



IT IS IMPORTANT TO READ THIS ANNOUNCEMENT CAREFULLY
Only the attached City of White Plains Fire Fighter application will be accepted

THE CITY OF WHITE PLAINS IS AN EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES AND VETERANS ARE ENCOURAGED TO APPLY

FIRE FIGHTER OC #63-969

DATE OF EXAMINATION: SATURDAY MARCH 18, 2017
LAST DATE FOR FILING: THURSDAY, OCTOBER 27, 2016 AT 5:00 PM
PLACE AND TIME OF EXAMINATION: TO BE ANNOUNCED
SALARY RANGE: \$58,329 - \$91,433 (subject to change in new PFFA contract)

HOW TO APPLY: SUBMIT THE FOLLOWING:

- 1) \$50 NON-REFUNDABLE EXAM FEE (No Cash Accepted- See "Fee Information")
- 2) A COMPLETED CITY OF WHITE PLAINS FIRE FIGHTER APPLICATION (Print Clearly)

PRINTABLE VERSIONS AVAILABLE ON OUR WEBSITE: WWW.CITYOFWHITEPLAINS.COM

- FIRE FIGHTER APPLICATION
- GUIDE TO TAKING THE EXAMINATION FOR ENTRY-LEVEL FIRE FIGHTER SERIES
- FIRE AGILITY EXAM INFORMATION

YOU MAY ALSO OBTAIN AN APPLICATION AT THE FOLLOWING LOCATIONS:

City Hall - Personnel Department 255 Main St, 3 rd fl, White Plains, NY 10601 Monday - Friday from 9AM to 5PM	Thomas H. Slater Community Center 2 Fisher Ct, White Plains, NY 10601 Monday - Friday from 9AM to 5PM	El Centro Hispano 346 So Lexington Ave, White Plains, NY 10606 Monday - Friday from 12PM to 5PM
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- 3) SUBMIT TO ONE OF THE ABOVE LOCATIONS OR MAIL (Certified or Signature Required Recommended) TO:
City of White Plains, Personnel Department, 255 Main Street, White Plains, NY 10601

RESIDENCY REQUIREMENT: The City offers this exam under the terms of a Federal Court Consent Decree that mandates individuals who are **legal residents of Westchester County** for three (3) continuous months before the exam be allowed to take the exam. However, preference in appointment will be given to successful candidates who have been legal residents of the City of White Plains for at least three (3) continuous months immediately preceding the date of the written test and continuously until the date of appointment. **CANDIDATE'S RESIDENCY WILL BE INVESTIGATED AND VERIFIED BEFORE APPOINTMENT. CANDIDATES WILL BE FINGERPRINTED.**

MINIMUM QUALIFICATIONS:

AGE REQUIREMENT: Applicants must not be less than seventeen and a half (17-1/2) years old on the date of the written exam. Eligibility for appointment as a Fire Fighter begins when an applicant reaches his or her eighteenth (18th) birthday. Applicants who lack one month or less of the minimum age requirements shall be deemed eligible if otherwise qualified.

DRIVER'S LICENSE: To be eligible for appointment, candidates must possess a valid New York State Driver's License.

EDUCATION OR EXPERIENCE REQUIREMENT:

1. High School (HS) or HS Equivalency Diploma. An applicant must have obtained a diploma in any of the US States as defined in 42 U.S.C. Section 2000e(i) or its territories or possessions, or have a diploma, degree certification or other indication of academic performance that is accepted by the NYS Department of Education as substantially equivalent to such HS diploma (www.access.nysed.gov/ged). **OR**
2. Equivalent Experience:
 - i) Military service: attach copy of DD214 or active orders
 - ii) "Journey" level status or employment at a similar skill level in any of the allied trades, e.g., plumber, carpenter, mason, electrician, operating engineer, surveyor, etc. or the automobile trades.
 - iii) Clerical employment of more than a routine nature.
 - iv) Employment in a medical care or health related institution, with an increasing level of responsibility within a job category or through promotion(s).
 - v) Experience as regular route (non-school, non-charter) bus driver.
 - vi) Supervisory experience in any capacity of more than a routine nature.

