

UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS

FIREFIGHTER TRAINEE



Anticipated Hire Date: August 5, 2021

Posting Begins: April 8, 2021

Posting Ends: June 2, 2021

Applications and instructions to applicants may be obtained in the Human Resources Department of the Unified Government of Wyandotte County/Kansas City, Kansas, 701 North 7th Street, Rm. 646, Kansas City, Kansas between the hours of **8:00 a.m. to 5:00 p.m.**, Monday through Friday. Applicants must be a US citizen; possess and maintain a valid unrestricted Kansas driver's license; good moral character; vision with at least 20/100 correctable to 20/30; at least 18 years of age, and not have exceeded their 25th birthday by the anticipated date of hire. Must have completed High School or GED by the anticipated date of hire. Applicants must be a Wyandotte County resident for a minimum of 12 months prior to date of posting (April 8, 2020). Proof of Wyandotte County residency is required. The Unified Government reserves the right to require additional information if necessary to prove residency within Wyandotte County.

The Firefighter Trainee will enter an accelerated Emergency Medical Technician (EMT) training program with the Kansas City Kansas Community College so that they may meet the minimum requirements necessary in order to enter the Fire Academy as a Recruit Firefighter when practical and feasible. The KCKCC EMT courses will be paid for and funded through the Kansas City Kansas Fire Department. The Firefighter Trainee must pass the class with a minimum score of a 2.0 grade point average, and meet the KCKCC criteria for State testing. Upon completion, the Firefighter Trainee will then be required to test for Kansas State Emergency Medical Technician (EMT) certification as prescribed by the Kansas City Kansas Fire Department. The Firefighter Trainee will be allowed 3 retests for the written state test and 3 retests for the practical portion of the state certification testing. Failure to successfully pass the KCKCC EMT class with the requisite minimum grade, and/or failure to pass the Kansas State EMT certification testing within the prescribed parameters will result in immediate termination. Additional career enhancement activities may take place if time is afforded according to the scheduled timeframe for the KCKCC EMT certification training and the occurrence of an applicable Fire Department Recruit Academy. Candidate may be required to participate in a Firefighter I & Firefighter II program and achieve certification and must pass the class with a minimum score of a 2.0 grade point average and meet the KCKCC criteria for State testing. The Firefighter Trainee must comply with all KCKFD policy parameters including code of conduct, grooming standards and scheduled activities and assignments in order to remain in the Pre-Apprentice Firefighter Trainee program. The approximate starting salary is \$2,138.93 per month.

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****

PLEASE NOTE: YOU MUST PRESENT THE ORIGINAL DOCUMENTS REQUIRED – COPIES WILL NOT BE ACCEPTED. HUMAN RESOURCES WILL COPY DOCUMENTS THAT ARE REQUIRED.

Applicants applying for Firefighter Trainee must return the completed application with all of the following:

- TWO Official High School Transcripts for ANY AND ALL SCHOOLS ATTENDED (Sealed Envelope) OR
- TWO Official GED displaying scores (Sealed Envelope) (IF APPLICABLE)
- TWO Official College Transcripts if applicable for ANY AND ALL COLLEGES ATTENDED (Sealed Envelope)
- Birth Certificate (Original State Certified Document) (A COPY IS NOT ACCEPTABLE)
- Valid Driver's License
- DD-214 (Long form which specifies type and reason for discharge if applicant has prior military service)
- Pre-Employment Questionnaire
- Proof of Wyandotte County residency. (Applicants must be a Wyandotte County resident 12 months prior to date of posting – April 8, 2020)

Applicants applying for the position of Firefighter Trainee will be required to pass a written examination and physical ability examination. Applicants passing both the written and physical ability may proceed to the interview process, background check and CVSA (Computer Voice Stress Analysis) evaluation. Applicants selected for a conditional offer of employment will participate in post offer testing to include a physical and drug screen. Applicants must be a Wyandotte County resident for a minimum of 12 months prior to date of posting (April 8, 2020).





FIREFIGHTER TRAINEE INSTRUCTIONS FOR APPLICANTS

Accepting Applications: April 8, 2021 thru June 2, 2021

To Obtain An Application: Application packets may be picked up in the Human Resources Department of the Unified Government of Wyandotte County/Kansas City, Kansas, 701 North 7th Street, Room 646, Kansas City, Kansas 66101 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. The application packet is also available online at www.wycokck.org/jobs but must be submitted in-person.

Completed applications, together with all forms required must be filed with Human Resources no later than <u>5:00 p.m.</u> on June 2, 2021.

