

**CITY OF OWENSBORO**  
***FIREFIGHTER POSITION INFORMATION, RECRUITMENT***  
**SCHEDULE, AND FURTHER DETAILS**

LAST UPDATED: January 21, 2010

**INFORMATION AND DATES CONTAINED HEREIN ARE SUBJECT TO CHANGE**

=====

**BE SURE TO CHECK OFTEN FOR UPDATES**

at [www.owensborofire.org](http://www.owensborofire.org)

***\*\*Applicants should begin preparation for this process immediately.\*\****

**POSITION INFORMATION:**

**SUMMARY OF POSITION:** This is a **Full-Time** position. A Firefighter responds with a team to provide fire suppression, rescue activities, emergency medical service, hazardous materials mitigation, and other special operations. Firefighters also provide various Fire Prevention and Safety services, emergency preparation, maintain facilities, vehicles and equipment, and attend training and professional development sessions.

**MINIMUM QUALIFICATION REQUIREMENTS:** Requires High school diploma or GED, plus Associates degree, or its equivalent, from an accredited college or university in fire science, related sciences (for example, chemistry, physics), communications, management, or other field which is job-related (i.e., beneficial to the job); **OR** two (2) years active duty military; **OR** three (3) years firefighting, Emergency Medical Technician (EMT), or Paramedic experience in a full-time capacity; **OR** six (6) years experience as a certified volunteer firefighter with certified training hours; **OR** current Emergency Medical Technician (EMT) basic certification with 45 job-related accredited college or university hours; **OR** an equivalent combination of education and experience. Minimum age 21 by time of hire. Applicants must meet all requirements prior to being hired. Applicants who do not currently meet all requirements, but who will meet the requirements by April 12, 2011, may still be permitted to participate in the recruitment process. However, such applicants can only be considered for employment upon meeting the requirements. Starting with recruitments in 2011, EMT-Basic Certification will be required prior to hire. However, it is not required prior to hire for this current recruitment.

**RESIDENCY REQUIREMENT:** There is currently no City, County, or State residency requirement, as long as you can report to duty whenever required. Furthermore, pursuant to KRS 95.440, firefighters shall be a law-abiding citizen.

**EMT-BASIC CERTIFICATION:** Though not required to participate in the recruitment process, if hired, you will be required to obtain your EMT-Basic certification within 18 months. Regular status appointment will not be considered without successful completion of this certification. Failure to complete this certification on time will result in your termination of employment. If you currently have the EMT-Basic certification from outside Kentucky, you may visit <http://kbems.kctcs.edu/Home/EMT/tabid/106/Default.html> to learn of its reciprocity.

**CURRENT PAY AND BENEFITS:** Current Base hourly rate is \$9.4886/hr. If you work 2,912 hours per year, this amounts to approximately \$31,578. Excellent benefits. Employees are eligible for pay and benefits in accordance with applicable policy and contingent upon budget approval. Pay and benefits are subject to change.

**CURRENT STATE INCENTIVE PAY:** After completion of required training, firefighters may be subject to approximately \$258/mo in state incentive pay, subject to change.

**CURRENT REGULAR WORK HOURS:** Initial training period consists of 40 hr/wk. Thereafter, the position requires shift work of 24 hrs on, 48 hrs off (an average of 56 hr/wk per year).

**PROBATIONARY PERIOD:** New firefighters have a probationary period of 18 months. Regular status is contingent upon recommendation of the Department Head, formal recommendation by the City Manager, and formal approval of the Board of Commissioners.

**DRUG AND ALCOHOL POLICY:** The City has a stringent random drug and alcohol testing policy for its public safety employees, including but not limited to, random, post-incident, and reasonable suspicion testing. Post-offer, pre-employment testing is also required.

**ABOUT OUR COMMUNITY:** Check out our City website and community at [www.owensboro.org](http://www.owensboro.org) and [www.owensboro.com](http://www.owensboro.com).

