

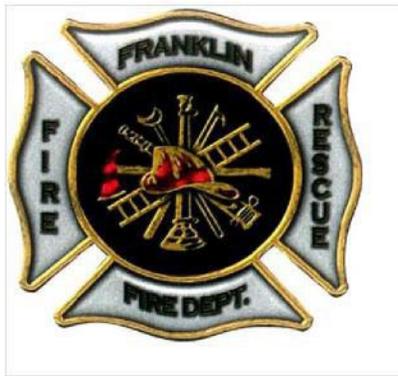
Franklin Fire Department



2025 Hiring Process Information and Application

City of Franklin, Indiana

Joshua Snyder
Fire Chief



Preston Stark
Deputy Chief

*City of Franklin Fire Department
1800 Thornburg Lane
Franklin, In 46131
(317) 736-3650
Fax (317) 346-9885*

April 2025

To all applicants:

Thank you for your interest in joining the Franklin Fire Department. The department, along with the Franklin Fire Merit Commission, has initiated a process that will result in a list of eligible candidates from which firefighters will be hired during a two-year span in years 2025, 2026, and 2027.

The Franklin Fire Department is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, color, sex, religion, creed, national origin, ancestry, handicap as defined by law, or does not discriminate on the basis or handicapped status in the admission or access to, or in the treatment of, or employment in, its programs or activities, or political affiliation, or on the basis of age, except when age or physical requirements constitute a bona fide occupational necessity for proper and efficient administration, or as provided by law.

Before completing an application, please consider the following:

You must have Firefighter 1 and 2 certifications at the time you receive a conditional job offer to be employed.

You must be certified as an Emergency Medical Technician (EMT) at the time you receive a conditional job offer to be employed.

You must have a current Candidate Physical Ability Test (CPAT) card at the time of a conditional offer of employment. You may be tested at the Wayne Township Emergency Services Education Center in Indianapolis throughout the year. Visit <https://esec.wayne.k12.in.us/> for more information.

You will be expected to follow orders and abide by the rules, regulations, policies, and procedures of the Franklin Fire Department.

You will be held accountable for your actions both on and off duty.

You will be expected to treat the public courteously and respectfully.

You will work a 24/48 shift rotation. You will have to work weekends and holidays. Consequently, you may miss family events, birthdays, and sports meets.

You will accompany ambulance runs when not fighting an active fire.

You will be exposed directly to dangerous situations and will be expected to perform your assigned duties.

You will spend a large amount of time training, doing fire prevention activities, cleaning and maintaining equipment, helping to maintain apparatus, and other less glamorous duties that may be done daily.

You may be randomly tested for drugs or alcohol.

Your candidacy to join the Franklin Fire Department depends on your combined scores on a written test, oral interview (communication skills and appearance), education (both fire and non-fire), background investigations, psychological profile, and references.

Applications are available on the City of Franklin website: www.franklin.in.gov.

If you have any questions, contact the Franklin Fire Department at 317-736-3650, ext. 8, Monday through Friday between 8 a.m. and 4 p.m. Please do not call City Hall with questions.

You must submit your application **in-person** to the City of Franklin Fire Department Administration Office, 1800 Thornburg Lane, Franklin, IN 46131 between 8:30 a.m. and 4 p.m. Monday through Friday. Your application must be submitted no later than **Monday, May 12, 2025, by 3:00 p.m.**

Sincerely,



Kathy Stolz
President
Franklin Fire Merit Commission

Franklin Fire Department
Franklin, Indiana

Checklist for Completing Application

Be sure to include copies of the following when you submit your application. Incomplete applications will be rejected automatically.

All information must be returned by 3:00 p.m. on May 12, 2025, to the City of Franklin Fire Department Administration Office, 1800 Thornburg Lane, Franklin, IN 46131.

- ___ Application in its entirety (pages 12 to 17)
- ___ Birth certificate or naturalization papers
- ___ Candidate Physical Ability Test (CPAT) card
- ___ Certification of Truthfulness / Authorization to Release Information / Condition of Employment Drug Testing form
- ___ College transcript or diplomas and/or technical training certificate, if applicable
- ___ Condition of Employment for Drug Testing
- ___ Driver's license from any state
- ___ Emergency Medical Technician (EMT) certificate, if applicable
- ___ Firefighter 1 and 2 certificate, if applicable
- ___ High school diploma or equivalency certificate
- ___ Military discharge papers (DD 214), if applicable
- ___ Paramedic certificate, if applicable
- ___ Reliable email address and phone number

Applicant Testing Schedule

Physical Agility Test

You must submit a copy of your up-to-date Candidate Physical Ability Test (CPAT) card with your application.

