

**City of
West Point, Georgia
Fire Department**



**Application for
Firefighter/Paramedic**

TO ALL APPLICANTS
West Point Fire Department
P.O. Box 487
West Point, GA 31833
Phone 706-645-3508
Fax 706-643-8150

Milton I. Smith
Fire Chief

Thank you for your interest in becoming a member of the West Point Fire Department. We feel that we offer numerous incentives that make this agency a competitive organization and an enjoyable place to work. Candidates should also realize that the fire department requires each employee to be dual qualified, defined as State of Georgia certified firefighter as well as EMT-I or EMT-P.

Community

The City of West Point, Georgia is a small town (pop. 3500) along the western most boundary of Georgia with the Chattahoochee River traversing the center of town. West Point does have 2 major U.S. Highways, Interstate 85 that traverses her eastern border and U.S. Highway 29, and a major rail line that travels through town dividing her in two locations. Like many small towns, West Point has a historic downtown retail center, light industrial park area as well as residential areas. Another unique feature in West Point is the KIA Motor Manufacturing Georgia (KMMG) first American automobile factory in the United States of America is located within our city.

Scope of Service

People living and working in a small community such as ours expect certain personalized service that larger departments either will not, or cannot provide. This agency is called upon to perform services that vary from general non emergency public assist to assisting other city department with day to day functions. It should be understood that this department operates with a “Pro-Active” attitude which the employees should understand and operate by also. Employees should be willing to take whatever action is necessary and not be concerned with such things as how close it is until the end of their assigned work shift. Working for a smaller agency, such as West Point, offers the benefit of handling numerous types of calls, often within the same day. Smaller agencies can seldom rely on the benefits of specialized units and each employee must be able to handle a variety of calls.

Department

The West Point Fire Department consists of the Fire Chief, 3 shift officers and 4 firefighter/medics. The shift officers and 4 firefighter/medics are scheduled shifts on the 24/48 rotation. Bi-weekly pay cycles end on Tuesday with payroll being delivered to the fire station on the following Thursday morning. Employees are to provide their direct supervisor for any desired day off. These days are not to be considered guaranteed until the supervisor replies that he/she has approved the time off request.

Training

The West Point Fire Department does require employees to be qualified as EMT-I or EMT-P. The department’s goal is to hire personnel presently certified as EMT-P’s when possible. Basic fire training is required to allow the candidate to complete rookie school or depending on prior training and certifications the Fire Chief may exempt the formal rookie school. Our department does assist with the rookie school by providing resources as well as instructors. This department will send employees to the Georgia Public Safety Training Center as well as other class deemed necessary by the Fire Chief and department Training Officer. The department will also pay mileage to and from the Georgia Public Safety Training Center and all meals and lodging are free to any Georgia Public Safety Officer. This allows employees of this agency

to attend professional courses without personal expenses occurring. Occasional local training may also be required by the department.

Health Insurance

City employees are presently given multiple choices on their healthcare benefit to include the cost. It is important for candidates to realize that dependant insurance coverage is the responsibility of the employee.

Equipment

In addition to the uniform the employee is issued his/her own portable radio, structural firefighting protective clothing and SCBA face piece.

Individuals are encouraged to complete an application but do not sign the application until you are in the presence of a Notary Public due to all signatures needing to be notarized.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, martial status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency. Including but not limited to personal character, general reputation and mode of living. This list, however, is not exhaustive of the grounds on which discrimination is prohibited.

All applicants should realize that the City of West Point Fire Department is an equal employment agency and women and minorities are encouraged to apply.

