

NAME: _____

DATE: _____

FAIRBURN FIRE DEPARTMENT APPLICATION





Fairburn Fire Department
56 Malone Street
Fairburn, Georgia, 30213

Office Number: 770-964-2244
Fax Number: 770-969-2850

Stephen Hood
Fire Chief

Thank you for your interest in becoming a member of the Fairburn Fire Department. We feel that we offer a variety of incentives that make this department a competitive organization as well as an enjoyable place to work. Some of the questions asked most often have been addressed below to assist you in making a decision as to whether you would enjoy working for this department. If, however, you still have any questions, feel free to contact our recruiter.

The City of Fairburn is a smaller city (approximately 17 square miles) located about fifteen miles south of Atlanta as traveled on I-85, and has a population of just under 14,000. People living in smaller communities such as this expect certain personalized service that larger departments either will not, or cannot, provide. It should be understood that our department operates under a "Proactive" philosophy.

Employment with a smaller agency, such as Fairburn, affords the Firefighter the opportunity of handling a greater variety of fire service functions. Smaller agencies can seldom rely on the benefit of specialized units; therefore, our Firefighters are relied on to handle a multitude of tasks on a variety of calls.

The Fairburn Fire Department consists of the Fire Chief, the Assistant Chief, Training Division, and the Fire Marshal's Office; all in support of the backbone of the agency, the Operations Division.

The Operations Division is broken up into three shifts; each shift consists of a Shift Commander, two Station Officers, three Apparatus Operators, and Firefighters. The Operations Division is on a twenty- four hour shift schedule with forty- eight hours off, referred to as a "Kelly Schedule."

All applicants applying for employment with the Fairburn Fire Department must apply for the position of Firefighter, unless otherwise posted. Most other positions must be earned through a Promotional Assessment Process.

Consideration for suitability of employment with the Fairburn Fire Department begins with the completion of the application. If, after reviewing the above information, you are interested in being considered, you are encouraged to complete the following application.

The Fairburn Fire Department is an equal employment opportunity agency and encourages all to apply regardless of race, color, sexual orientation, religion, age, gender, or national origin.

Sincerely,

Stephen Hood
Fire Chief

FAIRBURN FIRE DEPARTMENT
APPLICANT CHECK LIST
(THIS PAGE TO BE COMPLETED BY FIRE DEPARTMENT PERSONNEL ONLY)

NAME: _____

Items supplied by applicant

- 18 Years of age
- Application
- Questioner
- Copy of valid Georgia Drivers License
- Copy of Social Security Card
- Copy of Birth Certificate
- Copy of High School Diploma / GED
- Copy of DD-214 (If Applicable)
- Copies of Certifications (If Applicable)

Items completed/verified at agency

- Driver History
- Criminal History
- Written Entrance Exam
- Physical Agility Evaluation
- Background Check
- Interview Board
- Conditional Offer of Employment
- Medical Exam

ITEMS WHICH MUST ACCOMPANY ALL FIRE APPLICATIONS

Copies of:

- **Valid Georgia Driver's License**
 - **Social Security Card**
 - **High School Diploma or GED**
 - **College Diploma and Transcripts**
 - **Birth Certificate**
 - **Military DD-214 (If Applicable)**
 - **Certifications (If Applicable)**
-
- **Resume (Appreciated but not required)**

FAIRBURN FIRE DEPARTMENT PRE-EMPLOYMENT ASSESSMENTS

In order to establish eligibility for employment as a Firefighter, applicants must demonstrate that they meet all qualifications and are able to perform the essential functions of the job. Therefore, the following process has been established to ensure a fair hiring practice:

Step 1. SUBMISSION OF AN APPLICATION

This step includes completion of an application for employment. A preview of the application will determine if the applicant meets the minimum requirements of:

1. At least 18 years of age
2. Possesses a High School Diploma or GED
3. Possesses a valid Georgia Driver's License
4. Citizenship
5. If a veteran, possesses an honorable discharge

Step 2. WRITTEN EXAMINATION

This step includes completion of an examination to evaluate the applicant's general knowledge and ability to reason. This step also evaluates the applicant's ability to observe and to recall.

Step 3. PHYSICAL AGILITY EVALUATION

As the essential duties of a Firefighter include a great amount of physical stress, applicants will be required to undergo a complete physical agility evaluation to ensure that adequate strength and endurance is available for job performance when needed.

