



CLAYTON COUNTY FIRE & EMERGENCY SERVICES

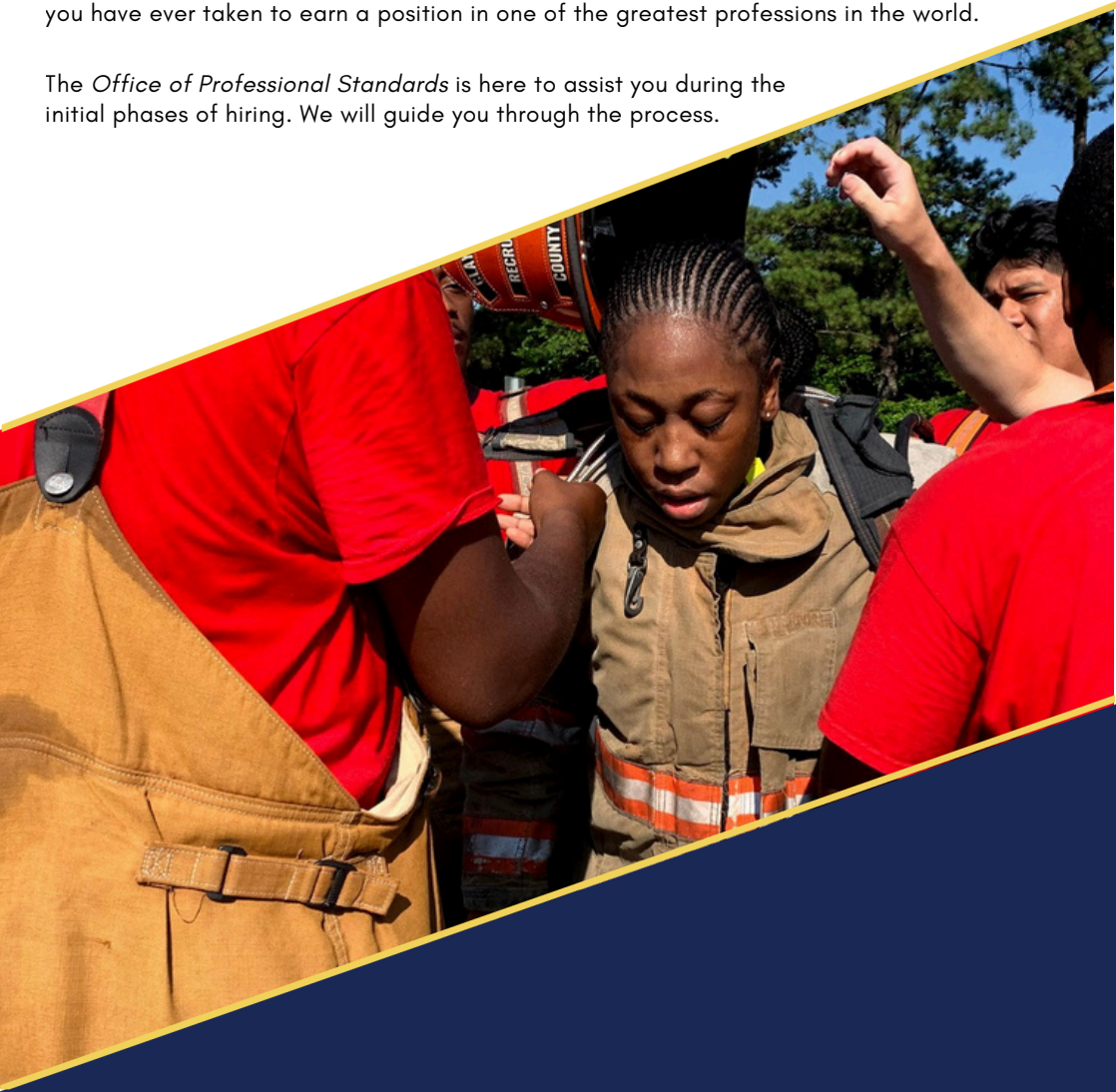
APPLICANT PRE-EMPLOYMENT PROCESS

The Challenge

Through our physically taxing training program, we turn the willing into the able, transforming purpose-driven young men and women into firefighters who can make a positive difference. Only those who complete the most demanding training can prevail over the world's most demanding profession. If you seek our title, the path ahead will be one of the greatest challenges and greatest rewards. Prevail, and your most purposeful days will be realized.