In each instance the length of experience required shall be one year or part thereof for each year of HS not attended, but must be at least two years total. Consistent with the purposes set forth above, a combination of experience shall be considered and, where appropriate, accepted for meeting the time requirements. **OR**

3. Fire Science/Technology Related Courses. An applicant must have passed, with a minimum grade of "C", two fire science/fire technology, or other related and approved courses equivalent to six credit hours given by accredited institutions of higher education.

DUTIES: Performs fire prevention and fire fighting duties; does related work as required. (Job Specification can be obtained for additional information).

WORK SCHEDULES: Fire Fighters work on a rotating shift basis, seven days a week, 52 weeks per year.

VACANCIES: The resulting eligible list will be certified to fill vacancies as they occur in the City of White Plains Department of Public Safety.

EXAMINATION CONSISTS OF THREE PARTS WITH RELATIVE WEIGHTS AS FOLLOWS:

- | | |
|------------------------------------|-------------------------------|
| 1. Written exam: | Pass/Fail: 70% passing score. |
| 2. Physical Strength/Agility test: | Graded and ranked. |
| 3. Medical exam: | Pass/Fail. |

Candidates must pass the written test in order to qualify to take the physical strength/agility test. Candidates must pass the physical strength/agility test in order to qualify for appointment. The medical exam is scheduled post offer/pre-employment.

FREE TRAINING: THERE WILL BE A FREE TRAINING PROGRAM TO PREPARE APPLICANTS FOR BOTH THE WRITTEN AND PHYSICAL AGILITY PARTS OF THE EXAM. THE DATE AND LOCATION OF THE TRAINING SESSIONS WILL BE SENT TO APPROVED APPLICANTS IN THEIR LETTER OF ADMISSION.

WRITTEN EXAMINATION INFORMATION:

The written exam shall consist of multiple choice questions from which the applicant will be required to select the correct answer from four possible choices.

A Fire Fighter Exam Study Guide and Fire Agility Test Information is available at https://www.cs.ny.gov/testing/test_guides/firefighter_series_test_guide.pdf or you can pick one up in our office Monday through Friday from 9:00 AM to 5:00 PM.

Use of a calculator is allowed. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, 'Spell Checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators,' 'Dictionaries,' or any similar devices are prohibited. Calculator functions on a cell phone cannot be used. Cell phones and pagers must be turned off during the examination. You may **not** bring books or other reference materials.

This written test is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination. This will include the application of the provision setting a passing mark of 70% and those relating to conversion of test scores as set forth in the Regulations for Rating of Examinations and the Modifying Consent Judgement of 1/9/14.

SUBJECTS OF THE WRITTEN EXAMINATION: There will be a written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Mechanical reasoning

These questions will be accompanied by drawings or descriptions of various mechanical devices, such as gears, pulleys, levers, hand tools, and gauges. You will be required to demonstrate an understanding of how the devices work and the underlying mechanical principles involved. These devices are not limited to use in the fire service.

2. Understanding and interpreting written material pertaining to fire

The questions in this subtest test how well the candidate comprehends written material. The candidate is provided with brief reading selections, followed by a set of alternative statements relating to each selection. The candidate is to indicate the most appropriate statement relating to the selection on the basis of whether it: a. accurately paraphrases portions of the selection; or b. adequately summarizes the selection; or c. presents an inference that can reasonably be drawn from the selection. The reading selections are drawn from a variety of sources related to the firefighting field. Knowledge of the subject matter of the reading selection is generally not related to successfully answering the questions.

3. Solving problems involving numbers

This subtest requires the candidate to use addition, subtraction, multiplication, and division to solve problems that might be encountered in fire service activities. In some of the questions, sketches of simple geometric figures may be shown or simple geometric terms used. The problems are presented in the context of the job. Knowledge of firefighting is not required. Formulas or equations will be provided where required.

4. General science

This subtest requires the candidate to demonstrate knowledge of the basic principles of physics and chemistry, or the definitions of relevant terms, properties and processes; or to apply the knowledge to given situations. The questions cover, but are not necessarily limited to, properties of common substances encountered in firefighting, basic principles of electricity, and basic principles of combustion and heat transfer.

