



LLOYD WINNECKE
MAYOR

MIKE CONNELLY
FIRE CHIEF

550 S.E. Eighth St. • Evansville, IN 47713-1786
(812) 435-6235 • FAX: (812) 435-6248 • TDD/Hearing Impaired: (812) 436-4925

Do you have what it takes to be a Firefighter? We think you do!
NO EXPERIENCE NECESSARY....WE WILL TEACH YOU EVERYTHING YOU NEED TO KNOW. It all starts here with the written aptitude test. So, sign up today and be a part of this fulfilling career.

2023

Welcome to the Evansville Fire Department application process. It is **very important that you read ALL** of the information provided in this packet to fully understand what is expected of you. Please follow the guidelines listed below.

- Determine if you are eligible for employment on the Evansville Fire Department.
- If offered a position with EFD you may live outside of the city limits of Evansville. (This includes Kentucky & Illinois) No restrictions on distance.
- Open all links for pertinent information concerning the process.
- Fill out all online application fields completely and accurately.
- Applications will ONLY be accepted online at: www.evansvillefiredepartment.com
 - Look for "Employment" on left side of page and follow directions.
 - Include all items to accompany application (refer to page 2)
- A **confirmation number will appear** when you have submitted your application successfully. It is **your responsibility to save this number**. That number will be needed to gain access to all segments of the testing process. **The Evansville Fire Department will not have this number until the day of the Tutoring Session. DO NOT CALL AND ASK FOR YOUR NUMBER.**
 - Email questions to: EFDEmployment@evansvillefiredepartment.com
 - All supporting documents must be time stamped by **11:59 p.m., April 2023**.

If you have questions (*information following on page 10*), call the Evansville Fire Department at **812-435-6235**.

Best of luck,

A handwritten signature in black ink, appearing to read "Mike Larson".

Division Chief Mike Larson
Fire Merit Liaison



TO ALL APPLICANTS:

Applicants must complete the online application and attach **all supporting documents** to the **Evansville Fire Department** via the online application web site. The completed application and **all supporting documents** must be time stamped by **11:59 p.m., April 2023**. **Late, incomplete or unreadable applications/documents will be disqualified.**

THIS PACKET SHOULD INCLUDE THE FOLLOWING ITEMS:

- Letter to all applicants (page 1)
- Items that must accompany your application (page 2)
- Minimum standards for employment (page 3)
- Examination components (page 4)
- Scoring procedures (page 5)
- Position description and essential job functions (pages 6-9)
- Tutoring session information (page 10)
- Test date & procedures (pages 11-13)
- Candidate oral interview & physical ability information (page 14)
- Voluntary survey (page 15)
- Summary of schedule (page 16)

ITEMS THAT MUST ACCOMPANY YOUR APPLICATION:

- A copy of your valid Driver's License
- *Military personnel only:* A copy of your DD214 or other separation documents
- ALL COPIES MUST BE CLEAR AND LEGIBLE. UNREADABLE COPIES WILL BE DISQUALIFIED
 - Documents may be scanned or a clear, legible photograph may be attached to the application
- Applicant is responsible for reporting all address changes. If you have a change of address after your application is submitted, you must email written notice of such change to the attention of Evansville Fire Merit Commission at EFDEmployment@evansvillefiredepartment.com. A confirmation email will be sent back verifying the updated information. Applications with incorrect information are subject to disqualification.
- Applications must be fully completed by the applicant.
- Applications and all items submitted will become property of the Evansville Fire Department and will not be returned.

*The City of Evansville does not discriminate on the basis of race, color, national origin, religion, age, or disability in employment or the provision of services.

CITY OF EVANSVILLE, INDIANA
AN EQUAL OPPORTUNITY EMPLOYER AND PROGRAM PROVIDER
Minimum Standards for Employment as a Firefighter

