



**THE CITY OF ONTARIO  
INVITES APPLICATIONS FOR  
THE POSITION OF:**

# **Firefighter Recruitment Announcement**

Human Resources Department - 200 North Cherry Avenue Ontario, CA 91764 - [www.ontarioca.gov](http://www.ontarioca.gov)

**SALARY RANGE:**

\$6,290.26 - \$7,642.26 Monthly

**OPENING DATE:** 04/09/19

**CLOSING DATE:** 05/05/19 11:59 PM

**JOB TYPE:** Full Time

**THE POSITION**

**Firefighter Recruitment Announcement**

*Revised 04/10/19*

The City of Ontario will be accepting applications for the position of Firefighter between May 6, 2019 and May 10, 2019. Interested applicants should review the Qualification Guidelines below and make necessary arrangements to meet the position's requirements, including placement on the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List, no later than May 15, 2019. Please visit [www.fctconline.org](http://www.fctconline.org) for additional information including upcoming CPAT and written test dates.

**QUALIFICATION GUIDELINES**

Applicants must possess the following at the time of application:

- High school diploma or recognized equivalent;
- Must be 18 years of age;
- Successful completion of an [Accredited California State Fire Academy](#) OR possession of a Fire Fighter I certificate issued by the California Office of the State Fire Marshal;
- Must be active on the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List as of May 15, 2019;
- Successful completion of the [FCTC Written Test](#);
- Possession of a [Cal-JAC Candidate Physical Agility Test \(CPAT\)](#) issued between May 15, 2018 and May 15, 2019;

- Current CPR and "Public Safety First Aid" certification at time of appointment and throughout employment (current EMT or Paramedic certification will satisfy the first aid requirement); and
- Valid California Class C driver's license or officially recognized equivalent and acceptable driving record at time of appointment and throughout employment.

Please visit [www.fctconline.org](http://www.fctconline.org) for more information on eligibility requirements, scheduled written tests, and Cal-JAC CPAT dates and locations. It is the candidate's responsibility to ensure all qualifications are met to be placed on the Statewide Eligibility List, including the completion of FCTC's online application (which includes uploading all required documentation), possession of a valid Cal-JAC CPAT card, and receiving a passing score on the FCTC Written Test.

## **SUPPLEMENTAL INFORMATION**

### **How to Apply**

Applications will be accepted online starting May 6, 2019 at 12:00 AM through May 10, 2019 at 5:00 PM. If this is the first time applying for a position using [governmentjobs.com](http://governmentjobs.com) you will be prompted to create a new user account, otherwise log in with your user name and password. Your application and responses to any supplemental questions will be used to evaluate your qualifications for this position. It is suggested that your application include the following:

- List any relevant experience and education that demonstrates that you qualify for the position.
- List all periods of employment for at least the past 10 years, beginning with your most recent or present employer (including, if applicable, all employment with the City of Ontario).
- Separately list each position held, including different positions with the same employer.
- Attach copies of certificates, transcripts or other documentation needed to verify eligibility. Please refer to the job bulletin for specific requirements.

A resume may be attached to your application but will not substitute for the proper completion of your application. Applications that are not properly completed may be rejected. Applicants must submit all transcripts or other documentation of required certification at the time of application. This documentation should be uploaded as a PDF or word document and attached to your online application using the system's resume attachment feature. Failure to provide required documentation will result in disqualification from the selection process.

### **Selection Process**

Applications and supplemental questions will be screened to determine if the applicant meets the minimum requirements of the position. Those applications not meeting the position's minimum requirements or lacking proper certification will be rejected. All statements made on an employment application are subject to verification. Any false or misleading information

given in the application or any step in the selection process will subject the applicant to disqualification or dismissal.

Candidates must successfully complete the FCTC written test, Cal-JAC CPAT, and be active on the FCTC Statewide Eligibility List on or before May 15, 2019. **The City of Ontario will host a FCTC Written Test on Friday, May 10, 2019. Please visit [www.fctconline.com](http://www.fctconline.com) to schedule a testing date.** Applicants meeting the position's minimum qualifications and who attain a passing score on the FCTC written exam will be placed on the position's eligibility list in score order. Applicants with similar scores will be placed into bands. The top candidates will be referred to the Fire Department for consideration. Candidates selected to continue in the selection process following the Department's oral interviews will participate in a background investigation/polygraph exam. Any offer of employment shall be contingent upon passing a comprehensive medical exam as well as a psychological evaluation

Firefighter Candidate Testing Center (FCTC) is a service provided to conduct entry level firefighter testing in a standardized, professional environment. FCTC does not replace the City of Ontario's responsibility and decision making in the testing process. The City of Ontario is not responsible for delayed or unavailable testing results or for an applicant's inability to complete the required testing due to the availability of testing services. For this reason, applicants are encouraged to complete the required examinations as early as possible.

### **Email Notices**

Email is the primary way that the Human Resources or Hiring Department will communicate with you. Please check your email account (including the SPAM folder) on a regular basis for any emails related to the application or selection process. Emails from the City of Ontario will come from "@ontarioca.gov" or "governmentjobs.com." If you change your email address after submitting your application please visit [governmentjobs.com](http://governmentjobs.com) and update your profile.

### **GENERAL PROCESS**

All applications received by the filing deadline will be screened. Those candidates determined to be the best qualified on the basis of experience, training and education, as submitted, will be invited to continue in the selection process.

- Candidates who successfully complete all phases of the selection process will be placed on an eligibility list. Current and future vacancies will be filled from this list. Lists typically last for 12 months but may be extended or abolished based upon the needs of the City.
- The City encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act and the Fair Employment and Housing Act. Individuals who require a reasonable accommodation to participate in any phase of the selection process must make such a request during the application process. Applicants with disabilities that affect sensory, manual, or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such a need.
- All potential employees are required to pass a fingerprint review and a pre-employment physical examination prior to appointment.
- The City supports a Drug-Free Workplace. The pre-employment physical may include a drug screen.

- Successful candidates shall be required to complete a verification form designated by the Department of Homeland Security United States Citizenship and Immigration Services that certifies eligibility for employment in the United States of America.
- All City employees are required to sign a loyalty oath in accordance with California Government Code Section 3100.
- The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.
- If applicable, official college transcripts may be required prior to receiving an offer of employment.

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APPLICATIONS MAY BE REQUESTED AND FILED ONLINE

AT:

<http://www.ontarioca.gov>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

200 North Cherry Avenue

Ontario, CA 91764

909.395.2442

909.395.2000

Fax 909.395.2072

[recruitment@ontarioca.gov](mailto:recruitment@ontarioca.gov)

Job #040819 FF Rec Annc  
FIREFIGHTER RECRUITMENT ANNOUNCEMENT  
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