

North Whidbey Fire and Rescue Promotional Exam Application and Process

Promotional Testing Information

- a. Promotional testing shall be in accordance with North Whidbey Fire and Rescue (NWFR) Policy# 02-11
- b. For the rank of Lieutenant and Captain, there is an established assessment center process to rank candidates. This assessment center testing will cover the applicant's operational and managerial abilities by evaluation in the following categories and weight: Oral Interview (20%), Oral Presentation (20%), Managerial Exercise (30%), and a Situational/Operational Exercise (30%).
- c. Starting times for all assessment center testing shall be provided to the candidate upon certification of eligibility. Applicants arriving late to any examination will not be allowed to participate in the examination.
- d. Any request for accommodation must be made 48 hours in advance of the starting time.

Additional testing information

- e. Topic for the oral presentations will be assigned at the time the applicant is certified as eligible. Topics will be the same for all candidates participating for the same promotional rank.
- f. Security procedures: all testing materials shall be secured by the Fire Chief or his/her designee until tests are proctored. No books, paper or reference material will be allowed in the testing room except for those materials provided by the proctor.
- g. Service points shall be awarded for NWFR seniority as follows: 1 point for each twelve (12) months of service completed with NWFR as of date of the assessment center; maximum allowable service points are ten (10). Service points will be added after test scores are computed. ***Service points may not be used to meet minimum test requirements.***
- h. No appeals. Final scores for all written, performance and assessment center examinations are not appealable. Posting shall be done within ten (10) days of test(s).
- i. Promotional Examination Application: Attached is a copy of the Promotional Examination Application. This application must be returned to the NWFR District office by 5pm on the date set by notification in the promotional posting.

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PART A - TO BE COMPLETED BY APPLICANT

Name: _____ ID# _____

Mailing Address: _____

Current Station Assignment: _____

Date of Appointment to NWFR: _____

Current Rank: _____

Date of Appointment to current Rank: _____

Fire/EMS Certifications: _____

Promotional Position of Application: () CAPTAIN () LIEUTENANT

Name: _____ Date: _____

SIGNATURE: _____

PART B - TO BE COMPLETED BY FIRE ADMINISTRATION

Date of Appointment to Fire Department _____

Date of Appointment to Present Rank _____

Verification of certifications (comments): _____

Certification

The above Individual has completed the necessary training, education, and experience requirements of the position for which they applied.

By _____

Signature: _____ Date: _____

This form must be returned to the NWFR District office by Friday, March 18, 2022 @ 5pm