# RECRUITMENT SCHEDULE AND FURTHER DETAILS:

**Hold ALL dates/times for all sessions, regardless of your assigned sessions. In the event of inclement weather, etc., the City reserves the right to re-assign, as necessary. All dates subject to change.**

**DEADLINE TO APPLY: 4:30pm, February 3, 2010:**

**TO APPLY:** Application must be received **NO LATER than 4:30pm, Feb. 3, 2010.** Applications and further information available at [www.owensborofire.org](http://www.owensborofire.org), [www.owensboro.org](http://www.owensboro.org), or by calling 1-270-687-8540 or toll free 1-888-616-8540. Applications also available at the Office of Employment and Training (“OET”), located at The Career Center, 121 E. 2nd Street, Owensboro, Kentucky 42303. **Return job application to OET by the deadline.** TDD/Voice: 1-270-687-4459. **Job application required. Electronic submission of your resume is NOT sufficient.**

To confirm your application was received by the application deadline, please call 1-270-687-8540 or 1-888-616-8540.

**Submit the included CONFIDENTIALITY AGREEMENT AND EXAMINATION PREFERENCE FORM with the application. Refer to Exhibit 1.**

The City of Owensboro is an Equal Employment Opportunity Employer. EEO/AA—M/F/V/D. Applicants needing accommodations are instructed to contact the City Personnel Dept. prior to application deadline at 1-270-687-8540 or toll free 1-888-616-8540, or as soon as practical prior to the event in which you require accommodation, so that we may have sufficient time to consider your request and make any necessary preparations, if required. Hearing impaired, call TDD/Voice 1-270-687-4459.

We plan to mail packets out by February 10, 2010. If you do not receive yours by February 12, 2010, call 1-270-687-8540, 1-888-616-8540, or 1-270-687-8545. Regardless if you have received your packet or not, you are still mandated to attend one of the Mandatory CPAT Orientation sessions on February 13.

## **MANDATORY CPAT (Physical Ability Exam) ORIENTATION:**

Report to :

**February 13, 2010 at 9:30am OR 1:00pm**  
Regional Water Resource Agency (“RWRA”)  
Joseph Murphy Operations Building  
2101 Grimes Avenue  
Owensboro, KY 42303

If you haven’t started preparing for the physical ability exam, you need to get started immediately. This is a highly strenuous physical process.

**Arrive at least 20 minutes early to the orientation session. You are only required to attend one of the two sessions. You may attend both if you wish. You are mandated to participate in this orientation session. Failure to report on time to at least one of the sessions shall result in automatic disqualification.**

**Bring your Picture ID.**

Further information on the CPAT physical ability exam can be accessed at [www.owensborofire.org](http://www.owensborofire.org) in the Recruitment section. You may call Battalion Chief David McCrady at 270-687-8402 if you have any questions.

Travel, meals, and lodging are not paid, arranged, or provided by the City.

If you hear or see the words “physical ability” exam/test and “physical agility” exam/test, do not be confused. These terms are referring to the same process. The phrases are used interchangeably.

**MANDATORY WRITTEN EXAM: 2:00pm, Feb. 22, 2010 OR 6:30pm, Feb. 25, 2010**

**(Session to be assigned, though you may indicate your first preference – see below for details)**

**Hold both dates. You will be notified of your assigned time and the location of the exam. If you fail to receive notification by February 17, 2010 of your assigned time and location, it is your responsibility to contact the Personnel Office at 1-270-687-8540 or 1-270-687-8545, or Battalion Chief McCrady at 1-270-687-8402, prior to Feb. 22, 2010 to confirm your assigned time and location. We are not responsible if you have failed to receive our notification. If you fail to show on time, you may be disqualified.**

**You must attend the session assigned. Continue to hold ALL dates for both sessions, regardless of your assigned session. In the event of inclement weather, etc., the City reserves the right to re-assign, as necessary.**

**If you did not submit the included CONFIDENTIALITY AGREEMENT AND EXAMINATION PREFERENCE FORM (refer to Exhibit 1) with your application, you will be required to submit it for admission to the written exam. You will not be allowed to participate in the written exam without this signed/completed form.**

**Arrive at least 20 minutes early to the written exam. No admittances after the designated starting time. Parking may be limited, so arrive early. If you fail to show on time, you may be disqualified.**

