



The Commonwealth of Massachusetts
Human Resources Division

Firefighter Examination Cities and Towns



Announcement Number: 5012

Written Examination: Saturday, April 28, 2012

Application Deadline: March 19, 2012*

*Please note: There will be an additional \$50 processing fee for applications received after this date. Applications will not be accepted after April 2, 2012.

For applications call: 617-878-9895
Outside the Boston area call: 1-800-392-6178



Apply online at
www.mass.gov/civilservice

using Visa or MasterCard or submit an application with a **\$100 fee** payable by money order to the Commonwealth of Massachusetts or request a fee waiver. No personal checks or cash will be accepted.

Additional information about the examination, eligibility requirements, and the application process is available at the Human Resources Division, One Ashburton Place, Boston, MA 02108. Hours are Monday through Friday, 8:45 AM – 5:00 PM. You may also call 617-878-9895. Recorded information is available 24 hours a day.

The Commonwealth of Massachusetts is an affirmative action / equal opportunity employer.

Women, minorities, veterans and people with disabilities are encouraged to apply.

We do not recommend or endorse any private school, service or publisher offering preparation and/or publications for this examination and we are not responsible for their advertising claims.



www.mass.gov/civilservice

This examination will determine the pool of applicants eligible for appointment to the position of Firefighter in those cities and towns covered by the Civil Service statute. Please visit our web site at www.mass.gov/civilservice for a list of those communities and a detailed description of the eligibility requirements.



Firefighter, Municipal Service

Duties:

Firefighters often perform risky and physically demanding duties under emergency conditions. Firefighters work under supervision, often as a member of a team, to respond to fire and other emergencies. Firefighter duties may include, for example: connecting, pulling and operating hose lines; operating a pump; positioning and climbing ladders; emergency rescue and lifesaving; ventilating smoke-filled areas; using and maintaining tools and equipment; training; and fire station activities.

Minimum Entrance Requirements:

- You must be at least 19 as of April 2, 2012.
- You must be a non-smoker at the time of and after appointment.
- If you will have reached your 32nd birthday on or after April 2, 2012, please obtain and read the detailed examination announcement before applying.
- You must pass a medical and physical ability examination prior to appointment.

Entry Level Physical Abilities Test (ELPAT):

All applicants must take and pass the written examination and the Entry Level Physical Abilities Test (ELPAT) to be placed on the eligibility list for appointment as a Firefighter. The ELPAT will assess the physical capability of candidates to perform the essential functions of a Firefighter's job. There is a separate **fee of \$100**. A complete description of the ELPAT and a training guide are available on our web site. Please read them in detail and follow all directions on how to train for the test.



FEE WAIVER: The examination fee may be waived for candidates receiving certain state or federal public assistance such as unemployment insurance benefits. Fee waiver forms are available from and must be filed at the Human Resource Division, and may also be downloaded from the Applicant Forms section of our website (www.mass.gov/civilservice). Waiver forms must be accompanied by proof of eligibility, for the subject time period, in the form of signed and dated receipts, check stubs and/or other documentation from the agency providing assistance. To file a waiver, you must file a paper application form, and be sure to fill in item #16 on the application.

SPANISH-SPEAKING CANDIDATES: You may take the examination in the Spanish language. If you do, you must take and pass a separate written examination that tests your ability to read and understand English. This English Comprehension written examination will be administered on Thursday, April 5, 2012. If you wish to take the examination in the Spanish language, you must submit a separate letter requesting this along with your application and examination processing fee or fee waiver form. A separate confirmation will be sent to candidates approved to take the April 5, 2012, English Comprehension written examination.

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES: If you need special testing accommodations due to a documented impairment such as a hearing, learning, physical, mental or visual disability, fill in item #15 on the paper application form, or click the corresponding circle in the online application. **You must also submit a letter of support from a qualified professional detailing what type of accommodation you require at the exam site.** Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for exams, and will not be used for any other purposes.

CURRENT MILITARY PERSONNEL: ALL military personnel who, in connection with current service, have military orders that indicate their unavailability due to military service on April 28, 2012, should contact the Human Resources Division to request a make-up examination. To request a make-up, file an application and processing fee and request such accommodation in writing, with a copy of your military orders attached. Please include in your letter your e-mail address, daytime base phone number and/or name and phone number of a friend or family member with whom you have regular contact and entrust with your personal communication.