

## Santa Fe Fire Department 32nd 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 formal announcement for additional requirements.

### ***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 department by the announcement closing date. Applications and instructions are posted on the City of Santa Fe website. Please contact the Human Resources Department 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.

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

There are 4 types of positions available to candidates for the SFFD 32<sup>nd</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 **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-P 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-B or EMT-I license. Specific time in service is not required but the length of the academy will vary for those in this position depending on experience.
- The **Firefighter Paramedic - Experienced** position is for anyone who has an IFSAC FFII (or equivalent certification) AND an EMT-P license. Specific time in service is not required but the length of the academy will vary for those in this position depending on experience.

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

The testing/hiring process for the SFFD 32nd Cadet Academy is several months in duration and requires successful completion of each step 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 Human Resources Department, will be invited to take the written test. The written test will consist of general aptitude multiple choice

questions. Testing is tentatively scheduled to take place on December 14<sup>th</sup>, 2018. Successful applicants will receive an invitation letter confirming the date, time, and location of the written test. The top scorers on the written test will be invited to move on to the Physical Agility Testing.

2) Physical Agility Test - This test is pass/fail and evaluates if a candidate possesses the minimum level of fitness required to enter the 32<sup>nd</sup> Cadet Academy. All candidates who make it to the Physical Agility Testing will be informed of testing requirements and receive a visual walk through of the course prior to attempting the test. A description of the PAT is available at [santafenm.gov](http://santafenm.gov) under the Fire Department tab. Many candidates come in unprepared for this test. Candidates are strongly advised to have a high level of physical fitness when applying for the Cadet Academy. Prior to training for the Physical Agility Test, it is recommended that applicants receive physician approval and seek out professional training assistance if unfamiliar with physical training.

Physical Agility Testing is tentatively scheduled to begin the morning of December 17th and continue for the remainder of the week. Candidates will be scheduled for testing immediately following the written test.

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
- **Firefighter Paramedic – Experienced** candidates will be tested on FFII AND Paramedic knowledge and skills

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

4) Interviews – All candidates who successfully pass the Physical Agility Test and Fire/EMS competency training (if required) 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 the week of December 31<sup>st</sup>, 2018 – January 4<sup>th</sup>, 2019.

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.

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 32nd Cadet Academy will be contingent upon successfully passing the following tests and evaluations:

- Medical physical & drug screen

- Psychological evaluation
- Background Check

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

The projected start date for the SFFD 32nd Cadet Academy is March 4<sup>th</sup>, 2019. This is subject to change.

***How long will the academy be?***

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 18 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 occur at home. Although cadets will have three days off per week, do not expect to have much free time.