Applicant Check List

Name: _____

(Items must be returned before application can be processed)

___ 18 years of age (verification with certified copy of birth certificate)

___ Personal History Statement

___ High School Diploma or GED Certificate

___ Social Security Card (Copy)

___ Birth Certificate

___ Current Drivers License (Copy)

___ Copy of DD-214 If applicable

___ Fire related certificates if applicable

___ EMS related certificates if applicable

(Items to be completed by agency)

___ Photograph

___ Criminal History Check

___ Oral Interview

___ Physical Agility Test

___ Polygraph Results

___ Psychological Results

___ Physical Examination

___ Background Investigation

___ Fingerprint Cards (2 Sets)

___ City Application

___ Tax, Insurance, Retirement, Etc.

___ Awareness statement

Fire Department Candidate Pre-employment Testing, City of West Point, GA

In order to establish eligibility for employment as a firefighter/paramedic, an individual must demonstrate that he or she meets certain qualifications and perform the essential functions of the job. Therefore, it is proposed that candidates for employment be subjected to the following detailed application process:

Step 1: Application and Personal History

This process will include completion of a formal application for employment. A preview of the application will determine if the candidate meets the minimum requirements of: (1) 18 years of age, (2) possess either a high school diploma or GED certificate, (3) if veteran, possess a honorable discharge, (4) possess a valid driver's license, (5) be a citizen of the United States.

Step2: Agility Test

Since the essential duties of a firefighter/paramedic include a great amount of physical stress, an applicant will be required to undergo a complete physical agility test. The fundamental purpose of this test is to ensure that more than ordinary strength and agility which are required in the fire service, if only occasionally, are present.

Step 3: Oral Interview

The interview will be conducted by 3 senior level fire officers, two officers will be from the West Point Fire Department and 1 officer will be from a surrounding agency. The purpose of the oral interview is to measure those aspects which cannot be more accurately assessed by other steps in the selection process. Members on the interview board will be asking the same questions to each candidate and will be focusing upon such qualities as appearance, ability to communicate, general poise and bearing and alertness.

Step 4: Polygraph

The background investigation is only as complete as the information that is provided throughout the process. Since this is the case, applicants will be subjected to a polygraph examination to ensure truthfulness on all information given.

Step 5: Psychological Testing

Firefighter/Paramedics are placed under moderate to severe emotional stress. For example, when providing patient care or fighting a fire when surrounded by hostile crowds, domestic crisis situations, exposure to death, violent injuries and the need to make sound decisions often with minimum amount of information, all contribute to the emotional stress. Since the ability to deal with this emotional stress is necessary, a test subsequent to a conditional offer of employment will be given so as to preclude the employment of those who are emotionally unstable, brutal or suffering from some personality disorder.

Step 6: Background Investigation

A criminal background check will be conducted by an investigator. This investigation will be all inclusive in ascertaining whether an applicant possesses a good moral character and has not been convicted of a felony nor a sufficient number of misdemeanors to establish a pattern for disregarding the law.

Step 7: Physical Examination

Physical excellence is an essential quality for individuals who are to be employed as firefighter/paramedics and this can only be determined by the administration of a rigid medical examination. The purpose of such an examination is to assure the employment of persons who possess the physical ability to perform with or without reasonable accommodation. During the physical examination, tests will be conducted to determine use of drugs. Such examination will be administered subsequent to a conditional offer of employment.

Confidentiality

The results of all test administered in conjunction with this application will remain confidential.

Fire Department Candidate Personal History Statement
City of West Point, Georgia

Instructions: Using your own handwriting, legibly printing in ink, fill out this form completely and accurately. If you need extra space, add additional pages and identify the information by item number. If an item does not apply to you, indicate by entering "N/A" in the blank.

Note: All statements are subject to verification and any incorrect statements or omissions may bar or remove you from employment. This application must be notarized upon completion.

Do not sign any portion of this personal history unless you are before a notary public.

Personal

Date of Application: _____ Position Applied: _____

Last Name: _____ First Name: _____

Middle Name: _____ Maiden Name: _____

Nickname or Alias: _____

Have you ever had your name legally changed? Yes _____ No _____

If yes, indicate the following:

Previous Name: _____

Date and Location of Change: _____

Reason for Change: _____

Height in Inches: _____ Weight: _____

Home Address (Not a Post Office Box) _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ (Home) _____ (Work)

Date of Birth: _____ Citizenship: _____

Soc. Sec. # _____ Drivers License# _____ State _____

Have you previously submitted an application with this agency? Yes _____ No _____
Approximate Date: _____

Are you related by blood or marriage to any person(s) now employed by the City of West Point?

