

**NEW HAVEN FIRE DEPARTMENT  
FIREFIGHTER PARAMEDIC – LATERAL  
PROCESS  
APPLICANT GUIDE**



**2024 Recruitment**

## APPLICATION PROCESS FIREFIGHTER PARAMEDIC - LATERAL

- It is strongly suggested that you read this entire Applicant Guide **before applying**.
- This opportunity has several requirements for eligibility. Please ensure that you meet all minimum requirements for this position before applying. These minimum requirements include, but are not limited to:
  - Required at time of application:
    - Valid Paramedic Certification/License (from any State).
    - Valid Current National Registry Certification as a Paramedic.
    - Must Possess Firefighter 1 & 2 from an accredited regional school or fire academy.
    - Must have obtained CPAT within one year prior of this application submission.
    - Must possess Hazardous Materials Awareness and Operations from an accredited regional school or fire academy.
    - Have graduated from high school or possess State Equivalency Diploma (GED).
    - Possess a valid driver's license.
    - Be at least 18 years of age.
- If you do not meet the requirements as stated in the Firefighter Paramedic Lateral job announcement, do not apply for this opportunity! Applicants not meeting the requirements will be disqualified, and unfortunately, the application fee is non-refundable.
- **You will be prompted to upload a copy of your Paramedic License and all other required certifications with your application.** Failure to do so will result in disqualification from this process. Candidates are required to submit their comprehensive resumes, academic records, certifications, professional accomplishments, and any other relevant documents, so that we may assess qualifications. This credential review will evaluate the practical skills, experience, expertise, and achievements of the candidates.
- If you are a New Haven resident as of the date of this job announcement, you may apply for New Haven Domiciled Preference Points, to have 10 points added to your passing score of the examination for this position. You will be required to complete the Application for Preference Points, and provide documentation as described on the form. To learn more, please see the **PREFERENCE POINTS** section later in this guide.
- Honorably discharged war-time veterans may also have up to 10 points added to their score. See the **PREFERENCE POINTS** section later in this guide for more information.
- The application fee for this position is \$35, due at the time you submit your online application. You may only submit your secure payment by debit or credit card via the firefighter.app. The application fee is non-refundable, regardless of whether you meet the minimum requirements, or if you complete any or all of the of the phases of the application, testing, and/or hiring process.
- There will also be an Examination Fee, to be submitted at the time of your test, payable by debit or credit card only, of \$25. The Examination Fee will be non-refundable, regardless of whether you meet the minimum requirements, or if you complete any or all of the of the phases of the application, testing, and/or hiring process.
- Note, however, these fees may be waived in cases of financial hardship. See section titled **APPLICATION FEE WAIVER** later in this Guide for instructions on how to request a waiver of Application & Examination fees.

**All correspondence and information concerning the application/testing/hiring process will occur by email through Firefighterapp.com.** Please be sure to login to your FirefighterApp.com account regularly during the application / testing / hiring process and check your email to ensure receipt of critical information. Unfortunately, applicants will not be able to use the Firefighterapp.com system to communicate directly with Human Resources. However, applicants can contact Human Resources directly by email to [NHFDJobs@newhavenct.gov](mailto:NHFDJobs@newhavenct.gov). All applicants are responsible for adjusting their email settings to accept emails from [NHFDJobs@newhavenct.gov](mailto:NHFDJobs@newhavenct.gov) and from Firefighterapp.com.

Although you are applying for a firefighter / paramedic lateral position with the City of New Haven, the City of New Haven does not exercise any control over the design, operation, technical effectiveness, or support of firefighterapp. Firefighterapp is solely responsible for the apps design, operation, technical effectiveness, and support .

## REGISTRATION (APPLICATION) & EXAMINATION FEES

The Department of Human Resources charges a Registration Fee to defray the cost of recruiting, testing, and hiring firefighter applicants. The non-refundable Registration Fee must be paid at the time the application is submitted online through Firefighterapp.com.

