

# FIREFIGHTER APPLICANTS CHECKLIST

(Applicant's Full Name)

(Home Phone)

(Cell Phone)

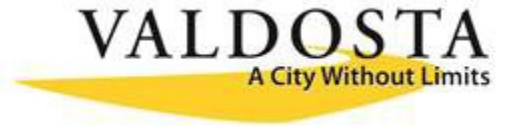
REQUIRED DOCUMENT	CHECK	Office Use Only
1. APPLICATION FORM		
2. RESUME		
3. COVER LETTER		
4. VFD STANDARD OPERATIONAL GUIDELINES RECEIPT		
5. PRACTICE TEST ORDER FORM		
6. PERSONAL INJURY WAIVER		
7. MEDICAL AFFIDAVIT		
8. BACKGROUND CHECK FORM		
9. RELEASE OF EMPLOYMENT RECORDS CONSENT		
10. BIRTH CERTIFICATE		
11. SOCIAL SECURITY CARD		
12. DRIVER'S LICENSE		
13. HIGH SCHOOL DIPLOMA, GED CERTIFICATE OR OFFICIAL SEALED TRANSCRIPT		
14. CERTIFICATES (OPTIONAL)		

In addition to checking off the items above, by signing below you are acknowledging that you have read, understand and agree with the guidelines set forth in the Valdosta Fire Department's Hiring Process.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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DO NOT SUBMIT  
UNLESS CHECKLIST IS COMPLETE AND SIGNED



# CITY OF VALDOSTA

## APPLICATION FOR EMPLOYMENT

Website: [www.valdostacity.com](http://www.valdostacity.com) Email: [covhr@valdostacity.com](mailto:covhr@valdostacity.com)

HUMAN RESOURCES DEPARTMENT    216 E. CENTRAL AVE, VALDOSTA, GA 31601    TELEPHONE: 229-259-3544    FACSIMILE: 229-259-5419

The City of Valdosta is an Equal Opportunity Employer. Qualified applicants are considered for positions without regard to age, color, disability, marital status, national origin, race, religion, sex, veteran status, or any other category protected by law. All applications are evaluated based on individual merit. Information must be complete so all applications may be given equitable consideration. Pursuant to State and/or Federal Law(s), certain positions, such as Public Safety, may necessitate additional requirements. **Incomplete applications will be rejected and will not be considered. Applications must be completed, signed and dated in black or blue ink, unless completing the application online, which will require electronic signature(s) and date(s).**

**(Please submit an application for each position you are interested in applying for)**

<b>Job Title:</b>	<b>Department:</b>	<b>Date of Application:</b>
<b>Desired Pay Range:</b>	<i>(Hourly):</i> \$	<i>(Bi-Weekly):</i> \$
		<i>(Annually):</i> \$

### PERSONAL INFORMATION:

**Available Start Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(First) (Middle) (Last) (Suffix)

**Address:** \_\_\_\_\_  
(Street) (Apt) (City) (State) (Zip)

**Alternate Address:** \_\_\_\_\_  
(Street) (Apt) (City) (State) (Zip)

**Contact Information:** \_\_\_\_\_  
(Home Telephone) (Cell) (Alternate)

**Email Address:** \_\_\_\_\_

Do you have any relative(s) working with the City of Valdosta? Yes  No  If yes, list their Name(s)/Relationship(s) below:

Name/Relationship: \_\_\_\_\_ Name/Relationship: \_\_\_\_\_

Do you possess a valid Driver's License? Yes  No  State: \_\_\_\_\_ License #: \_\_\_\_\_

Are you a veteran? Yes  No  Branch of Service: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

Are you at least 18 years of age? Yes  No  Are you authorized to work in the United States? Yes  No

Have you ever worked for the City of Valdosta? Yes  No

(If yes, please answer question below):

Date(s) of Employment: \_\_\_\_\_ Position(s) Held: \_\_\_\_\_

Date(s) of Employment: \_\_\_\_\_ Position(s) Held: \_\_\_\_\_

# EMPLOYMENT HISTORY:

Please start with the most recent employer. Additional space is available on the next page or you may attach additional sheet(s) if necessary to capture your work history. A resume may be attached to this application for additional information purposes only. All information requested on the application must be completed thoroughly to receive consideration.

PLEASE **DO NOT WRITE “SEE RESUME.”** DUTIES MUST BE PROVIDED ON THE APPLICATION TO BE CONSIDERED TO MEET QUALIFICATIONS FOR THE POSITION.