Preparing for the physical challenges ahead can be difficult to fully comprehend the complexity of becoming a firefighter without experiencing it firsthand. But there are ways to prepare. This guide will assist you in understanding the hiring process and what is expected of you as a potential hire. As an applicant, you are expected to complete all required paperwork and preparation for the physical fitness evaluation. This may be the toughest test you have ever taken to earn a position in one of the greatest professions in the world.

The *Office of Professional Standards* is here to assist you during the initial phases of hiring. We will guide you through the process.





Applicant Orientation

1st Step To Success

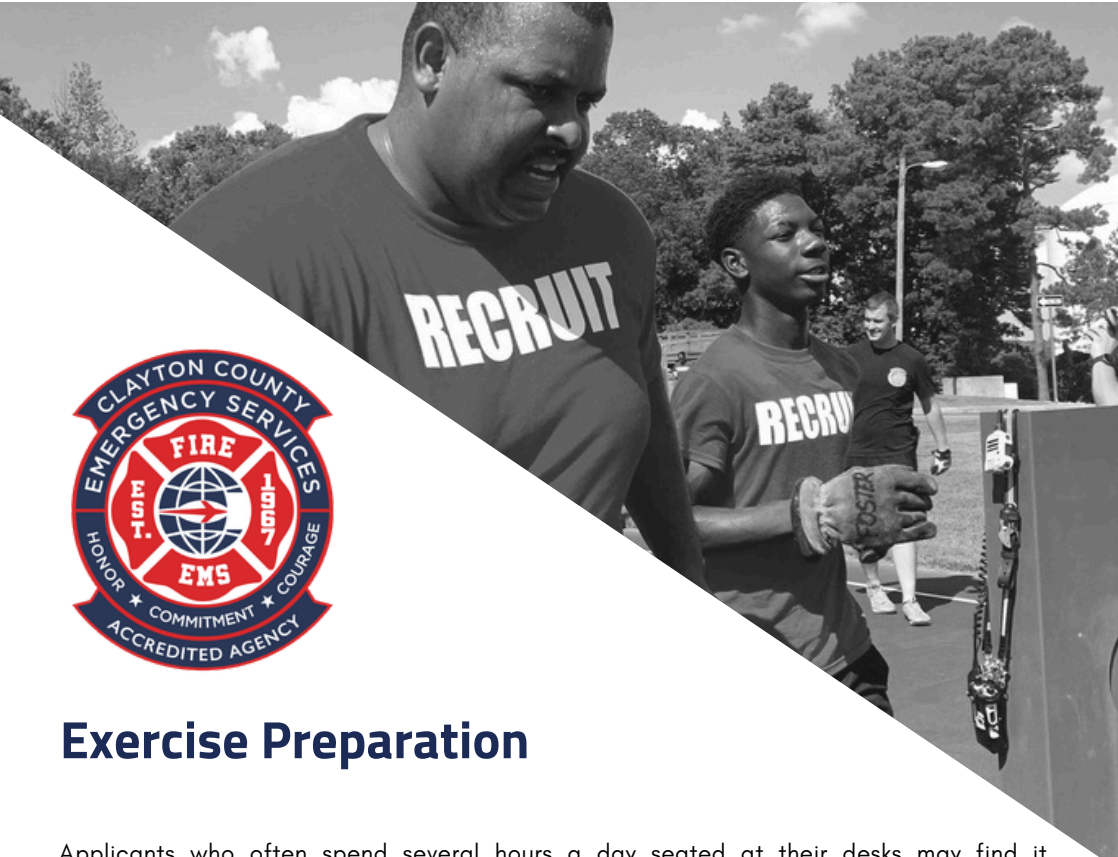
You will receive an email regarding your orientation date once you have applied to the department based on your certification status (no certifications = FIRE/RECRUIT). You are expected to arrive a minimum of 15 minutes early, wearing your physical training clothes (t-shirt, long shorts/sweats, gym shoes) in preparation for the physical fitness test.

