APPLICATION PACKET FOR FIREFIGHTER

Brian P Dunlevy – Fire Chief
Kevin Cavener – Township Trustee Chair (Division of Fire Liaison)
Human Resources

September 2025

Announcement

This packet shall serve as an announcement for the hiring process beginning September 10, 2025, for the position of Full-time Firefighter. Review the job description at https://mifflin-oh.gov/contact-us/human-resources.

These examinations are being conducted to establish an eligibility list for use beginning in 2025.

Application

Visit https://mifflin-oh.gov/contact-us/human-resources/application-for-employment/ to apply for a Firefighter/EMT- Basic or Paramedic position with the Mifflin Township Fire Department

The **Mifflin Township Application** and the **National Testing Network Examination** must be completed in their entirety and submitted **no later than November 3, 2025, at 12:00 PM**.

Age: Minimum age is 18 years old.

National Testing Network Examination

Lateral hires are exempt from the NTN examination. Lateral hire is defined as having 12-months of fulltime service credit, employed in good standing, in Ohio Police & Fire Pension Fund or out of state equivalent. Lateral hires must have a valid Ohio Firefighter II and EMT/Paramedic certification.

Testing is conducted through the National Testing Network. Applicants may access a FireTEAM Practice Test online at www.fireteamtest.com. Cost for practice test(s) and NTN examination(s) is the Applicant's responsibility.

The NTN FireTEAM Test is a ranking assessment. Applicants will be rank ordered according to the cumulative scores of all four components. The rank ordering may be applied at the Final Ranking stage of the hiring process and before a Conditional Offer of Employment is made.

For questions pertaining to the NTN written examination, call the National Testing Network at 1-866-563-3882.

Physical Ability Test

Applicants who meet the requirements will receive an invitation to participate in the Physical Ability Test, which will be is conducted by Fire Division staff who have received the proper training to conduct such an examination. The test is based on an externally validated, timed, physical fitness regimen used for the selection of applicants. The process is based upon the essential functions employees must be able to perform as defined by the Americans with Disabilities Act (ADA).

Date and Location of Physical Ability Test

Location: Fire Station 131, 475 Rocky Fork Blvd
Time: To Be Determined
Dates: To Be Determined

If you are unable to successfully complete the Physical Ability Test, you will be disqualified from the process.

Applicants must bring the following paperwork to the Physical Ability Test. Carefully read the instructions to ensure that all paperwork is completed correctly. Failure to do so may result in disqualification:

- ✓ ***One form of identification***:
  - A government-issued ID that bears your photograph.
- ✓ ***Mifflin Township's Official Waiver of Liability and Release of All Claims form,*** completed and signed by the Applicant. **A copy of the waiver is in Appendix B of this document**.

  Wear appropriate clothing to the physical fitness test. The test may be held indoors and outdoors.

Personal History Questionnaire

Applicants selected for the panel interview must complete the Mifflin Township Division of Fire Personal History Questionnaire (PHQ). *This questionnaire is separate from the NTN PHQ*.

This document is submitted via email which includes the deadline for submission.

Panel Interviews

The top ranked applicants who have successfully completed all previous phases will participate in a two-panel interview. The results of the Panel Interviews will be forwarded to the Fire Chief, along with the complete background investigation packet.

Background Investigation Process

The investigator(s) conducts a complete and thorough investigation of each applicant's background to determine suitability for employment as a Firefighter/EMT-Basic or Firefighter-Paramedic. Applicants are required to sign a release form authorizing the background investigation. Investigators may contact family, friends, neighbors, current and former employers, fellow employees, school officials, physicians, firms with which they have done business, courts, credit agencies, local agencies, etc. as a part of this investigation. Applicants' social media presence may also be considered during this process. Applicants will be sent to complete a BCI/FBI Webcheck.

Information obtained through the background investigation process is not confidential and is subject to public records requests.

Fire Chief's Interview

The Fire Chief will conduct interviews with the top ranked applicants (the number to be interviewed shall remain within the Chief's discretion based upon the number of vacancies available to fill).

