

City of
LAWRENCE
Lawrence, Indiana



FIRE DEPARTMENT

2025 Hiring Information Packet
FIREFIGHTER/EMT



City of

LAWRENCE

Indiana

FIRE DEPARTMENT

Chief Robert Wallace

**Instructions for Hiring Process
PLEASE READ CAREFULLY**

The hiring process for the City of Lawrence Fire Department establishes an active hiring list of qualified applicants that is approved by the Fire Merit Commission for a period of two (2) years. This hiring process does not mean that there are immediate openings. When there are openings; candidates will be hired from the approved list.

1. **Initial info form: MUST BE** filled out completely and returned to 9001 E. 59th Street, Suite 302, Lawrence, IN 46216 (Headquarters) by May 30, 2025, **BEFORE 4:00 PM**. Completed forms may be returned at any time prior to deadline and you are encouraged to do so. Incomplete information will cause the application to be rejected and you may not continue in the process.
2. **Tentative Schedule:** This schedule is subject to change at any time but you will be notified should that happen. Please provide a valid, legible e-mail address for notification; this will be your only source of schedule changes.
3. **First Component:** A photo ID is required to participate in this and all components. This is a written test and you must score **70% or higher** in order to proceed in the application process. Information regarding study guide materials will be provided within this packet. This material is provided at your own expense.
4. Only those applicants scoring higher than **70%** will proceed to the next component. A copy of your valid CPAT card must be presented at the Ladder Climb for our records, in order to fulfill that component. In Indiana, Wayne Township provides this testing and certification. Their website is: <https://esec.wayne.k12.in.us>.
5. **Hiring Packet:** This packet explains each component of the process. **Please read it carefully.** A very important part of this process is how well you follow directions; failure to do so may cause you to be eliminated from the process.



City of
LAWRENCE
Indiana

FIRE DEPARTMENT

2025

**FIREFIGHTER/EMT
INITIAL INFORMATION FORM**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt Phone: _____ e-mail: _____

SS # _____ DOB: _____

(Last four of SS# will be your Applicant # for this process)

Personal e-mail: _____

Married ☐ Single ☐ Divorced ☐

Have you ever been convicted of or pled guilty to a felony? Yes ☐ No ☐

IF YES, ATTACH AN ADDITIONAL PAGE EXPLAINING THE CIRCUMSTANCES.

By signing below, I acknowledge that I have read and understand the Minimum Qualifications (contained in the Hiring packet) for the position that I am applying and meet or exceed those qualifications.

ATTACH COPIES OF YOUR HIGH SCHOOL DIPLOMA OR EQUIVILENT, YOUR BIRTH CERTIFICATE AND YOUR DRIVERS'S LICENSE TO THIS APPLICATION.

(Failure to do so will eliminate you from this process.)

(Applicant Signature)

(Date)

This form must be completed and returned to the Fire Department Administrative Offices BEFORE 4:00 PM on May 30, 2025. For your convenience, it may scanned and e-mailed to fireapps@cityoflawrence.org.

9001 East 59th Street, Suite 302
Lawrence, Indiana 46216
317.547.4371

TENTATIVE HIRING PROCESS SCHEDULE FIREFIGHTER/EMT 2025

APPLICATIONS OPEN	May 2, 2025	8:30 AM
APPLICATIONS CLOSED	May 30, 2025	4:00 PM
DEADLINE TO RETURN INITIAL INFORMATION SHEET	May 30, 2025	4:00 PM

Component # 1

Community Room at Lawrence Police Department
5150 N. Post Road, Indianapolis, IN 46226

Be sure to check your Applicant # when you sign in for the testing,
as this will be the only way to determine if you may proceed in the process.

