



CITY OF COSTA MESA
FIREFIGHTER & FIREFIGHTER/PARAMEDIC
FALL 2020



APPLICATION AND TEST INFORMATION

NATIONAL TESTING NETWORK EXAM

Interested applicants must schedule and complete the job simulation FireTEAM exam. Candidates must schedule and complete the test by 10/23/20 at 5:00 p.m. or submit an existing valid exam score dated 10/23/19-10/23/20.

At the NTN website you will:

- Complete an application process for NTN (this does not take the place of submitting an on-line application for the City of Costa Mesa. To fill out a testing application and schedule a test or submit a test score, go to www.nationaltestingnetwork.com, select Find Jobs, choose Firefighter jobs and select City of Costa Mesa.
- Take on-line practice tests at www.fireteamtest.com
- Schedule your own convenient test time. Tests are offered onsite at various locations and given multiple times a week. Please allow for sufficient time to schedule and complete.
- Take high quality job simulation tests in a standardized, fair testing environment.

APPLICATION ACCEPTANCE PERIOD

*****Applications will be accepted ON-LINE by invitation only.*****

Applications for the Fall 2020 recruitment will be accepted from
October 30, 2020 until November 2, 2020 by 11:59 p.m.

APPLICATION INSTRUCTIONS

1. Interested applicants will be invited to complete a City application along with a Supplemental Application Questionnaire on-line. You will need to create a username and password at www.governmentjobs.com.
2. You may create your profile and begin entering your information before the on-line application is available by logging into www.governmentjobs.com. To apply for the recruitment, return to the City's online job flyer at www.costamesaca.gov (Click "Employment Opportunities" on the City's homepage, click on "Employment Opportunities" again on the Human Resources page and then click on "Firefighter".) Click on the "Apply" link and then log in. The information you previously entered will appear and you can edit the information if needed. At this time, you will also be asked several supplemental questions.
3. Make sure to complete all fields of the application. If a field does not apply, type "N/A" or "None". Do **NOT** include text or attached resumes as they will not be reviewed in the application process.
4. Once you submit your application, you will receive a confirmation email from governmentjobs.com. If you are having technical difficulties with the online application, please call governmentjobs.com at (855) 524-5627.
5. Notifications throughout the recruitment process will be sent to you via email only (regardless of the preference you may have indicated on your application). If you do not receive the email notification, please remember to check your spam/junk/bulk mail folders and unblock the emails. In addition, the Fire Recruitment Hotline will be continuously updated with the recruitment status.
6. **Certification Submissions:** Copies of all required certifications with the required cover sheet must be submitted/uploaded with your on-line application by **November 2, 2020 by 11:59 p.m.**

Failure to follow these instructions may result in disqualification of your application.

TESTING SCHEDULE – FALL 2020

<p>Paramedic Skills Assessment And interview</p> <p>Dates projected Mid- November</p>	<p>Based upon a thorough and comprehensive evaluation of the application materials candidates will be referred to a paramedic skills assessment.</p> <p>Paramedic candidates The highest scoring candidates from the paramedic skills assessment will be invited to the interview evaluation.</p>
<p>Interview Evaluation (100% of final score)</p> <p>Dates projected Mid- November</p>	<p>Firefighter candidates: Based upon a thorough and comprehensive evaluation of the application materials candidates will be referred to the interview evaluation.</p> <p>All candidates: Candidates must pass the interview evaluation in order to be placed on a formal eligibility list.</p>

PRE-EMPLOYMENT PROCESS

The City of Costa Mesa's pre-employment process is intended to ensure that the highest quality candidates are selected for employment. Prior to appointment, all candidates must pass a Chief's interview, polygraph examination, background investigation, City Manager's interview and post-offer psychological evaluation and medical evaluation.

Due to the extremely sensitive nature and related responsibilities of the position, an extensive and comprehensive background investigation is conducted.

The background investigation includes (but is not limited to) the following components:

- Candidates must complete a 24 page personal history statement
- Candidates must complete a Pre-Investigative Questionnaire (275 questions)
- Mandatory meetings with the City's background investigator
- Review and verification of all high school and college transcripts
- In depth background investigator interviews (in person, by phone or by questionnaire) with:
 - Family members (Parents, siblings, adult children, etc.)
 - Current and former spouses, partners, significant others
 - Acquaintances
 - Current and former supervisors, co-workers and subordinates
 - Current and former landlords, tenants, neighbors
- Comprehensive, physical reviews of personnel files from current and former employers
- Review and verification of DMV records
- Livescan fingerprinting for purposes of local, state and national criminal records
- Local police department/agency records check

The pre-employment process requires a significant amount of time and effort from both the candidate and the City. Candidates are strongly encouraged to carefully consider the above information regarding the pre-employment process prior to participation in this selection process.

The pre-employment process ranges from 4-6 weeks.

Call the Fire Testing Hotline for Updated Testing Information at (714) 754-4966.

Visit our website for additional information at www.costamesaca.gov/firefighter.