



City of Louisville Fire Department
"Duty, Honor, Trust, Community"



Fire Chief Robert Hutto

Mayor, Honorable Will Hill

New Candidate Process

Greetings,

First off I want to thank you for your interest in joining the City of Louisville Fire Department as a fulltime member of our team. As our department grows to meet the needs of our community we must strive to hire dedicated, and motivated individuals to reach our goals. We are not looking to hire individuals to cover shifts. We are wanting to hire individuals that are committed, and dedicated to our mission, and that will hopefully one day retire with the City of Louisville. Therefore we have developed a formal process that will help in choosing the best candidates possible. This process consists of the following steps with certain steps being awarded numerical points with a total of 100 points available:

- Completion of the application (submitted by deadline given)
• Physical Ability Test (push-ups, Sit-ups, 1.5-mile run)
• Written Test (min. score of 70 to progress)
• Interview Panel 40 points
• Fire Chiefs Interview 30 points

Additional Eligibility Points Available

- Veteran (DD-214 provided, Honorably Discharged) 10 points
• Lives within Winston County 5 Points
• Currently serving as a Volunteer/Part time member of LFD..... 5 points
• Has served 4 years or more consecutively as a volunteer or part timer with LFD..... 10 points

Total Points available100 Points

All applicants must be 21 years of age, have a valid driver's license, pass a thorough background check, and have a high school diploma or equivalent.

I wish you the best of luck in this process, and once again thank you for your interest.

Best Regards,

Handwritten signature of Robert Hutto
Fire Chief Robert Hutto



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ACCEPTING APPLICATIONS Entry Level/Lateral Transfer Firefighter

The City of Louisville Fire Department is accepting applications for entry level and lateral firefighter. Application packets can be picked up at Louisville City Hall, or at Louisville Fire Department 147 South Spring Ave. Louisville Ms. 39339, as well as available at www.cityoflouisvillemss.com/fire-department.html . If you have any questions, feel free to call The City of Louisville Fire Department at 662-773-9402, or by email at rhutto.louisvillefd@gmail.com. All applications must be turned in by 5:00pm on April 7th, 2023. Applications can be submitted at the Louisville Fire Department or through the website.

Requirements:

- Applicants must be 21 years of age.
- High School Diploma or GED
- Valid Driver's License
- Communicate effectively with fellow workers, supervisors, and the public.
- Ability to work 24 hour shifts to include weekends, nights, holidays as required, and be available for call back as needed.
- Undergo hiring process including a complete background check, written exam, physical ability test, and interviews.



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LFD Hiring Process Score Sheet/Checklist

Candidate Name: _____

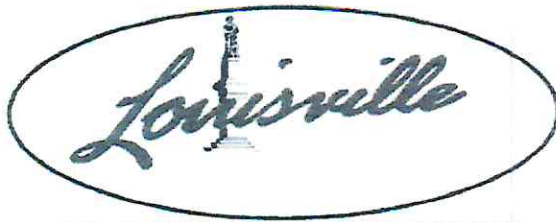
New Recruit/Lateral

Stage in process Score/Possible points

- _____ Background Check Complete
- _____ PT Test SCORE
 - One Minute Push-ups - 25 or better..... / Pass Fail
 - One Minute Sit-ups - 25 or better..... / Pass Fail
 - 1.5-mile run – 16 minutes or better / Pass Fail
 - **TOTAL**..... Pass Fail
- _____ Written Test – 70 or better..... / Pass Fail

(LATERALS)

- _____ Interview Panel / 40
- _____ Chief's Interview / 30
- **Additional Available points**
 - Honorably Discharged Veteran/ DD214 / 10
 - Lives in Winston County / 5
 - Currently serving as a volunteer or part time member of LFD / 5
 - Has served 4 years or more consecutively as a volunteer or part time member of LFD ... / 10
- TOTAL**..... / 100



"WHERE PEOPLE MAKE THE DIFFERENCE"

WILLIAM A. HILL, Mayor

Telephone:(662)73-9201 Fax: (662) 773-4045

200 SOUTH CHURCH AVENUE, P.O. DRAWER 510, LOUISVILLE, MS 39339

www.cityoflouisvillems.com

APPLICATION FOR EMPLOYMENT

NAME _____ Social Security # _____

Phone _____ E-mail _____

Full Mailing Address including city _____

Driver's License number _____ Birthday (optional) _____

Previous address: _____

How long have you lived at present address? _____

How long have you lived at previous address? _____

How did you learn about this job? _____

Are you legally eligible for employment in the United States? _____

When will you be eligible to go to work? _____

Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? No _____ Yes _____, if yes, then describe in full

Job History

1. Current or Most Recent Employer _____

Full Address: _____

Supervisor's Name _____

Dates :From _____ To _____ Rate of pay: \$ _____ per _____

Job title & describe your work _____

Reason for leaving _____

2. Previous Employer _____

Full Address: _____

Supervisor's Name _____

Dates: From _____ To _____ Rate of pay: \$ _____ per _____

Job title & describe your work _____

Reason for leaving _____

3. Previous Employer _____

Full Address: _____

Dates: From _____ To _____ Rate of pay: \$ _____ per _____

Job title & describe your work _____

Reason for leaving _____

Person to notify in an Emergency

Name and Address: _____

Phone number: _____ Relationship _____

Education What is the highest grade completed? _____

College: _____ Graduate Yes ___ No ___

High School: _____ Graduate Yes ___ No ___

Trade or skills _____

Military service _____

References-(You must notify your references that they will be contacted.)

1. Name _____ Occupation _____

Full Address _____ How long known? _____

Phone number _____

2. Name _____ Occupation _____

Full Address _____ How long known? _____

Phone number _____

3. Name _____ Occupation _____

Full Address _____ How long known? _____

Phone number _____

Position applied for _____

Minimum starting salary _____ Recommended by _____

Applicants will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap. The City of Louisville is an equal opportunity employer.

Upon employment, the city will need a copy of your driver's license and social security card, and you could be required to take a drug test.

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatements or omissions of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If the city decides to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize the city to do so. If a report is obtained, the city will provide, upon my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

Date _____ Signature of applicant _____