Eligibility List

Once the Mifflin Township Division of Fire establishes a "Firefighter Candidate List," the List will remain active for 1 (one) calendar year (all assessments remain acceptable). The List may be extended any length of time, up to a maximum of 1 (one) additional year, upon request of the Fire Chief.

Applicants remaining on the List may be expected to repeat the interviews, and background investigations.

Removal from Eligibility List

The name of an eligible applicant shall be removed from an eligibility list for one or more of the following reasons:

1. Written request of the eligible applicant.
2. Failure to appear or arrange an interview or respond to communication from the appointing authority.
3. Failure to file with Mifflin Township written notice of any change of address.
4. Declining appointment in writing or failing to accept appointment.
5. A disability that prevents the applicant from satisfactorily performing the essential duties of the position with or without accommodation.
6. Violating any of the prohibited actions provided below.
7. At the request of the Fire Chief for just cause.
8. Name certified to the Fire Chief three (3) times without an appointment to position.
9. Recommendation from Human Resources and/or Fire Chief because of an unfavorable background investigation.
10. Failure to successfully complete or receive a passing score in any step outlined in the Firefighter application packet.

Penalty for Deception

Any person or persons attempting to deceive any of the examiners in any manner whatsoever by impersonation or by assisting or receiving assistance shall not be permitted to take part in any examination for a minimum period of 2 (two) years. If the person is already employed by the Township, such conduct shall constitute grounds for disciplinary action.

Appeals

Appeals shall be in writing and shall be filed with the Human Resource Director within seven (7) calendar days from the date of the action being appealed. An appeal is considered filed when it is time stamped by the Mifflin Township office. Any appeal received after 4:00 p.m. on a business day or at any time on a non-business day shall be considered filed on the next business day.

Written Examination Appeals

Interested individuals who have taken the test at a non-Township administered testing facility will not be considered Applicants subject to appeal rights of these rules until their application has been submitted within the designated time limit. Any concerns with their written examination should be addressed with the National Testing Network.

Physical Ability Test Appeals

If any applicant wishes to protest the results of an event in the physical fitness examination, it must be done immediately after that event, and the decision of the ranking testing official will be final.

Conditional Offer of Employment

Following a conditional offer of employment, the selected individual will:

1. Undergo an examination to determine if the applicant is psychologically and emotionally suitable to perform the duties and accept the responsibilities of a Firefighter-Candidate.
2. Undergo a rigorous medical (NFPA and Pension) examination, which includes, but is not limited to:
    - Cardiovascular stress screening
    - Visual screening
    - Hearing test
    - Drug screening
    - Psychological evaluation by a licensed and certified psychologist

Appointment

If the selected Firefighter-Candidate passes the physical and psychological examinations, the candidate will be given a date to begin their first day of employment as a Firefighter-Candidate with the Mifflin Township Division of Fire.

Upon appointment, the Firefighter-Candidate must complete the following during the first 12 (twelve) months:

1. Successfully completion of orientation period
2. Successfully complete of required training modules
3. Meet performance assessment requirements at quarterly intervals
4. Successfully complete 1 (one) year probationary Firefighter-Candidate I examinations

Contact Information

For questions about the process, carefully re-read this packet to find the information you are seeking. If you are unable to find an answer to your question, you can reach us at:

Human Resources Department: ***hr@mifflin-oh.gov*** or 614-471-4494
Assistant Fire Chief Scott Davis: ***daviss@mifflin-oh.gov*** or 614-471-0542

Appendix A: ***Physical Ability Test | Physical Fitness Examination***

Physical fitness is critical to satisfactory job performance as a Firefighter. The Physical Fitness Test 1 measures an applicant's overall cardio-pulmonary endurance and strength against their body weight and condition.

The following provides information on the rationale, purpose, testing procedures, standards of performance, and fitness activities to prepare for the Physical Fitness Examination and is intended to answer basic questions pertaining to all aspects of the fitness testing process.