Written Test

You must bring a photo identification card with you.

Date: **Saturday, May 31, 2025**

Place: **Franklin Parks and Recreation Center, 396 Branigin Blvd., Franklin, Indiana, 46131**

Time: **9:00 a.m. – 1:30 p.m.**

Oral Interviews

Date: **Saturday, June 28, 2025**

Place: **TO BE DETERMINED**

Time: Your interview time will be scheduled if you meet the passing score of the written exam.

A five-person panel comprised of two Franklin Fire Department officers and three Franklin Fire Merit Commission members will conduct your interview.

The panel will judge your knowledge, appearance, and composure. You will have plenty of time to answer the questions completely.

Aerial Climb

We will test your ability to climb an aerial ladder at time of conditional job offer. Aerial climb consists of climbing a 75-foot aerial fully extended at a 75-degree angle, at a steady pace without pausing, for three (3) seconds or more in both directions of travel. Applicant must touch the top rung of the ladder with hand.

WRITTEN EXAM DETAILS

Dear Applicant:

Thank you for applying for a position with the Franklin Fire Department. This letter contains important information about the written aptitude test. You should read this letter carefully to be sure that you understand the procedures that will be used during the administration of the written test.

The department has received more applicants than there are available positions. As a result, the department has established a competitive application process. This application process is designed to ensure that the selection of new recruits will be accomplished in a fair and objective fashion.

The written aptitude test will be administered on Saturday, May 31, 2025, at the Franklin Parks and Recreation Center, 396 Branigin Blvd., Franklin, IN. YOU MUST ARRIVE BY 9:00 A.M.

The schedule for the written aptitude test is as follows:

15 minutes	Instructions
2 hours	Study Period
30 minutes	Break
15 minutes	Instructions
1 hour & 30 minutes	Written Examination

A description of the written aptitude test procedures is presented below. Please examine these procedures to ensure that you fully understand them. Each applicant has the responsibility of informing the department of any difficulties or problems created by these procedures. Applicants who wish to report any concerns about these procedures should contact the department no later than one week prior to the examination date.

TESTING PROCEDURES

A study session will begin immediately after the completion of the registration period. The instructions for the study session will be read aloud by a test monitor. During the study session, each applicant will be given two (2) hours to study a variety of printed materials. These materials will include printed text, line drawings, written instructions, and pictures. These study materials are the basis for the aptitude test that will be administered during the test session.

Applicants are allowed to make written notes about the study materials. However, these notes must be written on paper that will be provided by the test monitor. Also, each applicant must turn in his/her notes to the test monitor at the conclusion of the study session.

During the study session, you may take as many breaks as you would like. Please note, however, that these breaks will shorten the amount of time you will have for studying.

You may leave early from the study session. However, once you leave from the study session, you must turn in your materials. *You will not be allowed back until the registration period for the test.*

Applicants will be given a thirty (30) minute break. Snacks will not be provided during the break. You will be required to leave the test room and to provide your own snack.

The test session will begin with the re-registration of each applicant. Instructions for the test will be read aloud by the test monitor. The test will require that applicants read printed materials and record their answers on an optically scanned computer sheet. Applicants will be required to use a pencil to record their answers. You will have one and one half (1-1/2) hours to complete the written examination.

All questions in the examination will be drawn directly from materials provided during the morning study session. You must learn the study materials presented during the morning to do well on the examination. Note this important instruction: You will not be allowed to take the exam if you did not attend and register for the morning study session.

Do not bring notebooks or other study materials with you to the test site. All necessary materials, including note paper, will be provided to you.

Listed below are some tips that might help to make your test date more comfortable and successful:

- 1) Get a good night's rest before the test.
- 2) Arrange for reliable transportation to and from the test site.
- 3) Bring your own snack if one is desired -- snacks will not be provided.
- 4) Listen carefully to the monitor's instructions.
- 5) Be certain that you really understand the material in the Study Guide.
- 6) Take your time -- there should be plenty of time in both the study session and the test period.
- 7) Answer every question on the test, even if you have to guess -- there is no penalty for guessing.
- 8) If you have trouble with a particular question, skip it and return to it later.
- 9) Make certain that your answers are entered into the correct spaces on the answer sheet.
- 10) Try to relax as much as possible during the test.

