



# VALPARAISO FIRE DEPARTMENT

Dear Applicant,

Thank you for your interest in becoming a member of the Valparaiso Fire Department. Our 2022 hiring process consists of four steps: packet submission, written test, oral interview, and an aerial ladder climb. The process will be completed by April 22, 2022, at which time a list of qualified candidates will be certified and remain in effect for two years from the date of certification. Applicants must be between the ages of 18-35, possess a valid driver's license, a valid CPAT card, and a current State of Indiana EMT-B or Paramedic certification.

Your hiring packet includes:

- City of Valparaiso Application Form
- Disclosure and Release of Information
- Release of Liability
- Description of Aerial Ladder Climb
- CPAT Testing Sites

**Please read the following information carefully. Any applicant that fails to turn in the appropriate documents by the deadlines outlined below will not be permitted to continue in the hiring process.**

## **Step 1: Submission of Hiring Packet**

Applicants must submit the following documents:

- City of Valparaiso Application Form
- Disclosure and Release of Information
- Release of Liability
- Applicants may also include any resume or applicable EMS or Fire Certifications in their hiring packet.

Completed hiring packets must be submitted to [valparaisofire@valpo.us](mailto:valparaisofire@valpo.us) by **4 p.m. on Friday, February 18, 2022** to be eligible to continue in the hiring process. Packets may also be mailed or hand-delivered to Valparaiso Fire Station #2 located at 2605 Cumberland Drive, Valparaiso, Indiana 46383. Office hours are 9 a.m. to 4 p.m. Monday-Friday. **No late submissions will be permitted.**

## **Step 2: Written Examination**

The written examination will be at **9 a.m. on Saturday, March 12, 2022**. Candidates must report to the Valparaiso Nazarene Church located at 2702 Glendale Blvd. Door #4, Valparaiso, Indiana 46383. Doors will close promptly at 9 a.m and late admittance will not be permitted. The written examination is pass/fail and candidates will receive their score upon completion.

Applicants must bring the following to the written test:

- **Valid driver's license**

## **Step 3: Oral Interview**

Candidates that successfully pass the written examination will be invited to interview on **Saturday, March 19, 2022 and Wednesday, March 23, 2022**. Times TBD.

## **Step 4: Aerial Ladder Climb**

Candidates that successfully complete the oral interview process will be invited to participate in the aerial ladder climb at **9 a.m. on Saturday, April 9, 2022**. Candidates must report to the MAAC Training Facility located at 4203 Montdale Park Dr., Valparaiso, Indiana 46383. Doors will close promptly at 9 a.m. and late admittance will not be permitted. Details/requirements for the ladder climb can be found in the hiring packet.

No alternative dates for any portion of the new applicant testing process will be permitted. Dates for the aforementioned will be as scheduled unless conditions for testing are beyond the control of the Valparaiso Fire Department. Should re-scheduling occur, candidates will be advised of the new test/interview dates and times.

Thank you for your interest in the Valparaiso Fire Department and good luck!

Chad Dutz  
Fire Chief  
Valparaiso Fire Department