



Town of Beloit Fire Department Selection Process

2445 S. Afton Road ~ Beloit, WI 53511

Application:

Hiring period: Open until positions are filled.

The Town of Beloit Fire Department is accepting applications for full time firefighter/paramedics to fill open positions. These positions are full time positions with a competitive salary and benefits package. Town of Beloit fire department provides opportunities for career advancement and professional development. Applications can be found online and are available at <https://www.townofbeloitwi.gov/jobs> **A cover letter and resume must be submitted with the application, along with supporting documentation.**

Minimum Application Requirements:

- Be a United States Citizen
- Be at least a minimum of 18 years of age at the time of application.
- Possess a valid driver's license.
- Possess a high school diploma, G.E.D. or equivalent.
- Possess a valid National Registry or Wisconsin Emergency Medical Technician-Basic license or higher.
- Possess a Firefighter 1 certification with the State of Wisconsin.

Preferred Credentials:

- Possess a valid National Registry or Wisconsin Emergency Medical Technician-Paramedic license.
- Possess a Firefighter 2 certification with the State of Wisconsin.
- Possess a Wisconsin State Motor Pump Operators Certification.

Minimum Requirements by end of Probation:

- The applicant shall submit a current candidate physical ability test (CPAT) or have the ability to obtain one by end of probation period. CPAT testing is at the expense of the candidate.
- Be a Wisconsin state certified Motor Pump Operator by end of probation.
- Be a Wisconsin Licensed Paramedic by end of probation.
- Be a Wisconsin certified Firefighter 2 by end of probation.

Qualifying Written Exam:

Applicants for the position of Firefighter must pass a validated written entrance examination. This is a proctored exam and will be conducted at Town of Beloit Headquarters or off site at BlackHawk Technical College. At the discretion of the Fire Chief, the written exam may be waived if the candidate pool is less than 50 applicants.



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Review of Qualifications:

The Department's Assessment and Recruitment Team and Fire Chief will review minimum qualifications. Depending on the number of qualified respondents, applicants may be ranked based on meeting both minimum and additional qualifications that are preferred.

Assessment Center:

Those who meet the minimum qualifications and pass the written exam may be invited to an assessment center. There are scenario-based interview questions specifically designed to objectively evaluate each candidate response. The assessment center is conducted by members of the Department's Recruitment Team along with a union member and/or a member of the Police department. Candidates will be ranked by score upon completion of the assessment center.

Conditional Offer Requirements:

Based on the candidate's ranking following the assessment center, coupled with the hiring needs of the Department, candidates in the highest ranking may receive a conditional offer of employment requiring successful completion of the following additional requirements.

Background Investigation:

Candidates must complete a department background investigation questionnaire and submit written consent prior to conducting the investigation. The background investigation shall include but may not be limited to personal work, criminal history and credit check. Issues under review include decision-making and judgement, maturity and discipline, honesty, integrity, and personal ethics.

Drug Test:

Candidates must successfully pass a drug test prior to hire.

Medical:

A medical examination is conducted to evaluate the candidate's medical fitness (vision, hearing, cardiovascular, respiratory, etc.) to perform the full range of firefighter duties, with no conditions which would affect the candidate's ability to safely perform those essential duties.



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Psychological Evaluation:

A psychological evaluation with a licensed psychologist is conducted, at the Chief's discretion, to evaluate the candidate's psychological fitness to safely perform the full range of firefighter essential duties.

Chief Recommendation for Town Board Approval:

The Chief makes recommendations for hire to the Town Board Supervisors. The Town Board Supervisor's may approve or deny the Chief's recommendation. The candidate must meet all of the conditions and requirements listed above. New hires must serve as a Paramedic, always maintain an Emergency Medical Technician license and maintain a valid driver's license.

Probationary Period:

The probationary period for all new hires is 24 months, subject to extension at the request of the Chief and approval of the Town Board Supervisors.