Yes _____ No _____ If yes, give names: _____

Educational

High School: _____
School Date Type of Diploma

College: _____

Colledg: _____

Other: _____

If you did not graduate from high school, have you passed the General Educational Development (GED)

Test? Yes _____ No _____ Location where you completed the

GED: _____

Residence

List addresses for the past 10 years, starting with present address at top.

From	To	Address	Landlord
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Work History

List all jobs that you have held. Put your present or most recent job first. Using a separate sheet to explain any breaks in employment.

Employer _____ **Title** _____

Address _____ City, State, Zip _____

Date Employed _____ Date Separated _____

Name of Supervisor _____ Phone Number _____

Duties _____

Reason for leaving _____

Employer _____ **Title** _____

Address _____ City, State, Zip _____

Date Employed _____ Date Separated _____

Name of Supervisor _____ Phone Number _____

Duties _____

Reason for leaving _____

Employer _____ **Title** _____

Address _____ City, State, Zip _____

Date Employed _____ Date Separated _____

Name of Supervisor _____ Phone Number _____

Duties _____

Reason for leaving _____

Employer _____ **Title** _____

Address _____ City, State, Zip _____

Date Employed _____ Date Separated _____

Name of Supervisor _____ Phone Number _____

Duties _____

Reason for leaving _____

Are you certified by the State of Georgia to be a Firefighter? Yes _____ No _____

Are you certified by the State of Georgia to be a Paramedic? Yes _____ No _____

Have you ever been denied employment by a Fire Department? Yes _____ No _____

If yes, list agency and details. _____

Do you object to wearing a uniform? Yes _____ No _____

Do you object to working nights? Yes _____ No _____

Do you object to working rotating shifts? Yes _____ No _____

Do you object to being away from home overnight and for other periods of time attending meetings
required training and otherwise performing official duties? Yes _____ No _____

Traffic Offenses

List traffic citations or tickets:

Date Received	Issuing Agency	Traffic Charge	Fine Amount

Criminal Offenses (Other than traffic)

Have you ever been arrested by the police? Yes _____ No _____
If yes, give details

Offense Charged _____ Police Agency _____
Date _____ Dispositions: Guilty _____ Not Guilty _____
Amount of Time Served: _____ Location: _____
Amount of Fine Paid: \$ _____ Amount of Probation: _____

Offense Charged _____ Police Agency _____
Date _____ Dispositions: Guilty _____ Not Guilty _____
Amount of Time Served: _____ Location: _____
Amount of Fine Paid: \$ _____ Amount of Probation: _____

Offense Charged _____ Police Agency _____
Date _____ Dispositions: Guilty _____ Not Guilty _____
Amount of Time Served: _____ Location: _____
Amount of Fine Paid: \$ _____ Amount of Probation: _____

Offense Charged _____ Police Agency _____
Date _____ Dispositions: Guilty _____ Not Guilty _____
Amount of Time Served: _____ Location: _____
Amount of Fine Paid: \$ _____ Amount of Probation: _____

Were any of the previous charges a felony? Yes _____ No _____
If yes, give details

Were you ever court-martialed, Article 15, or Captain’s Mast while a member of the Armed Forces?
Yes _____ No _____
If yes, give details

Can you operate a motor vehicle? Yes _____ No _____
Do you possess a valid driver's license? Yes _____ No _____
Driver's License Number _____ Year Issues _____ State _____

Was your license ever suspended or revoked in any state? Yes _____ No _____
If yes, give details

Was your license restored? Yes _____ No _____ When _____

Have you ever been refused a driver's license by any state? Yes _____ No _____
If yes, give details

Have you ever been in a motor vehicle accident? Yes _____ No _____
If yes, answer the following

Date(s) _____
Location _____
Injuries _____
Charges _____
Final disposition or any charges or civil liability _____

Date(s) _____
Location _____
Injuries _____
Charges _____
Final disposition or any charges or civil liability _____

Date(s) _____
Location _____
Injuries _____
Charges _____
Final disposition or any charges or civil liability _____

Explain your reason for applying for this position

List special skills, training, fields of work for which you are licensed or any other quality which would be useful in the performance of the duties for the position you have applied (attach any copies of Diplomas, Certificates or any other supporting documents).