5. Reasoning clearly and selecting the proper course of action in firefighting situations

The questions in this subtest describe situations which a firefighter may encounter on the job. The candidate must evaluate the situation and either select the most appropriate course of action or select the best reason in support of a particular course of action. The questions cover such areas as interpersonal factors related to dealing with other firefighters, superior officers or the general public. Specialized or detailed knowledge of firefighting is not required.

A Guide for the Written Test for Firefighter is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm . Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

DESCRIPTION OF PHYSICAL AGILITY EXAM:

AN ILLUSTRATED GUIDE TO TAKING THE PHYSICAL AGILITY EXAM IS AVAILABLE ON OUR WEBSITE AT:
WWW.CITYOFWHITEPLAINS.COM

The physical strength/agility test shall consist of seven (7) parts as follows:

1. Climb an aerial ladder extended 70 feet in the air;
2. Remove, place on ground, and then restore to its proper position on a fire truck, a 14 foot roof ladder weighing approximately 30 pounds;
3. Use a rope to hoist a 50 pound weight to a platform 25 feet high, then lower it to the ground;
4. Use a rope to pull a dry section of hose, weighing approximately 52 pounds, from the ground to the top of the drill tower which is approximately 64 feet tall;
5. 60 yard unimpaired sprint followed by a run pulling a 90 foot section of hose to the starting place;
6. Carry a 100-foot section of hose, weighing approximately 52 pounds, from the ground to the 5th floor of the drill tower and back down to the starting place;
7. Run, from a standing start, 45 feet and scale a wall approximately 5 feet high.

Each part of this physical strength/agility test will be scored and ranked on a timed basis (except for numbers 1, 2, and 7 which are pass/fail).

PHYSICAL AND MEDICAL REQUIREMENTS:

- WEIGHT:** Weight in proportion to height.
VISION: 20/100 In each eye without corrective lenses.
GENERAL: Candidates must be physically strong and active and free from all mental and physical defects, deformities or diseases that would interfere with proper performance of the duties of the job. Hearing and eyesight must be satisfactory.
MEDICAL: After conditional job offer, candidates must pass qualifying medical exam given under medical standards established by the City of White Plains Personnel Department to perform the essential function of the job.

GENERAL INFORMATION: Candidates who have successfully passed the written examination and the physical agility test, will be required to provide documents including the following for the Department of Public Safety background investigation:

1. Birth Certificate
2. Social Security Card
3. N.Y.S Driver's License
4. High School Diploma or Equivalency Diploma issued by an Education Dept of any state in the US
5. Copy of DD214 (Discharge papers from the Armed Services), if applicable
6. Documentary proof of citizenship or status as a foreign citizen authorized to work in the United States.

Applicants shall be of good moral character, have the physical ability to perform the essential functions of the position, demonstrate clarity of oral expression and shall cooperate fully with the Department of Personnel and the Department of Public Safety in their investigation into the candidate's background. Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

VETERANS CREDITS: Veteran's credits for services in the Armed Forces of the United States are **NOT** applicable for this examination because the written exam is graded pass/fail.

FILING PERIOD FOR MILITARY PERSONNEL: Anyone who is serving on **ACTIVE DUTY** in the U.S. armed forces or as a member of the organized militia (Army National Guard, Air National Guard, New York Naval Militia, New York Guard) and reserves, **other than for training purposes**, and requires special testing arrangements should call (914) 422-1259 for criteria and arrangements.

SPECIAL TESTING ARRANGEMENTS: Please indicate on your application (question #9) if one of the following are needed so appropriate arrangements can be made:

- A) **Active Military:** Go to "Guide for Military Make-up Exams" on the website at www.cityofwhiteplains.com
- B) **Sabbath Observers:** May request an alternate test date for religious observance.
- C) **Person with disability:** Reasonable accommodations will be made for disabled candidates who request such arrangement for their disability.
- D) **Alternate Test Date:** If needed, please call Mon-Fri 9am-5pm (914) 422-1260 as soon as possible **BEFORE** the scheduled test date for the alternate test date policy.

Children of firefighters and police officers killed in the line of duty shall be entitled, in conformance with section 85-a of the Civil Service Law, to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a CWP firefighter or police officer killed in the line of duty, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

CROSS FILER INFORMATION: For candidates who have applied for Civil Service Examinations in multiple jurisdictions when examinations are scheduled on **same date**.