Written Aptitude Test	June 14, 2025	9:00 AM
Post eligibility for Component #2	June 20, 2025	10:00 AM

Component # 2

*Present copy of **VALID** CPAT card for our records in order to participate.*

www.wayne.k12.in.us/esec/

Ladder Climb	July 12, 2025	9:00 AM
Post Eligibility and Times for Component #3	July 14, 2025	10:00 AM

Component # 3

FINALISTS (TOP 50)

Structured Oral Interview	July 22 and 23, 2025	Times Individually Assigned
Post Eligibility for Component # 4	July 25, 2025	10:00 AM

Component # 4

Pick up Final Application	July 28 - Aug 1, 2025	10:00 AM to 4:00 PM
Completed Applications Returned	Aug 1, 2025	4:00 PM
Post Eligibility and Times for Component # 5	Aug 4, 2025	10:00 AM

Component # 5

FINALISTS (TOP 25)

Chiefs Interview	August 13, 2025	Times Individually Assigned Between 9:00 AM and 4:00 PM
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CLFD Merit Commission

Approve Hiring List		September 4, 2025
Post Final Rank	September 5, 2025	10:00 AM



City of
LAWRENCE **FIRE DEPARTMENT**

Indiana **Chief Robert Wallace**

Dear Candidate:

The City of Lawrence Fire Department is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, color, sex, religion, national origin, or handicap as defined by law. By state law, appointees to the department must meet certain health, physical, and other requirements.

The Candidate must personally complete the application form. Supplements should be attached as required. All information will be regarded as confidential. Acceptance of the application by the City of Lawrence does not imply that the Candidate will be employed. All Candidates will be given equal consideration. The department will select the individuals who it believes possess the best physical, mental, moral, and emotional character for the performance of the duties required.

In order to determine the best-qualified individuals, it is necessary to obtain as much information as possible regarding the Candidate's ability to perform the duties of a Firefighter/EMT. The department will strive to develop a complete profile on each Candidate. Therefore, you should be as thorough as possible in completing the application. Accuracy in preparing the application is also important, the information will be verified, and any statements or inaccuracies may result in disqualification from consideration. Candidates who are eliminated from the selection process are encouraged to reapply for subsequent recruit classes.

Candidates are responsible for all expenses incurred by them relative to the selection process. Attached hereto are the following documents, which explain the selection criteria and process:

1. Minimum qualifications for Career Firefighter/ EMT.
2. Career Firefighter/EMT selection process summary.
3. Component Methodology.

All Candidates must complete, sign, and return their Initial Information Form to the Fire Department Administrative Offices no later than May 30, 2025, BEFORE 4:00 PM.

Regards,

Robert Wallace, Chief
City of Lawrence Fire Department

MINIMUM QUALIFICATIONS

FOR CAREER FIREFIGHTER/EMT

The applicant must be at least 21 years of age and be able to meet the 1977 Police Officers' and Firefighters' Retirement Fund requirements at the time of appointment to the department. Applicant must provide proof of their place and date of birth.

Applicants must have a high school diploma or the equivalent (GED) at the time of application.

Applicants must be able to read, write legibly, speak and understand the English language.

Applicants must be citizens of the United States of America.

Applicants must reside within Marion County or a county adjacent to Marion County within six (6) months from date of appointment.

Applicants must have a valid driver's license at the time of application and obtain a valid Indiana Operator's license before appointment to the department.

Applicants must not have been convicted of a felony and must not have been dishonorably discharged from military service.

If hired, membership in the 1977 PERF Fund is mandatory. In addition to passing the required statewide baseline test (physical exam) and the local board's mental examinations, the candidate must:

- 1) Be at least 21 years of age and have not reached 40 years of age by date of hire, or
- 2) Be a veteran with 20 years of armed forces service with a max age of 40 years and 6 months, or
- 3) Be currently enrolled in the 77 PERF Fund

Prior to appointment, applicants selected for the eligibility list must successfully pass a thorough medical examination as prescribed by the Board of Trustees of the Public Employee Retirement Fund as performed by a physician designated by the department. This medical examination includes a drug screening to identify potential substance abuse. Applicants are required to provide or assist and cooperate with the department in obtaining the following personal history information:

Birth Certificate
Residence Confirmation
Employment Records
Credit References
Driving Records

Medical Records
Education Records
Criminal History
Reference Information
Fingerprints

Failure to cooperate may be considered cause for immediate disqualification from further consideration for employment. Falsification of any information submitted may eliminate the applicant from further consideration for employment. If already appointed, this may be cause for immediate discharge from the department.