1. Upload all items on attached sheet titled "Items to Accompany Application" (page 2).
2. Must be qualified to perform the essential job functions specified in the Firefighter Job Description (pages 5-8).
3. To be appointed as a Firefighter, and prior to completing an application, an applicant must:
 - Be a citizen of the United States
 - Be at least twenty-one (21) years of age by the time the new eligibility list goes into effect January 1 and be employed by EFD from said new eligibility list before reaching 36 years of age. However, pursuant to limitations found in applicable pension laws, persons who have been previously employed as Indiana career firefighter shall be given credit for the number of years of service completed on the Department by deducting from their current age the number of years of service completed (such persons shall be required to otherwise compete in the application process).
 - Be a high school graduate or possess a G.E.D. Certificate
 - Possess a valid driver's license from any state.
 - Be of good moral character
 - No visible tattoos while in uniform during public activities
 - Not have been convicted of a felony
 - Discharge from military not categorized as "Other Than Honorable", "Bad Conduct" or "Dishonorable". (if applicable)
 - NOTE – EFD supports Reserve Military by compliance with the U.S. Dept. of Labor & USERRA
 - Comply with all statutory requirements
 - Meet any other requirements established by the Merit Commission for appointment to the Department including but not limited to complying with the State residency requirements.
4. Additional requirements to be appointed as a Firefighter:
 - Pass a written test of general aptitude, a physical ability test, and an oral interview, which complies with procedures adopted by the Fire Merit Commission.
 - Prior to appointment must climb and descend a 75' aerial ladder at a 75° angle in 105 seconds.
 - Approval of the Pension Board after taking the required physical, psychological and mental examinations.

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EXAMINATION COMPONENTS

The examination process for the rank of Firefighter shall consist of the following components:

1. A job relevant written aptitude test that:

- Reflects the essential functions of the job
- Is conducted according to procedures adopted by the Fire Merit Commission
- Is administered in a manner that reasonably accommodates the needs of disabled applicants

2. A structured oral interview that:

- Reflects the essential functions of the job
- Is conducted according to procedures adopted by the Fire Merit Commission
- Is administered in a manner that reasonably accommodates the needs of disabled applicants

3. A Candidate Physical Ability Test (CPAT) that:

- Does not discriminate on the basis of sex
- Reflects the essential functions of the job
- At a minimum includes testing the following:
 - Fear of confinement (claustrophobia)
 - Muscular strength
 - Muscular endurance
 - Cardiovascular endurance
 - Musculoskeletal flexibility
- Is successfully completed within the last 12 months and administered by the Evansville Fire Department

4. A ladder climb: (after eligibility list is complete but, prior to appointment)

- Climb and descend a 75' aerial ladder at a 75° angle in 105 seconds.
 - demonstrate the ability to manage the fear of heights (acrophobia)

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SCORING PROCEDURES

Successful applicants for the position of Firefighter are placed upon an eligibility list awaiting vacancies on the Evansville Fire Department. The eligibility list is maintained for two (2) years. Their final examination scores weighted as follows, shall determine the order and rank of passing applicants:

- | | |
|--|---|
| • Written Test | Pass (minimum score 80%) 50% of final score |
| • CPAT (Candidate Physical Ability Test) | Pass/Fail |
| • Oral Interview | 50% of final score |
| • Ladder Climb | Pass/Fail |

After completion of the written examination the candidates scoring over 80% will be eligible to take the CPAT. Upon successfully passing the CPAT an oral interview will be conducted and scored. If, upon employment offer, CPAT completion is over 12 months past, the CPAT must be successfully repeated at that time, or prior to the start of the employment process, to remain eligible.

The applicant will be immediately disqualified upon failure of any component in the process

**THE FIRE MERIT COMMISSION RESERVES THE RIGHT TO LIMIT
THE NUMBER OF APPLICANTS TAKING EACH EXAMINATION.**

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**POSITION DESCRIPTION
CITY OF EVANSVILLE, INDIANA**

POSITION: Private

DEPARTMENT: Evansville Fire Department

STATUS: Full-time / Merit FLSA STATUS:

DATE WRITTEN: Sept. 1992 DATE REVISED/REVIEWED: January 2021

Incumbent serves as Private for Evansville Fire Department, responsible for properly maintaining fire station and equipment, and responding to alarms for the purpose for providing medical assistance, prevention and suppression of fires, and the protection of lives and property.

RESPONSIBILITY

Incumbent performs a wide variety of duties according to standard operating guidelines, policies and general orders of the Department to ensure the proper operation and maintenance of all Fire Department equipment and apparatus, making independent decisions and taking authoritative action in response to situational demands. Errors in decision making and / or work are generally prevented through procedural safeguards and Supervisory review, and undetected errors may result in substantial loss of property and possible injury and / or loss of life to self, co-workers, and members of the general public.

Incumbent works with a formal schedule of maintenance duties and responds to alarms for the prevention and suppression of fire and the protection of lives and property.

Incumbent defines priorities with supervisor, determining how to most effectively service the needs of the public. Work is reviewed by the Supervisor through direct observation and at the completion of specific duties for compliance with generally accepted Departmental guidelines, policies and general orders.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent communication with Fire Department Superiors and co-workers, law enforcement agencies, utility companies, ambulance services, and the general public for the purpose of responding to alarms for the prevention and suppression of fires, and the protection of lives and property.

Supervision follows a clearly defined chain of command.