What is Physical Fitness?

Physical fitness is a health status pertaining to an individual having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

1. Aerobic capacity or cardiovascular endurance – pertains to the heart and vascular system's capacity to transport oxygen. Low aerobic capacity is a key area for heart disease and is a risk factor.
2. Strength – pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important. Areas in the low strength levels have a bearing on upper torso and lower back disorders.
3. Flexibility – pertains to range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area for lower back disorders.

Why is Fitness important as a job-related function?

It is well documented that firefighting personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders and obesity. Firefighters bear the responsibility of minimizing known risks. Physical fitness encompassing aspects like cardiorespiratory endurance, muscular strength, flexibility, and body composition, is a health domain, which can minimize known health risks for firefighters.

Physical fitness is demonstrated to be a bona fide occupational qualification. Job analyses that account for physical fitness have demonstrated that fitness areas are underlying factors determining the physiological readiness to perform a variety of critical physical tasks. These fitness areas have shown to be predictive of job performance and absences for firefighters. Data also shows that fitness level is predictive of trainability and job performance.

Physical fitness can be a critical area for minimizing liability. The unfit firefighter is less able to respond fully to strenuous physical activity. Consequently, the risk of not performing physical duties is increased.

How will physical fitness be measured?

The Physical Ability Test | Physical Fitness Examination consists of four (4) basic tests.

Each test is a scientifically valid test.

The tests will be given in the following sequence with a rest period between each test:

1. 1-PULL-UP IN 1-MINUTE TEST

This is a measure of the fitness (strength and endurance) level of the muscle groups involved in the chest, upper arms, and shoulder girdle. It is a critical area for performing firefighting tasks requiring upper body strength, such as the necessity for a firefighter to pull their body weight, and equipment out of a hole.

The Applicant must grab the bar with their hands, palms facing away from the body (the back of the hands facing the candidate), arms fully extended in a "dead hang." The Applicant is not permitted to swing, kick, or bicycle legs during the upward movement. The Applicant is to raise their body until the jaw line is parallel to the ground and above the horizontal bar. Returning to a "dead hang" position completes the repetition. The proper completion of 1 (one) pull-up within 1 (one) minute will be recorded and scored.

2. *1-MINUTE PUSH-UP TEST*

This is a measure of the fitness (strength and endurance) level of the muscle groups involved in the chest, upper arms, and shoulder girdle. It is a critical area for performing firefighting tasks requiring upper body strength.

Starting from the up position, the Applicant must keep elbows extended, hands placed slightly wider than shoulder width apart and flat on the ground; fingers pointing forward. The Applicant must keep the back straight at all times and lower the body to the floor until the chest breaks the horizontal plane with the body parallel to the floor (approximately four inches from floor), elbows at a ninety-degree bend and then returns to the up position, elbows extended, to be scored as a completed push-up. Resting should be done only in the up position. Both hands must remain in contact with the floor at all times. There will be no sway backs or arched backs during the test. At any point during testing, should an Applicant rest on their knees, the count will stop, and the test will end. The total number of correct push-ups in 1 (one) minute will be recorded and scored.

3. *1-MINUTE SIT UP TEST*

This is a measure of the muscular endurance of the abdominal muscles. It is a critical area for performing firefighting tasks involving the use of force, for maintaining good posture and minimizing lower back problems.

The Tester will hold the Applicant's feet firmly. The Applicant will start by lying on their back, knees bent, heels flat on the floor, with the fingers laced and held behind the head. The Applicant is to avoid pulling on the head with the hands. The buttocks must remain on the floor with no thrusting of the hips. In the up position, the Applicant should touch elbows to knees and then return until the shoulder blades touch the floor. The Applicant will then perform as many correct sit-ups as possible in one minute. Any resting will be done in the up position. At any point during testing, if the Applicant should rest in the down position or hands come off their head, they will be disqualified. Breathing should be as normal as possible, and the Applicant should not hold their breath. The correct number of bent leg sit-ups performed in 1 (one) minute will be recorded and scored.

