

Frequently Asked Questions



1. How do I get started?

Visit 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 **January 14, 2019 through April 1, 2019**. Please note, this recruitment will be limited to the first **1,800** applications received and will close without notice, regardless if the closing date has been reached, when that number is received. You can fill out a job interest card at www.cityofhendersonjobs.com and when the recruitment opens you will receive an email telling you were are now accepting applications. Once the recruitment is open you can apply using the same link.

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 2019 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.

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

No, you do not need to live in Henderson to apply. However, any member hire 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 e-mail no later than Thursday, April 11, 2019. 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 Firefighter/Firefighter Trainee Written Exam will be held in Henderson, NV on Saturday, April 27, 2019. If invited to the testing process, please only sign up for one of the times the test is offered. 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.

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 **April 2, 2019**. 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 of the decision after April 2, 2019.

Please email 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. Subjects the candidates will be tested on are reading comprehension, tool identification, basic math, grammar, reasoning, spelling, and information regarding the department found in The HFD Way.

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

Yes, suggested study materials for the Firefighter written exam are:

- Firefighter Exam Preparation Book by Norman Hall. 2nd Edition. ISBN 13: 978-1-58062-932-4
- Firefighter Exam by Learning Express. 5th Edition. ISBN 13: 978-1-57685-923-0
- Firefighter Exams by McGraw-Hill Education. 2nd Edition. ISBN 978-0-07-183500-8
- Firefighter Candidate Exams by Barron's. 7th Edition. ISBN 978-1-4380-0131-9
- [The HFD Way](#)

15. Where can I find these study materials?

These materials are sold by multiple vendors. You can do an internet search to find the best option for you. The HFD Way is free and can be found at JoinHendersonFire.com.

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

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 e-mail 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 Oral Review Board Interview must provide a valid CPAT card/notice that confirms their passing of the CPAT occurred on or after **November 29, 2018**. 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?

For your convenience, the College of Southern Nevada operates an indoor CPAT facility in Las Vegas. The cost of the CPAT is \$150. Go to <https://www.csn.edu/cpattesting> for additional information about their CPAT facility and for scheduling.

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 **November 29, 2018**.

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 **April 2, 2019**. 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 of the decision.

Please email HFDJobs@cityofhenderson.com to request a waiver form.

24. When are the Oral Review Board Interviews?

The Oral Review Board Interviews are scheduled for Tuesday, May 2019 through Saturday, May 18, 2019.

25. When are the Chiefs Interviews?

The Chiefs Interviews are scheduled for Wednesday, May 29, 2019 through Friday, May 31, 2019 and Wednesday, June 5, 2019 and Thursday, June 6, 2019.

26. 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.

27. 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.

28. How do I get hired as a Firefighter Trainee?

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

29. Will this list be used for multiple academies?

Yes, this list may be used for multiple academies.

30. 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.

31. If I have further questions, who can I contact?

Please email all questions to HFDJobs@cityofhenderson.com.

32. Where can I learn more about Henderson Fire?

You can learn more about Henderson Fire at JoinHendersonFire.com.