**To be admitted to the exam, bring the following:**

1. Your exam notice, and
2. Your picture ID (e.g., driver's license), and
3. If not already submitted, your signed/completed Exhibits:
  - "Confidentiality Agreement and Examination Preference Form" (Exhibit 1) if not already submitted at time of application, and
  - "Firefighter Applicant Acknowledgement" form (Exhibit 2), and
  - "Candidate Physical Ability Test Waiver of Claim for Injury" form (Exhibit 3), and
  - "Medical Privacy Release" form (Exhibit 4), and
  - "Candidate Physical Ability Test (CPAT) Waiver of Participation for the Mandatory Practice Sessions" (Exhibit 5) IF you may be waiving any one or more of these sessions, or you can submit this at a later time to Battalion Chief McCrady. If there is a possibility you may be missing one or more practice sessions, we suggest you go ahead and turn this in, even if you are able to attend both sessions after all.

**You will not be allowed to participate in the written exam without submitting the above information.**

*The Written Exam.* The written exam study guide can be accessed at [www.owensborofire.org](http://www.owensborofire.org) in the Recruitment section.

The Passing score for this exam is 70, overall. You will be notified of your results prior to the physical ability practice sessions. If you fail the exam, you will be disqualified and will not be allowed to participate any further in the recruitment process.

Travel, meals, and lodging are not paid, arranged, or provided by the City.

<b>MANDATORY CPAT (Physical Ability exam) practice sessions:</b>	<b>8:00am, March 13 and 20, 2010</b>
Report to :	Regional Water Resource Agency ("RWRA") Joseph Murphy Operations Building 2101 Grimes Avenue Owensboro, KY 42303

**Bring your picture ID.**

If you successfully completed the written exam, then the next step is to attend BOTH of the physical ability practice sessions. Plan on needing the whole day, just in case.

You may skip one or both of these sessions by signing and submitting the "Candidate Physical Ability Test Waiver of Participation for the Mandatory Practice Sessions" form (refer to Exhibit 5). **Otherwise, you are mandated to participate in BOTH sessions, and failure to do so will result in disqualification from further consideration.** If not already submitted, you may choose to waive any or all of the mandatory practice sessions by submitting your signed/completed Exhibit 5 form to:

Battalion Chief David McCrady  
Owensboro Fire Department  
512 W. 9<sup>th</sup> Street  
Corner of 9<sup>th</sup> and Locust Streets

Please dress in comfortable, breathable, and appropriate attire to perform heavy physical activity. NO SHORT PANTS. Consider long sleeves and athletic shoes. Be aware that this process will be conducted indoors.

Further information on the physical ability exam can be accessed at [www.owensborofire.org](http://www.owensborofire.org) in the Recruitment section. You may call Battalion Chief David McCrady at 270-687-8402 if you have any further questions.

Travel, meals, and lodging are not paid, arranged, or provided by the City.

If you hear or see the words “physical ability” exam/test and “physical agility” exam/test, do not be confused. These terms are referring to the same process. The phrases are used interchangeably.

**Mandatory CPAT Physical Ability Exam: April 3, beginning at 8:00am (actual appt times may vary)**

Report to :

Regional Water Resource Agency (“RWRA”)  
Joseph Murphy Operations Building  
2101 Grimes Avenue  
Owensboro, KY 42303

**Bring your picture ID.**

**You will be notified when to arrive. Arrive 20 minutes before your scheduled time. If you fail to receive notification by March 31, 2010 of your assigned appointment time, it is your responsibility to contact Battalion Chief McCrady at 1-270-687-8402 or call the personnel office at 1-270-687-8540 or 1-270-687-8545 prior to April 3, 2010 to confirm your assigned time. We are not responsible if you have failed to receive our notification. If you fail to show on time, you may be disqualified.**

**This is a pass/fail test.**

Please note, in regard to the physical ability exam, you will be given **specific** instructions on how to perform each exercise, and if requirements are not met, you will fail the exam. If you haven’t already started preparing for the ability exam, you need to be.

