

# 2018 Jenks Fire & Rescue Application Procedure

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| <p>Minimum Qualifications<br/>Paid Firefighter</p> | <ul style="list-style-type: none"> <li>• United States Citizen by birth of naturalization OR a permanent resident.</li> <li>• High School diploma or GED required; Associates or Bachelors degree preferred.</li> <li>• Valid Oklahoma Driver License, or the ability to obtain one within six (6) months of hire date, with acceptable driving record.</li> <li>• Current National Registry EMT-Basic certification or higher</li> <li>• No felony convictions.</li> <li>• Ability to pass physical agility test and Oklahoma Firefighter’s Pension physical.</li> <li>• Ability to pass extensive background check and drug screening.</li> <li>• Excellent written and verbal communication skills.</li> </ul>   |
| <p>Application Process</p>                         | <ul style="list-style-type: none"> <li>• Obtain application from City website (<a href="http://www.jenks.com">www.jenks.com</a>) during application period (March 22nd – April 13<sup>th</sup>).</li> <li>• Complete application and return via email to <a href="mailto:pconway@jenksok.org">pconway@jenksok.org</a> by <b>5pm on April 13<sup>th</sup>, 2018.</b></li> <li>• <b>Must submit the following with your application:</b> Resume and cover letter, copy of high school diploma or GED, copy of National Registry EMT-Certification, copy of IFSAC or Pro Board Firefighter 1, copies of other training certifications, copy of valid driver’s license.</li> <li>• <b>Must make arrangements to be available for written test, physical agility test, interview board, and Chief Interview, as applicable.</b></li> </ul> |
| <p>Written Test</p>                                | <ul style="list-style-type: none"> <li>• <b>May 1<sup>st</sup>, 2018</b> – The top 50 qualified candidates who return their completed application packet by April 13<sup>th</sup> at 17:00 will be notified of the details of the written exam.</li> </ul>  |
| <p>Physical Agility Testing</p>                    | <ul style="list-style-type: none"> <li>• <b>May 23rd, 2018</b> – The applicants with top 20 passing scores from the written test will be notified of the details of the Physical Agility Test.</li> <li>• Preparation guides for the PAT can be found on the City website (<a href="http://www.jenks.com/city/forms">www.jenks.com/city/forms</a>)</li> <li>• Bring photo ID and wear appropriate athletic clothing (long pants (required), t-shirt, athletic shoes)</li> <li>• Test is pass or fail only. Passing applicants will be given details of the interview board.</li> </ul>  |
| <p>Interview Board</p>                             | <ul style="list-style-type: none"> <li>• <b>May 24<sup>th</sup>, 2018</b></li> <li>• Bring photo ID and wear appropriate professional attire</li> <li>• Applicants should allow 2 to 3 hours for Interview process.</li> <li>• Top candidates will be notified of the details of the Chief’s Interview within 2 business days.</li> </ul>   |
| <p>Chief Interview</p>                             | <ul style="list-style-type: none"> <li>• <b>May 31<sup>st</sup>, 2018</b></li> <li>• Bring photo ID and wear appropriate professional attire.</li> </ul>  |