PHYSICAL EFFORT AND WORK RELATIONSHIPS

Incumbent performs duties in both a fire station and at emergency scenes, and is frequently exposed to hazardous conditions normally associated with firefighting including exposure to smoke, carcinogenic and noxious gases and fumes, infectious diseases, extreme heat and cold, and dangerous heights. Physical effort may be exerted for extended periods of time in varying weather conditions and under conditions of personal danger and danger to others.

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The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

ESSENTIAL FUNCTIONS

Supervision follows a clearly defined chain of command

- Responds to alarms, rides on and / or drives appropriate vehicle to the emergency or fire scene;
- Assists with securing appropriate equipment to combat the fire, carries required equipment and tools to the fire site;
- Climbs ladders, crawls and walks on roofs and floors, and uses equipment to open holes and windows to supply adequate ventilation;
- Suppresses fire by focusing streams of water and / or chemicals toward the fire, moves into fire areas;
- Performs searches for and rescues victims from dangerous situations, carries victims to safety;
- Maintains communication with Firefighters and other emergency personnel involved in an emergency situation to provide and / or receive pertinent information;
- Performs salvage and overhaul, including removing objects from building, covering objects with protective covers, and monitoring fire site for possible reoccurrence;
- Maintains the fire station and equipment including cleaning designated station areas, cleaning and inspecting equipment, waxing floors, cutting grass, and performing minor preventative maintenance on equipment, as needed;
- Maintains personal firefighting equipment, ensuring proper working order;
- Provides public relations presentations and fire station tours for local schools and civic organizations;
- Participates in classroom and in station training as required;
- Performs related duties as assigned.

REQUIREMENTS

- Ability to be certified as Indiana Firefighter I & II (or equivalent), Indiana EMS First Responder, if hired *before* July 1, 2009, Indiana EMT if hired *on or after* July 1, 2009, and CPR and maintain said certifications;
- Ability to be certified as Hazmat Awareness and Operations Level, per OSHA 29 CFR 1910.120;
- Ability to effectively complete the required training as mandated by the State and Department;
- Knowledge of and ability to make practical application of customary practices, guidelines, policies and general orders of the department;
- Knowledge of fire suppression techniques and equipment, and procedures for rescue and salvage;
- Knowledge of and ability to properly use all required equipment, including personal protective equipment, self-contained breathing apparatus, generators, positive pressure fans, chain saw, roof saw, ladders, hoses and related firefighting and medical equipment;
- Ability to perform necessary duties and take appropriate actions in an emergency situation despite the stress of possible personal injuries, life and death situations, extreme heat and cold, and poor visibility due to smoke;

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- Ability to effectively communicate in person, by radio, and by telephone in emergency situations, and ability to speak clearly and distinctly and to hear and be heard and understood;
- Ability to attain knowledge of service area geography, including city layout, street names and locations, and the hydrant location system;
- Ability to climb ladders, crawl in confined spaces, and perform firefighting duties at considerable heights;
- Periodically must attend prescribed in-service and / or training programs for certification / re-certification in specialized firefighting such as hazardous materials, as assigned or required;
- Ability to communicate with the public, other officials and agencies in a courteous and tactful manner;
- Ability to respond to emergency call from off-duty status as required;
- Must obtain and keep current a valid Indiana, Kentucky, or Illinois Driver's License and legally operate assigned motor vehicle in a safe manner;
- Maintains the appearance and serviceability of assigned vehicle and all issued uniforms and/or required equipment and supplies;
- Ability to meet all departmental hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace;
- Ability to maintain good physical condition with ability to effectively perform all essential duties of the position, including, but not limited to, lifting and carrying another person, heavy equipment, and fire hoses, climbing ladders, crawling through confined spaces and running short distances while wearing cumbersome protective equipment.

LICENSE / CERTIFICATION NEEDED

Ability to be certified as Indiana Firefighter I & II (or equivalent), Indiana EMS First Responder, CPR certification and maintain said certifications as mandated by the State and Department. All members hired after July 31, 2009 shall be required to obtain their EMT certification and maintain the certification throughout their career on the department.

In addition, ability to complete incident command school as required by State and Department.

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Tutoring Session Information for EFD Applicants

Dear Applicant:

Saturday, **June 2023** the Evansville Fire Department will conduct Group Tutoring Sessions. These tutoring sessions are designed to help applicants prepare for the written examination for the position of Firefighter to be administered Saturday, **June 2023**.

The written examination in the application process consists of a study session held on the day of the examination and the examination itself. The Group Tutoring Sessions are designed to assist those individuals who feel they need additional help. However, all applicants should be aware of two important facts.

