

St. Tammany Fire Protection District No. 1  
Training and Safety Division



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Training Academy  
34780 South Range Road  
Slidell, LA 70460  
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**Employment Application Instructions**

Dear Applicant,

St. Tammany Fire Protection District No. 1 is pleased that you have considered our fire department for employment. To be considered for employment, you must first take and pass a Civil Service examination. Examination dates, locations and study guides can be obtained through the State Examiner's Office at: (225) 925-4567 or through their website: [ose.louisiana.gov](http://ose.louisiana.gov).

**Applying for a competitive examination**

***\*\*Note: As of August 1st, 2020, all Firefighter examinations will be given exclusively through the State Examiner's Office\*\****

When applying for a competitive examination through this department, you **must** complete a Civil Service application and bring or mail the application to:

St. Tammany Fire Protection District No. 1  
Civil Service Board  
Attn: Civil Service Secretary  
34780 South Range Road  
Slidell, Louisiana 70460

The application **must** include:

1. A valid driver's license.
2. Proof of being a citizen of the United States and of legal age, birth certificate.
3. Provide proof that shows the applicant is eligible to take the competitive examination they are applying for.
4. One of the following: High school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certificate of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

The applicant will need to complete the department waiver forms and submit along with any training certificates, class certificates, reference letters or additional paperwork they would like the interview committee to review. These documents can be submitted at the time of testing. The department application can be found on the following web site: [www.slidellfire.org/employment](http://www.slidellfire.org/employment)

### **Transferring examination scores**

The Fire Communications and Records Clerk examination scores are the only scores that can be transferred to other departments. When transferring your examination score to this department, you must complete an application and the department waiver forms, and bring or mail your application and score results to:

St. Tammany Fire Protection District No. 1  
Civil Service Board  
34780 South Range Road  
Slidell, Louisiana 70460

The application and the waiver forms can be found on our web site: [www.slidellfire.org/employment](http://www.slidellfire.org/employment)

As the interview committee will receive a copy of your application and employment background check, you should supply any additional paperwork, training certificates, reference letters, etc. to your application for their review.

### **Applying for Fire Communications or Records Clerk examinations through another jurisdiction/district**

If you are applying for an examination through another jurisdiction/district, the application must be submitted to the jurisdiction/district giving the examination. Applications will not be forwarded.

For additional information please contact Katie Elliott at (985) 646-4861 or e-mail: [applications@slidellfire.org](mailto:applications@slidellfire.org)

### **St. Tammany Fire Protection District No.1 Policy on Interviewing and Hiring New Employees**

1. All persons seeking employment with St. Tammany Fire Protection District No.1 must submit a completed application for employment. Applicants must meet the following basic requirements in order to complete and file an application with St. Tammany Fire Protection District No.1:

- Must not be more than thirty six (36) years of age (**Firefighter only**)
- Must not be less than twenty one (21) years of age (**Fire Chief only**)
- Have a current valid driver's license.
- Have a high school diploma or GED, issued by a State Department of Education.

In addition to these basic requirements, other requirements may be imposed upon an applicant by the class descriptions for the specific position he/she seeks. Applicants are encouraged to familiarize themselves with those class descriptions. Class plans may be found on the Office of State Examiner website; [ose.louisiana.gov](http://ose.louisiana.gov) Once on the website, the applicant will need to go to Jurisdictions. The class plan is located under Fire Protection Districts, St. Tammany FPD #1.

All applicants must submit the following documentation with their completed application:

- Copy of valid driver's license.
- Copy of high school diploma or GED, issued by a State Department of Education.
- Copy of Birth Certificate

When submitting an application, the application must be delivered or mailed to:

St. Tammany Fire Protection District No.1  
Civil Service Board  
34780 South Range Road  
Slidell, Louisiana 70460  
(985)646-4861.

Louisiana Civil Service Law requires that applicants for promotional or competitive examinations (other than entry-level) must be United States citizens. Employees that falsify information and/or documents relating to their residency or to improperly gain admittance to civil service examinations shall be terminated.

2. After passing the Civil Service Examination or having a valid Civil Service Examination test score transferred, a copy of the application with the test score visibly marked on the front will be forwarded to the designated person conducting the background checks. All applicants will be subject to a thorough background check including criminal, driving, and employment history. As a matter of practice, District 1 will check employment references for any applicant that District 1 is considering employing. Misrepresenting or falsifying information may exclude a candidate from further consideration for employment. If false or misrepresented information is discovered after an individual has begun their employment, his/her employment may be terminated.

