



Where Georgia comes together.

Perry GA Fire & Emergency Services Department

August 26, 2016

Dear Firefighter Applicant,

In an effort to provide the best possible service and quality fire protection for the citizens of Perry, all applicants for the Fire and Emergency Services Department are required to participate in a structured evaluation process. In order to participate in the upcoming evaluation process, which is scheduled to begin October 1, 2016, the documents listed below must be completed and returned to the City of Perry Personnel Office no later than the close of business on Friday, September 16, 2016. Your application can be returned in person or mailed to the City of Perry, Attn: Personnel, P.O. Box 2030, Perry, GA 31069.

To be accepted your application package must contain the following documents when it is submitted:

- **Pre-application for firefighter/City of Perry waiver and release of claim (must be notarized)**
- **City of Perry Notice to Firefighter Applicants**
- **Essay form**
- **Application for employment to include a copy of your:**
 - **High School Diploma or GED certificate**
 - **Pre-employment criminal history consent form (must be notarized)**

Documents needing to be notarized can be brought to the personnel office where we have a notary on staff. The individual signing the document must provide picture ID and sign in front of the notary.

The following documents provide the testing information and should be kept for your reference.

Schedules for:

- Practice firefighter physical agility test
- Firefighter physical agility test
- Entrance assessment center

Please feel free to contact Karen Bycenski in the personnel office at 478-988-2713 if you have any further questions.

HEADQUARTERS Station 1207 Washington Street
P.O. Box 2030 | Perry, Georgia 31069-6030
Telephone 478-988-2850 | www.perry-ga.gov



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PRE-APPLICATION FOR FIRE FIGHTER

Name _____
First Middle Last

Present Address _____
City State Zip

Phone: Home _____ Cell _____ Email _____

If we are unable to reach you at home or business location, list name, address, phone number or person who can reach you.

Are you a certified Firefighter? Yes _____ No _____.

CITY OF PERRY
WAIVER AND RELEASE OF CLAIM

GEORGIA, HOUSTON COUNTY

I, the undersigned applicant for employment in the City of Perry GA Fire & Emergency Services Department, do hereby certify that my taking the agility test for such employment will be a free and voluntary act on my part and, in consideration of the City of Perry, considering me for employment in said Department, I hereby waive and renounce any and all claims, losses, damages, actions and causes of action against the City of Perry, its agents, servants and employees for any injury or injuries which I might sustain in the taking of said agility test or in any manner growing out of or resulting there from and I hereby forever release and discharge the City of Perry, its agents, servants and employees from any and all such claims, losses, damages, actions and causes of action.

IN WITNESS THEREOF, I have hereunto set my hand and seal this _____ day of _____, 20_____.

Applicant

Notary



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City of Perry Fire & Emergency Services Department
NOTICE TO FIREFIGHTER APPLICANTS

Firefighters are selected under the Classified Service System of the City of Perry.

Applicants will be subject to actions of the Personnel Analyst and Hiring Board who will:

- A. Test, interview, examine and pass on the qualifications of all persons who desire employment with the fire department;
- B. Satisfactory completion of a voice stress or polygraph examination;
- C. Cause a thorough investigation to be made of the character, experience, background, physical fitness including a physical readiness test of the applicant;
- D. Investigate all police records, all previous employment, past places of residence, personal habits, military records, educational background and other areas deemed pertinent;
- E. Require a complete physical examination at City expense, including a drug screening.

MINIMUM REQUIREMENT FOR APPLICANTS WHEN APPLICATION IS MADE:

- A. A high school education or its equivalent as recognized by the Georgia Department of Education. (Minimum GED score of 45 per section – total 225). A copy of which must be included with the application when submitted.
- B. Minimum age limit for Fire Fighter Certification is eighteen (18) years old at the time of application. This is necessary so that you are certifiable by the Georgia Fire Standards and Training Council to satisfy our hiring requirements.
- C. Pass the required physical readiness test and physical examination.
- D. Willing to work in harmony and on any shift assigned.
- E. Must be a U.S. citizen.
- F. Must have a valid Georgia Driver's License.
- G. Must live or be able to relocate to within 27.5 miles of city limits prior to the end of the twelve (12) month probationary period.
- H. All fire safety personnel hired from City of Perry eligibility lists after January 1, 2013, shall be required to remain a nonsmoker and refrain from the use of any tobacco product throughout their employment as a member of the Perry GA Fire & Emergency Services Department.

The City of Perry welcomes you as an applicant for a position with the Fire & Emergency Services Department, but if you cannot meet or abide by the above stated conditions and/or requirements, we suggest you do not complete a formal application, as exceptions cannot be made for you.

I have read the above conditions/requirements and desire to apply for the position with the Perry GA Fire & Emergency Services Department.

