



Michael Callahan
Fire Chief

UNIFIED GOVERNMENT OF
WYANDOTTE COUNTY/KANSAS CITY, KANSAS

FIREFIGHTER TRAINEE



Anticipated Hire Date: August 8, 2019

Posting Begins: February 28, 2019

Posting Ends: April 3, 2019

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 30th 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. 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 1 retest for the written state test and 1 retest 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 **\$2138.93** 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 (Sealed Envelope) OR
- TWO Official GED displaying scores (Sealed Envelope) (IF APPLICABLE)
- TWO Official College Transcripts – if applicable (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*)

Applicants applying for the position of Firefighter Trainee will be required to pass a written examination and physical agility examination. Applicants passing both the written and physical agility may proceed to the interview process and 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 psychological evaluation (which includes a written assessment and Clinical Assessment Interview with the department psychologist), and physical and drug screen. Applicants must be a Wyandotte County resident 12 months prior to date of posting.

EOE



FIREFIGHTER TRAINEE INSTRUCTIONS FOR APPLICANTS

Accepting Applications: February 28, 2019 thru April 3, 2019

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 thru Friday. Application packets may be requested from Human Resources by phone, email, or by mail at the aforementioned address. The application packet is also available online but must be submitted in-person.

Completed applications, together with all forms required must be filed with Human Resources no later than **5:00 p.m. on April 3, 2019.**

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 (Sealed Envelope) OR
- TWO Official GED displaying scores (Sealed Envelope) (IF APPLICABLE)
- TWO Official College Transcripts – if applicable (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*)

**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: April 6, 2019
Physical Agility: April 13, 2019

(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

- DUI within the last 3 years
- Multiple DUI's
- Illicit use of any drug, excluding marijuana and alcohol, within the last 3 years and/or the sale of any illicit drug.
- Falsification of documentation
- Felony conviction

- 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
- 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**

NAME:		
Last:	First:	Middle:

Previous Residential Addresses (For the Past Seven Years)

Address	City	State/Zip Code	From	To

Have you ever applied for 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	Type

Has your license ever been suspended or revoked? ____ Yes ____ No. If "Yes", please explain.
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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, 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



Michael Callahan
Fire Chief

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 & ZIP)

Social Security Number: _____ Date of Birth: _____

Home Phone Number: (____) _____ Work Phone: (____) _____

Driver's License Number: (____) _____ State: _____ Expires: _____

Form Reviewed by Supervisor: _____ Serial#: _____ Date: _____

CONFIDENTIAL

Answer each question by circling YES or NO. YES answers require additional information where asked.

1) Have you **EVER** applied for any position with the Unified Government?

YES NO

If so, when? _____

What position? _____

Disposition: _____

PLEASE COMPLETE THE FOLLOWING BY CHECKING YES OR NO; THESE RESPONSES ARE CONSIDERED SIGNIFICANT IN THE SELECTION PROCESS.

Yes _____ No _____ 1. Have you utilized a name other than what you have listed on the employment application? If yes, please explain. _____

Yes _____ No _____ 2. Do you have a high school diploma or certificate of equivalence (GED)?

Yes _____ No _____ 3. Do you have a valid state driver's license? Which State: _____

Yes _____ No _____ 4. Aside from your current license have you EVER held a valid driver's license in any other states? If yes, list those states. _____

Yes _____ No _____ 5. Do you have an automobile presently registered in your name?
What state? _____

Yes _____ No _____ 6. 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 _____ 7. Have you ever been placed on parole, probation, or diversion? If yes, please state the dates, duration, and nature of same and list the supervising agency. _____

Yes _____ No _____ 8. Do you have any outstanding traffic warrants?

Yes _____ No _____ 9. Do you have any outstanding criminal warrants?

Yes _____ No _____ 10. Have you ever illegally bought or sold any controlled substance or prescription medication?

Yes _____ No _____ 11. 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 _____ 12. 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 _____ 13. Will you be able to establish Wyandotte County residency within one (1) year of your date of hire?

Yes _____ No _____ 14. Have you ever stolen from an employer? If yes, explain. _____

Yes _____ No _____ 15. Have you ever been fired or terminated from a job? If yes, explain. _____

Yes _____ No _____ 16. Have you ever been forced to resign from a job? If yes, explain. _____

Yes _____ No _____ 17. Have you ever falsified a time or payroll record? If yes, explain. _____

Yes _____ No _____ 18. 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. _____

Yes _____ No _____ 19. 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. _____

Yes _____ No _____ 20. 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. _____

Yes _____ No _____ 21. Have you ever had your driver's license suspended? If yes, please state the date, the charge, and the duration of the suspension _____

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 another any of the following drugs?

	YES	NO	DATE LAST USED
MORPHINE			
COCAINE			
HEROIN			
METHAMPHETAMINE			
LSD			
MARIJUANA			
PCP			
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

**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 • www.wvcokck.org • (913) 573-5688 (Job Line)

PLEASE PRINT

Name: _____
(Last) (First) (M.I.)

Other name under which you have worked: _____

Current Address: _____
(Number and Street)

(City) _____ (State) _____ (Zip Code) _____

PM Phone: (____) _____ - _____ AM Phone: (____) _____ - _____

Date: _____ E-Mail Address: _____

Position Desired: _____ Department: _____

Driver's License No.: _____ State: _____ Expiration Date: _____
(If required by position)

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

Are you legally authorized to work in the United States? Yes No (Proof of identify and eligibility will be required upon hire.)

Have you previously been employed by the Unified Government? Yes No

If yes, when? _____ Department: _____

Are you related to someone who currently is employed by the Unified Government? Yes No If yes, please list relative(s)

Name: _____ Department: _____

Name: _____ Department: _____

EDUCATION AND TRAINING

Highest level completed: Less than 8th grade Less than high school

Level	Name and Location of School	Degree Earned	Major
High School/GED	_____	_____	_____
College/University	_____	_____	_____
Vocational/Business	_____	_____	_____
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 machines _____

List all other skills you have that could help you qualify for other Unified Government positions:

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent employer.

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 business:	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving
_____ _____ _____	____/____	____/____	_____	_____	_____
Describe your duties: _____					

May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
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
_____ _____ _____	____/____	____/____	_____	_____	_____
Describe your duties: _____					

May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
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
_____ _____ _____	____/____	____/____	_____	_____	_____
Describe your duties: _____					

May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
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
_____ _____ _____	____/____	____/____	_____	_____	_____
Describe your duties: _____					

May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Telephone: (____) _____ - _____					
Job Title: _____					

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodation?

Yes No

<i>REFERENCES</i>		
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.

