



# SANTA FE FIRE DEPARTMENT

## 33<sup>rd</sup> Cadet Academy Information Page

### ***Who should apply?***

Anyone who is 18 years of age or older and interested in serving the City of Santa Fe as a Firefighter/EMT. The Santa Fe FD (SFFD) is hiring for career positions that include an excellent retirement and benefits package. The SFFD Cadet Academy is the training program for individuals interested in working specifically for the SFFD. Please see the formal announcements for additional requirements. These can be found under the "JOBS" tab at [www.santafenm.gov](http://www.santafenm.gov) or via the link on the SFFD webpage at [www.santafenm.gov/fd\\_job\\_opportunities](http://www.santafenm.gov/fd_job_opportunities).

### ***What do I need to do to apply?***

You must completely and correctly fill out a job application and submit it to the Human Resources (HR) department by the announcement closing date which is November 4<sup>th</sup>, 2019. The application process is online only. Applications and instructions are posted on the City of Santa Fe website. Please contact the HR Department (505-955-6602) with any questions regarding the application or application process. Please be certain to attach all required documents and fill out all required portions of the application. It is highly recommended that once you submit your application, you call the HR department and ask them to check your application for completeness. They will provide feedback on whether you have made any errors with your application. Note that the HR department will only offer this service during normal business hours prior to the closing date for the positions.

### ***What is the difference between the “Experienced” and “No Experience” positions?***

There are 4 types of positions available to candidates for the SFFD 33<sup>rd</sup> Cadet Academy. Each position specifies a different level of licensure and certification. Review the announcements closely to see which one is appropriate for you. The following should assist in your decision making:

- The **Firefighter Trainee – No Experience** position is for anyone who does not have an IFSAC FFII (or equivalent) certification. If you have an EMT license but not an IFSAC FFII Certification, this is the position you should apply for. If you have neither an EMT license nor IFSAC FFII Certification, this is the position you should apply for.
- The **Firefighter Paramedic Trainee – No Experience** position is for anyone who has an EMT-Paramedic license but does not have an IFSAC FFI II (or equivalent) Certification.
- The **Firefighter Trainee - Experienced** position is for anyone who has an IFSAC FFII (or equivalent) Certification AND an EMT-Basic or EMT-Intermediate license. A specific amount of time in service is not required to be considered for this experienced position. The length of the academy may vary for those in this position depending on their experience.
- The **Firefighter Paramedic - Experienced** position is for anyone who has an IFSAC FFII (or equivalent certification) AND an EMT-Paramedic license. A specific amount of time in service is not required to be considered for this experienced position. The length of the academy may vary for those in this position depending on their experience.

### ***What is the testing/hiring process like?***

The testing/hiring process for the SFFD 33<sup>rd</sup> Cadet Academy is several months in duration and requires successful completion of multiple steps. Each step must be passed in order to move on to the next step.

1) Written Test – All candidates who successfully complete and submit an application, which is reviewed and accepted by the City of Santa Fe HR Department, will be invited to take the written test. The written test will consist of general aptitude multiple choice questions. Testing is scheduled to take place on November 16<sup>th</sup>, 2019. Successful applicants will receive an invitation letter confirming the date, time, and location of the written test once the application process has closed. The top scorers on the written test will be invited to move on to the Physical Ability Testing. See the written testing sheet on the SFFD web page at [www.santafenm.gov/fd\\_job\\_opportunities](http://www.santafenm.gov/fd_job_opportunities) for information regarding study materials.

2) Physical Ability Tests – Physical ability testing has undergone changes from past years. It now consists of an updated Physical Ability Test as well as the Arduous Work Capacity Test (aka The Pack Test). Both tests are pass/fail and evaluate if a candidate possesses the minimum level of fitness required to enter the 33<sup>rd</sup> Cadet Academy. All candidates who make it to the

Physical Ability Testing will be informed of testing requirements and receive a visual walk through of the course prior to attempting the tests. It is also possible to receive information regarding the PAT, to practice the PAT, and to test-out of the PAT in advance of testing. Please see the SFFD PAT Orientation link on the SFFD web page. A video will also be released by mid-October 2019 detailing the test.

Note that many candidates come in unprepared for the physical testing. Candidates are strongly advised to have a high level of physical fitness when applying for the Cadet Academy. Prior to training for the Physical Ability Test, it is recommended that applicants receive physician approval and seek out professional training assistance if unfamiliar with physical training.

Physical Ability Testing is scheduled to begin the afternoon of November 16<sup>th</sup>, 2019 and continue through November 20<sup>th</sup>, 2019. Note that inclement weather may influence testing dates. Candidates that have not completed early test-outs will be scheduled for physical ability testing immediately following the written test. Candidates will complete this testing on two separate days. Attempts will be made to accommodate schedules but no guarantees can be made.

3) Fire and/or EMS Competency Testing – This testing is for candidates who have applied for any of the three positions that require certification and/or licensure:

- **Firefighter Paramedic Trainee – No Experience** candidates will be tested on Paramedic knowledge and skills.
- **Firefighter Trainee – Experienced** candidates will be tested on FFII AND EMT skills at their level of licensure – either EMT-B or EMT-I.
- **Firefighter Paramedic – Experienced** candidates will be tested on FFII AND Paramedic knowledge and skills.

This testing will occur on the same day as the interviews for those who pass the physical ability test. Additional details will be included in the invitation letter.

4) Interviews – All candidates who successfully pass the Physical Ability Test will move on to a panel interview. The panel will ask the candidates a series of questions in order to assess character and suitability of the candidate for a career in the SFFD. Interviews are tentatively scheduled for November 22<sup>nd</sup>-26<sup>th</sup>, 2019. Attempts will be made to accommodate schedules but no guarantees can be made. Each candidate will only need to test on a single day.

5) The top scoring candidates from the panel interviews will move on to the Chiefs' Interviews. These interviews will be conducted by the Fire Chief and Assistant Chiefs and will occur in a group format. These interviews will take place between December 2<sup>nd</sup> and 7<sup>th</sup>, 2019. Each candidate will only need to attend one interview. Candidates will be given a specific date at the completion of the panel interviews.

6) At this point, the top scorers from the entire testing process will be offered conditional employment as FF Trainees. Employment and entrance into the SFFD 33<sup>rd</sup> Cadet Academy will be contingent upon successfully passing the following tests and evaluations:

- Medical physical & drug screen
- Psychological evaluation
- Background Check

These tests and evaluations will take place between December 9<sup>th</sup>, 2019 and January 10<sup>th</sup>, 2020. Specific dates and times will be announced to those candidates that receive contingent offers.

***When will the academy start?***

The projected start date for the SFFD 33<sup>rd</sup> Cadet Academy is February 17<sup>th</sup>, 2020. This is subject to change.

***How long will the academy last?***

The duration of the academy will vary with experience and qualification level. Those with full Fire and EMS qualifications will have an academy that is approximately 6 weeks in duration. Those without qualifications will have an academy that is approximately 20 weeks in duration.

***What is the academy schedule and what are academy expectations?***

The academy schedule will be, for the most part, 4-10hrs days per week. Anticipate one or two overnight shifts, a weekend or two, and several days out of town for training and testing. The academy is a rigorous training program designed to prepare individuals to be highly competent and successful EMTs and firefighters for the SFFD. The program is mentally, physically, and emotionally demanding. Cadets must demonstrate a high level of accountability and motivation in order to pass. A large volume of studying will likely need to occur. Although cadets will have three days off per week, do not expect to have much free time.