Please dress in comfortable, breathable, and appropriate attire to perform heavy physical activity. NO SHORT PANTS. Consider long sleeves and athletic shoes. Be aware that this ability testing will be conducted indoors.

Further information on the physical ability exam can be accessed at [www.owensborofire.org](http://www.owensborofire.org) in the Recruitment section. You may call Battalion Chief David McCrady at 1-270-687-8402 if you have any further questions.

Travel, meals, and lodging are not paid, arranged, or provided by the City.

If you hear or see the words “physical ability” exam/test and “physical agility” exam/test, do not be confused. These terms are referring to the same process. The phrases are used interchangeably.

**Oral Exam: April 12, 2010 (Tentative; Appt times vary)**

**Bring your picture ID.**

If you have satisfactorily completed the written exam and physical ability exam, you will be notified of your appointment time and location for the oral exam. **Arrive 20 minutes early for your appointment time. If you fail to receive notification by April 7, 2010, it is your responsibility to contact the Personnel office at 1-270-687-8540 or 1-270-687-8545, or Battalion Chief McCrady at 1-270-687-8402. We are not responsible if you fail to receive our notification. If you fail to show on time, you may be disqualified.**

The difference between an oral exam and an oral interview is that an oral exam is a highly structured timed and scored interview.

**There is no passing score required as long as you satisfactorily complete the oral exam process.** However, the better you score, the more it increases your chances of a higher standing on the eligibility list.

Further information on the oral exam can be accessed at [www.owensborofire.org](http://www.owensborofire.org) in the Recruitment section.

Travel, meals, and lodging are not paid, arranged, or provided by the City.

## CERTIFICATION OF ELIGIBILITY LIST AND DETERMINATION OF TOP GROUP

Upon the eligibility list being certified in accordance with applicable policy, you will then be notified of your score and if you fall in the initial top group. We hope to certify the list and mail exam results by April 21, 2010. Exam results will not be posted online, and may not be provided over the phone.

The eligibility list is produced by combining the written exam and oral exam scores. Applicants will be ranked highest to lowest. Initially, only the top group of applicants on the eligibility list will undergo the background investigation; however, we may work our way down the list. The top group is determined by the Rule of 3N (3 times the number of anticipated vacancies).

Please note that in accordance with applicable policy and law, applicants may be removed from the list at any time. Furthermore, the City of Owensboro is under no obligation to certify the list, or offer employment to any person(s) on the list. In the event the list is not certified, the City reserves the right to hold a new recruitment process to establish a list. The City furthermore reserves the right to discard any one or more portions of the testing process, and re-conduct such testing if necessary to certify the list under applicable policy and law, at its discretion. Once the list is certified, the City reserves the right to re-certify the list in accordance with applicable policy and law (e.g., if necessary to make a correction). Vacancies that originate while the list remains active in no way obligates the City of Owensboro to fill such positions.

Other than informing you if you are in the top group, we do not release where you rank on the list. Your standing on the list is subject to change, in accordance with applicable policy and law.

The eligibility list remains valid for one year from date of certification, or until no names remain on the list, whichever comes first.

## SUBMISSION OF REQUIRED DOCUMENTATION: DUE DATE April 28, 2010

At the applicant's discretion, this information may be submitted prior to the due date, but it is only required of applicants who have been notified that they fall in the top group. Applicants who fall in the top group shall submit their required documentation no later than April 28, 2010. In the event you are not in the initial top group, but then later progress to the top group, you will be required to submit this documentation within 3 business days upon our request if you wish to remain under consideration. We recommend you personally deliver this information. If you choose to mail it, please use Federal Express or another method where it can be tracked if lost. Such information shall be sent to the following address:

Battalion Chief David McCrady  
Owensboro Fire Department  
512 W. 9<sup>th</sup> Street  
Corner of 9<sup>th</sup> and Locust Streets  
Owensboro, Kentucky 42301

**Failure to submit sufficient evidence of qualifications, on time, may result in disqualification.** The Owensboro Fire Department reserves the right to determine what it considers to be "sufficient" evidence.