On your arrival, park in the designated parking area and bring your required paperwork with you. This paperwork consists of a copy of your driver's license, social security card, birth certificate, and high school transcripts. We will not make copies of your paperwork, so make sure you do not give us your originals. We also require the completed **Background Questionnaire** form and a copy of your **Accuplacer** results before coming to orientation.

As you enter the Regional Training Center (7810 Hwy 85, Riverdale, GA 30274) follow the signs for Applicant Orientation. Once you arrive at the check-in, you will sign in with the Office of Professional Standards staff and be given a seating assignment. You will be directed through paperwork collection, general orientation, and applicant disqualifiers.

After the orientation is completed, you will be escorted out to the training field. The Office of Professional Standards will complete a full explanation of the physical fitness evaluation before you step onto the Physical Agility course.

Once all questions are answered, you will be guided outside to perform the sequence of events. Remember to bring gripping work gloves to this event. No applicant is allowed to complete the Physical Agility without proper clothing or gloves.



Exercise Preparation

Applicants who often spend several hours a day seated at their desks may find it challenging to incorporate exercise into their schedules. The lack of exercise and a sedentary lifestyle can have a negative impact on work performance and long-term health. It can also cause minor injuries during high-impact activities if stretching and prior adaptation to the new activity is not obtained.

As a candidate and potential fire recruit, it is imperative that you begin moving and acquiring flexibility early to avoid future injuries due to lack of mobility. Common signs of poor preparation are shin splints, overly sore muscles, plantar fasciitis, knee injuries, muscle sprains, and difficulty adjusting to long-distance running and the oxygen demands needed to succeed. The Physical Agility pre-employment physical agility test is designed to push each applicant to the upper limits of exhaustion and is very physically demanding. Anyone not ACTIVELY involved in a weightlifting / cardiovascular program may have great difficulty completing this evaluation.

Evaluators will have the authority to limit and/or discontinue the applicant's participation in the physical fitness test when deemed to be a health risk. Clayton County Fire & Emergency Services takes the health and well-being of all applicants seriously. Highly trained medical staff are on site at all times, as are professional safety officers posted at safety points along the course.



Physical Test

The Physical Agility Evaluation

Each applicant must understand that participation in this pre-employment physical fitness evaluation is required for consideration for employment with Clayton County Fire & Emergency Services. Each applicant must successfully submit to and complete the physical fitness evaluation required for the position applied. Failure to do so will result in the applicant being removed from the hiring process.

The Physical Agility Evaluation is utilized by Clayton County Fire & Emergency Services to evaluate an applicant's physical fitness level. The objectives and actual practical requirements will be demonstrated by the Office of Professional Standards prior to you attempting the pre-employment physical fitness evaluation. All adjustments to gear will be completed in the staging area. The candidate's name will be called and he or she will meet the evaluator at the base of the tower. This is a timed event. Timing will begin once the candidate picks up the high-rise pack and steps onto the first step.

This evaluation will be performed wearing the following:

CCFES will provide:

- a. Helmet
- b. SCBA (self-contained breathing apparatus)

The participant will provide:

- c. Gloves (Must fully cover hands and fingers)
- d. Appropriate ***"work-out"*** clothing including ***tennis shoes*** during the physical fitness evaluation.



Physical Fitness Evaluation

Required Uniform

The participant shall be dressed in workout clothing, tennis shoes, and personal work gloves. In addition, CCFES will supply a helmet & SCBA (approximately 45 lbs) to wear during the assessment.

The Physical Agility Course consists of 7 separate events. This is a timed course. All events need to be accomplished within a reasonable time. The average participant completes the course in under 5 minutes. The start area is at the base of the tower. The participant may adjust the placement of the high-rise pack within the boundaries of the staging area.

Stair Climb / High-Rise Pack Carry

The participant carries a high-rise pack (approximately 42 lbs) to the fifth floor of the training tower, where it is placed in a box on top of the landing. The handrails may be used in climbing the tower and steps may be taken in multiples on the way up the four-story (42 feet) tower. The high-rise pack is typically carried on the outside shoulder of the assigned tower side and must be deposited into the container at the top of the tower, with no part of the pack touching the deck outside of the box. One foot must be on the top deck before releasing the high-rise pack to the container.