- The Group Tutoring Sessions are completely voluntary. Applicants for the position of Firefighter **are not** required to attend a tutoring session.

Applicants that attend a Group Tutoring Session will be given written materials similar to the types of materials used in the written examination. These materials will be explained and the applicants will be provided with tips on how they may best use the preparation time during the study session held on the day of the actual examination. At the Group Tutoring Sessions individuals will be allowed to ask questions if time permits. If you have questions concerning the examination or examination process, please attend one of the tutoring sessions. Following a period of independent study, Group Tutoring participants will take a mock examination that will allow individuals to review their performance on each section of the examination.

Below is a list of dates, times and locations where the Group Tutoring Sessions will be held. You may only sign up for one tutoring session since the number of available slots will be limited. Sign-ups will be accepted via your online application. **Email questions to:** EFDEmployment@evansvillefiredepartment.com,

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
Saturday June 2023	10:00 AM to 12:00 PM, 12:30-2:30 & 3:00 - 5:00 PM	C.K. Newsome Community Center 100 E Walnut St., Evansville, IN 47713

If you have any questions regarding the Group Tutoring Sessions please contact the Evansville Fire Department at 812-435-6235.

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**Evansville Fire Department
Applicant Information**

THIS DOCUMENT CONTAINS TEST DATE AND PROCEDURES

EQUAL EMPLOYMENT OPPORTUNITY

The Evansville Fire Department is an Equal Opportunity Employer. The Evansville Fire Merit Commission is dedicated to the recruitment and selection of qualified applicants from all segments of the general population without regard to race, religion, gender, ethnicity, or disability.

Dear Applicant,

Thank you for applying for a position as a firefighter with the Evansville 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, June 2023 at the C.K. Newsome Community Center, 100 E Walnut St., Evansville, IN 47713.

- **Morning session: 8:00 AM to 12:30 PM**
- **Afternoon session: 2:00 PM to 6:30 PM**

Candidates will attend only 1 session. Instructions for the study period will begin promptly at the starting times. Sign-in will begin 30 minutes prior.

APPLICANTS WHO ARRIVE LATE WILL BE EXCLUDED FROM THE TEST SESSION.

YOU MUST PRESENT YOUR VALID DRIVER LICENSE WITH PHOTO AND THE CONFIRMATION NUMBER YOU RECEIVED WHEN YOU SUBMITTED YOUR APPLICATION TO BE ADMITTED TO ALL EFD TESTING. PLEASE DO NOT CALL US FOR YOUR NUMBER OR TIME YOU SELECTED TO TEST. WE WILL NOT HAVE THAT INFORMATION UNTIL THE MORNING OF THE TEST.

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The schedule for the written aptitude test is as follows:

15 minutes	Instructions for Study Period
2 hours	Study Period
15 minutes	Break
15 minutes	Check-in for Examination Period
15 minutes	Instructions for Exam
1 ½ hours	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 that you will have for studying.

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

Applicants will be given a short break. Applicants will have a 30 minutes between the study period and the test instructions. Snacks will not be provided. Instead, you will be required to leave the building 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 90 minutes to complete the written examination.

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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.

Do not bring notebooks or other study materials with you to the testing 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) Answer every question on the test, even if you have to guess - there is no penalty for guessing.
- 2) Take your time - there should be plenty of time in both the study session and the test period.
- 3) Bring your own snack or bring extra money - snacks will not be provided.
- 4) Arrange for transportation - you may need a ride to get to restaurants and you must leave the test site during the break.
- 5) Listen carefully to the monitor's instructions.
- 6) Make certain that your answers are entered into the correct spaces on the answer sheet.
- 7) If you have trouble with a particular question, skip it and return to it later.
- 8) Be certain that you fully understand the material in the Study Guide.
- 9) Ensure that you are well rested.
- 10) Be sure to wear comfortable clothing.

Testing will take all of the scheduled time.

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If you need additional information, or wish to report a difficulty associated with the testing procedures, contact the department at (812) 435-6235.

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ORAL INTERVIEW/PHYSICAL ABILITY INFORMATION

The following portion of this letter contains important information concerning the Physical Ability test and the Oral Interview. Read this material carefully to be sure that you understand the procedures that will be used during the administration of the tests.

Candidates that score 80% or higher on the written exam are eligible to compete in the CPAT. Those passing the CPAT will be eligible to take the oral interview.

All applicants will be notified via email of their results on each component of the testing process and of pertinent information concerning each component. Applicants will immediately be disqualified upon failure of any component of the process.