Testing will take approximately 4 1/2 hours, so be sure to wear comfortable clothing.

Also, you must bring picture identification, such as a driver's license. **You will be required to show picture identification to the test monitor before leaving the test site.**

Smoking will not be allowed in the study/examination room(s). However, applicants may take as many breaks as they wish during the study session.

If you need additional information or wish to report a difficulty associated with the pre-employment testing procedures, call the president of the Franklin Fire Department Merit Commission, Kathy Stolz at (317) 409-5919.

Sincerely,
Franklin Fire Department Merit Commission

Notice to Applicants

You must live in Johnson County or a surrounding county if hired as a Franklin Fire Department firefighter. You must meet the residency requirement by the completion of your probationary year.

You must provide a copy of your birth certificate to prove the date and place of your birth. You must be a citizen of the United States. You must be at least 21 years old and no older than 40 years old by date of hire. However, you may be as old as 40 years and 6 months when you apply if you are retired/retiring from the military after 20 years of service and have received or are eligible for an honorable discharge.

You must meet all of the qualifications set forth in the 1977 Firefighters' Pension and Disability Fund at the time of your employment.

Your weight must be in proportion to your height and body frame according to accepted medical standards. You must maintain an appropriate height/weight proportion throughout your employment.

You must be able to read, write, speak, understand, and otherwise communicate fluently in the English language.

You must possess a valid driver's license and maintain a license throughout your employment.

You must have a high school diploma or equivalency certificate.

You cannot have a felony conviction.

You must assist and cooperate in obtaining the following personal history information as part of this application and in the future if hired:

- Birth certificate
- Criminal history
- Driving record
- Education records
- Medical records
- References
- Residency checks

If hired, you will be a probationary firefighter for one year. If you successfully complete one year of employment, you will become a merit employee subject to the policies of the Franklin Fire Merit Commission.

Employment of Ex-offenders

The Franklin Fire Department and Franklin Fire Merit Commission will not hire anyone who has a felony conviction that has not been expunged.

The term “ex-offender” is used herein to refer to anyone convicted of any criminal statute or military offense while in service that is not a felony that has not been expunged.

The Franklin Fire Department will consider hiring ex-offenders without regard to race, color, national origin, sex, or age.

While considering applicants who have a non-felony criminal conviction, the Franklin Fire Department and Franklin Fire Merit Commission will determine whether the conviction will have a bearing on the applicant’s job performance or job capability. The Department and Commission members will consider the date and nature of the offense, the requirements of the position, and the applicant’s other qualifications.

As a matter of policy, every effort will be made to keep the applicant’s criminal record confidential. During the selection process it will be necessary to inform certain individuals directly involved in processing the applicant’s record.

Salary for 2024

Probationary pay:	\$ 71,000
Merit firefighter pay:	\$ 72,000
Additional pay for paramedic certification:	\$ 4,000

Overtime Pay

Firefighters who work more than 212 hours in a 28-day work cycle will receive compensatory time or overtime pay depending on total accrual time earned.

Pay Period

City of Franklin employees are paid every two weeks on Fridays.

Benefits

- Medical/Dental/Life Insurance
- Short-term and Long-term Disability

Cost varies depending on the level of coverage that you choose.

Time Off

Holidays

Each firefighter will receive an additional \$80 for each holiday he/she works. The mayor and City Council of Franklin establish the holiday schedule for city employees each year.

Vacation

After completing four (4) months of employment, each firefighter receives two (2) vacation days (two 24-hour shifts) off during the first year of service.

After completing one year of probationary employment and becoming a merit employee, each firefighter receives eight (8) 24-hour shifts of vacation. (One week equals three 24-hour shifts.) Firefighters' vacation time increases with benchmark years of employment.

Sick time

Each firefighter receives 72 hours of sick time per year on January 1.

Work Schedule

Firefighters work 24 hours on-duty and 48 hours off-duty. The department expects firefighters to maintain this schedule. However, if a conflict occurs, the battalion commanders or chief will make necessary changes in the schedule to maintain adequate staffing at all three stations.

