

# SANFORD FIRE DEPARTMENT

## FIREFIGHTER I

### RECRUITMENT PROCESS

#### REQUIREMENTS (as of test date):

- At least 21 years of age at the time of application.
- U.S. Citizen or a Lawfully Authorized Alien Worker.
- High school diploma or equivalent (i.e. GED) recognized by the State Department of Public Instruction.
- State of North Carolina Firefighter Standard Level II Certification and Hazmat Operations Level I Certification.
- Valid North Carolina driver's license and good driving record.

#### SELECTION AND EVALUATION PROCESS:

The process to become a City of Sanford Firefighter will include several phases. All phases of the hiring process **must** be **successfully** completed in order to be considered for employment with the City of Sanford Fire Department.

1. **Employment Application Packet** – submit a completed employment application packet to Human Resources to include a City of Sanford employment application and copies of State Certifications by the position closing date and time. Ensure all sections of the employment application are complete. If a section does not apply to you, answer “NA” for “not applicable.” Remember to sign and date the application and other required forms.
2. **Driver's License Record Check** – pass a driver's license record check according to City of Sanford Driving Record Standard.
3. **Reading Comprehension Test (RCT)** – this is a general knowledge exam that will test your reading and comprehension skills to ensure they are at or above the 10<sup>th</sup> grade level. Candidates must score at or above the 10<sup>th</sup> grade level on the test to proceed to the Physical Agility Test (PAT).
4. **Physical Agility Test (PAT)** – successfully complete a PAT that consists of a series of exercises created to simulate tasks that are routinely performed by firefighters on the job. If a candidate does not satisfactorily complete an exercise in the maximum allotted time, he/she will not be allowed to continue in the selection process. Practice session(s) are offered in advance of the actual test and participation is encouraged. The exercises include:
  1. Run, Walk, Jog
  2. Obstacle Course
  3. Rescue Drag
  4. Ladder Raise
  5. Stair Climb with Vest
5. **Oral Review Board** – candidates who meet minimum eligibility requirements and successfully complete the RCT and PAT may be asked to report for an interview. Review panels generally consist of three individuals who will ask the candidates several questions and review their responses.
6. **Background Investigation** – a background investigation will be conducted for the candidate(s) considered for hire after the completion of the oral review board. A background investigation includes, but is not limited to, a criminal and civil background check, professional (including honorable discharge, if any, from the military) and personal references.
7. **Physical Examination and Pre-employment Drug Screening** – positions will be offered contingent on the successful completion of a physical examination and controlled substance screening.