WEST CHESTER FIRE DEPARTMENT
PART TIME APPLICANT MINIMUM QUALIFICATIONS

PART-TIME FIREFIGHTER / EMT / PARAMEDIC POSITIONS

- Shifts are scheduled 24 hours every 6th day or 12 hours every 3rd day/night maximum 1,500 hours per year.
- Must have State of Ohio Firefighter Level 1 and EMT-B certifications as a minimum. You must be crossed trained.
- Must retain certification during tenure with WCFD.
- Must possess a valid Ohio Drivers License and submit copy with application.
- Must submit copies of all relevant certifications with application.

WEST CHESTER FIRE DEPARTMENT
PART TIME APPLICANT HIRING PROCESS

1. **Application**
   a. Fill out completely and sign back of form
   b. Complete all reference information including address
   c. Submit a copy of valid Ohio Driver's License with application
   d. Submit a copy of all relevant certifications with application

2. **Physical Capability Test** (Usually scheduled in spring and fall of each year)
   a. Must report with picture ID
   b. Releases to be signed:
      - Physical Capability Liability Test Waiver
      - Background Release – Motor Vehicle Record
      - Personal Information Release
      - Pre-Employment Inquiry Release

3. **Polygraph examination**

The remaining steps are not necessarily in the order that they will be performed

4. **Motor Vehicle Records Check**

5. **Background and Reference Check**

6. **Interview**

7. **Job Offer**
   a. Contract for Reimbursement of Hiring and Training Expenses signed
   b. OPDS Division of Homeland Security signed
   c. Physical and Drug Screen scheduled and passed
   d. Recommendation made to Fire Chief contingent on receiving fit for duty medical evaluation and negative drug screen

8. **Trustee Approval and Hire with minimum One Year Probation**

9. **Orientation with WCFD**