

Hobbs Fire Department Applicants,

Instructions for taking the online written exam are below. Be sure to follow all instructions as there will be no exceptions made for candidates who did not follow test instructions. By taking the online exam, you are agreeing that you have read and understand all instructions set forth in this email.

How to take the online written exam:

- 1) The testing website URL is: <http://www.nationalfireselect.com>
- 2) On the right hand column you will see "ONLINE TESTING IS HERE!" in bold letters. Click on the red letters that say [**Register Today**].
- 3) Fill out all information on the **Test Application Form**. Fields in Red are mandatory. You are strongly encouraged to complete all fields on the application. **Important Note:** The name and email address used for the written test must match the name and email address you used to apply with HFD.
- 4) The testing company will accept Visa, MasterCard, AmEx, and Discover Card for payment of the mandatory **\$24.95** fee. These fees are not refundable under any circumstances.
- 5) You must agree to all the **Terms and Conditions** of the testing company.
- 6) Select the **Pay Now** button.
- 7) Within a few minutes of completing your application, you will receive an email from the testing company containing your unique **PIN** and **testing instructions**.
- 8) Important rules applicable to HFD Testing Candidates taking the NFST:
  - a. **Application DEADLINE** Non Applicable.
  - b. In order for your test results to be included in the HFD Eligibility Exam process, you **must take your exam by April 4<sup>th</sup> and have your results emailed to Chief Allen by April 6<sup>th</sup>**.
  - c. **Do not attempt to take the exam more than once.** Multiple tests that can be linked by IP address, credit card number, email address or any other means may result in you being excluded from employment consideration.
  - d. Once you begin the exam you will have **2.5 hours** to complete it. You will **not be allowed to start and stop** the exam.
  - e. **You may not use any outside calculators or assistance.**
  - f. Should your test scores be high enough to move you to the next step of the recruitment process – **you will be required to take another, proctored, short exam to validate your online test results.** Candidates with scores that do not validate their online results will be removed from consideration for employment with the City of Hobbs Fire Department.
  - g. You need to request your results be emailed to you (Candidate) and then forward them to Chief Allen. Do not call our office. We will contact you via email once we have received and processed your scores.
  - h. Candidates within the highest scoring band(s) will be invited to the next phase of the recruitment process. We wish you the best of luck on the exam.

Sincerely,

Kris Allen, Assistant Fire Chief

[kallen@hobbsnm.org](mailto:kallen@hobbsnm.org)

575-397-9308

575-397-8609