
	STANDARD OPERATING GUIDELINE				
	RECRUITMENT PROCESS-FULL TIME				
	FULL TIME FIREFIGHTER/PARAMEDIC				
	Effective: 15 Jan 22	Revised: 5 Jan 22	S.O.G. #: 905	Page:1 of 2	

Introduction

The Town of Beloit Fire Department is a combination department utilizing career and paid-on-call personnel. The Department provides fire prevention, code enforcement, public education, ice/surface water rescue, vehicle extrication, EMS, and fire suppression services to a community encompassing 27 square miles and with an estimated population of 7,699.

Purpose

The purpose of this guideline is to provide the process for Eligibility, Screening, Testing, and Selection for the Position of Full Time Firefighter/Paramedic with the Town of Beloit

Eligibility Requirements

To be considered a candidate for employment with the Department, the applicant must be:

- A. Be a United States Citizen
- B. At least 18 years of age
- C. High school graduate or equivalent
- D. Possess and maintain a valid Drivers License
- E. Be Certified Fire Fighter 1 and Fire Fighter 2
- F. Be a current State of Wisconsin Certified EMT-B or higher
- G. Be a Wisconsin Licenced Paramedic within 24 months of employment
- H. Be a certified Motor Pump Operator or certified by end of probation

Applicant Screening:

Upon meeting the above requirements, the applicant will be asked to take part in a series of progressive steps to measure the applicant's ability to perform as a firefighter. The following sequence (in compliance with ADA) will be used in the hiring process:

- A. The candidate completes a Town of Beloit Fire Department employment application, A cover letter and resume must be submitted along with the application.
- B. Qualified candidates will be notified when the department will be conducting a testing process.
- C. The applicant shall submit current candidate physical ability test (CPAT), or have the ability to obtain by conclusion of probation period
- D. The applicant shall pass a physical examination by the fire department physician based on national guidelines (NFPA 1582).
- E. The applicant shall undergo a background and/or records check

Testing Process:

1. Written Examination

- a) A general knowledge written exam consisting of multiple choice and fill in the blank questions will be administered.
- b) The written test constitutes up to 50% of the total process.

2. Oral Interview

- a) An oral interview will be conducted by a panel as determined by the Fire Chief.
- b) The oral interview will constitute up to 50% of the total process.

Selection:

After completion of the testing process all candidates will receive a final point total. The top candidates' will be submitted to the Chief for possible action. The Fire Chief may then recommend a candidate for hire to the Town Board for approval. An eligibility list will be created from the testing process and maintained for a time not to exceed two years.

Probation:

24 Months