As a matter of policy, every effort will be made to keep the applicant/employee's criminal record confidential. However, during the Selection Process it may be necessary to inform specific individuals directly involved in processing of the applicant's record.

In accordance with the requirements of the Americans With Disabilities Act, all medical records obtained from or for the applicants will be maintained in separate files and will be treated as confidential medical records.

NOTIFICATION

Notices will be posted on the outside doors at Fire Department Headquarters (9001 E. 59th Street) by applicant # (first initial of last name and last 4 of social security number), listing those applicants eligible to proceed to the next component. Notices will also be on the city's website, <https://www.cityoflawrence.org/firefighter-jobs>. It is the applicant's responsibility to read the notices; no mail notifications will be made, nor will information be given by telephone. If an applicant's number is shown on the list, that applicant is qualified to attend the next phase. If an applicant's number is not on the list, then the applicant does not qualify to proceed in the process. If you have any questions regarding this procedure, contact headquarters prior to the first component.

SUMMARY

Career Firefighter/EMT Candidates who meet or exceed the “Minimum Qualification Requirements for Career Firefighter/EMT” will participate in an assessment process designed to identify the most qualified, physically fit, psychologically stable and medically sound individuals among those Candidates applying.

Final selection of Candidates for placement on the eligibility list is based on the total accumulated points earned by the Candidate in the following five components of the selection process:

Component #1	Written Aptitude Test
Component #2A	If needed - CPAT Testing (Check Wayne Township Schedule)
Component #2B	Ladder Climb
Component #3	Structured Oral Interviews
Component #4	Completed Applications
Component #5	Oral Interview with Fire Chief

All Candidates will be required to complete and pass each component before moving on to the next. Candidates failing to successfully complete Components #1 through #5 will be disqualified from further consideration but are encouraged to reapply in the next selection process.

Component #1 will require a minimum score of **70%** to proceed further in the process. Component #2 is a PASS/FAIL component. Failure will disqualify the Candidate from further consideration. All remaining successful Candidates completing Component #3 will be required to complete and submit an application for employment as described in component #4. The department reserves the right to establish a maximum number of Candidates to move to the next component based on scores received by the Candidate.

Upon completion of component #5, a cumulative score calculated from all components will be tabulated according to the following factors:

Written Aptitude Test Score	30%
Ladder Climb	30%
Structured Oral Interview Score	25%
Fire Chief Interview Score	15%

The resulting score of each Candidate will be ranked in descending order and will establish the eligibility list from which new employees will be selected. **For a Candidate to be considered, he/she must receive an overall score of **70%** or greater of the total available points.**

Appointment will be made from the eligibility list in accordance with Merit Law established by the Common Council, City of Lawrence, Indiana and in effect at the time of hiring. As positions become available, Candidates must successfully pass the Police and Firefighters’ Pension & Disability Fund’s psychological evaluation and physical examination prior to appointment to the department.

If either the psychological or the medical examination is not acceptable, the Candidate will be eliminated from further consideration for employment. Candidates are required to submit to a background investigation to determine if they are still of good character per Indiana Code. Any

evidence to the contrary or information received from the background check that could be determined as detrimental to the efficient operation of the department could be grounds for elimination from the process.

In the event that two or more individuals receive identical scores, a random drawing will determine their ranking on the eligibility list.

Candidates appointed to the department are required to successfully complete a Firefighter/EMT orientation course provided by the department. Failure to complete any component of this course or failure to become certified by the State of Indiana will be grounds for dismissal. The Certifications obtained in this course must be maintained by the firefighter throughout his/her employment with the department.

Any person appointed to the department will become an employee of the City of Lawrence and will remain on probationary status for a period of one year from the date of hire. Date of hire will also determine seniority rankings within the department. Should there be several Candidates hired on the same date, seniority will be determined by policies set by the City of Lawrence Fire Merit Commission.