Applications Require Five (5) References with full address and working telephone numbers. References must have a working number unless retired or unemployed. List the reason for incomplete information. Applications with less than five references will NOT be considered for employment.

References (not relatives)

1) Name _____
Address _____
City, State, Zip _____
Work Number _____
Home Number _____

2) Name _____
Address _____
City, State, Zip _____
Work Number _____
Home Number _____

3) Name _____
Address _____
City, State, Zip _____
Work Number _____
Home Number _____

4) Name _____
Address _____
City, State, Zip _____
Work Number _____
Home Number _____

5) Name _____
Address _____
City, State, Zip _____
Work Number _____
Home Number _____

Are you willing to take a polygraph examination to verify all information supplied in this application and all other information supplied by you to this department? Yes ___ No ___

If no, state your reason(s): _____

Firefighter Physical Agility Course, City of West Point, Georgia

Prior To Start

Become familiar with the equipment to be used during the agility course.
The candidate shall have his/her vital signs monitored by a Paramedic on site.

Start

The candidate shall don NFPA compliant personal protective clothing within the guidelines that the garment manufacturer has recommended. The protective clothing will be of the structural firefighting type. The candidate will begin the course with a SCBA that is NFPA approved and the cylinder will be filled to the rated capacity. The candidate will perform the course while breathing air from the SCBA supply until that supply is exhausted and emergency breathing procedures, such as filter breathing, if the candidate were to exhaust the air supply prior to completion of the course.

Station #1 Hose Carry

The candidate shall place on each shoulder and carry two (2) fifty (50) foot sections of 1 3/4" hose, weighing approximately 21 lbs. each, up one (1) flight of stairs, across a determined path on no more than seventy-five (75) foot and down a flight of stairs. This exercise simulates moving hose up and down stairs as found in above grade level fire situations. After completion proceed to station #2.

Station #2 Pike Pole Pull

The candidate shall grasp the pike pole with both hands and pull the handle downward until the butt of the pike pole touches the floor, then returning the pike pole to its original position. Repeat the above twenty-five (25) times. The pike pole in this exercise will be a 7'8" pole connected to a rope that is attached to two (2) sections of fire hose. The hose weight will be no greater than 50 lbs. NOTE: When performing this exercise the candidate will stand upright, flatfooted and reach up to grasp the pike pole. At no time shall the candidate grasp the handle higher than the point at which he/she can grasp the handle standing flatfooted. This exercise simulates using manual hand tools to pull ceiling material down. After completion proceed to station #3.

Station #3 Search and Rescue

The candidate shall conduct a left hand search pattern, locate a victim (manikin) weighing approximately 150 lbs. and remove the victim to the nearest exit. The technique shall be the type that would be taught in fire training publications simulating the environment to be contaminated by a fire situation. This exercise simulates locating and removal of a fire victim. The candidate shall move the manikin approximately 30'. Proceed to station #4.

Station #4 Ladder Removal/Replacement

The candidate shall remove a 24' extension ladder or a 14' roof ladder from a bracket no higher than 6'1" above ground level. The candidate shall transport the ladder around a 50' marker course and return it to the ladder rack. This exercise will simulate removing a ladder for the fire apparatus and carrying it on the fire ground and replacing the ladder on the fire apparatus after use. Proceed to station #5.

Station #5 Hose Advance

The candidate shall advance a charged, with water, 100' length of fire hose. The candidate will then discharge water striking a target with the nozzle pattern. The hose shall be advanced in a safe manner without running. Upon striking the target the candidate will replace the hose to the position found and place the nozzle on the ground, DO NOT drop the nozzle. This exercise simulates moving a charged hose line on the fire scene and discharging water to a designated target. Proceed to station #6.

