



BILL DE BLASIO  
Mayor

LISETTE CAMILO  
Commissioner

THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

REQUIRED INFORMATION

APPLICATION

NOTICE  
OF  
EXAMINATION

FIREFIGHTER

Exam No. 7001

**WHEN TO APPLY:** From: April 5, 2017

To: April 25, 2017

**APPLICATION FEE:** \$30.00

If you file online and pay the application fee with a credit/debit/gift card, you will be charged a convenience fee of 2.49% of the payment amount. This fee is nonrefundable.

If you file at a DCAS Computer-Based Testing & Applications Center and pay with a money order, there is no convenience fee.

**CANDIDATES WHO DEMONSTRATE THAT THEY ARE UNEMPLOYED OR RECEIVING PUBLIC ASSISTANCE ARE ENTITLED TO A WAIVER OF THE APPLICATION FEE.**

**TEST DATES:** Administration of the computer-based test will begin in early September 2017. By July 31, 2017, you should receive an Admission Notice in the mail assigning you to a test date and time at a testing center in the New York City area. Subject to availability of open dates and locations, you will be able to reschedule your test date to another date within the testing period and/or to select a different testing center after you receive your Admission Notice. Instructions for rescheduling your test date, time or location will be included in the Admission Notice.

This examination process is being conducted under the supervision of the United States District Court for the Eastern District of New York and is subject to that Court's approval as a result of litigation captioned *United States and The Vulcan Society, et al. v. City of New York*, 07 CV 2067.

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:** Under supervision, Firefighters assist in the control and extinguishment of fires, in providing pre-hospital emergency medical care, and in the enforcement of laws, ordinances, rules and regulations regarding the prevention, control and extinguishment of fires, as well as perform Fire Safety Education activities; perform inspections and related enforcement duties, such as issuing criminal court summonses and vacate orders, to assure compliance with provisions of the Fire Prevention Code and applicable sections of the Building Code, Multiple Dwelling Code, Housing Maintenance Code, Labor Law and other laws, rules and regulations, within enforcement purviews of the New York City Fire Department; perform inspections of equipment and schedule as necessary the maintenance of various tools and equipment, including but not limited to power tools, company apparatus, Self-Contained Breathing Apparatus (S.C.B.A) and other personal safety equipment; and perform related work.

Some of the physical activities performed by Firefighters and environmental conditions experienced are: wearing protective clothing, such as bunker suit, helmet, boots and breathing apparatus; crawling, crouching and standing, often for prolonged periods, while extinguishing fires; driving fire apparatus and other Department vehicles; climbing stairs, ladders and fire escapes; raising portable ladders; using forcible entry tools, such as axes, sledge hammers, power saws and hydraulic tools; searching for victims in smoke-filled environments; carrying or dragging victims from dangerous locations; connecting, stretching and operating hose lines; locating hidden fire by feel and smell; providing medical assistance to injured or ill citizens; and providing control and mitigation of hazardous materials incidents while wearing chemical protective clothing.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY:** The current minimum salary is \$43,904 per annum. Incumbents will receive salary increments reaching \$85,292 per annum at the completion of five years of employment. All rates are subject to change. In addition, employees receive holiday, night shift and overtime pay.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify for Appointment" section, on page four, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable when filing an application online: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to a Department of Citywide Administrative Services (DCAS) Computer-based Testing & Applications Centers to (1) apply for this examination online and submit a money order payable to DCAS (Exams) or (2) to submit documentation for a fee waiver.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

You may be given the test before we review your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified", your application fee will not be refunded and you will not receive a score.

**AGE REQUIREMENT:** Pursuant to Section 54 of the New York Civil Service Law and Section 15-103 of the Administrative Code, you must be at least 17 ½ years of age by the end of the application period and, except as noted below, you must not have reached your 29<sup>th</sup> birthday by the beginning of the application period to be eligible to take this examination. However, you must have reached your 21<sup>st</sup> birthday to be eligible for appointment.

**Exception to the Age Requirement:** All persons who were engaged in military duty as defined in Section 243 of the New York State Military Law may deduct from their actual age the length of time spent in such military duty up to a maximum deduction of six years.

**THE EXAMINATION:** The examination will include a competitive computer-based test (CBT) and a qualifying physical ability test. You must achieve passing scores on the CBT and the physical ability test in order to be eligible for further consideration in the selection process.

