written exam. No alternative testing dates will be offered.**

## ***Oral Interview Information***

Those successfully completing the written examination must attend the oral interview. Interviews will be conducted the week of April 6, 2020 – April 11, 2020. Additional details and instructions on how to register for an interview time will be provided in late March 2020.

**Interview timeslots will be filled on a first come, first serve basis. It is your responsibility to ensure you have the availability/flexibility to attend an oral interview anytime within the week of April 6<sup>th</sup> – April 11<sup>th</sup>. No alternative testing dates will be offered.**

## Minimum Requirements

Minimum requirements must be met by the application deadline (02/12/2020)\*:

- \$145 non-refundable application fee
- U.S. citizenship or legally authorized to work in the United States
- High school diploma or equivalent (GED)
- Valid driver's license

**\*Important Note:** these are the minimum threshold requirements for the Connecticut Testing Consortium. Individual departments may hold more stringent requirements. In order to be considered for each agency you must comply with their minimum standards. For example, some agencies require EMT or EMT-P licenses, however, the timing of the requirement may differ. Please see the department(s) job description for specific information on individual departments.

## Application Checklist – CT Firefighter Testing Consortium

### CT Firefighter Consortium Required Documents - Due Wednesday, February 12, 2020

- ☐ **Submission of an Online Application. Write Your Confirmation Number Here: \_\_\_\_\_**
- ☐ **Consent and Release Agreement (2 pages) – must be signed and dated by applicant**
- ☐ **Certification and Licensure Form (1 page)**  
Include copies of each certification and/or license you currently hold (as indicated on form).
- ☐ **COPY of High School Diploma or GED**  
Copy of high school transcripts with graduation date, copy of diploma, dated GED, or signed letter on high school letterhead is acceptable, college diploma/transcripts not accepted.
- ☐ **COPY of Valid Driver's License**  
Include copy of both sides if license bears renewal sticker.
- ☐ **COPY of Proof of U.S. Citizenship or Legal Authorization to Work in U.S.**  
The following documents are accepted as proof of citizenship:
  - COPY of County-/State-Issued Birth Record
  - COPY of Valid U.S. Passport
  - COPY of Naturalization Papers
  - COPY of Permanent Resident Card (Green Card)Hospital-issued birth certificates are not verifiable, and therefore cannot be accepted.

## ***How to Submit Documents***

- Please scan and deliver **signed release form** and **all required documents** into one PDF file to email address: [CTFire@iosolutions.com](mailto:CTFire@iosolutions.com). Please include your first and last name in the email subject line.
- You will receive two confirmation emails: one to verify that we received your document(s) and one to verify your eligibility status. If you submitted documentation and do not receive a confirmation email after the application deadline, please call (800)-343-HIRE to confirm receipt.

Please be sure to carefully review checklist and application instructions before submission. Incorrect, missing, or otherwise incomplete applications will be cause for disqualification. I/O Solutions is not responsible for late, misdirected or incomplete applications. Contact IOS Recruitment before the application deadline with any questions regarding the application, required documents or testing.

## ***Last Reminders!***

- Be sure to submit an online application, as well as email photocopies/scans of the documentation listed above by **2/12/20**
- Be sure that all photocopies/scans are clear and legible
- Verify that you have signed release form(s)
- You will receive information regarding your eligibility after the application deadline. Additional information regarding the written exam will be provided to you at this time
- **Place the written exam dates and oral interview dates into your calendar!** You must be able to attend the written exam the week of March 9<sup>th</sup> – March 14<sup>th</sup>. You must also be able to attend the oral interview the week of April 6<sup>th</sup> – April 11<sup>th</sup>. **No alternative testing times will be available!**