4. *1.5 MILE RUN*

This is a timed run to measure the heart and vascular system capability to transport oxygen. It is a critical area for performing firefighting tasks involving stamina and endurance and to minimize the risk of cardiovascular problems.

You are required to run, walk or jog one and a half miles (1.5 miles) within the allotted time limit. The score is in minutes and seconds.

What are the Standards?

- The actual performance requirement for each test is based upon norms for a national population sample.
- The Applicant must pass every test during a single session.
- The required performance to pass each test is based upon gender and age bracket by decade. While the absolute performance is different for the categories, the relative level of effort is identical for each age gender group.
- All Applicants are required to meet the same percentile rank in terms of their respective age/gender group.
- The performance requirement is the level of physical performance that is in the 30th percentile (approximate) for each age/gender group.

PHYSICAL FITNESS CHART

	MALE		FEMALE	
TEST	Ages		Ages	
	18-29	30+	18-29	30+
1 Minute Pull-Up	1	1	1	1
1 Minute Push up (Minimum)	26	20	20	15
1 Minute Sit Up (Minimum)	35	32	35	32
1.5 Mile Run (Maximum)	13.22	14.08	15.57	16.35

APPENDIX B: WAIVER OF LIABILITY

OFFICIAL WAIVER OF LIABILITY AND RELEASE OF ALL CLAIMS
FIREFIGHTER PHYSICAL FITNESS EXAMINATION

Applicants: Please provide this form at the time and date of the Physical Fitness Examination.

IMPORTANT: This form must be signed and submitted during registration of your scheduled Physical Fitness Examination to be considered valid. READ THIS FORM CAREFULLY AND COMPLETELY BEFORE SIGNING.

1. I declare and represent that I received the Physical Fitness Examination Explanation and Preparation Guide. I further declare and represent that I am now in good health, that I am familiar with and understand the nature of the Fitness Physical Assessment being conducted by Mifflin Township, that I am physically and medically fit for the participation in said test, and that my personal attire is safe and fit for participation in said test. With respect to all matters pertaining to my participation in said test, I personally assume any and all risks of injury, including death, damage, or loss which I may sustain as a result of participating in any activities associated with said test.

2. I hereby consent and agree to all of the following terms and conditions:

a. Acknowledgement of Risk - As a participant in the Physical Fitness Examination, I recognize and acknowledge that there are certain risks of physical injury. I agree to assume the full risk of any injury, including death, damage, or loss which I may sustain as a result of participating in any and all activities connected with or associated with said test.

b. Waiver of Liability and Release of All Claims - I do hereby for myself, heirs, executers, and administrators, and other parties claiming under or through me, fully waive, relinquish, release, and forever quit-claim and discharge Mifflin Township and all of its elected officials, officers, agents, employees, servants, monitors, and examiners from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related in any way to any loss, damage, or injury (including death) that may be sustained by me while participating in the Physical Fitness Examination, or upon the premises where said test is being conducted, whether said loss, damage, injury or death results from the negligence of Mifflin Township and its elected officials, officers, agents, employees, servants, monitors, or examiners, or is otherwise caused.

c. Indemnity and Defense - I do hereby agree, for myself, heirs, executors and administrators, and other parties claiming under or through me, to indemnify and hold harmless and defend Mifflin Township and it selected officials, officers, agents, employees, servants, monitors, and examiners from any and all claims, suits or demands, actions, or causes of action whatsoever arising out of or related in any way to loss damage, or injury (including death) that may be sustained by me while participating in the Fitness Physical Examination, or upon the premises where said test is being conducted.

d. Other - I understand that the test administration staff may remove me from the test if they believe that I might endanger myself or be an endangerment to others.

e. Other - I give my permission to Mifflin Township to use photographs, videotapes, or other visual records of me that are made during the course of the Test.

I _____ hereby certify and declare that I have read all of the foregoing terms,
Printed Name
conditions, and declarations and I fully understand and agree to them.

_____ _____
Signature **Date**