

FIREFIGHTER APPLICATION PROCESS

The first step to becoming a Firefighter with the City of Topeka is to register for the next test. You may register on the City's Electronic Employment Application website at <https://employment.topeka.org/recruit/servlet/com.lawson.ijob.QuickCandidate?vendor=100>. The City Human Resources Department will keep your registration data and will notify you by e-mail or U.S. mail with the date, time and location of the next test. We administer these written and physical ability exams on an as needed basis to maintain a qualified pool of Firefighter candidates. If you have a change of address prior to being notified of the test date, please log in to the City of Topeka Electronic Employment Application at the website provided above to update your mailing address.

DISQUALIFICATION OF A CANDIDATE

Having an automatic disqualifier will eliminate a candidate from consideration. A copy of automatic disqualifiers is available at <http://www.topeka.org/pdfs/disqualifiersforfirefighterhiring.pdf>

CITY VEHICLE OPERATION REQUIREMENTS

Topeka Firefighters are required to possess and maintain a valid Kansas driver's license and City insurable driving record. To view the vehicle operation insurability requirements visit <http://www.topeka.org/pdfs/CityInsurabilityGuidelines.pdf>

WRITTEN TEST

The written test is administered by members of the Fire Department and the Human Resources Department. The written test consists of three components; teamwork/public relations, mechanical aptitude, and reading ability. You are required to pass each component with a minimum test score to continue in the process. You will be required to show photo identification to gain admittance into the testing areas and you must maintain photo identification at all times throughout the testing process in the event a question of eligibility should arise. Failure to supply some form of formalized identification card, with photograph, such as a Drivers License or State Identification Card, will result in your elimination from employment consideration.

PHYSICAL ABILITIES TEST

Our Fire Department personnel administer the physical ability test. You will be required to participate in a physical ability test if you would like to be considered for a Firefighter position with the City of Topeka. The physical ability exam is designed to test your ability to perform the essential job functions of a firefighter. Each agility exercise is graded as Pass/Fail and you must pass all exercises to continue in the application process. The physical ability test components can be viewed online at <http://www.topeka.org/humanresources/FirefighterPhysicalAgilityTest.shtml>

FOR QUESTIONS CONTACT
Michele Smith
City of Topeka Human Resources
(785) 368-3765
msmith@topeka.org