Each applicant has the responsibility of informing the Department of any difficulties or problems concerning any component of the exam process. In particular, it is your responsibility to inform the Department about any necessary accommodations or changes to the testing procedures that will be needed for you to perform in a safe and successful manner. (All such requests should be accompanied by documentation or written explanations about why these accommodations are necessary.) Applicants who wish to report any concerns regarding the written aptitude test, oral interview, or Candidate Physical Ability Test (CPAT) should contact the Evansville Fire Department at 812-435-6235 no later than one week prior to the examination date.

CANDIDATE PHYSICAL ABILITY TEST (CPAT)

For more information go to www.evansvillefiredepartment.com

A release of liability form must be signed before you will be permitted to participate in the Candidate Physical Ability Test.

You will be asked to perform eight (8) physical tasks and will be given specific instructions (by videotape and proctors) in the manner in which these physical tasks are to be performed. The eight (8) physical tasks are:

1. Stair Climb
2. Hose Drag
3. Equipment Carry
4. Ladder Raise and Extension
5. Forcible Entry
6. Search
7. Rescue
8. Ceiling Breach and Pull

In addition, but separately from CPAT, you are required to perform an Aerial Ladder Climb. 75 feet at 70 degrees up and down under 105 seconds. This will be given once you receive a notification of a potential start date for employment.

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An Equal Opportunity Employer*
TO BE COMPLETED BY APPLICANT - NOT FOR INTERVIEW PURPOSES
TO BE FILED SEPARATELY FROM APPLICATION

Voluntary Survey

Completion of Information Below, is Voluntary

We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, marital or veteran status, the presence of a non-job related medical condition or disability or any other legally protected status.

Date: _____

Position applied for: _____

Referral source (please check all that apply):

Advertisement Paper, Magazine (specify) _____ Employee ____ Relative ____

School (specify) _____ Government employment agency _____

Internet ____ TV ____ Radio (specify) _____

Name source (if applicable): _____

Applicant's name:

Last: _____ First: _____ Middle: _____

Phone: (____) ____ - _____

- As required, we comply with government regulations including Affirmative Action obligations where they apply. In an effort to comply with requirements regarding government record keeping, reporting and other obligations, we ask that you complete this applicant data survey. Your cooperation is voluntary.
- INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.
- This survey is not a part of your official application for employment. It is considered confidential information and will be kept in an EEO/AA applicant data file separate from this application for employment.

GENDER: Male ____ Female ____ Age: _____

RACE/ETHNIC GROUP: African American ____ Asian ____ Hispanic ____

Native American ____ White ____ Other (Specify) _____

CHECK IF APPLICABLE: Veteran ____ Disabled Veteran ____ Handicapped ____

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SUMMARY PAGE: KEEP FOR YOUR RECORDS

Applicants must complete the online application and attach **all supporting documents** to the **Evansville Fire Department** stamped by **11:59 p.m., April 2023**. **Late, incomplete or illegible applications/documents will be disqualified.**

Email Questions: EFDEmployment@evansvillefiredepartment.com

ITEMS THAT MUST ACCOMPANY YOUR APPLICATION (NO EXCEPTIONS):

- A copy of your valid Driver's License
- *Military personnel only:* A copy of your DD214 or other separation documents
- ALL COPIES MUST BE CLEAR AND LEGIBLE. ILLEGIBLE COPIES WILL BE DISQUALIFIED

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OPTIONAL TUTORING SESSIONS:

Sign-ups will be accepted when your online application is completed and submitted.

<u>DATE</u>	<u>TIMES</u>	<u>LOCATION</u>
Saturday, June 2023	10:00 AM to 12:00 PM, 12:30-2:30 & 3:00 - 5:00 PM	C.K. Newsome Community Center 100 E Walnut St., Evansville, IN 47713

WRITTEN EXAM:

Saturday, June 2023 at the C.K. Newsome Community Center, 100 E Walnut St., Evansville, IN 47713.

- Morning session: 8:00 AM to 12:30 PM
- Afternoon session: 2:00 PM to 6:30 PM

Candidates will attend only 1 session. Assignments may be made in random order if a session fills up. Instructions for the study period will begin promptly at the starting times. Sign-in will begin 30 minutes prior.

APPLICANTS WHO ARRIVE LATE WILL BE EXCLUDED FROM THE TEST SESSION.

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*NOTE: Should you successfully complete all portions of the application process and be placed on our eligibility list, here is a list of documents you will need to provide **IF** we should call you for a position:*

- A copy of your Birth Certificate / proof of U.S. citizenship
- A copy of your High School Diploma, G.E.D (certified transcript or post-secondary education documents accepted)
- A copy of your Driving Record
- A copy of your Social Security Card

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