Local/Local Crossfilers: If you applied for other local government examinations as well as a White Plains exam, write to **each** civil service agency no later than four (4) weeks before the date of the examinations to make arrangements for the test site at which you wish to take your examinations. Be sure to fill out the Cross Filer sections of your application.

Local/State/NYC Crossfilers: If you have applied for both State and local government examinations, you must notify the City of White Plains as per above of your intent to take both a State and a local government examination. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations. **There is no reciprocity with New York City, and you must make a choice between the two jurisdictions.**

FILING REQUIREMENTS: Applications must be delivered personally or be postmarked no later than the last filing date. The date imprinted by a postage meter is **NOT** accepted as a postmark. Omissions or vagueness in answers will not be interpreted in candidate's favor and may result in disqualification. Approved candidates will be sent notice when and where to appear for examination. Notice will be sent to disapproved candidates.

CHANGE OF INFORMATION: Candidates are responsible for reporting in writing, all changes in name and/or address directly to the Personnel Department, City of White Plains, 255 Main Street, White Plains, NY 10601. Please include name, examination number, DOB, old address, new address, effective date of change and signature on all correspondence (form available at www.cityofwhiteplains.com).

FEE INFORMATION: A NON-REFUNDABLE FEE OF \$50.00 IS REQUIRED. If the required fee does not accompany your application you will be disqualified and the application will be returned. Send check or money order payable to the City of White Plains and write: "Fire Fighter Exam" on your check or money order. For your convenience, if applying in person, we also accept VISA, MASTERCARD AND AMERICAN EXPRESS. **There is a \$20.00 charge for all returned personal checks. If you submit a check that is returned by the bank, we will not accept any personal checks or credit cards for this or future exams. Do not send cash. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only if you are clearly qualified.** Candidates who require a fee waiver **MUST:** be unemployed and primarily responsible for the support of a household; be determined eligible for Medicaid, or receiving Supplemental Security Income payment, or Public Assistance; are certified eligible for the Job Training Partnership Act/Workforce Investment Act through a State or local social service agency. All fee waiver applications require supporting documentation to prove eligibility. Applications are available for pick up at the Personnel Department, 255 Main Street, Room #301, White Plains, NY 10601. Monday - Friday, 9am - 5pm. All fee waiver requests and documentation must be submitted along with your application by the application deadline.

APPLICATION QUESTIONS?: After reading the entire four (4) page announcement, if you still have questions or need assistance in completing the application, you can contact Debra at (914) 422-1260 Monday-Friday 9AM-5PM. Submit application as soon as possible, do not wait until the last day to file your application.

CONSENT JUDGMENT: WHITE PLAINS IS RECRUITING AND HIRING UNDER THE TERMS OF A FEDERAL COURT CONSENT JUDGEMENT IN A CIVIL RIGHTS ACTION BROUGHT BY THE UNITED STATES DEPARTMENT OF JUSTICE. COPIES OF THE CONSENT JUDGEMENT ARE ON FILE WITH THE UNITED STATES COURT FOR THE SOUTHERN DISTRICT OF NEW YORK UNDER THE DOCKET NUMBER 80 CIV. 0336 (ADS) AND AS MODIFIED 1/9/14. THE ABOVE HIRING PROCEDURES ARE SUBJECT TO ANY FURTHER DEVELOPMENTS IN THAT CASE.

THE CITY OF WHITE PLAINS IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CITY OF WHITE PLAINS TO PROVIDE FOR AND PROMOTE EQUAL OPPORTUNITY IN EMPLOYMENT, COMPENSATION AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT WITHOUT DISCRIMINATION BECAUSE OF AGE, RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MEDICAL CONDITION OR DISABILITY, MARITAL STATUS, MILITARY OR VETERAN STATUS, GENDER IDENTITY, SEXUAL ORIENTATION, CRIMINAL CONVICTIONS OR ANY OTHER CLASSIFICATION PROTECTED BY FEDERAL, STATE OR LOCAL LAW. WE ENCOURAGE ALL INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS TO APPLY.

