

2021 Recruit Firefighter Written Exam Information and Instructions

All sessions of the Recruit Firefighter written exam will be held at the **Lexington Fire Training Academy, 1375 Old Frankfort Pike, Lexington, Kentucky.**

Pre-Registration is required to take the written exam. If you have not already registered for a written exam time and date you may go to contact LFDHiring@lexingtonky.gov to register for the written exam.

Parking:

- Parking space will be available on both sides of the Fire Training Academy, on the concrete area around the Training Tower and also in the driveway loop around the burn buildings over the hill past the Training Tower.
- When parking, please do not block other vehicles.
- You may park on the grass if no other parking space is available.
- If your scheduled exam is on Saturday May 8th at 2 pm, please plan to arrive no earlier than the 1:00 pm check-in time to allow for the previous session's applicants to leave and parking spaces to be available.

Check-in Requirements

- Check-in will begin one hour before your written exam time.
- **Check-in will begin at 5 p.m. on Tuesday May 4, Wednesday May 5, Tuesday May 11 and Wednesday May 12. Saturday exam check-in will begin at 08 a.m. for the 9 a.m. test session and at 1 p.m. for the 2 p.m. test session.**
- You are strongly encouraged to arrive during the early check-in time.
- Candidates should line up at the front of the Fire Training Academy.
- Candidates who are not in line by **the scheduled test time** will not be permitted to enter.
 - ✓ Be mindful to maintain a six (6) foot safety buffer between you and others when lining up and throughout the entire process.
- A current Driver's license is required to check-in and be considered for hire. Please have your DL out and ready to present.
- Candidates are required to bring an appropriate mask per CDC guidelines.
- Masks are required of all candidates, covering both the nose and mouth, during the entirety of the written examination process.
 - Candidates must don their face covering/mask before exiting their vehicle.
 - Masks are REQUIRED while in line to enter the Fire Training Academy.
 - Masks are REQUIRED - 100% of the time, until the candidate has left the property.
 - If for a medical reason, a candidate is unable to wear their mask for the entire two hour and 30 minute duration (2.5) hours duration, you must contact the Recruiting and Hiring Bureau by April 29th to discuss your situation and the feasibility of accommodations.

- Infrared temperature checks will be performed of everyone prior to entering the Fire Training Academy bay area. Before you arrive please make sure to do a Covid self-screening and answer the following questions:
 - ✓ Have you had any CDC recognized COVID-19 symptoms since your last day at work or the last time you were here (cough, shortness of breath/difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell)?
 - ✓ Is there anyone in your household who is showing COVID-19 symptoms or who has a current diagnosis of COVID-19 from which they have not yet fully recovered for a period of 14 days?
 - ✓ Have you been in close contact with anyone exhibiting signs or symptoms of fever, persistent cough or shortness of breath consistent with COVID-19 who has not been tested or is not been tested or is still awaiting testing?
- Any applicant with an elevated temperature (above 100.4) will be rescheduled.
- Any candidate that has tested positive for Covid-19 or has been directed to quarantine due to exposure concerns MUST contact the Recruiting and Hiring Bureau prior to their scheduled test session to discuss their situation, their current health condition, and the feasibility of rescheduling their test session.

What to Bring	What <i>not</i> to Bring
Driver's license	Printed materials, including any study guides.
Mask (appropriate per CDC guidelines)	*Electronic devices including smart watches of any type or phones.
You are permitted to bring clear bottles of water	Extra pencils, pens or paper
You are permitted to bring hand sanitizer. Hand sanitizer will also be available.	

- ⇒ Electronic devices such as cell phones, PDAs, radios, video cameras, any picture-taking equipment, tape recorders, internet-capable/smart watches, etc., **are not permitted in the examination room.**
- ⇒ Should any of these devices go off during the process OR if you are found with any such device in your possession, **you will not be permitted to continue in the hiring process.**
- ⇒ The responsibility is on you - **leave these items in your vehicle or at home!** **It is not the responsibility of the Lexington Fire Department or the test proctors to remind you.**

Seating:

- Tables will be prearranged to allow for two candidates at each table.
- The table arrangements are strategic to accommodate 6 feet of social distancing requirements between seated candidates. **Do not** move tables or chairs when you take a seat.
- All tables and chairs will be sanitized before each exam. **Please remember do not** touch any table or chair other than the one where you take a seat!
- Candidates must respect and maintain six (6) feet separation away from all other candidates, proctors, and other government employees helping with the exam process.

Basic Information:

- ✓ The allotted time for completing the written examination is (2.5) hours.
- ✓ All materials necessary for participation, including pencils, will be provided for you.
- ✓ Additional information will be provided at the Fire Training Academy prior to beginning the written exam.
- ✓ Please submit any questions to the Recruiting and Hiring Bureau at lfdhiring@lexingtonky.gov.

Next Steps:

- ✓ You will receive your exam score by email from the Division of Human Resources within 1 to 2 weeks after you take your exam. Check your junk/spam folder and adjust your email settings to accept email from addresses containing “@lexingtonky.gov”.
- ✓ Only individuals who receiving a passing score of 70 on the written exam will move forward to the CPAT physical ability test.
- ✓ CPAT dates will be announced and scheduling options will be posted on Facebook, Instagram @LFDHiring and www.LexingtonFireDepartment.com later in May after all written exam scores are received. Scheduling will be first come, first serve. An email will also be sent to applicants who pass the written exam. It is your responsibility to notify the Recruiting and Hiring Bureau & Human Resources if you change the email you provided on your application. Lexington Fire Department is not responsible for filters and blockers on your computer or email system which may cause you to not receive emails. You are strongly encouraged to check your email, the website and social media regularly to stay informed.