**THE COMPUTER-BASED TEST:** The CBT is designed to assess important abilities and aptitudes that are required to successfully learn and perform the work of a Firefighter. The test will evaluate basic abilities, such as Reading, Listening, Problem Solving, Basic Arithmetic and related areas. It also will assess the way candidates approach work, interact with others, and concentrate on details.

Before you take the exam, you will have the opportunity to view online a computer-based tutorial so that you are familiar with computer-based testing and the various question types. The tutorial is available for viewing on the DCAS website at [http://www.nyc.gov/html/dcas/downloads/pdf/noes/firefighter\\_cbt\\_tutorial\\_2017.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/noes/firefighter_cbt_tutorial_2017.pdf). You are encouraged to view the tutorial.

**Warning:** You are **not** permitted to enter the test site with cellular phones, beepers, pagers, smart watches, cameras, portable media players or other electronic devices. Calculators and electronic devices with an alphabetic keyboard or with word processing or data recording abilities such as planners, organizers, etc. are **not** permitted. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. If you do not have an acceptable ID, you may be denied testing. Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Alien Registration Card, IDNYC Card, Employer ID with photo, or Student ID with photo.

**Leaving:** You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your results, your test score may be nullified, and your application fee will not be refunded.

#### **SPECIAL ARRANGEMENTS:**

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer and Exam Support in person or by mail at DCAS, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

**ADMISSION NOTICE:** You will be assigned a test date and time at one of a number of testing centers located in the New York City area. You should receive your Admission Notice in the mail by July 31, 2017. Please be sure to read your examination schedule and instructions included in this Admission Notice very carefully. Failure to follow these instructions may delay or deny your ability to take the exam.

If you do not receive your Admission Notice by July 31, 2017, you should email [fdnyschedule@psionline.com](mailto:fdnyschedule@psionline.com) with your full name and social security number to obtain your duplicate Admission Notice. The duplicate Admission Notice will be emailed to you within 4 business days of your email being received. If you do not have an email account, you may call 1-844-774-8378 **beginning** August 1, 2017 to obtain a duplicate Admission Notice. Please be prepared to provide your full name and social security number when you call that number.

**THE PHYSICAL ABILITY TEST:** Candidates who pass the CBT will be scheduled to take the physical ability test prior to admission to the Fire Academy as vacancies occur. The physical ability test used will be the Candidate Physical Ability Test (CPAT), which is scored on a pass/fail basis. This test consists of a series of 8 events designed to assess the ability to perform the physical aspects of the job of a Firefighter. The test events are: stair climb, hose drag, equipment carry, ladder raise and extension, forcible entry, search, rescue, and ceiling breach and pull. A more detailed description of the physical ability test will be distributed to candidates before they are scheduled for the physical ability test, and is available for viewing on the DCAS website at: [http://www.nyc.gov/html/dcas/html/work/Orientation\\_Video\\_Candidate\\_Physical\\_Ability\\_Test.shtml](http://www.nyc.gov/html/dcas/html/work/Orientation_Video_Candidate_Physical_Ability_Test.shtml). You are encouraged to view this information.

**You will be required to pay an additional fee of \$25.00 prior to taking the physical ability test.** Failure to pay the additional fee on the date you are scheduled to take the physical ability test will result in disqualification from further participation in the examination. The additional fee for the physical ability test will be waived for candidates who demonstrate that they are unemployed or receiving public assistance at the time of the physical ability test. Medical evidence to allow participation in the physical ability test may be required and DCAS reserves the right to exclude from the physical ability test any candidates who are medically unfit.

**NEW YORK CITY RESIDENCY CREDIT:** Points equivalent to five percent of the maximum possible final exam score will be added to the final exam score of those candidates who qualify for the New York City Residency Credit. To be eligible for the residency credit, a candidate must achieve a passing score on the examination, and must produce proof, as listed below, of the candidate's residency in New York City. Candidates interested in seeking the residency credit must apply by following the instructions which will be provided on the date of the CBT. **Merely supplying a New York City address on the application form for this examination does not serve as a request for the New York City Residency Credit. Requests for the New York City Residency Credit must be received by DCAS before the eligible list is established.**

