

## Henderson Firefighter/Firefighter Trainee Recruitment

# Frequently Asked Questions

*(FAQs are current as of March 2020. NOTE: These FAQs are periodically updated.)*



### 1. How do I get started?

Visit [JoinHendersonFire.com](http://JoinHendersonFire.com) to learn more about the job, the department, the hiring process and to apply.

### 2. When can I apply for the position and is there a limit on the number of applications that will be accepted?

The City of Henderson will be accepting applications March 5, 2020 through June 2, 2020. Please note, this recruitment will be limited to the first **1800** applications received and will close without notice, regardless of the closing date.

### 3. What are the minimum requirements to become an entry-level Firefighter/Firefighter Trainee?

- Graduation from high school or the equivalent
- Must be 18 years of age at the time of the written examination for Firefighter/Firefighter Trainee
- Must possess and maintain a valid Nevada or "border state" driver's license, as defined by NRS 483
- Must possess a current certificate as an Emergency Medical Technician or above at time of the assessment for Firefighter/Firefighter Trainee (specific information will be located on the job posting)
- Must possess or obtain one of the following certifications at the time of the final offer of employment:
  - Southern Nevada Health District EMT certification or above
  - A State of Nevada EMT certification or above
  - A National Registry Certification as an EMT or above
- Must successfully complete cadet academy within time limits established by the Fire Department as a condition of continued employment, to include obtaining a State of Nevada Firefighter II Certificate and Southern Nevada Health District licensure as an EMT or above

### 4. When do I need to have my EMT certification?

For the 2020 recruitment, you will need to provide your EMT certification at the Chief's Interview.

Please note: a course completion certificate is not sufficient; candidates must have passed a certification examination from a local jurisdiction, state authority or National Registry.

### 5. Where can I learn more about obtaining my EMT?

Click [here](#) for information on obtaining your EMT certification.

### 6. If I have applicable certifications and/or licenses, how and where do I submit them?

When you are applying for the position, your certifications and/or licenses must be saved as a Word or PDF document and you must attach your document(s) before you 'Certify & Submit' your application. There is a link in the job posting that explains how to attach your certifications

and/or licenses. If you need to attach additional certificates after you submit your application, you can email the saved Word/PDF document(s) to [HFDJobs@cityofhenderson.com](mailto:HFDJobs@cityofhenderson.com).

**7. Do I need to live in Henderson to apply?**

No, you do not need to live in Henderson to apply. However, any member hired after July 1, 2014 must reside within Clark County, Nevada within one year of the date of hire.

**8. Do I need a valid Nevada or “border state” driver license to apply?**

No, you do not need to have a valid Nevada or “border state” driver license to apply but you must have a valid driver license. You must have a valid Nevada or “border state” driver license within 30 days of the start of the academy.

**9. After I apply for the position, how and when will I be notified to register for the written exam?**

Candidates will be notified by email on an ongoing basis throughout the recruitment process. Candidates who are invited to the written examination will receive an email with information on how to register for the Firefighter/Firefighter Trainee Written Exam.

**10. Where and when will the Firefighter/Firefighter Trainee Written Exam be administered?**

The Written Exam will be held in Henderson, Nevada on July 15 and July 16 and if needed, July 17, 2020. There will also be an option to take the written exam online. If invited to the testing process, please only sign up for in-person or online. You may only take the test once.

**11. How much does the Firefighter/Firefighter Trainee Written Exam cost?**

The cost of the exam will be \$25 - \$35. Once you have paid for the exam, you will not be able to switch between in-person or online testing. Also, we will be unable to process refunds.

**12. I cannot afford the testing fee. Is there some way I can get my test paid for?**

The City of Henderson provides a fee waiver for applicants who cannot afford the testing fee. Mail the waiver request to the address on the form. The waiver must be received no later than **June 2, 2020**. The process may take a few weeks. Submitting a fee waiver does not exempt the candidate from submitting an application before the deadline. Candidates will be notified by email if their waiver request is approved.

Please email [HFDJobs@cityofhenderson.com](mailto:HFDJobs@cityofhenderson.com) to request a waiver form.

**13. What kind of test is the Firefighter/Firefighter Trainee Written Exam?**

The Firefighter/Firefighter Trainee Written Exam is a written test that is administered in a group setting or via online. Subjects the candidates will be tested on are Reading Comprehension, Tool Identification, Basic Math, Grammar, Mechanical Reasoning, Analytical Ability, Interpersonal Skills and information regarding the department found in The HFD Way.

**14. I am a current Firefighter in a different jurisdiction. Am I able to transfer to Henderson’s Fire Department without going through an additional academy?**

No, the City of Henderson requires all candidates to attend the Henderson’s Fire Academy regardless of previous work experience, or certifications.

**15. Are there suggested study references for the Firefighter/Firefighter Trainee Written Exam?**

The written exam will consist of questions on Reading Comprehension, Tool Identification, Basic Math, Grammar, Mechanical Reasoning, Analytical Ability, Interpersonal Skills and The HFD Way. Although we do not have study material available for these topics, you can view The HFD Way by clicking [here](#).