Every person appointed will be required to take an oath of office. Such oath provides that the employee will support the Constitution of the United States, the Constitution of the State of Indiana, and that he/she will comply with the rules and regulations of the City of Lawrence Fire Department and discharge the duties of the office to the best of his or her ability.

During the probationary period, a member of the department may be dismissed for any reason.

After reviewing all information in this packet, if you feel you possess all the minimum qualification for Career Firefighter/EMT, you are encouraged to enter the competitive selection process.

Policy Statement of “Due Process” for Selection Grievances:

In the event that a Candidate believes that any component of the selection process unreasonable or unfairly limits, inhibits, or prohibits such Candidate from being able to complete the testing procedures involved, the Candidate may submit in writing, by May 30, 2025, a request to the Fire Chief of the City of Lawrence Fire Department to review the applicable standards in light of the limitations, inhibitions, or prohibitions experienced by the Candidate and to make such changes as may accommodate the Candidate and still establish that the Candidate meet the standards set forth herein. The Fire Chief shall respond in writing, within 10 calendar days, to such request setting forth the reasons why no change will be made in the testing or establishing the new procedures to be utilized in connection with the specific Candidate. In the event the Candidate is aggrieved by the decision of the Fire Chief, he/she may appeal such decision, in writing within 10 calendar days, to the City of Lawrence Fire Merit Commission and the Commission shall consider such appeal during a regular session and make adjustments, if any, that they believe are appropriate under the circumstances.

COMPONENT METHODOLOGY

CAREER FIREFIGHTER/EMT

COMPONENT #1: WRITTEN APTITUDE TEST

PURPOSE: Firefighters are required to train and stay abreast of various advances and technological progress within the profession throughout their career. In order to do this, firefighters must have the ability to learn and retain what they have learned so that it may be applied to practical uses in their daily assignment. This component assesses a Candidate's knowledge and reasoning ability.

RATIONALE: It is necessary to evaluate an individual's general knowledge and reasoning ability since firefighters receive intensive training and education throughout their career with the department.

STRUCTURE: The test will consist of a variety of written test questions designed to evaluate a person's ability to comprehend and interpret both written and oral communications. The test will be multiple-choice format and cover topics such as math, mechanical reasoning, and reading comprehension skills. The test is designed to indicate a person's ability to perform effectively in the position for which he/she is applying.

YOU MUST BE PROMPT! Tardiness will result in elimination from further consideration.

REQUIREMENT: Candidate must meet a minimum score of **70%** on this component. Only a predetermined number of Candidates, based on scores from Component #1 will be allowed to continue to the next step in the process.

COMPONENT 2A: CANDIDATE PHYSICAL ABILITY TEST (CPAT ©)

PURPOSE: This Component utilizes a nationally recognized and validated firefighter performance evaluation to measure a Candidate's cardiovascular efficiency, pulmonary function, muscular strength, endurance, flexibility, speed, and agility under conditions, which will be encountered in normal activities as a firefighter. The CPAT is a sequence of events requiring the Candidate to progress along a predetermined path from event to event in a continuous manner. The test is designed to identify adequate levels of overall fitness for performance as a firefighter and minimization of risk factors.

RATIONALE: The job of a firefighter is one of the most physically demanding jobs in North America. It requires high levels of cardiopulmonary endurance, muscular strength, and muscular endurance. The Candidate Physical Ability Test consists of eight critical physical tasks that simulate job duties on the fireground. As a Firefighter/EMT for the City of Lawrence, you will routinely encounter extremes in weather conditions and rigorous tasks causing both physical and mental stress, thereby requiring a high level of physical fitness. This test is physically demanding and requires that you be physically fit to be successful.

PREPARATION: It is recommended that Candidates begin immediately to prepare for the Candidate Performance Ability Test by establishing routine physical fitness program. Suggested exercises to prepare for the Physical Fitness Evaluation are:

Jogging or stationary running	Push-ups
Rope skipping	Weight lifting
Bar pull-ups	Isometrics
Flexed-arm hangs from a bar	Deep knee bends

A regular physical fitness program will be an overall benefit to each and may result in better participation results.

