

# ***OLATHE FIRE DEPARTMENT***

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## **HIRING PROCEDURES**

- Complete Application and Supplement Received.
- Preliminary Criminal History and Driver's License Check.
- Complete Personal History Statement.
- Oral Board Panel Interview.
- Background and Reference Checks Investigation.
- Psychological Testing.
- Interview with Fire Chief.
- Conditional Offer of Employment.
- Post-employment Physical Exam and Drug Screen.

Failure to complete any portion of these procedures disqualifies the applicant for the remainder of this hiring process.

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## **REASONS FOR DISQUALIFICATION**

- **FALSE STATEMENT:** False statement of material fact/deception/fraud.
- **FELONIES:** No felony convictions or commission of a felony in past 10 years.
- **MISDEMEANORS:** Conviction and/or commission of a Class "A" or "B" within the past five years. Crime of moral turpitude in the past ten years.
- **DRIVING RECORD:** No DUI conviction within the past 5 years. Three or more citations within any 18 month period within the past 5 years. Three or more chargeable or at fault accidents within the past 5 years. Drivers license suspension or revocation within the past 5 years.
- **PROBATION/PAROLE:** Currently on probation, parole or diversion (inclusive of deferred adjudication). Pardoned for any reason other than being innocent.
- **NARCOTICS/CONTROLLED SUBSTANCE:** Use of any illegal drug within the past 5 years or the sale of a controlled substance at any time.
- **MILITARY DISCHARGE/CONDUCT:** Discharge other than honorable (no conditions). Conviction/commission of court martial offense.
- **THEFTS:** Commission/conviction of a Class "C" theft within the past 2 years. Commission/conviction of a Class "A"/"B" within the past 5 years.
- **UNACCEPTABLE BACKGROUND:** Work history, educational history, military service, general reputation, and interpersonal relationship.