There will also be an Examination Fee payable to National Testing Network (NTN) required in order to participate in the exam process. This will be paid at the time of your exam.

	Fee
Registration Fee (Application Fee) / FirefighterApp	\$35
Examination Fee / National Testing Network	\$25

All Fees are **NON-REFUNDABLE** regardless of whether applicants complete all phases of the application, testing, and/or hiring process.

Eligible candidates that successfully submitted the Waiver Request Form as part of their application process will have the NTN fee waived. See also FEE WAIVER below.

## APPLICATION FEE WAIVER

In cases of financial hardship (based on 130% of HHS Poverty Guidelines), eligible applicants may request a waiver of the application fee.

To request an application fee waiver, you will complete that section within the online Employment Application. Please ensure that you are eligible for a fee waiver **BEFORE** requesting one. *You will not be able to undo the fee waiver request once you select it and submit your application.*

The following are the Eligibility Thresholds for requesting a waiver of the application fee. If you are eligible, you may select the Waiver of Application Fee when submitting your application.

### 2024 Firefighter Paramedic Lateral Fee Waiver Eligibility Guidelines

If your annual income is below the corresponding figure in Column C, you may elect to utilize the Fee Waiver option. The figures in Column B are the 2024 HHS poverty guidelines published in the *Federal Register* January 2024. The Waiver Eligibility Threshold is calculated at 130% of the HHS Poverty Guideline.

A	B	C
Persons in family / household	HHS Poverty guideline	Waiver Eligibility Threshold
1	\$15,060	\$19,578.00
2	\$20,440	\$26,572.00
3	\$25,820	\$33,566.00
4	\$31,200	\$40,560.00
5	\$36,580	\$47,554.00
6	\$41,960	\$54,548.00
7	\$47,340	\$61,542.00
8	\$52,720	\$68,536.00

For families/households with more than 8 persons, add \$6,994 to Column C for each additional person.

*For all states (except Alaska and Hawaii).*

Source: <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>

The Department of Human Resources will waive the application fee in cases of financial hardship based on HHS Poverty Guidelines. If you do not meet these income guidelines, you will not be eligible for this waiver. Note that one of the phases of the hiring process will include a thorough background investigation. If the Department learns at that time that an applicant did not meet the eligibility guidelines, had the ability to pay the application fee, and that a request to waive the fee was fraudulent, that candidate will be disqualified from further consideration in the selection process.

## PREFERENCE POINTS

You should be aware of the opportunity for preference points. Below are the current preference points that may be applicable to you.

### **Veteran's Preference Points:**

If you are an honorably discharged war-time veteran, you can have five (5) points added to your passing score. If you are an honorably discharged disabled war-time veteran, you can have ten (10) points added to your passing score.

To claim veteran's preference points:

- Attach a copy of your DD-214 to your online Employment Application submission.
- Attach a copy of your VA-issued rating letter if applicable to your online Employment Application submission.

### **Domiciled Preference Points: (New Haven Domiciled Only):**

If you are domiciled in New Haven, you can have ten points (10) added to your passing score.

To be eligible for these Domiciled Preference Points

- Complete the Application for New Haven Domiciled Preference Points.
- Return the completed form with your online Employment Application submission.
- Return copies of all required documentation as indicated with your online Employment Application.

If you live in New Haven and you are a war-time veteran, you can apply for both. No claims for preference points of any kind will be honored without documented proof of eligibility. You must follow the prescribed procedures and provide applicable proof as stated on the Preference Points Form. Please note the highest combined maximum preference points are 15 additional points, and the highest score for any civil service exam is 100%. Preference points are applied to passing scores, up to the maximum score only.

## IF REQUESTING an ADA ACCOMMODATION in the TESTING PROCESS

The Americans with Disabilities Act (ADA) enables qualified applicants with substantial impairments that affects one or more major life activities the opportunity to request a reasonable modification to the City's policies, practices, and procedures to enable them to apply and/or test for a position with the City.

