

CITY OF CARROLLTON FIRE RESCUE

Firefighter Hiring Process

The hiring process of the City of Carrollton Fire Rescue is conducted in accordance with procedures established by the Firefighters' and Police Officers' Civil Service Commission pursuant to Chapter 143 of the Texas Local Government Code.

The City of Carrollton is an Equal Opportunity Employer.

The following is a general description of the hiring process for beginning positions with Carrollton Fire Rescue.

Application Process

Online registration is accepted only during a specific period posted on the City of Carrollton website (www.cityofcarrollton.com).

Information on the registration period is also available through Carrollton Fire Rescue at 972-466-3070.

Civil Service Entrance Examination

Those persons who successfully complete the registration form will come to the exam at the specific date and time. All candidates must present a valid government issued picture identification for admittance to the exam. The exam will consist of a written multiple-choice test. All materials for the exam will be provided. No candidate will be allowed to possess personal electronics or exam materials in the exam area.

All candidates will take the exam at the same time. To successfully pass the written exam, seventy (70) percent of the questions must be answered correctly. The exams will be graded off-site, and scores will be posted three to five business days after the exam on the City of Carrollton's website. A complete listing of scores will be posted on bulletin boards at Carrollton City Hall by 5:30PM on the fifth business day following the exam. Persons who have submitted documentation of military service will receive an additional five (5) points added to their passing score on the exam. That documentation is required to be shown upon admittance to the exam.

Eligibility List

Based on the scores of the written entrance exam, a Beginning Firefighter Eligibility List will be established and certified by the Firefighters' and Police Officers' Civil Service Commission. All persons who pass the written exam will be on the certified list. Persons will be considered for beginning positions with Carrollton Fire Rescue in the order of their final position on the eligibility list. The list will be certified for twelve (12) months or until all names on the list are exhausted, whichever comes first.

Physical Ability Test

Based on the projected needs of Carrollton Fire Rescue, candidates will be invited to participate in the Physical Ability Test in the order of their final position on the eligibility list. The Physical Ability Test is a series of physical performance events which are designed to test a potential firefighter's strength, endurance, and agility in a manner which parallels as closely as possible the physical demands of sustained emergency operations. Candidates for the position of firefighter will be required to complete the Physical Ability Test on a pass/fail basis. The only criterion for judging whether a candidate passes the Physical Ability Test will be the completion of all events within the time standard established. Results from successful completion of the Physical Ability Test will not be used to move applicants either up or down on the eligibility list. Failure to successfully complete the Physical Ability Test will result in the candidate being removed from further consideration in the current hiring process.

Panel Interview

Persons who successfully pass the background investigation will be scheduled for an interview with the Carrollton Fire Rescue applicant interview panel. The panel will conduct an oral questioning of each candidate and evaluate each candidate based on responses to questions related to the successful performance of the duties required of a firefighter. Candidates must receive a satisfactory evaluation from the panel to continue in the hiring process. Candidates who do not receive a satisfactory evaluation from the panel will be removed from further consideration in the current hiring process.

Background Investigation

Candidates who successfully complete the panel interview will be subject to a thorough background investigation.

Polygraph Examination

A candidate who is asked to do so will schedule and complete a polygraph examination to verify information he or she provided in his or her background packet. The polygraph examination will cover personal history, employment history, credit history, military service, criminal activity, police and court activity, illegal drug and alcohol use, traffic and driving records, and previous public safety employment. Candidates must show a pattern of non-deceptive responses in the polygraph examination. Deceptive responses will cause that candidate to be removed from further consideration in the current hiring process.

Psychological Examination

A candidate who is asked to do so will schedule a psychological examination consisting of a battery of psychological tests designed to evaluate the candidate's ability to handle the mental and emotional aspects of the duties of a firefighter. Determination by a qualified psychologist that a candidate would have difficulty handling the duties of a firefighter will cause that candidate to be removed from further

consideration in the current hiring process.

Pre-Employment Medical Screening and Pre-Employment Drug Screening

A candidate who is asked to do so will schedule and complete a pre-employment medical screening and drug screening. The medical screening will be conducted to ensure that the candidate meets the medical requirements for firefighters as set by the National Fire Protection Association. The medical screening will include standard blood tests, overall muscular and skeletal condition, hearing function, vision function, and pulmonary function. The medical screening will include a chest x-ray, stress EKG, and functional capacity test. A candidate who does not meet the medical requirement for firefighters as set by the National Fire Protection Association be removed from further consideration in the current hiring process.

A candidate who is asked to do so will complete a drug screening to determine the presence of any illegal drugs. A candidate with a confirmed positive drug screening will be removed from further consideration in the current hiring process.

Candidates will be evaluated for their ability to successfully complete an aerial ladder climb for time.

Fire Chief Interview

Candidates who satisfactorily complete all the above steps will be scheduled for an oral interview with the Fire Chief of Carrollton Fire Rescue covering information selected at the Fire Chief's discretion.

Offer of Employment

A candidate who successfully completes all aspects of the hiring process will be given a final Offer of Employment from the City Manager for the City of Carrollton.