Applicants applying for Firefighter Trainee must return, IN-PERSON, the completed application with all of the following ORIGINAL documents:

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

- TWO Official High School Transcripts for ANY AND ALL SCHOOLS ATTENDED (Sealed Envelope) OR
- TWO Official GED displaying scores (Sealed Envelope) (IF APPLICABLE)
- □ TWO Official College Transcripts if applicable for ANY AND ALL COLLEGES ATTENDED (Sealed Envelope)
- Birth Certificate (Original State Certified Document) (A COPY IS NOT ACCEPTABLE)
- Valid Driver's License
- DD-214 (Long form which specifies type and reason for discharge if applicant has prior military service)
- Pre-Employment Questionnaire
- Proof of Wyandotte County residency. (Applicants must be a Wyandotte County resident 12 months prior to date of posting – April 8, 2020)

PLEASE NOTE: YOU MUST PRESENT THE ORIGINAL DOCUMENTS REQUIRED – COPIES WILL NOT BE ACCEPTED. HUMAN RESOURCES WILL COPY DOCUMENTS THAT ARE REQUIRED.

Tentative Dates:

Written Exam: June 9, 2021 Physical Ability: June 18, 2021

(This information is provided as a courtesy for the applicant and is not intended to be utilized for any other purposes) EOE

Kansas City, KS Fire Department Disqualifiers- TRAINEE

►DUI within the last 3 years

≻Multiple DUI's

➢Illicit use of any drug within the last 3 years, excluding marijuana and alcohol, and/or the sale of any illicit drug

➤Falsification of documentation

➢Felony conviction



INSTRUCTIONS FOR APPLICANTS

Please read carefully

Applications for employment are taken **only** for those positions that are posted. Please follow the instructions below to submit an application.

TO APPLY FOR A POSTED POSITION:

- Make an application for the desired position **during the time the position is posted, one application per position.** Applications **will not** be accepted after 5:00 pm on the closing date. Some Unified Government openings require that skills tests be completed as part of the application. Applicants who will be called for an interview will complete the skills testing required for the position in Human Resources prior to the interview.
- Applications requiring birth certificate, high school diploma/GED, etc. will only be accepted if all documents are present at the time of the submission. We will make copies of documentation that are required only. All other copies of documents or extra resumes are the responsibility of the applicant.
- Skills test are valid for six months from the date of the test. It is the responsibility of the applicant to inform Human Resources of any prior tests taken. It is also the responsibility of the applicant to inform Human Resources of any change of address or phone numbers made to their application. You may contact Human Resources at 913.573.5660 or at jobs@wycokck.org.
- For an updated listing of employment opportunities, contact the Job Information Line at 913.573.5688 or visit our website at <u>www.wycokck.org</u>. Resumes may be sent to jobs@wycokck.org. Positions are updated every Thursday. For your convenience, an on-line application is also available on our website.
- The Unified Government is an Equal Opportunity Employer. Should you have concerns regarding the hiring process, please contact the Human Resources Director or designee at 913.573-5660. Applicants can report concerns about discrimination in the hiring process to J. Renee Ramirez, Director of Human Resources, at (913) 573-5660.

Application # _

APPLICATION FOR EMPLOYMENT UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS

Human Resources

701 North Seventh Street, Suite 646 Kansas City, Kansas 66101-3064

(913) 573-5660 • <u>www.wycokck.org</u> • (913) 573-5688 (Job Line)

PLEASE PRINT

Name:	(First)	(M.I.)	
		(111.1.)	
Other name under which you h	ave worked:		
Current Address: (Number and Str	reet)		H.
(City)	(Stat	e)	(Zip Code)
PM Phone: () -	AM P	hone: ()	
Date:	E-Mail Addr	ress:	
Position Desired:	Dep	oartment:	<u>S</u>
Driver's License No: (If required by position)	State:	Expiration Date	IS3
Social Security No.: -			

APPLICANT'S CERTIFICATION AND AGREEMENT - PLEASE READ CAREFULLY

The information I have supplied is true and correct to the best of my knowledge. I agree that all statements I have made herein are subject to investigation and confirmation by the Unified Government. I understand that any falsifications, misrepresentations, or omissions of fact may preclude or result in withdrawal of an offer of employment or may result in discharge from employment if I am already employed.

I agree that the Unified Government may verify the information I have given relating to my background. I authorize any current or former employer, educational institution, or other person or entity to disclose any information relating to my background, other than information whose disclosure would be expressly prohibited by statute, and release any current or former employer, educational institution, or other person or entity who discloses such information from any and all liability for making such disclosure.

I understand that any offer of employment made to me will be subject to my passing a physical examination and drug screen prior to beginning employment.