<b>1. Company Name:</b>	<b>Dates Employed</b>	<b>From:</b>	<b>To:</b>
<b>City and State:</b>	<b>Supervisor:</b>		
<b>Telephone:</b>	<b>Starting Salary: \$</b>	<b>Ending: \$</b>	
<b>Job Title:</b>	<b>Reason for leaving:</b>		
<b>Duties:</b>			
		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>2. Company Name:</b>	<b>Dates Employed</b>	<b>From:</b>	<b>To:</b>
<b>City and State:</b>	<b>Supervisor:</b>		
<b>Telephone:</b>	<b>Starting Salary: \$</b>	<b>Ending: \$</b>	
<b>Job Title:</b>	<b>Reason for leaving:</b>		
<b>Duties:</b>			
		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>3. Company Name:</b>	<b>Dates Employed</b>	<b>From:</b>	<b>To:</b>
<b>City and State:</b>	<b>Supervisor:</b>		
<b>Telephone:</b>	<b>Starting Salary: \$</b>	<b>Ending: \$</b>	
<b>Job Title:</b>	<b>Reason for leaving:</b>		
<b>Duties:</b>			
		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

## EDUCATIONAL BACKGROUND:

A High School Diploma or GED, from an accredited school, and valid Driver's License (with the ability to obtain a valid Georgia Driver's License) are a minimum requirement for employment with the City of Valdosta.

School	Name and Location of School (City and State)	Major/Course of Study	Diploma/Degree or Certificate Earned	Did you graduate?	Graduation Date
High School					
University					
College					
Vocational or Trade School					
Other Trainings and/or Courses					

## PROFESSIONAL LICENSES, CERTIFICATIONS OR MEMBERSHIPS:

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above-mentioned position.

	Obtained from which City, State, or Governmental Entity	Expiration Date

## BACKGROUND INFORMATION:

Permission is granted, to the City of Valdosta, to conduct an appropriate criminal background check and investigation to solicit information as to my educational and employment history, character and general reputation. Any applicant who refuses to furnish such authorizations and releases as prescribed by the City, and which are necessary to allow a full examination of his or her criminal history shall not be considered for employment. A criminal record will not necessarily exclude you from employment, but will be considered and consistent with any applicable state or federal law. Factors, such as age at the time of the offense, rehabilitation efforts, recency and seriousness of the crime, may be taken into account, including the relationship between the offense and the job for which I have applied. I further understand that this information/data may be captured through a separate supplemental application, process and/or procedure.

# REFERENCES:

## Professional:

(Full Name)	(Organization)	(Telephone)	(City/State)
(Full Name)	(Organization)	(Telephone)	(City/State)
(Full Name)	(Organization)	(Telephone)	(City/State)

## Personal:

(Full Name)	(Occupation)	(Telephone)	(City/State)
(Full Name)	(Occupation)	(Telephone)	(City/State)
(Full Name)	(Occupation)	(Telephone)	(City/State)

# CERTIFICATE OF APPLICANT:

I hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misrepresentation or omissions of material fact herein subjects me to disqualification or dismissal. I also understand that by signing this form, I authorize release of any records pertaining to my education, employment history, police, and/or personal references to the City of Valdosta.

**NOTE: PLEASE CHECK FOR ERRORS OR OMISSIONS BEFORE ACKNOWLEDGING THE CERTIFICATION BY SIGNING AND SUBMITTING THE APPLICATION FORM.**

SIGNATURE OF APPLICANT:

DATE:

**Email completed form to [covhr@valdostacity.com](mailto:covhr@valdostacity.com) as an attachment.**



Valdosta Fire Department  
City of Valdosta, Georgia  
Standard Operational Guidelines

Subject: Hiring Procedures

Subject #: 102

Effective Date: May 17, 2021

Review Date: May 17, 2021

Fire Chief: Brian Boutwell

Approved:

Reference: City of Valdosta Personnel  
Policies and Procedures Employee  
Handbook

Page 1 of 5

## I. Purpose

The purpose is to establish a hiring procedure for employment with the City of Valdosta Fire Department. This procedure shall be consistent with the employment guidelines of the City of Valdosta and all applicable federal and state laws.

## II. Scope

The City of Valdosta and Valdosta Fire Department seek qualified and the best fit personnel for the organization based on individual merit without regard to gender, ethnicity, religion, or any other status protected under Title VII.