**Eligibility for the New York City Residency Credit will be investigated and verified by the FDNY.** Inability to produce the required verification of residency documents will result in the forfeiture of the New York City Residency Credit and an adjustment in the final score. Under no circumstances shall a Post Office (P.O. Box) address be accepted as proof of residency. **As in the case of any intentional misrepresentation of a material fact on an employment application, candidates who claim the New York City Residency Credit and who are determined to have intentionally misrepresented facts concerning New York City residency shall be terminated if they have already been appointed and/or disqualified and their names shall be removed from the eligible list, and they may be subject to criminal sanctions.**

Candidates applying for the New York City Residency Credit must provide one of the three types of documentation identified below in order to prove their residency:

- (1) An official transcript showing the candidate both (a) graduated from a New York City public high school, or a private high school in New York City approved by the New York State Education Department or a recognized accrediting organization and (b) resided at a New York City address while attending that high school. Official transcripts from New York City public high schools must be mailed directly from the New York City Department of Education to the FDNY Candidate Investigation Division (CID) and official transcripts from New York City private high schools must be mailed directly from the private high school to CID.

- (2) A GED certificate issued by New York State plus an official transcript showing both (a) the candidate's last school enrollment was in a New York City public high school, or a private high school in New York City approved by the New York State Education Department or a recognized accrediting organization and (b) the candidate resided at a New York City address while attending that high school. Official transcripts from New York City public high schools must be mailed directly from the New York City Department of Education to CID and official transcripts from New York City private high schools must be mailed directly from the private high school to CID.
- (3) Official photocopies of New York State tax returns filed by the candidate (or an individual who claimed the candidate as a dependent) in 2014 and/or 2015 evidencing the candidate (or an individual who claimed the candidate as a dependent) was a New York City resident for a minimum of 12 months in total during 2014 and 2015. The official photocopies must be mailed directly from the New York State Department of Taxation and Finance to CID. The FDNY will not accept amended returns, worksheets, self-generated returns, or any other document that is not an official photocopy of a New York State tax return.

The FDNY reserves the right to request additional documents to validate or corroborate the above-listed documents submitted by the candidate. **Documents for numbers (1), (2) and (3) above will only be accepted after the candidate is scheduled for Orientation/Intake and submission instructions will be provided at that time.** Candidates should be advised that the submission of documentation for the New York City Residency Credit will affect the appointment timeline. Further information on the New York City Residency Credit will be made available on the FDNY Candidate Resources page when eligibles begin processing from the established list. The FDNY Candidate Resources page can be found at <http://www1.nyc.gov/site/fdny/jobs/career-paths/candidate-resources.page>.

**VETERANS' PREFERENCE CREDITS:** The New York State Civil Service Law provides that additional points can be added to the final score of a candidate who is, or by the date of appointment expects to be, an honorably discharged veteran or disabled veteran of the Armed Forces of the United States who has served during a time of war, as specified in New York State law. To be eligible for Veterans' Preference Credits, a candidate must achieve a passing score on the examination. Claims for Veterans' Preference Credits cannot be made once the eligible list is established.

**LEGACY CREDITS:** The New York State Civil Service Law provides that additional points can be added to the final score of a candidate who is the child or sibling of (1) an individual who served the City of New York as a Firefighter, Police Officer, Emergency Medical Technician or Paramedic and was killed in the line of duty; (2) an individual who served the City of New York as a Firefighter or Police Officer and died in the performance of duty as the result of the World Trade Center attack on September 11, 2001 or as the result of participation in the rescue efforts that took place in response to the attack; or (3) an FDNY EMS member in the service of the City of New York who died in the performance of duty as the result of the World Trade Center attack on September 11, 2001 or as the result of participation in the rescue efforts that took place in response to the attack. To be eligible for Legacy Credits, a candidate must achieve a passing score on the examination. Claims for Legacy Credits cannot be made once the eligible list is established.

**This is only an overview. Specific conditions and instructions for requesting Veterans' Preference Credits and/or Legacy Credits and additional information are indicated in the Special Circumstances Guide available at the DCAS Computer-based Testing & Application Centers and on the DCAS website at:** [http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf).

**EXAMINATION RESULTS:** You will be notified by mail of your test results. If you pass the CBT and the physical ability test and meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list. Use of the exam in hiring is subject to approval by the Court in *United States v. City of New York*, 07-cv2067. The Court will decide whether to approve the exam following its administration to the applicants.