*Required documentation includes, but is not limited to:*

- ❖ Must submit copy of Valid Driver's License; and
- ❖ Must submit copy of Valid Social Security Card; and
- ❖ Must submit copy of Valid DD214 (if applicable); and
- ❖ Must submit copy of Valid Birth Certificate; and
- ❖ Must submit copy of Evidence of any certifications, training, etc. beneficial to job; and
- ❖ Must submit copy of High school diploma or GED (a copy of both your high school transcript and diploma); **PLUS**
  
- ❖ Must submit evidence of 2 years active military duty (form DD214 or other sufficient military documentation); **or**
- ❖ Must submit copy of Associate's Degree or its equivalent from an accredited college or university in fire science, related sciences (chemistry, physics, etc.), communications, management, or other job related field (submit a copy of both your college transcript and diploma; if you have not yet met the requirements, a letter from the educational institution will be necessary showing that you are scheduled to meet the requirements and when); **or**
- ❖ Must submit copy of Evidence of 3 years full-time firefighting, Emergency Medical Technician, or Paramedic experience; **or** Must submit copy of Evidence of 6 years certified volunteer firefighting experience with certified training hours; **or** Must submit copy of

Evidence of current EMT basic certification with 45 job-related accredited college or university hours. (Submit a letter from your employer, firefighting agency, or other appropriate institution confirming your position, service dates, primary duties, certified training hours, and/or EMT basic certification; and/or college or university transcript); **or**

- ❖ Must submit Evidence of Equivalent combination of education and experience (copy of transcript and a letter indicating your position, service dates, and primary duties from your employer).

To qualify for employment, applicants must meet all requirements/qualifications prior to the hire date. Applicants who do not currently meet all requirements/qualifications, but who will meet the requirements/qualifications within one year of the anticipated oral exam date, may still be permitted to participate in the recruitment process. However, such applicants can only be considered for employment upon meeting the requirements/qualifications.

## BACKGROUND SCREENING AND FURTHER EVALUATION PROCESS (DATES VARY)

Travel, meals, and lodging are not paid, arranged, or provided by the City.

If you will not meet the requirements/qualifications by the anticipated hire date, you will be returned to the list and we may move down the list accordingly. You will not progress to the background screening.

**Background Screening.** The background investigation will include, but is not limited to, criminal record, motor vehicle record, references, employment, education, and polygraph examination, and is to be conducted by the Owensboro Fire and Police Departments or their designated representative(s). Unless required by applicable law, information we obtain during our background investigation and evaluation process will not be released to you. Details of exact time and where to report will be provided at a later time. Arrive at least 20 minutes early.

**Final interviews.** Details of exact time and where to report will be provided at a later time. Arrive at least 20 minutes early.

**Job Offers and Remaining Closure Notices.** We will notify by mail those who were selected and those who were not selected from the interview process, within an estimated 2 weeks of completion of the interview process. If you have not heard something shortly thereafter, please feel free to call us at 1-270- 687-8540. If not selected, we will not release the reason(s) why, unless required by applicable law.

**Post-offer, Pre-employment requirements.** Those who are offered employment, and who accept the terms of the contingent job offer, must successfully complete the post-offer, pre-employment requirements [e.g., drug screen, physical exam, lab work, psychological evaluation, etc.]. This will involve *quite a bit of time, possibly on several dates*, depending on the schedules of our health care providers, etc. You may have little advance notice. Details of exact time and where to report will be provided at a later time. Arrive at least 20 minutes early.

**Formal Approval and Hire Date.** You have no right to employment unless you meet all of the requirements stated in the job offer, the City Manager formally recommends you to the City Commission, and the City Commission approves your probationary appointment. We will make every effort to provide you at least two weeks from the date of formal approval before the date of hire, so that you may provide at least 2 weeks notice to your current employer, if applicable.