## III. Process

The hiring process will consist of three levels: Human Resources, Evaluation, and Selections.

## IV. Level One – (Human Resources Department)

1. When a vacancy occurs, the Fire Chief has two options:

**Option 1:** Utilized the current active pool within the past six (6) months of selection. If this option is selected, the Human Resources Department and Evaluation levels are skipped, and the Fire Chief proceeds to the Selection level.

**Option 2:** The Fire Chief must notify the City of Valdosta Human Resources Department to initiate the hiring process. The notice of intent to accept applications shall be made in the legal organ of the City of Valdosta.



The job announcements may consist of advisement on City's internal job announcements bulletin, in the Valdosta Daily Times Newspaper, on the City and Fire Department's Webpage, local media (news and radio) and external fire service websites. The announcement will consist of an opening and closing date for receipt of applications.

2. To apply for employment with the Valdosta Fire Department, applicants must meet and/or agree to the following requirements:
  - a) Eighteen (18) years of age prior to the established closing date
  - b) Possess a High School Diploma or a General Education Development equivalency (GED)
  - c) Possess a valid Driver's License
  - d) Must live within a 60 mile radius of Fire Station 1 (106 South Oak Street, Valdosta, Georgia) within one (1) year of the appointment date. **(See Appendix C)**
  - e) If hired within a classification/position that is assigned a take-home vehicle, the employee must reside within a 20 mile radius of Fire Station 1 (106 South Oak Street, Valdosta Georgia) within one (1) year of the appointment date.
  - f) Sign and agree to the Valdosta Fire Department Training Agreement upon employment **(See Appendix A)**
3. In addition to the Valdosta Fire Department requirements for employment, the Georgia Firefighters Standards and Training Council require the following employment standards:
  - a) No felony conviction within 10 years prior to employment as a Firefighter.
4. At the closing of the application process, the Human Resources Department will ensure the applicants meet the pre-employment requirements and have submitted all necessary documents. All applicants meeting the pre-employment requirements will be notified by the Human Resources Department to commence the Evaluation process.

#### V. **Level Two - (Evaluation)**

The Evaluation level will consist of three events: The Firefighter Aptitude and Character Test (FACT), The Physical Agility Test and Oral Interviews.

The Human Resource Department will notify all applicants interested in participating in the National Fire Select Test and the Physical Agility Test. The *Firefighter Aptitude and Character Test* will be held at a location to be determined and the *Physical Agility Test* will be held at the Valdosta Fire Department Regional Training Center (200 N. Blanchard Street, Valdosta, Georgia). Both tests will be administered on the same day. The Firefighter Aptitude and Character Test will be administered first and all candidates who successfully pass will advance to the Physical Agility Test.

Candidates that successfully passed both test will be notified to participate in an oral interview event on a later date.



### The National Fire Select Test

Candidates will be responsible for paying a one-time test administrative fee of \$20.00. The total amount due must be paid during the check-in process. The following methods of payment will be accepted:

- Cash
- Money Order (Payable to City of Valdosta)
- Cashier's Check (Payable to City of Valdosta)

**\*\*\* Personal checks and/or Debit/Credit Cards will not be accepted \*\*\***

The National Fire Select Test is an entry-level Firefighter written test consisting of 166 items with a maximum time of 2 hours and 30 minutes (2 ½ hrs). The test is divided into two sections: **a general aptitude test and a personality inventory**. The constructs measured by the test included:

- Reading Ability
- Mathematical Reasoning
- Map Reading
- Writing Ability
- Human Relations
  - Interpersonal skills
  - Teamwork
  - Commitment
  - Honesty
  - Integrity
  - Emotional stability
- Reasoning Skills
  - Reasoning
  - Vocabulary
  - Mechanical aptitude
  - Spatial Rotation
- Work Style
  - Critical work styles and behaviors

#### **Practice Test Information (Not mandatory but highly recommended)**

Applicants may order the practice "**Firefighter Aptitude and Character Test (FACT) Candidate Orientation Guide**" by the following link: <https://www.fpsi.com/product/fact-orientation-guide/>

The **FACT Candidate Orientation** is a helpful tool to prepare for the exam and can be downloaded as a PDF file and saved or printed. Please read through the disclaimer on the order page in order to have a successful download. Payments will be submitted through PayPal via an account or credit/debit card. Once payment is submitted, PayPal automatically redirects you back to the FPSI site where access to the download [link](#) will be located on the *Order Details-Checkout Status* page. Applicants must pay close attention to ALL instructions on both FPSI and PayPal's websites in order to access the instant download successfully!