**16. What do I need to bring to the Firefighter/Firefighter Trainee Written Exam?**

If you are participating in the in-person testing process, you will receive a set of instructions. You need to bring a valid government issued photo ID along with your applicant ID (listed in the email invitation to the written examination). Your name on the ID will need to match your name you submitted on your application.

You will not be allowed to take bags, coats, cell phones, smart watches, electronics of any sort, writing implements, paper, or anything else, into the testing area.

**17. When will I be notified of my Firefighter/Firefighter Trainee Written score?**

Candidates will be notified by email approximately one (1) to two (2) weeks after taking the test.

**18. I am a veteran. Will I receive veteran's preference points?**

No, the City of Henderson does not give veteran's preference points.

**19. What is the Candidate Physical Ability Test (CPAT)?**

The CPAT is a sequence of 8 events requiring you to progress along a predetermined path from event to event in a continuous manner. This test was developed to allow fire departments to obtain pools of trainable candidates who are physically able to perform essential job tasks at fire scenes. The CPAT is a pass/fail event based on a total test time. To view a description and video of the events, go to <https://www.csn.edu/cpattesting>.

**20. When must I submit a Pass CPAT card/notice?**

All candidates who are invited to the Chief's Selection Interview must provide a valid CPAT card/notice that confirms their passing of the CPAT on or after **August 31, 2019**. Please note that although many agencies who offer CPAT exams indicate that the card/notice is valid for a year, the City has more stringent requirements. This is due to the fact that we have rigorous physical activities during the Firefighter training academy. The CPAT card/notice must be provided when the candidate checks in at the Chief's Interview.

**21. Where can I take the CPAT and what is the cost?**

The CPAT testing facilities are located in California and through the National Testing Network.

California: <http://www.cffjac.org/go/jac/cpat/>

National Testing Network: [https://nationaltestingnetwork.com/publicsafetyjobs/cpat\\_info.cfm](https://nationaltestingnetwork.com/publicsafetyjobs/cpat_info.cfm)

These links contain information regarding the testing process, recommended preparation strategies, test locations and links to sign up.

**22. Can I submit a CPAT certification from another agency?**

Yes, CPAT certifications from agencies/organizations licensed by IAFF/IAFC will be accepted if passing of the CPAT occurred on or after **August 31, 2019**.

**23. What if I cannot afford the CPAT fee?**

The City of Henderson provides a fee waiver for applicants who cannot afford the CPAT fee. Mail the waiver request to the address on the form. The waiver must be received no later than **June 2, 2020**. The process may take a few weeks. Submitting a fee waiver does not exempt the candidate from submitting a valid CPAT card/notice at the Chief's Interview. Candidates will be notified by email if their waiver request is approved.

Please email [HFDJobs@cityofhenderson.com](mailto:HFDJobs@cityofhenderson.com) to request a waiver form.

**24. What if I need an accommodation in the assessment process due to a disability or pregnancy?**

The City prohibits discrimination and harassment against individuals with disabilities or who are pregnant in all aspects of employment. Applicants who are pregnant or have a disability and require an accommodation in the assessment process will need to submit a request prior to the closing date of the recruitment to allow time to process the request. The City may require an explanatory statement from the applicant's physician concerning the specific accommodation requested. Please contact [HFDJobs@cityofhenderson.com](mailto:HFDJobs@cityofhenderson.com) for assistance.

**25. When are the Oral Review Board Interviews?**

The Oral Review Board Interviews are scheduled for the week of August 10-14, 2020. This interview is being offered in-person or online via Webex.

**26. When are the Chief's Interviews?**

The Chief's Interviews are scheduled for the week of August 31 – September 4, 2020. This interview is being offered in-person or online via Webex.

**27. When does the eligibility list for this recruitment expire?**

The eligibility list may be used to fill vacancies for this classification for up to one (1) year.

**28. What is a Firefighter Trainee?**

Firefighter Trainees are part-time employees for the City of Henderson Fire Department who are hired to fill anticipated vacancies in the Firefighter ranks. Firefighter Trainees attend a City-sponsored Firefighter training academy and receive fire services training to prepare for the position of Firefighter.

After successfully graduating the Firefighter training academy, Firefighter Trainees work approximately 24 hours per week, working in various divisions of the Fire Department until Firefighter positions open. While employed as a Firefighter Trainee, incumbents may be transferred to a full-time, Firefighter/Firefighter Trainee position, if available.

Firefighter Trainees will not respond to emergencies as a Firefighter/Firefighter Trainee. This will only occur if the PT Firefighter Trainee becomes a full-time Firefighter/Firefighter Trainee.

**29. How do I get hired as a Firefighter Trainee?**

Firefighter Trainee positions will be chosen from the Firefighter/Firefighter Trainee eligibility list.

**30. Will this list be used for multiple academies?**

This list may be used for multiple academies.

**31. What does the background process include?**

Employment is contingent upon successful completion of a pre-employment drug and alcohol screening, medical exam, psychological exam and background process which may include a review of your criminal history, and driving record.

**32. If I have further questions, who can I contact?**

Please email all questions to [HFDJobs@cityofhenderson.com](mailto:HFDJobs@cityofhenderson.com).

**33. Where can I learn more about Henderson Fire?**

You can learn more about Henderson Fire at [JoinHendersonFire.com](http://JoinHendersonFire.com).