**Please Contact IOS Recruitment With Any Questions:**

**Phone: 1-800-343-HIRE**

**Email: [CTFire@iosolutions.com](mailto:CTFire@iosolutions.com)**



# Connecticut Testing Consortium



## Consent & Release Agreement

### CONSENT AND RELEASE FOR JOB APPLICATION, BACKGROUND CHECK AND PHYSICAL ABILITY ASSESSMENT

#### Application and Background Check

I acknowledge that as a condition of being considered for employment with any of the departments participating in the Connecticut Consortium Testing ("Employer"), or of my continued employment at Employer, it is required that I consent to an investigation of my background. I hereby authorize Employer and its representative, I/O Solutions, Inc. (IOS Recruitment) to conduct certain background investigations which may include, but are not limited to, my employment history and references, criminal history, driving records, personal references, verifications of academic credentials and licenses, military history, and credit and consumer reports, as permitted under the federal Fair Credit Reporting Act ("FCRA") and local or state credit privacy laws if applicable. If requested by Employer or IOS Recruitment, I hereby consent to participate in a personal interview, testing process, polygraph examination, and/or post-offer psychological evaluation.

All information obtained by Employer or IOS Recruitment pursuant to this background check shall be confidential and safeguarded against disclosure to all unauthorized persons. I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this consent, from liability that might result from the request for, use of, and/or disclosure of any background information, as described above. I further release and hold harmless Employer and IOS Recruitment, and their respective designees, personnel and affiliated companies, from any liability resulting from or in connection with, the results of this background investigation concerning my fitness for employment or continued employment at Potential Employer.

I hereby consent to this background information investigation by Employer or IOS Recruitment. I understand that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, in accordance with the requirements of the FCRA.

#### Conduct and Communications

I acknowledge that my conduct throughout the application and testing process and my compliance with the rules of the application process constitute information that can be considered and evaluated by hiring agencies (Employers). I consent that all interactions and communications that occur between myself and IOS Recruitment or Employer pursuant to this application process may be documented and/or communicated to any and all hiring authorities to which I am seeking employment.

### Physical Ability Tests

I further acknowledge that as a condition of being considered for employment with Employer, or of my continued employment at Employer, I may be required to participate in a physical ability test, which may test my physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to: actions of other people including, but not limited to, participants, volunteers, spectators, testing officials, and/or testing monitors; lack of hydration, weather, and/or other natural conditions. I hereby assume all of the risks of participating in any physical ability test.

I certify that I am physically fit, have sufficiently trained for participation in this physical ability test, and have not been advised otherwise by a qualified medical person.

By signing below, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) waive, release, and discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the physical ability test and/or while traveling to and from this physical ability test, Employer and IOS Recruitment, and their directors, officers, employees, volunteers, representatives and agents, (B) indemnify and hold harmless all entities or persons mentioned in this paragraph from any and all liabilities, damages (including attorney fees and costs) or claims made by other individuals or entities as a result of my participation in this physical ability test.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident, and/or illness during any physical ability test.

I understand that during a physical ability test I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by Employer and/or IOS Recruitment.

This document shall be construed broadly to provide a release and waiver to the maximum extent permissible under the applicable law.

**I hereby certify that I have read this document and I understand its content.**

Print Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Certifications and Licenses Form

Please indicate which of the following fire certifications/licenses you currently hold.

<u>Certification/License</u>	<u>State Issued</u>	<u>Yes</u>	<u>No</u>	<u>Copy Submitted With Application</u>
Driver's License				
CDL Driver's License				
CPAT Certification				
EMT-Basic				
EMT-Paramedic				
Firefighter I				
Firefighter II				
Hazardous Materials				
Driver Operator/DO Pumper/ DO Aerial Certifications				
Advanced Cardiac Life Support (ACLS)				
Pediatric Advanced Life Support (PALS)				
CPR Certification				
Accredited I.V. Certification				
Associate's Degree				
Bachelor's Degree or higher				
Some College (report number of credit hours attained):				
Other Certification(s)/License(s) not listed:				

**\*Reminder: Be sure to submit a copy of each certification/license with your application\***