MONDAY - FRIDAY 9:00 AM - 5:00 PM
FOR OTHER RECRUITMENT INFORMATION CALL ANYTIME
(914) 422-1279

ISSUED: AUGUST 26, 2016

DATE OF BIRTH: For compliance with age requirements set forth in exam announcement.

(Example: MONTH: 08 DAY: 18 YEAR: 1999)

MONTH:			DAY:			YEAR:				
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EDUCATION: See Announcement for Acceptable HS Diplomas.

Do you have one of the following? CHECK ONE/PROVIDE INFO

Yes H.S. DIPLOMA School: _____ Location: _____ Country: _____

Yes GED or TASC Issued By: _____ Document Number: _____

Yes FIRE SCIENCE/TECHNOLOGY RELATED COURSES Course #1: _____ Grade: _____ Credit Hours: _____

Course #2: _____ Grade: _____ Credit Hours: _____

CANDIDATES WHO HAVE A HIGH SCHOOL OR EQUIVALENCY ARE NOT REQUIRED TO FILL OUT THE EXPERIENCE BELOW

DESCRIPTION OF EXPERIENCE: ALL SECTIONS MUST BE FILLED OUT COMPLETELY. DO NOT LEAVE BLANK. A RESUME IS NOT A SUBSTITUTE

CAREFULLY READ THE MINIMUM QUALIFICATIONS SECTION ON THE ANNOUNCEMENT. Beginning with **your most recent position**, describe in detail **ALL** employment. You are responsible for submitting an adequate, clear and accurate description of all experience (nature of duties personally performed), showing the dates and estimated time spent at each task during those dates. Omission or vagueness will not be interpreted in your favor. List as separate employment any changes of titles and duties which occurred during the course of your service. Volunteer and non-paid experience may not be used. If more space is needed, attach additional 8 1/2 by 11 sheets.

LENGTH OF EMPLOYMENT MO. YR. MO. YR. FROM / TO /	FIRM	ADDRESS	CITY AND STATE
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ANNUAL SALARY \$	HRS. PER WEEK	DESCRIBE DUTIES BELOW:
TYPE OF BUSINESS:		
YOUR EXACT TITLE:		
SUPERVISOR'S NAME & TITLE:		
REASON FOR LEAVING:		

LENGTH OF EMPLOYMENT MO. YR. MO. YR. FROM / TO /	FIRM	ADDRESS	CITY AND STATE
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ANNUAL SALARY \$	HRS. PER WEEK	DESCRIBE DUTIES BELOW:
TYPE OF BUSINESS:		
YOUR EXACT TITLE:		
SUPERVISOR'S NAME & TITLE:		
REASON FOR LEAVING:		

SERVICE IN ARMED FORCES

To document military service as equivalent experience attach copy of DD14 or active orders. Veteran's credits for services in the Armed Forces of the United States are not applicable for this examination because the written exam is graded pass/fail.

CROSS FILERS

For exam date: 03/18/2017, list all other exam numbers, titles and agencies for which you have also applied:

Exam #	Exam Title	Government Agency

Government agency where you would prefer to take the above examinations: _____ . You must notify each of the above.

RECRUITMENT QUESTIONNAIRE

This confidential and voluntary reply will be used for reporting requirements and to evaluate our recruitment and test processes. It will in no way affect your participation in this or future civil service examinations.

- Name: _____ Address: _____
- Gender: Male Female
- Ethnic Group: (Please check one) African American/ Black American Indian/ Alaskan Native Asian Caucasian/ White Hispanic/ Latino Native Hawaiian/ Pacific Islander Two or more races (Non Hispanic)

FOR OFFICE USE ONLY

RECEIPT #: _____

Application accepted by: _____ IN PERSON BY MAIL

Payment Info:

Attachment Info:

Appropriate fee amount (\$50)

Special Testing #9 (If yes, attachment needed)

Candidate's name, exam title & number is clearly printed on payment

Questions 10-14 completed (If yes, attachment needed)

Method of Payment: Check/MO Credit Card Fee Waiver

DD214 Attached (If yes, circle on front page)

Application entered by: _____ Missing info ltr sent on: _____ by: _____ Special testing ltr on: _____ by: _____

Initials

Date

Initials

Date

Initials