



Hendricks County Joint Candidate Screening Process

Applicant Information

The following is information that you may find helpful if you are considering applying for the Joint Candidate Screening Process.

1. CPAT certification is a requirement to apply for the process. Individuals who have a current CPAT card must have been certified on or before November 17, 2017. CPAT compliance will be checked on the day of the written test, and applicants who do not meet the stated requirements will not be considered. Out of state CPAT certification may be accepted if compliance can be verified. The closest CPAT administration site is the Wayne Township Fire Department in Indianapolis. The testing cycle for CPAT is very involved and has certain timing requirements to prepare for testing. For that reason, candidates are encouraged to research requirements well before screening time.
2. Applicants are expected to be timely to scheduled modules of the process. If a candidate arrives after the posted time of the module, he/she will be denied continued consideration. For that reason, candidates are encouraged to check for road conditions and closures as well as travel times to ensure promptness.
3. The ladder climb and written testing will be conducted at the Hendricks County 4 H Fairgrounds located at 1900 East Main Street, Danville, Indiana, 46122. The ladder climb will be conducted just north of the main building and entrance to the testing area will be entering the complex on the west side of the grounds on Main Street. The written portion of the testing will be conducted inside the main building on the northeast corner Main Street and CR 200 East. Signs within the complex will direct you to the testing area.
4. Oral interview for successful candidates will be conducted at the Washington Township/Avon Fire Department headquarters located at 311 Production Drive, Avon, IN, 46123. Oral interview times will be provided to candidates the week of November 19, 2018.
5. Candidates are encouraged to dress according to weather conditions. The ladder climb will be conducted outside and conditions may be a factor. Safety devices will be utilized during the climb for participant safety, and helmets and gloves will be provided. Candidates will be required to climb either a 75' or 100' aerial device from bottom to top and back down without pausing more than a predetermined amount of time.

6. The written testing portion of the process is provided by a third party testing company and the is designed to evaluate general knowledge. Candidates will be given a pre-test packet that contains information pertinent to testing questions. Candidates will then turn in the pre-test information and take a short break before the written test is administered. Applicants will be given a pre-determined amount of time to complete the test, and at the end of the testing time, all materials will be gathered even if candidates have not completed testing.
7. Candidates must complete the online application prior to 4:00 PM on November 9, 2018.
8. A valid driver's license is necessary to verify candidates identify at each of the components of the screening process.
9. Fire departments that participate in the joint process may have different requirements for consideration of employment, and you may or may not be a viable candidate depending of the needs of that department.
10. After testing is completed, person successfully completing may be offered positions by any of the participating departments. If a candidate accepts a position with a specific department in the process, that candidate will not be allowed to accept a position with another department in the process. If a candidate wishes to move to another department, they must re-apply to a future joint process and go through the process again.
11. All departments participating in the joint process are member so the State of Indiana, Public Employee's Retirement Fund(PERF) 77 Police/Fire Pension. Candidates will be required to complete and pass a PERF per-employment testing to be considered for a position.
12. All questions and clarifications to process components should be directed to