REQUIREMENT: THIS IS A PASS/FAIL COMPONENT. The Candidate must obtain a CPAT card. Acceptable CPAT card will be within one (1) year of issuance date. Information about ESEC - Emergency Services Education Center is enclosed.

COMPONENT #2B: LADDER CLIMB

PURPOSE: This Component will evaluate the Candidate's ability to function in an elevated environment in an effective and timely manner. This test will also determine if the Candidate possess any acrophobic tendencies.

RATIONALE: Firefighters regularly work in an elevated environment such as rooftops and fire ladders. This test will identify those who have a fear of heights and therefore not suited for portions of a firefighting career.

REQUIREMENTS: THE LADDER CLIMB EVENT IS A PASS/FAIL COMPONENT. If you fail the event you will be eliminated from the process and will not be permitted to continue on to Component #3.

COMPONENT #3: STRUCTURED ORAL INTERVIEW:

PURPOSE: The job of a firefighter includes certain communication skills including dealing on a one-to-one basis with the general public. This component will assess a Candidate's interpersonal communication abilities and provide for continuity and structure in the interview process.

STRUCTURE: The structured oral interview is conducted by a board of assessors who ask the same questions of each Candidate and assess responses to individual questions and general observations throughout the interview.

PREPARATION: There are several publications and Internet sites that can give you insight to the firefighter oral interview process. These offer a variety of sample questions with explanation about what the Board might be looking for during your response. Appearance, grooming, and your ability to articulate your answers in a clear and understandable thought process are very important. Practice is a valuable key.

YOU MUST BE PROMPT! Tardiness may result in elimination from further consideration.

IMPORTANT: The interview and the results of the interview are confidential. Since all Candidates must answer the same questions, it is imperative that the actual questions or interview content NOT be discussed outside the interview session. Any Candidate who reveals interview content or who attempts to learn of the interview content prior to the interview will be eliminated from further consideration.

REQUIREMENT: Candidates must answer all questions to have the opportunity to achieve a maximum score. There is a set timeframe in which these questions must be answered. Failure to answer any question will result in a “0” score for that question. Only a predetermined number of Candidates will be selected to move on to the next Component of the process. This will be determined by the aggregate scores of Components #1 and #3 of this process.

COMPONENT #4: COMPLETED APPLICATION:

PURPOSE: To gather information about the Candidate’s personal and professional background to determine if the Candidate meets the minimum Qualifications for Career Firefighter/EMT.

STRUCTURE: The application is comprised of several documents that the Candidate must complete and return to the department prior to the application deadline.

REQUIREMENT: A Candidate that is found to be unqualified based on the minimum qualifications listed in this packet will be dismissed from any further consideration during this process. If this is determined prior to Component #5, the next available Candidate from Component #3 will be included in this component. Accuracy and promptness in returning the forms associated with Component #4 is essential. **Any requested information not supplied by the Candidate will be cause for dismissal from the process.** NO POINTS WILL BE AWARDED OR SUBTRACTED DURING THIS COMPONENT.

COMPONENT #5: ORAL INTERVIEW WITH FIRE CHIEF:

PURPOSE: In addition to the Candidate’s ability to communicate with the public, they should also be able to communicate with supervisors and elected officials. This is the final component and gives the Administration the opportunity to further rank the Candidate’s ability and worth to the City of Lawrence Fire Department. This Component further assesses a Candidate’s interpersonal communication abilities and provides for continuity in the interview and selection process.

STRUCTURE: The Fire Chief (or his/her designee), conduct a structured oral interview by asking the same questions of each Candidate. They will assess responses to individual questions and general observations throughout the interview.

REQUIREMENT: Following these interviews, the scores from Component #5 will be computed and the scores from all five scoring components will be ranked in descending order and an eligibility list will be created from which new employees will be selected.

In order to be considered for placement to the Eligibility List, the Candidate must have earned a minimum aggregate score of 70% or greater of all Components.