To apply for an ADA accommodation

- Accommodation requests must be filed with the Department of Services for Persons with Disabilities **immediately upon submission of your on-line application.**
- Complete and submit an ADA Accommodation Request Form online at <https://newhaven.seamlessdocs.com/f/NHADAForm1>.
- On the form, when prompted for JOB TITLE, enter "Applicant – Firefighter Paramedic Lateral"

# NEW HAVEN FIRE DEPARTMENT TESTING & SELECTION PROCESS

## *TENTATIVE* TIMELINES – LATERAL 2024

The City of New Haven's Civil Service testing process for the position of Firefighter Paramedic Lateral may include written, oral, and/or credential review components. Applicants must meet all prerequisites and minimum requirements and submit all applicable fees (or waiver) to participate in the Civil Service testing process. It is the applicant's responsibility to adhere to the City's testing schedule. Unless otherwise stated, there will be no make-up tests or alternate test dates. Any and/or all the components of this process may be changed by the City of New Haven, and the City of New Haven reserves the right to modify the order sequence of testing as may be appropriate.

- **Exam Phase - Dates ongoing**

Applicants meeting all prerequisites and minimum requirements, and who follow all application instructions, will be invited to continue in the exam process. Information will be communicated via the Firefighterapp portal.

**IMPORTANT:** You will be contacted by email from National Testing Network (NTN) to self-schedule your exam.

The exam will be available to you in a variety of ways:

- o If you meet the technical requirements, you may test remotely from your own location.
- o You may schedule an appointment to test at a National Testing Network location.
- o You may schedule an appointment to test at our New Haven location.

All phases of testing must be completed by the dates specified within the National Testing Network correspondence.

Regardless of the method of your testing, there will be a processing fee payable to National Testing Network required in order to participate in the exam process. This fee is NON-REFUNDABLE regardless of whether applicants complete all phases of the application, testing, and/or hiring process. Eligible candidates that successfully submitted the Waiver Request Form as part of their application process will have the NTN fee waived. See also FEE WAIVER on page 3 of this Guide.

- **Scoring of Exams** (*dates ongoing*)

Exams will be scored by National Testing Network. Those results will be transmitted to the City of New Haven Human Resources.

- **Certification of Results** (*dates ongoing*)

Final results will be certified by the Civil Service Board, establishing the official employment lists for the position of Firefighter/Paramedic Lateral. All candidates who pass all phases of the testing process will appear on an Eligibility List ranked by order of final score.

- **Conditional Job Offers Issued** (*Tentatively within 15 days of Certification of Results*)

The Board of Fire Commissioners will meet and vote on the action of sending conditional offer letters. Candidates in the highest ranks on the Eligibility Lists may then be extended a conditional offer of employment by the Board of Fire Commissioners through email correspondence. This correspondence will contain important instructions and documents that must be completed and returned by the deadline specified.

- **Conditional Job Offer Actions Begin** (*After Conditional Job Offer extended*)

Specific actions occur after conditional offers of employment are extended. They include:

- Extensive Background Check
- Comprehensive Medical Examination, including a drug test for controlled substances
- Final Interview

- **Start of Fire Academy Classes** (*date to be determined*)

The Board of Fire Commissioners will again meet and appoint candidates to begin training at the New Haven Fire Academy; candidates are notified by email of status.

## OTHER DOCUMENTS

*If selected for employment, as part of a conditional offer process, candidates will be asked to provide several documents as part of the extensive background check. We suggest that you start compiling the following required documents now, so you will be prepared to submit them. Failure to submit them in the conditional offer process will delay or terminate your hiring process.*

- Copy of Birth Certificate
- Copy of Social Security card
- Copy of Driver's License
- Copy of Vehicle Registration *(if applicable)*
- Copy of High School Diploma or GED
- Copy of College Degree *(if applicable)*
- Copy of Military DD 214 Form *(if applicable)*
- Marriage License *(if applicable)*
- Divorce Paperwork *(if applicable)*
- Proof of US citizenship *(if born abroad)*