

Application and Appointment Overview

Minimum Qualifications	<ul style="list-style-type: none"> • United States Citizen • 18 years of age • Must pass written test • Ability to pass physical agility test • Must pass drug screen • Able to obtain an Oklahoma Drivers License (Class D) • Driving record acceptable to the City's insurance carrier • No felony convictions • Must have current National Certification as a First Responder, EMT-B, EMT-I or EMT-P; or be currently enrolled in a course • Live within 8 mile radius of either Jenks Fire Station within 6 months of appointment
Application Process	<ul style="list-style-type: none"> • Pickup study guide for written exam from Tulsa Technology Center, Lemley Campus, 3420 South Memorial Drive, Tulsa, OK 74145 during application period (<u>June 28th, 2010 through July 15, 2010</u>). Submit \$75.00 testing fee at the time of pick up. • Obtain application from Jenks City Hall or website during application period (<u>June 21st, 2010 through September 1, 2010</u>) • Complete Application and return to City Hall by <u>5:00 p.m. on September 1, 2010</u>
Written Testing	<ul style="list-style-type: none"> • <u>9:00 a.m. July 17, 2010, Tulsa Technology Center, Lemley Campus, 3420 South Memorial Drive, Tulsa, OK 74145</u> • Bring photo ID and return study guide • Complete written exam • Must pass written exam(70% or greater score) to be eligible for physical agility
Physical Agility Testing	<ul style="list-style-type: none"> • Bring photo ID • Physical agility test will be conducted in September 2010 • Test is pass or fail only
Assessment Center	<ul style="list-style-type: none"> • All applicants who pass the written and physical agility test, and who meet minimum requirements are eligible to participate in the Assessment Center • Bring photo ID • Assessment Center will be held in October 2010 • Assessment process includes: Oral interview conducted by current firefighters and teamwork challenge • All applicants are given a final score and ranked according to: written test, physical agility test, oral interview, team challenge and previous education/experience
Chief's Review	<ul style="list-style-type: none"> • Applicant ranking will be provided to Fire Chief for review • At Chief's discretion may conduct interviews • Chief selects applicant(s) to be given conditional offer of appointment • Background check is performed • Drug Screen performed • Medical Exam performed • Successful applicant is forwarded to City Manager for approval • Successful applicant is appointed
Probationary Period	<ul style="list-style-type: none"> • One year in length • Must become National Certified as First Responder or higher • Must complete Jenks Fire & Rescue Probationary Firefighter/EMS Task Book within probationary year