



## CITY OF SAGINAW FIREFIGHTER APPLICATION PROCEDURE FREQUENTLY ASKED QUESTIONS



**Q. *What do Firefighters do?***

- A. Firefighters fight fires, respond to hazardous material incidents, administer first aid, answer rescue calls, inspect buildings for fire hazards, maintain equipment and stations, and perform other such related work as required daily. Workdays are 24 hours long with 10 workdays per month. **Prior fire training or experience is not required.**

**Q. *How do I apply?***

- A. Applications are only accepted during formal job posting periods. Typically, the posting period is for approximately 75 days. Our next Firefighter posting period will be in the Spring of 2013. You can watch for job postings via the following sources:

- The city's SGTV television station
- The city's Job Information Line (989) 759-1572
- The city's website at [www.saginaw-mi.com](http://www.saginaw-mi.com)
- Both *Michigan Works!* and *M-Live* websites
- The bulletin board within City Hall, Room 202

When you see the job posting, complete an Employment Application available from the Office of Employee Services, City Hall, Room 202, 1315 S. Washington Avenue, Saginaw, MI 48602. Office hours are Monday through Friday, 8:00 a.m. until 5:00 p.m. Applications are also available on-line at [www.saginaw-mi.com](http://www.saginaw-mi.com) under the Quick Links "Employment Opportunities" drop-down box. Applications can be submitted in person, through the mail or by fax (989-759-1206). Applications must be received by the posted application deadline found on the job posting. Mailed applications must be postmarked on or before that date. You may attach a resume, copies of any fire certifications, transcripts of grades or any other relevant information if you wish. **Interested female and minority candidates are encouraged to apply.**

**Q. *What happens after I apply?***

- A. Applications will be screened against the posted job requirements. Screened-in applicants will be notified by mail to participate in a written test. You must successfully pass the written test to participate in the oral interview. You must successfully pass the oral interview to participate in the Physical Agility test.

**Q. *What is on the written test?***

- A. Candidates will be given a Study Guide after submission of their application to Employee Services. If you submit your application via mail or fax, your Study Guide will be mailed to you. The Study Guide will help candidates prepare for the written test. Candidates must pass the written test to be invited to the oral interview.

**Q. *When is the written test?***

A. A letter would be sent informing you of the exact date, time, and location of the test.

**Q. *What is the oral interview?***

A. Interviews are conducted by a panel comprised of representatives from the Saginaw Fire Department and from the Office of Employee Services. Candidates must achieve a passing oral interview score to continue in the process.

**Q. *Is any other testing involved?***

A. Yes. Prior to hiring, candidates would be invited to participate in Physical Agility testing. This involves various hands-on exercises designed to demonstrate physical fitness. Candidates would receive an illustrated booklet of the exercises to help them prepare. A practice session is also made available prior to the Physical Agility test date.

**Q. *What happens when there is a vacancy with the Saginaw Fire Department?***

A. As vacancies occur, selected candidates would begin their pre-employment processing. Candidates must successfully complete a thorough background investigation, a pre-employment physical with stress test and drug screen and a psychological exam.

**Q. *How many Firefighters will be hired?***

R. This list will be used to fill any Firefighter vacancies that occur within a two-year period from the date the list is established. At this time, we do not know how many vacancies will occur or how many Firefighters will be hired. However, any hiring that is done will be from this list.

**Q. *Do I have to live in the City of Saginaw?***

A. No. City residency is not required.

**Q. *How would I become Firefighter I and II certified?***

A. If selected and hired, and you are not already Firefighter I and II certified, the City of Saginaw will sponsor you through a Fire Academy. You must satisfactorily complete this certification process in order to continue as a Firefighter. The City will pay the cost of this process in the form of reduced wages to the enrollee during their attendance at the academy.

**Q. *What if I still have questions?***

A. You may direct any questions to the Office of Employee Services at (989) 759-1570. Office hours are Monday through Friday from 8:00 a.m. until 5:00 p.m.

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