Step 4. INTERVIEW BOARD

The oral interview can be conducted by a review board consisting of current members of the department of various ranks. The purpose of the oral interview is to measure those aspects which cannot be more accurately assessed by other steps in the selection process. The board members will be asking the same questions of each candidate and will be focusing on such qualities as appearance, communication skills, general poise and bearing, and alertness.

Step 5. PHYSICAL EXAMINATION AND DRUG TESTING

Physical excellence is an essential quality for individuals who are to be employed as Firefighters and this can only be determined with 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 the functions of a Firefighter. During the physical examination, tests will be conducted to determine use or abuse of drugs. Such examination will only be administered subsequent to a conditional offer of employment.

CONFIDENTIALITY

The results of all tests/examinations administered in conjunction with this application will remain confidential.



**CITY OF FAIRBURN
56 Malone Street
Fairburn, Georgia 30213
770 964-2244**

APPLICATION FOR EMPLOYMENT

The City of Fairburn is an equal opportunity employer. We offer assistance to applicants who may need reasonable accommodation with completing this application or who need help with the interview process. Please notify a representative of our Human Resources Department for assistance.

I N S T R U C T I O N S

Pay close attention! Your application will not be considered if you fail to follow all instructions.

- Do not submit an incomplete application.
- Applications must be submitted to the Human Resources Department at City Hall and NOT to the individual departments.
- You may mail the application or submit it in person to the address above.
- A faxed application will not be accepted.
- Applicants are encouraged, but not required, to attach a separate resume and/or other information to support your education or training.
- Applicants are instructed **NOT** to call to check on the status of an application.
- You must personally complete your application. Contact the Human Resources Department if you are unable to do so.

Describe the work you did: _____

Name of Company: _____ **From:** _____ **To:** _____

Address of Company: _____
Street City State Zip

Title / Position (list all): _____

Start Salary: _____ **Ending Salary:** _____ **Type Business:** _____

Supervisor's Name: _____ **Phone No.:** _____

Reason for Leaving: _____

Describe the work you did: _____

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Name of Company: _____ **From:** _____ **To:** _____

Address of Company: _____
Street City State Zip

Title / Position (list all): _____

Start Salary: _____ **Ending Salary:** _____ **Type Business:** _____

Supervisor's Name: _____ **Phone No.:** _____

Reason for Leaving: _____

Describe the work you did: _____

Name of Company: _____ **From:** _____ **To:** _____

Address of Company: _____
Street City State Zip

Title / Position (list all): _____

Start Salary: _____ **Ending Salary:** _____ **Type Business:** _____

Supervisor's Name: _____ **Phone No.:** _____

Reason for Leaving: _____

Describe the work you did: _____

Name of Company: _____ **From:** _____ **To:** _____

Address of Company: _____
Street City State Zip

Title / Position (list all): _____

Start Salary: _____ **Ending Salary:** _____ **Type Business:** _____

Supervisor's Name: _____ **Phone No.:** _____

Reason for Leaving: _____

Describe the work you did: _____

**SECTION 3
EDUCATION**

High School

Name of School: _____

Address of School: _____
Street City State Zip

Phone No.: _____ **Did you Graduate?** _____

List Diploma or Degree: _____

Describe Course of Study: _____

College

Name of School: _____

Address of School: _____
Street City State Zip

Phone No.: _____ **Did you Graduate?** _____

List Diploma or Degree: _____

Describe Course of Study: _____

Other - Specify

Name of School: _____

Address of School: _____
Street City State Zip

Phone No.: _____ **Did you Graduate?** _____

List Diploma or Degree: _____

Describe Course of Study: _____

SECTION 6 APPLICANT STATEMENT

I certify that all information I have provided is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application or immediately discharge me from the City of Fairburn's service, whenever it is discovered.

I expressly authorize, without reservation, the City of Fairburn, its representatives, employees or agents to contact and obtain information from all references, personal and professional, employers, public agencies, licensing authorities and educational institutes and to otherwise verify the accuracy of all information provided by me in this application resume or job interview.

I hereby waive any and all rights and claims I may have regarding the City of Fairburn, its agents, employees, or representatives, for seeking, gathering and using such information in the employment process and all other persons corporations or organizations for furnishing such information about me.

I understand that the City of Fairburn does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application will remain current for six (6) months. At the conclusion of that time, if I have not heard from the City of Fairburn and still wish to be considered for employment, it will be necessary to re-apply and complete a new application.