**FACT Disqualifying Factors:**

The following items will automatically disqualify candidates from participating in the National Fire Select Test section of the hiring process.

- Not providing one of the following valid photo ID's during check-in
  - Drivers' License
  - Government Issued ID
  - Passport
- Tardiness for your scheduled time (The official time clock will be located on the check-in computer)
  - Candidates must be seated at their assigned station no later than their scheduled time.
  - Candidates entering the parking lot, and/or building at their scheduled time will be considered tardy and will not be admitted into the NFST.
- Non-payment of the \$20.00 Test Administrative Fee

**Physical Agility Test**

Candidates participating in the Physical Agility Test will be required to complete the following stations continuously in chronological order within 20 minutes after starting:

- Aerial Ladder Climb
- Ladder Climb with Confined Space Crawl
- Stair Climb with High-Rise Hose Hoist
- Forcible Entry Chopping Simulator
- Fire Hose Carry
- Rescue Drag
- ½ Mile (Walk and/or Run)

All candidates will complete each station wearing gloves and a rescue helmet, except when participating in the ½ mile (walk and/or run) station. The constructs measured by the test include:

**Station 1**

- Climb a 75 ft. aerial ladder

**Station 2**

- Climb up a flight of stairs, climb a 12 ft. ladder to the top of the building, climb over the railing then crawl through a confined space tube before safely climbing down a 24 ft. ladder.

**Station 3**

- Place a high-rise pack section of 1 ¾ hoseline (with nozzle) over the shoulder and climb 2-flights of stairs. Place the high-rise hose on the landing, immediately hoist a rolled 2 ½" hose up to the third floor, and pull the hose over the railing dropping it on the landing. Once the hose touches the landing, immediately hoist the hose over the railing until it touches the ground. Once the hose



touches the ground, place the high-rise pack over the shoulder and descend down the 2-flights of stairs.

#### **Station 4**

- Strike a large tractor-size tire with a sledgehammer, moving the tire two (2) ft.

#### **Station 5**

- Place a charged 1 ¾" hoseline over the shoulder and carry for 125 ft.

#### **Station 6**

- Lift a 175 lbs. (estimated) rescue mannequin and drag for 100 ft.

#### **Station 7**

- Walk, run or a combination of both for a total of ½ mile without stopping.

### **Oral Interviews**

The candidate will participate in an oral interview with a Fire Department panel. The Fire Department panel will consist of an internal team of five (5) members varying from Assistant Chief to Firefighters.

#### **Oral Interviews Disqualifying Factors**

The following items will automatically disqualify candidates from participating in the Oral Interviews section of the hiring process.

- Not providing one of the following valid photo ID's during check-in
  - Drivers' License
  - Government Issued ID
  - Passport
- Tardiness for your scheduled time (Official time clock will be located on the check-in computer)
  - Candidates must be seated at their assigned station no later than their scheduled time.
  - Candidates entering the parking lot, exiting their cars and/or building at their scheduled time will be considered tardy and will not be admitted into the interview process.

### **VI. Level Three - (Selection)**

At the conclusion of the Evaluation Process, The Fire Chief will submit a final list of candidates recommended for hire. The Human Resources Department will contact the candidate to make a conditional employment offer, pending the final satisfactory completion of the background checks, substance screen and pre-employment physicals.