3. The application, along with the test score and the employment background check information, will be forwarded to the Interview Committee in order to determine which applicants will be selected for an interview.

4. All applicants for competitive, classified civil service positions shall be required to pass the appropriate civil service examination and obtain a minimum score of seventy-five percent (75%).

5. Interviews are scheduled and conducted by the Interview Committee. Applicants will be evaluated on job specific objective criteria during the interview and are graded or scored during the interview and the findings discussed among the committee members to determine possible new hires.

7. The applicants selected will receive notification by phone/mail/email that they have been selected pending completion of the following:

- Criminal Background Check, Driving History, Education and Employment history, as applicable.
- All applicants that receive a conditional offer of employment from District 1 are required to pass a medical examination/physical administered by the fire department physician in accordance with NFPA 1582 prior to beginning work or any training program. The medical examination administered by the fire department physician shall include an alcohol and drug screen.
- Prospective full-time employees are required to complete a psychological evaluation as well as a physical agility evaluation such as the Candidate Physical Ability Test (CPAT) or equivalent.
- Applicants that were not selected will be notified by mail that they were not selected for this interview process; however, their application will remain on file until the applicants examination expires.

8. All new employees are hired on a probationary or “working test” basis pursuant to Civil Service Law. This allows the employee time to: become familiar with his/her work, understand District 1's operations, and generally learn more about District 1. It also allows District 1 to evaluate how well new employees are able to perform their jobs.

New employees hired for the class of Firefighter that do not possess the Firefighter I Certification in accordance with N.F.P.A. Standard 1001 must be classified as a “Recruit” until such time as the “Recruit” earns the Firefighter I Certification in accordance with N.F.P.A. Standard 1001. The Recruit period cannot extend beyond six months from the date on which the recruit period began.

The working test begins immediately upon receiving Firefighter I certification. The duration of the probationary or “working test” period shall be one year. After this probationary or working test period, District 1 may confirm the employee in his/her position pursuant to Civil Service Law.

New employees hired for the class of Firefighter who possess the Firefighter I and EMR certifications shall begin the working test period immediately.

During the first three months of the working test period, new employees are only eligible for those benefits that are required by law, such as workers' compensation insurance. After satisfactory completion of the first three months of the working test period, full time employees are eligible to participate in St. Tammany Fire Protection District No.1 sponsored employee benefits. Employees should refer to the specific benefits program for the details on eligibility requirements.

District 1 will always endeavor to hire the most qualified applicants. The selection will be based on qualifications, skill, training, personality, temperament, etc. As an Equal Opportunity Employer, District 1 will not discriminate on the basis of sex, religion, disability, race, color, creed, age, veteran status, or national origin. District 1 is required to employ only United States citizens and aliens who are authorized to work in the United States. District 1 does not unlawfully discriminate on the basis of citizenship or national origin but follows all local, state and federal regulations regarding eligibility for employment. The Immigration Reform and Control Act of 1986 requires each new employee to complete the Employment Eligibility Verification Form I-9 and provide documentation (such as a social security card, driver's license or "green card") establishing identity and employment eligibility. Former employees who are rehired must also complete an I-9 if they have not completed one within the past three years, or if their previous I-9 is no longer retained or valid.

The same actions apply to the hiring of any handicapped person unless the handicap (bona-fide occupational qualification) would directly affect job performance. Pursuant to the American with Disabilities Act ("ADA") and state law, District 1 will provide reasonable accommodations to qualified individuals with a known disability as required by law.

## Checklists for Applications

### Competitive Examination

\*See application for specific details\*

Proof of U.S. Citizenship: Birth Certificate, U.S. Passport, or Certificate of Naturalization

Education Requirement: Copy of Certified Diploma† or GED

Valid Driver's License

Signed Application

Any Other Qualifications or Certifications

### St Tammany Fire Protection District #1

#### Employment Application

\*See application for specific details\*

#### Required

Proof of U.S. Citizenship: Birth Certificate, U.S. Passport, or Certificate of Naturalization

Age Requirement (Firefighter- Max 36): Birth Certificate

Education Requirement: Copy of Certified Diploma† or GED

Valid Driver's License

Signed Application and Waivers

Civil Service Test Score

#### Other Certifications (optional)

CPR

EMR, EMT, AEMT, Paramedic

HazMat Awareness

HazMat Operations

FFI

FFII

ICS Training

† Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of a high school curriculum which has been accredited by the applicant's state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.