Station #6 Culvert Crawl

The candidate shall crawl through a culvert pipe 36" in diameter 23' in length. If SCBA removal is determined necessary by the candidate, the candidate will continue to be connected to the supplied air. This simulates operating in a confined space. Proceed to station #7.

Station #7 Forcible Entry

The candidate shall straddle a 165 lbs. beam while standing on 2-10" wide and 8' long runners. Using a 8 lbs. dead blow sledge hammer strike the end of the beam until the beam has been driven 5'. This simulates using a hand tool to cut or penetrate a solid object. Proceed to station #8.

Station #8 Attic Crawl

The candidate shall crawl 12' over simulated attic rafters/joist. . If SCBA removal is determined necessary by the candidate, the candidate will continue to be connected to the supplied air. This simulates operating in a confined space. Proceed to the command post.

The candidate upon completion of the course will return to the command post checking in with the commander and remove all protective clothing. The candidate will immediately be evaluated by a Paramedic on site to have his/her vital signs monitored.

**STATE OF GEORGIA
COUNTY OF TROUP**

RELEASE IN FULL

WHEREAS, the undersigned desires to participate in a Physical Agility Test in conjunction with a Fire Department Entrance Examination of the City of West Point and in consideration thereof has agreed to assume the risk involved and to release all parties from liability for any damages sustained by him.

NOW, THEREFORE, for and inconsideration of the above premises and other good and valuable considerations, I do hereby assume the risk involved in my participation in said Fire Physical Agility Entrance Test and do hereby acquit, release and forever discharge the City of West Point and its agents, servants and employees, including by not limited to its Fire Department and its Fire Officers and all other persons, firms, or corporations, who might be liable for any claim, demand, damages, expenses, incidental damages, actions, causes of actions, and grievances of every kind, character and description, including by not restricted to personal injury, loss of consortium, illness or property damage which may hereinafter arise in connections with my participation in a Physical Agility Entrance Test for the West Point Fire Department of the City of West Point.

This release is binding upon myself and my heirs, executors, and administrators and assigns.

BEFORE EXECUTING THIS RELEASE, I HAVE FULLY INFORMED MYSELF OF ITS CONTENTS AND I EXECUTE IT WITH FULL KNOWLEDGE THEREOF AND FULLY VOLUNTARILY WITHNESS MY HAND AND SEAL THIS THE _____ OF _____, _____

Applicant

Notary Public

My Commission Expires

CITY OF WEST PONT, GEORGIA
BACKGROUND, EMPLOYMENT AND CREDIT RELEASE
1700 Safety Way
WEST POINT, GA 31833
(706) 645-3508

DATE _____

TO: INVESTIGATOR FOR THE CITY OF WEST POINT

EVERYTHING THAT I HAVE STATED IN MY APPLICATION FOR EMPLOYMENT IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT YOU WILL RETAIN THIS APPLICATION WHETHER OR NOT I AM HIRED.

Full Name _____
Address _____
City _____ State _____ Zip _____
Social Security Number _____ - _____ - _____
D.O.B.: Month _____ Day _____ Year _____

YOU ARE AUTHORIZED TO CHECK MY CREDIT, POLICE RECORDS, AND EMPLOYMENT HISTORY.

Applicant

Witness

Notary Public

My Commission Expires

West Point Fire Department

**P.O. Box 487
1700 Safety Way
West Point, GA 31833
(706) 645-3508
FAX (706) 643-8150**

**Milton I. Smith
Fire Chief**

Firefighter Candidate Physical Agility Test Grade Sheet

Candidate Name: _____

Date: _____ Weather Conditions: _____

Station #1 Hose Carry _____

Station #2 Pike Pole Pull _____

Station #3 Ladder Carry _____

Station #4 Hose Advance _____

Station #5 Ladder Extension _____

Station #6 Ventilation Exercise _____

Station #7 Culvert Crawl _____

Station #8 Rescue Drag _____

Station #9 Attic Crawl _____

Start Time: _____ Complete Time: _____

Candidate
Signature: _____

Evaluator
Signature: _____