I further understand that, if employed by the Unified Government, I must be a resident of Wyandotte County, Kansas or be willing to relocate within twelve months of the date of hire.

Applicant Signature

Date

FOR OFFICE USE ONLY			

We appreciate your interest in our organization and assure you we will fairly consider your qualifications. All questions must be answered carefully and completely. If a question does not apply, write D.N.A. If you have a resume, please attach it to this application. PLEASE PRINT.							
PERSONAL DATA	4						
upon hire.)	ized to work in the Unite			f of identify a	and eligibility	y will be required	
	een employed by the Uni	ified Governm					
If yes, when?			Department:				
relative(s)	eone who currently is er	nployed by the	e Unified Govern	nment? Yes		yes, please list	
Name:		Departn	nent:				
Name:		Departn	nent:				
EDUCATION AND	O TRAINING						
Highest level completed	Highest level completed: Less than 8 th grade 🗌 Less than high school 🗌						
Level	Name and Location	of School	Degree	Earned		Major	
High School/GED						 	
College/University		 					
Vocational/Business						I	
Other (Specify)							
Specialized training, course work, licenses, or certifications received which you feel better qualify you for the position for which you are applying.							
Typing speed	Shorthand speed		Other office ma				
List all other skills you	have that could help yo	u qualify for c	other Unified Go	vernment po	sitions:		
EMPLOYMENT	HISTORY List	below present a	and past employme	ent, beginning	with your mos	st recent employer.	
Name and address of company and type of business:		From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending	Reason for Leaving	
business:		/	/	Salary	Salary	Leaving	
		Describe vo	ur duties:				
		2 0.011.00 9 0					
May we contact this en	nplover? Yes 🗌 No 🗌	<u> </u>					
Telephone: ()	-						
Job Title:							
		ļ					

Name and address of company and type of business:	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving
	/	/			
	Describe your	· duties:			
May we contact this employer? Yes 🗌 No 🗌					
Telephone: ()					
Job Title:					
Name and address of company and type of	From	То	Starting	Ending	Reason for
business:	Mo./Yr.	Mo./Yr.	Salary	Salary	Leaving
	/	/			
	Describe your	duties:			
May we contact this employer? Yes 🗌 No 🗌					
Telephone: ()					
Job Title:					
Name and address of company and type of	From	То	Starting	Ending	Reason for
business:	Mo./Yr.	Mo./Yr.	Salary	Salary	Leaving
	/	/			
	Describe your	· duties:			
May we contact this employer? Yes 🗌 No 🗌					
Telephone: () -					
Job Title:					
Name and address of company and type of business:	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving
business.	/	/	Salal y	Salal y	Leaving
	Describe your	duties:			
	<u> </u>				
May we contact this employer? Yes No					
Job Title:					
Name and address of company and type of	From	То	Starting	Ending	Reason for
business:	Mo./Yr.	Mo./Yr.	Salary	Salary	Leaving
L <u></u>	/	/			
	Describe your	duties:			
May we contact this employer? Yes 🗌 No 🗌					
Telephone: ()					
Job Title:					

accommodation?	ntial functions of the position for which you are app	plying with or ^v	without reasonable
Yes No			
REFERENCES			
	PERSONAL		
Name	Address		Phone No.
		() -
		() -
		() -
	PROFESSIONAL (Supervisor, Teacher, etc.)		
Name	Address		Phone No.
		() -
		() -
		() -

The Unified Government of Wyandotte County/Kansas City, Kansas is an equal opportunity employer and will ensure that all applicants are considered for hire without regard to race, color, religion, national origin, sex, age, disability, or veteran status.

UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS

Equal Employment Opportunity Survey

This information will be immediately separated from your application and will in no way influence your chances for employment with our organization. Completion of this form is voluntary.

