

## Town of Ledgeview Ledgeview Fire Department Hiring Process

### 1. Screen Application and Initial Screen Interview

The recruit application is internally screened. Applications shall be kept in a file by the Town's Administrator or HR person for three years. Original Applications shall be copied, and a copy only distributed to the initial hiring screening team. Applications shall be screened for potential next steps. If a position is not open the Applicant will be sent a letter stating his application will remain on file, and that there are no current open positions. If there is an open position the application will be initially screened for the next steps outlined in 2-6. The applicant will be sent a rejection letter if the initial screen identifies any automatic rejection items.

- a. AUTOMATIC REJECTION ITEMS
  - ii. Adjudicated DWI within the last 3 years disclosed on the application
  - iii. Admission of inability to meet job requirements disclosed on initial application
  - iv. Adjudicated felonious act that is disclosed on the application that would preclude hire (see Chief)
  - v. Registered Sex Offender disclosed on the application

### 2. Oral Board Interview

The Town of Ledgeview conducts two rounds of oral interviews. Candidates will receive a letter indicating the date, time, and location of your preliminary interview. They will be advised to arrive approximately 15 minutes early to review the interview questions. They are allowed 30 minutes for their initial interview. They will be given a copy of the job description at this time, and allowed time to review it prior to the initial interview. Persons conducting the initial interview should ask only questions allowed during this initial process (see list). Once the interview is complete, they will be provided with exit information and their next steps. The exit information will explain that they will receive a letter notifying whether or not you will continue on in the process.

### 3. Applicant Eligibility List

**Applicants who successfully complete the written test will be placed on the eligibility list** for Firefighter Recruit by the Town of Ledgeview. When the list is certified, the Fire Department will use the eligible list to invite applicants for job interviews and final processing.

**At the time of the preliminary interview, they would have been asked basic questions. In these next steps additional information will be needed.**

**If the candidate is selected for the next steps, they will be notified of such and asked to provide: a copy of their driver's license, Social Security Number, and a copy of all job-related certifications. They will also be asked to sign a release of information waiver to allow the Town of Ledgeview and the Fire Department an opportunity to conduct a background investigation and drug screen.**

### 4. Background Check and Medical Exam

A comprehensive background investigation is conducted on applicants to establish evidence of good moral character, a well-adjusted personality, community commitment, fire service adaptability, and a pattern of

conduct acceptable to the Ledgeview Fire Department. All criminal and traffic convictions on the application will be investigated.

**Note:** *The Immigration Reform and Control Act of 1986 required that an applicant provide the Town of Ledgeview with proof of identification and authorization to work prior to employment. The most common documents that will furnish this proof are:*

**Wisconsin Driver's license AND Social Security Card or Passport. If a passport is utilized, we cannot ask for the Social Security Number until an offer of hire is made.**

At this time, the Town will make sure that the applicant's name appears the same on all documents they submitted. Employees will have 8 working days to resolve any documentation problems. Failure to resolve documentation issues within 8 days will result in employment termination.

**Conditional Offer of Employment will be made if successful to this point, an open position exists, and eligibility is in place to hire.**

#### **5. Drug Testing**

Candidates will be administered a pre-employment drug screening test. (Drug screening tests will also be administered by the Fire Department throughout employment for cause and post-accident.)

#### **6. Medical Exam**

Successful candidates passing a Drug Test will then be required to complete a medical examination.

#### **7. Final Interview**

The final confirmation interview will be conducted by the Chief in addition to the initial Oral interview Panel. The committee and Chief will then make the final determination as to employability as a Firefighter for the Town of Ledgeview Fire Department.

A letter will be mailed with a final job offer.