## IF YOU'RE NOT SELECTED:

**Keep in mind that this is an extremely competitive process where numerous applicants are competing for only a few positions. We consider all applicants fairly and in accordance with applicable law. If you are not selected this time, we encourage you to apply in the future. We are limited in the feedback we can provide as to why you were not selected, and will not release the reasons why unless required by applicable law. If you were not selected, remember that there may be things you can do to enhance your chances next time. Of course, there are never any guarantees for employment. For example, you might consider:**

- Refrain from criminal or other questionable conduct, (e.g. use of illegal substances, major or numerous driving infractions, theft, etc.)
- Keep a clean criminal and driving record
- Be honest and forthright, and maintain a high level of integrity and trustworthiness
- Be dependable and reliable
- Maintain a positive and steady work history, with strong job performance, work ethic, and attendance
- Build a good relationship with your employers
- Enhance your interpersonal skills
- Practice your interview and communication skills
- Take advantage of the study/preparation materials provided
- Stay physically fit so that you can pass the physical agility exam
- Improve your written exam skills
- Pursue additional education, training, or military experience beyond high school
- Obtain an EMT or other professional related certifications
- Gain experience in fire or other emergency-related work
- Establish yourself as a leader in the community through volunteer work or other activities
- Provide as much detail on your application as possible
- Frequently check our website for current recruitment details

CITY OF OWENSBORO, KY  
FIREFIGHTER APPLICANT

**CONFIDENTIALITY AGREEMENT  
AND EXAMINATION PREFERENCE FORM**

*My signature below confirms that I have not discussed, formally or informally, orally or in writing, expressly or implied, the content of the Firefighter exam(s) with any candidate, other person, or party. Furthermore, my signature below confirms that I shall not discuss, formally or informally, orally or in writing, expressly or implied, the Firefighter exam(s) with any candidate, other person, or party, at any time. I understand that such discussion, in any format, could be an unfair advantage to me. I agree to such terms, and I understand that if I discuss the Firefighter exam(s) with another candidate, person, or party, this could be grounds for me to be disqualified from the process.*

*Furthermore, if I have a first preference regarding the examination date, I have listed it below. Though the City of Owensboro will make a good faith effort to honor my first preference, I understand that in no way is the City of Owensboro obligated to do so. I understand that I am required to attend the examination on the date assigned, even if it is not on the date of my preference, if I wish to continue in the recruitment process. I agree to such terms, and understand if I fail to attend the exam on my assigned date, this could be grounds for me to be disqualified from the process.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Dates of Examination Remain Subject to Change.**

**CHECK FIRST PREFERENCE FOR WRITTEN EXAM. CHECK ONLY ONE:**

\_\_\_\_\_ FEBRUARY 22 AT 2:00PM.

\_\_\_\_\_ FEBRUARY 25 AT 6:30PM.

**CITY OF OWENSBORO, KY**  
**FIREFIGHTER APPLICANT ACKNOWLEDGEMENT FORM**

I, the undersigned, understand and agree that it is my responsibility to submit required documentation, as shown on the bottom of this page, to Battalion Chief David McCrady at the Owensboro Fire Department, no later than April 28, 2010, in the event I receive a score qualifying me to proceed to the background screening process. I furthermore confirm the following:

(INITIAL only one)

\_\_\_\_\_ I do currently meet the requirements/qualifications stated on the bottom half of this page;

OR

\_\_\_\_\_ I will meet the requirements/qualifications stated on the bottom half of this page no later than April 12, 2011 (one year from anticipated oral exam date).

IF NOT ALREADY AGE 21, INDICATE THE DATE YOU WILL TURN AGE 21: \_\_\_/\_\_\_/\_\_\_

IF EDUCATIONAL/EXPERIENCE REQUIREMENTS ARE NOT CURRENTLY MET, INDICATE THE DATE THEY WILL BE MET: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

=====

**REQUIREMENTS/QUALIFICATIONS FOR FIREFIGHTER**

- ❖ Must be at least age 21 prior to hire; and
- ❖ Must submit copy of Valid Driver's License; and
- ❖ Must submit copy of Valid Social Security Card; and
- ❖ Must submit copy of Valid DD214 (if applicable); and
- ❖ Must submit copy of Valid Birth Certificate; and
- ❖ Must submit copy of Evidence of any certifications, training, etc. beneficial to job; and
- ❖ Must submit copy of High school diploma or GED (a copy of both your high school transcript and diploma); **PLUS**
  