GENDER						
1. 🗌 male	2.	female				
AGE						
1. 🗌 under 18	3.	☐ 30 - 39				
2. 🗌 18 - 29	4.	40 and over				
EDUCATION						
1. 🗌 less than high school	4.	BA/BS degree				
2. I high school diploma or GED	5.	vocation or business school				
3. AA degree	6.	🗌 college (no degree)				
	7.	other				
RACE/ETHNIC GROUP						
A. 🗌 Hispanic or Latino Male	В.	Hispanic or Latino Female				
C. 🗌 White Male	I.	U White Female				
D. 🗌 Black or African American Male	J.	Black or African American Female				
. 🗌 Asian Male K. 🗌 Asian Female						
F. D Native Hawaiian or other Pacific Islander Male	L.	Native Hawaiian or other Pacific Islander Female				
G. 🗌 American Indian or Alaskan Native Male	М.	American Indian or Alaskan Native Female				
H. 🗌 Two or More Races Male (Non Hispanic or Latino) N.	Two or More Races Female (Non Hispanic or Latino)				
MARITAL STATUS						
1. Single 2. married 3. widowed	4. 🗌	divorced 5. Separated				
VETERAN STATUS						
1. 🗌 yes	2.	🗌 no				
HOW DID YOU LEARN ABOUT THIS JOB?						
1. 🗌 Walk-In 2. 🗌 Unified Government Employee 3.	Frie	nd 4. 🗌 Job Service Center				
5. School 6. Job Information Line 7. News	spaper (S	Specify.)				
8. Internet (Specify.) 9. KC	KPD Fac	cebook (Specify.)				
10. 🗌 Unified Government HR Facebook (Specify.)		11. 🗌 Twitter (Specify.)				
12. 🗌 other (Specify.)						

- Official High School Transcript (Sealed Envelope)
- Official GED displaying scores (Sealed Envelope) (IF APPLICABLE)
- Official College Transcripts if applicable (Sealed Envelope)
- Birth Certificate (Original State Certified Document) (A COPY IS NOT ACCEPTABLE)
- Valid Driver's License

NAME:

- Proof of Certification (Must show expiration date)
- ACLS Certification (MICT's Only)
- DD-214 Long form which specifies type and reason for discharge (If applicant has prior military service)
- Pre-Employment Questionnaire

UNIFIED GOVERNMENT OF WYCO/KCK INFORMATION SHEET FIREFIGHTER PENDING PARAMEDIC, FIREFIGHTER PARAMEDIC, or FIREFIGHTER TRAINEE

Last:		First:	Middle:				
Previous Residential Addresses (For the Past Seven Years)							
Address	City	State/Zip Code	From	То			
	E.						
· · · · · · · · · · · · · · · · · · ·							

Have you ever applied for a position with the Unified Government? YesN	Have	vou ever	applied for a	a position	with the	Unified	Government?	Yes	No
--	------	----------	---------------	------------	----------	---------	-------------	-----	----

Name of Department Or Agency	Date Applied	Accepted Yes or No	If No, Give Reason for Rejection or Declining

If the answer to the above question is "Yes", explain reason for leaving:	

U.S. Military or Naval Service	Rank

Drivers License Number	State	Expiration Date	Туре

Has your license ever been suspended or revoked? _____Yes _____No. If "Yes", please explain.

Have you ever had a professional license refused or revoked? ____Yes ____No If "Yes", please explain.

Please answer the following questions Yes or No.

Have you ever been convicted of an offense other than traffic? Yes or No

Have you ever been convicted of a traffic violation? (Except parking or equipment violations) Yes or No

Have you ever been convicted of an offense under the Uniform Code of Military Justice? Yes or No

If the answer to any of the above questions is Yes, list the information requested below.

Date	Charge	Jurisdiction	Penalty

Were you ever covered by a surety bond in connection with other employment? Yes or No

Refused such a bond? Yes or No

In the event estimates are made as to dates, please identify them as such in order that they are not inadvertently interpreted as deliberate misrepresentations. Should you need more space to answer a question, please complete it on a separate sheet of paper. It is assumed that the applicant realizes that sufficient inquiry will be made to assure the validity of the information.

Submit the finished application **in person** to the Human Resources Department, 701 N. 7th Street, Rm. 646, Kansas City, Kansas 66101 before the closing date. Make certain to bring with you: your driver's license.

As part of the employment process I agree, consent, and authorize the Unified Government of Wyandotte County/Kansas City, Kansas or it's designee, to conduct a thorough investigation of my personal and professional background including credit, criminal, and driving records and have access to my employment records at my current employer and any employer for which I may have previously worked. I further fully realize and agree that any information which I give the Unified Government of Wyandotte County/Kansas City, Kansas and it's agent(s) is part of my pre-employment screening process and any information which is false will disqualify me from further consideration for employment. I agree to waive any claim or cause of action relating to such release of prior employment records and promise to defend and hold harmless the Unified Government of Wyandotte County/Kansas City, Kansas City, Kansas, it's officers, and employees from any claim or loss arising from such release. I sign this form freely under no threats and/or duress.