## **HOW TO QUALIFY FOR APPOINTMENT:**

**Education and Experience Requirements:** By the **date of appointment**, you must have a four-year high school diploma or its educational equivalent, **and:**

1. 15 college semester credits earned as a result of satisfactory completion of course work at a college or university; or
2. full-time U.S. military service with an honorable discharge; or
3. 6 months of full-time, satisfactory paid work experience.

The high school diploma or its educational equivalent must be approved by a state's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States you must have your foreign education evaluated at your own expense to determine its equivalence to education obtained in the United States. You will receive instructions from the FDNY during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

**Driver License Requirement:** You must have a valid New York State driver license at the time of appointment. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. You must maintain a valid New York State Driver license for the duration of your employment.

**Medical and Psychological Requirements:** Medical and psychological guidelines have been established for the position of Firefighter. You will be examined to determine whether you can perform the essential functions of the position of Firefighter. Additionally, since employees are expected to continue to perform the essential functions of the position of Firefighter throughout their careers, you may be medically tested periodically throughout your career. Where appropriate, a reasonable accommodation will be provided for a person with a



disability to enable him or her to take these medical and psychological examinations, and/or to perform the essential functions of the job.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed. Drug tests will also be administered to all probationary Firefighters as part of the medical examination prior to the completion of probation. Additionally, Firefighters will be subject to periodic random drug testing throughout their careers.

**Residency Requirement:** The New York Public Officers Law requires that any person employed as a Firefighter in FDNY be a resident of the City of New York or of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam Counties.

**English Language Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

**Citizenship Requirement:** United States citizenship is required at the time of appointment.

**Character and Background:** Proof of good character and satisfactory background will be an absolute prerequisite to appointment. Persons who have received a dishonorable discharge from the Armed Forces are not eligible for appointment to this position. Because a New York City Firefighter is both a “public office” and a “peace officer” position, all Firefighters must be eligible for both designations. Persons convicted of certain felonies and/or misdemeanors may therefore not be eligible to be a Firefighter. In particular, a person convicted of a felony can be eligible for appointment to Firefighter only if he or she has a certificate of good conduct which specifically removes the legal bar to the public office of New York City Firefighter *and* his or her specific felony conviction does not make him or her ineligible for a peace officer position even with a certificate of good conduct.

**CFR-D REQUIREMENT:** You will be required to possess Certified First Responder Certification with Defibrillation (CFR-D) by the end of your probationary period. This certification must be maintained for the duration of employment.

If you do not possess a CFR-D certificate at the time of appointment, you will be required to obtain the CFR-D certificate by the end of your probationary period. FDNY provides a CFR-D training program during the probationary Firefighter training course. Upon successful completion of FDNY’s CFR-D course and receipt of your CFR-D certificate, payroll deductions will commence at a rate of \$30 per pay period until the total cost of the training course is recouped by FDNY.

Probationary Firefighters who fail to obtain a CFR-D certificate by the end of their probationary period will be terminated.

**Note:** Candidates for CFR-D are subject to the same provisions of the State Emergency Medical Services (EMS) Code - Part 800, as candidates for EMS certification or recertification and therefore must not have been convicted of certain misdemeanors or felonies. The New York State Department of Health (DOH) will review all criminal convictions from any federal, military or state and/or local jurisdiction to determine if such convictions fall within the scope of those specified in Part 800 and if the applicant represents an unreasonable risk to property or the safety or welfare of patients or the public at large. Additional information regarding the CFR-D requirement and the submission process will be forthcoming at Orientation/Intake.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

#### **ADDITIONAL INFORMATION:**

**Investigation:** You will be investigated prior to appointment and must pay a \$75 fee for fingerprint screening. This fee cannot be waived. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements. Any willful misstatement will be cause for disqualification and failure to present any documents required for investigation will be cause for discontinuance of the investigation process.

**Promotion Test:** A promotion examination for this title has been held for eligible City Employees. The names appearing on the promotion list will be considered first in filling vacancies.

**Probationary Period:** The probationary period is 18 months. As part of the probationary period, probationers will be required to successfully complete a prescribed training course. Probationers who fail to complete successfully such training course may be terminated by the agency head.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or during the application and appointment processes shall result in disqualification, even after appointment, from the position of Firefighter and may result in criminal prosecution.

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 70310; Fire Service.

For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)