Hours of work

Shifts begin at 0700 hours and end at 0700 hours the following day, or until properly relieved by the on-coming shift.

Kelly Days

Firefighters receive one day off during each 28-day cycle.

FIREFIGHTER APPLICATION

Franklin Fire Department

Note: This application must be completed by the applicant by typing or writing clearly in ink. Complete all sections. When appropriate, write "none" or "does not apply."

PERSONAL DATA

Last Name _____ First Name _____

M.I. or Name _____ Maiden Name _____

Street Address _____

City /State _____ Zip _____

Date of Birth ____ / ____ / ____ Age ____ Height _____

Phone (_) _____ Email _____

Social Security Number _____

Emergency Contact _____ Phone _____

Are you a convicted felon whose record has not been expunged? Yes ____ No ____
We do not employ convicted felons.

REFERENCES *List four (4) non-relatives*

Name	Address	Phone	Occupation

EDUCATION *Please provide copies of diplomas or certificates where applicable*

High School Name plus City/State

_____ Dates
_____ Dates

College/Universities

_____ Dates
_____ Dates

Others (Technical, etc.)

_____ Dates
_____ Dates

Skills Attained

MILITARY SERVICE *Please provide a copy of DD-214 also*

Selective Service Number _____ Branch of Service _____
(Or copy of an active military identification)

Last Classification/Rank _____ Current Status _____

Type of Discharge _____

Service-connected Training _____

While in the military, were you ever convicted of any offense by a deck court, summary, special, or general court martial? Yes _____ No _____

If yes, when and what was the nature of the offense? _____

The Franklin Fire Department supports the U.S. Reserves, National and State Guards. Are you a member of any of these groups? Yes _____ No _____

If yes, which group, unit, and location?

Fire/EMT/Paramedic Affiliation

Please provide the following information if you have ever had an active affiliation with any fire department or an emergency medical technician (EMT) service:

Your Full Printed Name _____

Indiana Fire Certificate Number _____ Level _____

EMT Certificate Number _____ Paramedic Certificate Number _____

Fire Department/EMT/Paramedic Service

Organization _____

Street Address _____

City/State/Zip _____

Officer's Name to Contact for Verification _____

Officer's Phone and/or Email _____

Dates of Active Service as

Volunteer Firefighter/EMT from _____ to _____

Career Firefighter/EMT from _____ to _____

Career Paramedic from _____ to _____

Organization _____

Street Address _____

City/State/Zip _____

Officer's Name to Contact for Verification _____

Officer's Phone and/or Email _____

Dates of Active Service as

Volunteer Firefighter/EMT from _____ to _____

Career Firefighter/EMT from _____ to _____

Career Paramedic from _____ to _____

Personal Essay

Explain in your own words why you are interested in becoming a firefighter. Please do not write more than in the space provided.

Certification of Truthfulness

I certify that the information in this application is correct and complete to the best of my knowledge. I agree to inform the Franklin Fire Department of any additional information related to any questions raised on the application. I realize that if I misrepresent facts or if I fail to update any information related to the application that it may cause me to be rejected from the application process or to be dismissed after employment.

Authorization to Release Information

I hereby authorize and request all persons to whom this request (original or reproduction) is presented who have information relating to or concerning me to furnish such information to a duly appointed employee or representative of the Franklin Fire Department or the Franklin Fire Merit Commission.

I am aware that this information may be of a personal nature and may otherwise be protected from disclosure by my constitutional, statutory, or common law privileges. I hereby expressly waive all privileges which may attach to such communication or disclosure and release all persons, firms, and corporations from all claims of any nature as a result of said communications or disclosure.

Condition of Employment Drug Testing

I acknowledge that if I am employed as a probationary firefighter with the Franklin Fire Department that I will be tested for drugs, including cannabinoids, at the time of my physical examination.

I accept that if I am employed as a probationary firefighter with the Franklin Fire Department, the Department retains the right to conduct, and I will permit further drug testing, including for cannabinoids, during my probation year without notice and throughout the duration of my employment with the Franklin Fire Department.

I specifically agree that if I refuse to take a urinalysis test or if any controlled substance test registers positive above the Department standards, my employment with the Franklin Fire Department will be reviewed. If, after the review, the results affirm that I have a drug problem, I acknowledge that I may be terminated.

Applicant's Printed Name

Applicant's Signature

Date