Applicant's Signature

Date

Witness

Date



UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS

FIREFIGHTER TRAINEE



CANDIDATE PRE-EMPLOYMENT QUESTIONNAIRE

CONFIDENTIAL

This preliminary questionnaire will be used to evaluate the fitness & qualifications of applicants for employment with the Kansas City, Kansas Fire Department. This questionnaire is to be completed by applicants at the initiation of the employment process or at any time thereafter as requested by the Unified Government or Kansas City, Kansas Fire Department. This document will become a permanent part of your personnel records and may be compared with other phases in the employment process. The Kansas City, Kansas Fire Department is committed to recruiting and employing individuals with the highest degree of integrity and reliability because of the critical nature of the position's responsibilities and the need for secure and confidential handling of sensitive information.

ANY MISREPRESENTATIONS, OMISSIONS, OR FALSIFICATIONS WILL RESULT IN YOUR DISQUALIFICATION OR EMPLOYMENT WITH THE KANSAS CITY, KANSAS FIRE DEPARTMENT SUBJECT YOU TO TERMINATION FROM EMPLOYMENT WITH THE KANSAS CITY, KANSAS FIRE DEPARTMENT.

Answers must be printed legibly in blue or black ink.

Name:		
(Last)	(First)	(Middle)
Address:		
(Number, Street, City, State & Zir)		
Social Security Number:	Date of Birth:	
Home Phone Number: ()	Work Phone: ()	
Driver's License Number: ()	State:Expires:	<u> </u>
Form Reviewed by Supervisor:	Serial#:	Date:
COI	NFIDENTIAL	

Answer each	question by circli	ng YES or NO. YES answers require additional information where asked.
1) Have you I	EVER applied for a	any position with the Unified Government?
YES	NO	
If so, when?		
What positio	n?	
Disposition:		
	IPLETE THE FOLLC ON PROCESS.	WING BY CHECKING YES OR NO; THESE RESPONSES ARE CONSIDERED SIGNIFICANT IN
Yes No	1.	Have you utilized a name other than what you have listed on the employment application? If yes, please explain.
YesNo_	2.	Have you ever had your driver's license suspended? If yes, please state the date, the charge, and the duration of the suspension
Yes <u>No</u>	3.	Aside from your current license have you EVER held a valid driver's license in any other states? If yes, list those states.
YesNo_	4.	Do you have an automobile presently registered in your name? What state?
Yes <u>No</u> No	5.	Have you ever pled guilty or been convicted of a crime? If yes, please state the date, jurisdiction, crime charged, disposition of the matter, and any information relevant to the matter.

Yes	No	6.	Have you ever been placed on parole, probation, or diversion? If yes, please state the dates, duration, and nature of the same and list the supervising agency
Yes	No	7.	Do you have any outstanding traffic warrants?
Yes	No	8.	Do you have any outstanding criminal warrants?
Yes	No	9.	Have you ever illegally bought or sold any controlled substance or prescription medication?
Yes	No	10.	Have you ever refused a breathalyzer test or been convicted of a DUI, or do you have any pending charges for a DUI? If yes, what State?
Yes	No	11.	Have you ever been disciplined as a result of a sexual harassment or racial harassment complaint anywhere you have worked? If yes, when and what employer.
Yes	No	12.	Have you ever stolen from an employer? If yes, explain.
Yes	No	13.	Have you ever been fired or terminated from a job? If yes, explain

No	14.	Have you ever been forced to resign from a job? If yes, explain
No	15.	Have you ever falsified a time or payroll record? If yes, explain.
No	16.	Have you ever had your paramedic or EMT certification suspended by the Board of EMS for any reason? If yes, please state the date, the charge, and the duration.
No	<u> </u>	Has a local medical director or medical authority suspended you or denied you permission to practice as a paramedic or EMT in their system? If yes, please state the date, the charge, the jurisdiction and the duration.
No	18.	Have you ever been disciplined over the provision of medical care? If yes, please state the date, the charge, the jurisdiction, and the discipline imposed.
	No	No15. No16. No17.

Please complete the following drug usage form. Answer each category with a check mark (do not leave any blanks).

Have you ever used without a prescription or illegally supplied to anyone any of the following drugs?

	YES	NO	DATE LAST USED
MORPHINE			
COCAINE			
HEROIN			
METHAMPHETAMINE			
LSD			
MARIJUANA			
РСР			
FORMALDEHYDE			
HASHISH			
PRESCRIPTION DRUGS NOT PRESCRIBED TO YOU			
INHALED SOLVENTS			
OTHER HALLUCINOGENS			
DESIGNER DRUGS (ECSTASY, MDMA, ETC.)			

Comments:

I hereby certify that there are no material misrepresentations or falsifications in my answers to the above questions. Should any part of my background investigation disclose such material misrepresentations or falsifications, I understand that my application will be rejected and I will be disqualified from further consideration.

Signature of Applicant

Date