Hose Hoist

Once the high-rise pack is placed into the box, the participant will step on the top platform and lean over the railing to pull a 100-foot kern-mantle rope while hoisting the attached donut roll (approximately 45 lbs.) over the top of the railing and placed into the same box as the hose pack. The hose roll must be completely in the box before descending the stairs.

Tower Descent

When descending the tower, walk or run the stairs from the fifth floor to the ground level, every step must be contacted and the handrail grasped.

Forcible Entry

The forcible entry evolution utilizes the Keiser Force Machine (a chopping simulator) with a 9-pound shot mallet. The participant steps onto the diamond-plated sled and uses the dead-blow hammer to strike the steel beam (approximately 150 lbs), five (5) feet in a backward direction with both feet on the diamond plate surface. Pushing, raking, or hooking the beam is not allowed, only the head of the mallet is allowed to strike the beam. After reaching the end of the sled, the evaluator will signal you to stop swinging and direct you to place the mallet in the square on the ground.

Serpentine

Advance by walking or jogging back and forth through the serpentine from the forcible entry simulator to the hose advance simulator without knocking over the hydrants. This is approximately 140 feet.

Hose Advance

The participant will pick up and place the 1 3/4 hose over a shoulder and drag the hose advance simulator approximately 75 feet to the doorway frame to open the nozzle and simulate hitting the target with water for several seconds before placing the nozzle on the ground.

Victim Drag

After placing the nozzle on the ground, the participant will grab the rope tied to a railroad tie and drag the tie (approximately 100 feet) walking backward through the checkered finish line. Carrying the simulated equipment is not permitted.



Dress Code

Prepare For Your Success

If you are fortunate to move forward in the process, you will receive an email and phone call to interview with us. Once your date is set, prepare for your interview. Your first interview will be in a group format with several Chief Officers interviewing you at once. You will need to sit up straight, project your voice, shake hands and look people in the eye when you speak with them. Manners go a long way. Make sure you have completed your research before interviewing for this profession.

DRESS CODE

While attending any events unless told otherwise, you are to dress business casual which consists of:

Males

- Pressed button-down dress shirt with collar or polo style shirt
- Dress slacks or khaki pants with belt (over your waist)
- Dress shoes (no sneakers)
- Tie is optional for men (dress to impress, you want this job, right?)
- Get a hair cut, shave, style hair (do not come to an interview with bed head)

Females

- Pressed dress shirt with collar or polo style shirt
- Dress slacks or khaki pants with belt
- Dress shoes (flats or short heels preferred for comfort)
- Business dress (below the knee)
- Do not wear see-through clothing to an interview
- Wear conservative make-up and hairstyles (we are a paramilitary organization)





Interview Process

Prepare for Your Success

Make sure you have completed your research before interviewing for this profession. During the interview process, there are several areas you need to prepare prior to interviewing for this occupation.

RESUME

- Create a simple resume of your job history and educational background
- Bring 3 copies

BACKGROUND

- Be prepared to answer questions about yourself
- Where are you from? Why do you want to be a firefighter?
- Know your strengths and weaknesses
- What makes you a good candidate?

HISTORY

- What do you know about our organization?
- What do we do? What divisions are within this organization?
- Have you researched us? How?
- Do you understand what it takes to be in public safety?
- Who is the Fire Chief?
- What is our call volume? Busiest stations?

**Detailed information about CCFES can be found at www.ccfes.org on the home page under "Hiring".

Post Interview

After your interview, the Office of Professional Standards will contact you via Email to let you know your status in the process. If you do not make it through to the next stage, do not give up. We hire approximately every four months, and your application stays active for one year from the date you applied. Make sure you stay by the phone and answer all emails throughout this process.

Contact Information



The Office of Professional Standards is your direct contact during the hiring process.

We are here to ensure your success through this process by answering any questions you may have concerning this profession. The division staff are here for you.

TALK TO US

(770)473.7833

ccfes.publicaffairs@claytoncountyga.gov

Deputy Chief

Steve Bookman



Battalion Chief

Zina Gresham



Lieutenant

Jared Ojeda



Sergeant

Jocelyn Lopez