If I am hired, I understand that I will be under probationary status/working test for a minimum of one (1) year and that new employment can be terminated at will or without cause during that time.

I also understand that I am free to resign at any time, with or without cause, and without prior notice.

This application does not constitute any agreement or contract for employment for any specified period or defined duration. I understand that no supervisor or representative of the City of Fairburn is authorized to make any assurances to the contrary and that no implied, oral or written agreement contrary to the foregoing language are valid unless they are in writing and signed by the City of Fairburn's Mayor.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States of America and that federal immigration laws require me to complete an I-9 Form in the regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant

Date

PROSPECTIVE EMPLOYMENT INTERVIEW QUESTIONNAIRE

For the City of Fairburn – Fire Department

Date: _____

Full Name *(Print)*: _____
Last First Middle

Position Applying for:

Please read the following statement carefully before filling out the questionnaire.

STATEMENT

All questions are expected to be answered honestly. This subject matter will be included in the background investigation. Misrepresentation, deliberate omission or falsification found on any of the questions will automatically disqualify the applicant from further consideration.

QUESTION 1

Is your application complete and correct, including ALL places of employment and reasons for separation?

_____ Yes _____ No

QUESTION 2

Will working ANY shift or day be a problem?

_____ Yes _____ No

QUESTION 3

Have you ever been rejected for employment by a Public Safety Agency?

_____ Yes _____ No

QUESTION 4

Have you ever been fired or asked to resign from any employment?

_____ Yes _____ No

QUESTION 5

Have you ever been told by an employer that your attendance or punctuality was a problem?

_____ Yes _____ No

QUESTION 6

Have you ever unlawfully taken anything of value (goods or services) from an employer?

_____ Yes _____ No

QUESTION 7

Has anything ever kept you from performing required job duties?

_____ Yes _____ No

QUESTION 8

Were you ever a member of any branch of the U.S. Armed Forces?

_____ Yes _____ No (If no, skip question 9)

QUESTION 9

Were you ever court-martialed, tried on charges, or were you the subject of an Article 15, Summary Court Martial, Deck Court Martial, Captains Mast or Company Punishment, or any other disciplinary action while a member of the Armed Forces?

_____ Yes _____ No

QUESTION 10

Have you ever tried or used marijuana?

_____ Yes _____ No

QUESTION 11

Have you ever tried or used ANY other drugs that are in violation of the law?

_____ Yes _____ No

QUESTION 12

Have you ever been involved in the sale or distribution of ANY drug, including marijuana?

_____ Yes _____ No

QUESTION 13

Have you ever been detained or arrested?

_____ Yes _____ No

QUESTION 14

Have you ever been convicted of a misdemeanor or felony?

_____ Yes _____ No

QUESTION 15

Have you ever been granted the provisions of the First Offenders Act?

_____ Yes _____ No

QUESTION 16

Have you ever pled guilty or been convicted of ANY traffic violation, including D.U.I.?

_____ Yes _____ No

QUESTION 17

Have you ever belonged to, or participated in, any subversive or anti-government group or organization which is covered by ANY state or federal criminal code?

_____ Yes _____ No

QUESTION 18

Have you ever had any civil or criminal suits filed against you?

_____ Yes _____ No

QUESTION 19

Have you ever been garnished, had a dispossession, or other legal action filed against you for non-payment of bills or other obligations?

_____ Yes _____ No

QUESTION 20

Have you ever filed suit against anyone for any reason?

_____ Yes _____ No

QUESTION 21

Have you ever filed for bankruptcy?

_____ Yes _____ No

QUESTION 22

Have you falsified any document, omitted any information or misrepresented any facts on your application or resume?

_____ Yes _____ No

Please answer the following questions **in your handwriting** in the space provided. If you need additional space, please use the back of the page.

QUESTION 23

Why do you want to be a Firefighter?

QUESTION 24

Why do you want to work for the City of Fairburn?

QUESTION 25

Are questions 24 and 25 in your own handwriting?

_____ Yes _____ No

QUESTION 26

Have you answered the above questions truthfully?

_____ Yes _____ No

I hereby certify that all answers and subsequent statements made in this questionnaire (seven pages) are true, correct and complete. I further understand that any mis-statement or misrepresentation of material facts will subject me to disqualification for employment consideration or dismissal from the Fairburn Fire Department.

Signature

Date

**REMINDER: ALL APPLICATIONS MUST BE
TURNED IN TO THE HUMAN RESOURCES
DEPARTMENT AT CITY HALL**