

HOW TO BECOME A BARTLESVILLE FIRE FIGHTER



When firefighter vacancies occur, the goal of the Bartlesville Fire Department is to employ career-oriented men and woman who are interested in the firefighting profession. Firefighter applicants must be between the ages of 18 and 45, have a high school diploma or G.E.D. equivalent certificate, Have certification in Firefighter 1, and possess a valid driver's license. The selection process for firefighters results in the development of an eligibility list, which will be used when a vacancy actually occurs and when the City is ready to fill such. This eligibility list will be valid until the selection process takes place again and a new eligibility list is developed.

There are several steps involved to become a firefighter for the City of Bartlesville. Provided below is brief information on each step in the process.

1. ACCEPTING APPLICATIONS

The Bartlesville Fire Department will accept applications once per year or when the pool is depleted. (You can contact Human Resources 918-338-4221 to be added to the "Call" list and you will be notified when the next application period is.) If you pass the screening process, you will receive notification of the next step. An application packet can be picked up at Human Resources, 2nd floor Bartlesville City Hall located at 401 S. Johnstone, Bartlesville, OK 74003. You can also download the packet documents online at: <http://www.cityofbartlesville.org>

2. APPLICATION PROCESS

The application packet will include the following:

- a. How to become a Bartlesville firefighter (for applicant's use only)
- b. The City of Bartlesville standard application, complete with the release of information on the back of the application
- c. Disclosure to Employment Applicant form
- d. Liability Waiver
- e. Voluntary Equal Employment Opportunity (EEO) survey form
- f. Checklist to insure all documents are included (for applicant's use only)

APPLICANTS MUST ALSO INCLUDE THE FOLLOWING:

- a. Copy of his/her birth certificate
- b. Appropriate document, verifying graduation from high school (official transcript sealed in envelope from institution) or a G.E.D. certificate
- c. Official college transcript (if applicable) sealed in envelope from institution
- d. Copy of his/her current driver's license
- e. Firefighter I Certification or have proof of currently being enrolled in a FFI Class. In addition, Firefighter I must be completed to be eligible to be hired.
- f. Copy of his/her social security card