

**TOWN OF MANCHESTER, CONNECTICUT**  
**HUMAN RESOURCES DEPARTMENT**  
**[www.townofmanchester.org](http://www.townofmanchester.org)**  
**41 Center Street - P.O. Box 191 Manchester, CT 06045-0191**  
**(860) 647-3126**

**Paramedic/Firefighter**

Thank you for expressing an interest in working for the Manchester Fire, Rescue, EMS Department. Completing an application is an important part of the application process. Please complete the application and return the application and supporting documentation to the Human Resources Department at the address above or complete an on-line application at <http://hrd1.townofmanchester.org/index.cfm/employment-opportunities/>.

**Application**

Your application will be reviewed to ensure that it is complete and that you meet the minimum qualifications as outlined in the job description. If you meet the requirements, you will be invited to take a written exam.

**Paramedic License**

Applicants must be licensed as a Paramedic by the Office of Emergency Medical Services in Connecticut or be eligible to transfer an out-of-state Paramedic certification to Connecticut or if in school, show proof they are enrolled in a paramedic program. Applicants must possess a valid Connecticut Paramedic License to be appointed to the position.

**Physical Ability Assessment - Agility**

All candidates are required to complete the physical ability assessment (agility) exam. In Connecticut, the agility is conducted by Connecticut Fire Academy and it is the candidate's responsibility to provide a copy of their valid CPAT certificate to us. If you have a valid CPAT certificate, please enclose a copy with your application. To participate in the agility examination, candidates must register. To obtain the necessary paperwork, you can call (860) 627-6363 or access their website at [www.ct.gov/cfpc](http://www.ct.gov/cfpc).

The CPAT is only given twice per year in Connecticut. However, CPAT tests are available in other states and those certificates are acceptable in our process.

**Written**

The written examination tests your basic reading, writing and math skills along with your cognitive ability and your attitude toward Firefighting. The minimum passing score on the written examination is set at 70%. Written examinations are scheduled every two to three months. Upon completion of the application, candidates will be notified of the testing date, time and location. All applicants passing the examination will be placed on an eligibility list and they may be considered again during the year if any vacancies for Firefighter/Paramedic occur.

### **Departmental Oral Panel**

The top group of applicants passing the written exam will be invited to participate in a Departmental oral panel.

### **Chief's Interview**

Upon successfully passing the Written and Departmental oral panel interview, the top candidates will be forwarded to the Fire Chief, who is the hiring authority.

### **Medical Examination**

A post offer physical examination conducted by the Town's physician will be required. The physical examination will include a stress test and screening for use of illegal drugs or controlled substances.

Applicant's hearing and vision must meet the applicable specifications defined in the current edition of NFPA 1582.

If you have any questions about this process please contact the Human Resources Department at (860) 647-3126