- ❖ Must submit evidence of 2 years active military duty (form DD214 or other sufficient military documentation); **or**
- ❖ Must submit copy of Associate's Degree or its equivalent from an accredited college or university in fire science, related sciences (chemistry, physics, etc.), communications, management, or other job related field (submit a copy of both your college transcript and diploma; if you have not yet met the requirements, a letter from the educational institution will be necessary showing that you are scheduled to meet the requirements and when); **or**
- ❖ Must submit copy of Evidence of 3 years full-time firefighting, Emergency Medical Technician, or Paramedic experience; **or** Must submit copy of Evidence of 6 years certified volunteer firefighting experience with certified training hours; **or** Must submit copy of Evidence of current EMT basic certification with 45 job-related accredited college or university hours. (Submit a letter from your employer, firefighting agency, or other appropriate institution confirming your position, service dates, primary duties, certified training hours, and/or EMT basic certification; and/or college or university transcript); **or**
- ❖ Must submit Evidence of Equivalent combination of education and experience (copy of transcript and a letter indicating your position, service dates, and primary duties from your employer).

**NOTE: EMT – Basic certification will be required prior to hire for recruitments beginning in 2011.**

\_\_\_\_\_ Initial here if you have already submitted the above information with your application.



**CITY OF OWENSBORO, KY**

**MEDICAL PRIVACY RELEASE**

I understand and acknowledge that any request for my medical information by the City of Owensboro or its representative(s) *shall only be made in accordance with applicable law*. For example, if a job offer is extended to me, I understand that this information may be required as part of the post-offer, pre-employment requirement process.

I understand that I am not obligated to provide medical information unless required by the City of Owensboro, in accordance with applicable law.

I hereby authorize the release of any medical information, both of a physical and/or mental nature, to the City of Owensboro's Medical Officer (i.e., Loss Prevention Manager), and/or physician(s) and psychologist(s) and other health care provider(s), and/or any other representative(s) with a legitimate need for such information, in accordance with applicable law. Furthermore, I understand, acknowledge, and agree that such medical information may be considered by the City of Owensboro in determining whether or not I satisfactorily complete required examination(s) or evaluation(s).

Furthermore, I will forever release and hold harmless, the City of Owensboro, its officials and employees, physicians and psychologists and other health care providers, and/or any and all representatives, from any and all liability, if any, arising from the use of such medical information. I authorize the City of Owensboro and/or its chosen representative(s) to investigate all information necessary to reach an employment decision, as it relates to such medical information.

I understand that a photocopy of this form shall constitute written authorization for all external and internal sources to obtain or release any information that is necessary to assist the City of Owensboro in reaching an employment decision, the same as if it were the original form. I shall forever release and hold harmless from any and all liability any person, corporation, business entity, or organization, that provides information to the City of Owensboro and/or its representative(s), regardless of any consequences which result from the release of such information. I understand that unless required by law, I will not be informed of, or provided with, any information or facts developed or obtained through the selection, evaluation, examination, or investigation process.

I acknowledge that I have read and fully understand the contents and requirements of this document, and that I have knowingly, intelligently, and voluntarily executed same. I agree to the conditions stated herein.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**EXHIBIT 5: Submit this to Battalion Chief McCrady or at time of written exam if you anticipate needing to miss one or more of the mandatory physical agility *practice* sessions.**

*Failure to participate in BOTH of the mandatory practice sessions will result in disqualification from this recruitment process, unless the applicant has submitted this Waiver of Participation form.*

**CITY OF OWENSBORO, KY**  
**CANDIDATE PHYSICAL ABILITY TEST (CPAT)**  
**WAIVER OF PARTICIPATION**  
**For the MANDATORY PRACTICE SESSIONS**  
**FOR FIREFIGHTER**

I, the undersigned, acknowledge that I have been informed of the two (2) mandatory practice sessions for the CPAT (i.e., physical agility exam), and I choose to not participate in any or all of them.

_____	_____	_____
LAST NAME (please print)	FIRST NAME	MI
_____		_____
APPLICANT SIGNATURE		DATE