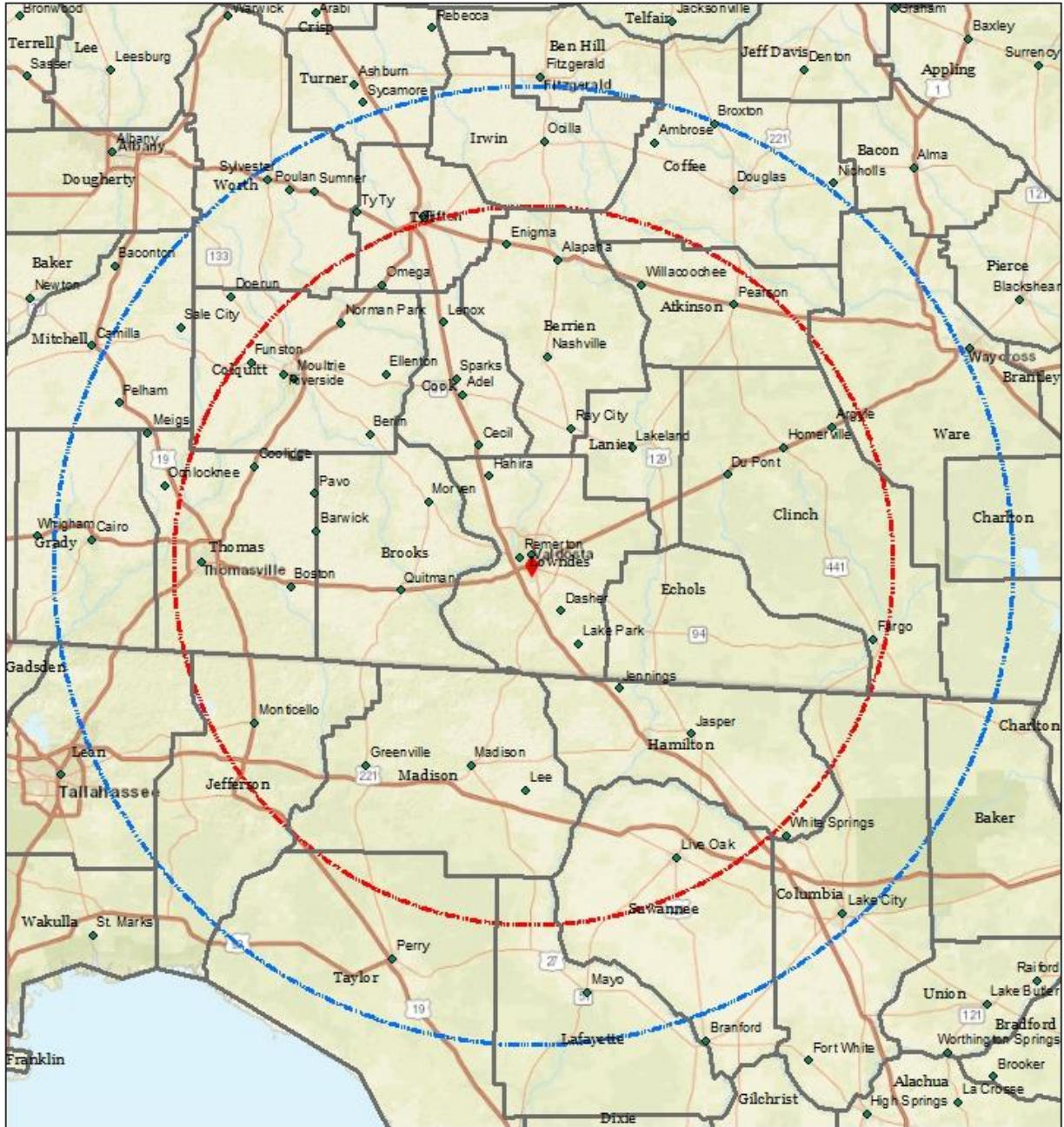
# Appendix B



Applicants may order the practice “Firefighter Aptitude and Character Test (FACT) Candidate Orientation Guide” by clicking the following link: <https://www.fpsi.com/product/fact-orientation-guide/>  
The FACT Candidate Orientation is a helpful tool to prepare for the exam and can be downloaded as a PDF file and saved or printed. Please read through the disclaimer on the order page in order to have a successful download. Payments will be submitted through PayPal via an account or credit/debit card. Once payment is submitted, PayPal automatically redirects you back to the FPSI site where access to the download link will be located on the Order Details-Checkout Status page. Applicants must pay close attention to ALL instructions on both FPSI and PayPal’s websites in order to access the instant download successfully!



# Appendix C



## Legend

- ◆ Cities
- ◆ Station 1
- 45 mile buffer
- 60 mile buffer
- Counties



This map is a product of the SGRC-GIS program. This map is a graphic representation of digital data constructed in a cooperative effort between the City of Valdosta and SGRC. Although every effort has been made to accurately depict features in the City of Valdosta, the SGRC cannot be held responsible for damages due to the mis use or misinterpretation of this map.



City of Valdosta  
**VALDOSTA FIRE DEPARTMENT**



Valdosta, Georgia

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I have read and understood the contents of the Valdosta Fire Department Standard Operational Guidelines.