Upon meeting all employment requirements prescribed by law and by the fire department, ten (10) additional points will be added to the cumulative score for a war veteran who has been honorably discharged from the United States armed forces*, or one (1) additional point for a person whose mother or father was a firefighter or police officer who died in the line of duty, or a currently employed City of Lawrence police officer or civilian EMS personnel.

*Reference page 13

COMPONENT #2A

Candidate Physical Ability Test © Summary and Orientation Guide

The CPAT is a sequence of events requiring you to progress along a predetermined path from event to event in a continuous manner. This test was developed to allow fire departments to obtain pools of trainable candidates who are physically able to perform essential job tasks at fire scenes. This will be done on your own and a valid card is required to continue in the process.

COMPONENT #2B

Ladder Climb

- 1) Candidate will climb a ladder that will be extended 80 feet at a 70° angle.
- 2) Candidate will wear gloves and hardhat and be secured with a harness and safety line.
- 3) Candidate will climb with both hands and feet on rungs using three-point contact until the top rung is reached and return to the platform.
- 4) The candidate must move in a continuous motion and may not remain on the same rung for more than 10 seconds.
- 5) Remaining on a rung in excess of 10 seconds constitutes "FREEZING" and will be cause for FAILURE.
- 6) Inability to reach the top and return is considered a FAILURE.

SCORING: PASS/FAIL

War Veteran Points

CHAPTER 3. Preference for Appointment of Veterans

5-9-3-2. Preference points

Universal Citation IN Code 5-9-3-2 (2018)

IC 5-9-3-2 Preference points

Sec. 2. (a) Political subdivisions of the state of Indiana shall allow preference points to eligible armed forces veterans who are being examined for full time employment. Preference points awarded to such veterans on each such examination shall be ten percent (10%) of the total number of points which may be obtained thereon.

(b) To be eligible to receive preference points, under this chapter, a person must have:

- (1) served on active duty in the armed forces of the United States for at least one hundred eighty-one (181) days; and
- (2) received an honorable discharge.

(c) The provisions of this chapter are in lieu of any policy of a political subdivision allowing employment preference for veterans in effect before July 1, 1975.

Formerly: Acts 1975, P.L.38, SEC.1. As amended by P.L.3-2008, SEC.21.

Study Materials for the 2025 Lawrence Fire Department Hiring Process

Applicants participating in the 2025 Lawrence Fire Department hiring process have the option to purchase study materials to assist in preparation for the National Firefighter Selection Inventory (NFSI) exam.

These optional resources are available through the official vendor, Industrial/Organizational Solutions (IOS), and can be accessed using the following link:

 https://iosolutions.com/shop/?swoof=1&pa_examination=nfsi

Please note:

- Purchasing study materials is **not required** to participate in the hiring process.
- These resources are provided as an optional tool to help candidates prepare and feel more confident on exam day.

For additional information about the exam or the hiring process, please refer to the full application packet or contact the Lawrence Fire Department directly.

This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you with written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

Employment Verification.  **Done.**

For more information on E-Verify, please contact DHS at:

888-897-7781

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E-VERIFY IS A SERVICE OF DHS AND SSA

M-780 (rev. 12/2010)

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have a legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that -

No employer can deny you a job or fire you because of your national origin.

Unless mandated by law or government contract, employers cannot require you to be a U.S. Citizen or permanent resident or refuse any legally acceptable documents.

If any of these things have happened to you, you may have a valid charge of discrimination that can be filed with the OSC. Contact the OSC for assistance in your own language.

Call 1-800-255-7688, TDD for the hearing impaired is 1-800-237-2515.

In the Washington, D.C., area, please call 202-616-5594, TDD 202-616-5525

Or write to:
U.S. Department of Justice
Office of Special Counsel - NYA
950 Pennsylvania Ave, N.W.
Washington, DC 20530

**U.S. Department of Justice
Civil Rights Division**

Office of Special Counsel for
Immigration-Related Unfair
Employment Practices