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Print Name

Signature

Date



## City of Valdosta Fire Department Personal Injury Waiver

As part of the selection process, selected applicants will be required to successfully complete the Physical Performance Test. This test is designed to simulate physical situations that a firefighter is likely to face in the performance of duty. The test contains the following activities:

**(See Attachment)**

I, \_\_\_\_\_, understand that successful completion of  
(Name of Applicant)

The Physical Performance Test is a requirement for consideration as a Firefighter with the City of Valdosta Fire Department. I hereby express my desire to participate in the Physical Performance Test described in the attachment and understand that there are risks inherent in any physical exercise of this sort. I hereby release the City of Valdosta, the Valdosta Fire Department and their employees of any liability for any injuries that I may sustain as a result of my participation and actions in this test.

Signature (Full Name): \_\_\_\_\_ Date: \_\_\_\_\_

Print (Full Name): \_\_\_\_\_

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## City of Valdosta Fire Department Pre-employment Medical Affidavit

Firefighters are charged with the responsibilities of mitigating a variety of emergency and non-emergency situations where life, property or the environment is at risk. Firefighters may be required to work under extremely harsh environmental conditions requiring them to wear cumbersome protective clothing and equipment while performing strenuous physical activities. They may be required to perform rescue work and/or provide emergency medical treatment to individuals suffering from medical or traumatic emergencies. While performing or participating in these operations firefighters may be required to make decisions that could have serious consequences to life and property.

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\_\_\_\_\_ is applying to become a firefighter.  
(Applicant Name)

I have examined \_\_\_\_\_ and to the best of my knowledge this  
(Applicant Name)  
person is in good physical condition.

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**Name (Please Print)**

*(Physician, Physician Assistant, Nurse (operating under a physician's authority))*

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<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
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**Authorized Signature (Physician)**

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**Date**

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**Business/Facility Stamp (if applicable)**

**VALDOSTA**  
A City Without Limits

## Name-Based Criminal History Record Information (CHRI) Consent/Inquiry Form

I hereby authorize Valdosta Police Department to conduct an inquiry for  
Agency/Company  
 the purpose below and receive any Georgia and/or national CHRI as authorized by state and federal law.

<b>Full Name (print)</b>			
<b>Address</b>			
<b>Sex</b>	<b>Race</b>	<b>Date of Birth</b>	<b>Social Security Number</b>

- This authorization is valid for \_\_\_\_\_ 90 days from date of signature.
- I, \_\_\_\_\_, give consent to the above-named entity to perform periodic criminal history background checks for the duration of my employment.

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Attorney for Individual (Purpose Code E and U Only) Bar Number Date

Person Authorized to Receive Record: Jennie Boyer, Mikayla Rivera, Josie Olszewski, Catherine Ammons, and Richard Hardy

Date of Inquiry: \_\_\_\_\_ Time of Inquiry: \_\_\_\_\_ Operator's Initials: \_\_\_\_\_

**Purpose Code Used (check one): Note: *Only one inquiry may be performed per consent form.***

NON-CRIMINAL JUSTICE PURPOSES		
X	E	Employment
	M	Employment direct care with Mentally Ill/Developmentally Disabled
	N	Employment direct care with Elderly
	W	Employment direct care with Children
	P	Public Record (no consent required)
	F	Probate Court/Weapons Carry License
PERSONAL REQUEST (INDIVIDUAL OR THEIR ATTORNEY)		
	U	Personal Copy (stamp return "personal copy")
CRIMINAL JUSTICE EMPLOYMENT		
	J	Civilian Criminal Justice Employment (state and III data received)
	Z	Sworn Criminal Justice Employment (state and III data received)

**This inquiry resulted in the following (check all that apply):**

	No criminal history available
	Criminal history available (attached/released)
	No NCIC/GCIC Warrant
	Possible NCIC/GCIC Warrant (list Wanting agency below)
	Wanting Agency Name:
	Wanting Agency Telephone:

\_\_\_\_\_  
 Agency Designee Signature and Title





# CITY OF VALDOSTA



## CONSENT FOR RELEASE OF EMPLOYMENT RECORDS

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I hereby authorize the City of Valdosta to contact past employers to obtain employment records including dates of employment, job performances and eligibility for re-hire.

I certify that any person(s) who may furnish such information concerning me shall not be held liable for giving this information; and I do hereby release said person(s) from any and all liability, which may be incurred as a result of furnishing such information.

If currently working, I authorize the City of Valdosta to contact my current employer regarding employment reference.

Yes

No

I understand that all information obtained shall be considered as confidential, privileged communication and shall not be released to anyone outside the City of Valdosta without my consent.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

\_\_\_\_\_  
Name of Applicant (Please PRINT)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date