Applicant's Full Signature Date
 HEADQUARTERS Station 1207 Washington Street
 P.O. Box 2030 | Perry, Georgia 31069-6030
 Telephone 478-988-2850 | www.perry-ga.gov

CITY OF PERRY

P.O. Box 2030
Perry, Georgia 31069

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Please Print

Position applied for: _____ Date: _____

I. PERSONAL

Name _____ Social Security No. _____

Present address _____

Telephone _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If Yes, give date _____

Have you ever been employed with us before? Yes No

If Yes, give date _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

Do You have a valid Georgia Driver's License? Yes No

II. MILITARY

Have you ever had any job-related training in the United States military? Yes No

If Yes, please describe _____

List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status: _____

III. EDUCATION:

	Elementary School	High School	Undergraduate College/University	Graduate / Professional
School Name and Location				
Years Completed Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities				
Describe any honors you have received				

IV. EMPLOYMENT HISTORY—BEGIN WITH YOUR PRESENT OR MOST RECENT EMPLOYMENT

1. Name of Employer _____ Address _____

From _____ To _____ Name, Title and Phone # of Immediate Supervisor _____

Position held or Title _____ Starting Salary _____ Ending Salary _____
 \$ _____ Year _____ \$ _____ Year _____

Type of Work or Major Duties/Responsibilities: _____

Major Accomplishments: _____

Reason for Leaving: _____

2. Name of Employer _____ Address _____

From _____ To _____ Name, Title and Phone # of Immediate Supervisor _____

Position held or Title _____ Starting Salary _____ Ending Salary _____
 \$ _____ Year _____ \$ _____ Year _____

Type of Work or Major Duties/Responsibilities: _____

Major Accomplishments: _____

Reason for Leaving: _____

3. Name of Employer _____ Address _____

From _____ To _____ Name, Title and Phone # of Immediate Supervisor _____

Position held or Title _____ Starting Salary _____ Ending Salary _____
 \$ _____ Year _____ \$ _____ Year _____

Type of Work or Major Duties/Responsibilities: _____

Major Accomplishments: _____

Reason for Leaving: _____

4. Name of Employer		Address	
From	To	Name, Title and Phone # of Immediate Supervisor	
Position held or Title		Starting Salary	Ending Salary
		\$ Year	\$ Year
Type of Work or Major Duties/Responsibilities:			
Major Accomplishments:			
Reason for Leaving:			

GENERAL INFORMATION: LIST OFFICE MACHINES WHICH YOU CAN OPERATE

Typing Speed _____ WPM
 Shorthand Speed _____ WPM

V. REFERENCES:

If presently employed, have you given formal termination? _____ Yes _____ No

May we make inquiries of your present employer? _____ Yes _____ No

PERSONAL REFERENCES: Give names of three citizens personally acquainted with your reputation. Do not give names of relatives or former employers.

Name	Address	Years Known	Occupation	Phone
1.				
2.				
3.				

VI. POSITION YOU ARE APPLYING FOR: _____

REASON (Include your own personal reasons why you feel you can do this job.) _____

If employed, how soon could you start work? _____

OTHER COMMENTS: _____

I UNDERSTAND that as part of your procedure for processing my application, an investigative report may be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors, or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living, whichever may be applicable. I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. I understand that the CITY will notify me if my application is turned down due to any credit information obtained by the CITY. At this time, the CITY will supply me with the name and address of the person or agency giving the adverse information.

I HEREBY CERTIFY that the answers given by me to the foregoing questions and the statements made by me are full and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentation of facts called for in this application, or any supplements thereto, are cause for rejection of my application or discharge at any time during my employment. I voluntarily authorize my former employers, schools, and persons named herein to give information regarding me, whether or not such information is a part of their records. I hereby release said organizations or persons from any liability or damages whatsoever for issuing this information.

I UNDERSTAND that as a condition of employment, I may be required to pass an employment physical and any future physical examination required by the CITY. I understand that such employment is subject to the policies of the CITY and the passing of any required written, physical ability or skill examination. It is understood that the use of this form does not indicate that there are any position openings and does not in any way obligate the CITY.

Furthermore, I understand that this application will remain active for 60 days from date of signature. After that time, I must request by person, mail, or phone continued activation of this application or file a new one.

Signed: _____ Date: _____

NOTE: This application will be retained on file for 60 days.

THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER.

FOR OFFICE USE ONLY:

Date Hired: _____ Department _____

Job Title: _____ Salary: _____ Position: _____

VII. INTERVIEWER'S COMMENTS:

**City of Perry
Perry Police Department
Criminal History Consent Form**

Criminal History Record

I hereby authorize _____ representing _____
(Name of person to receive report) (Name of business or organization)

to receive any and all criminal history record information pertaining to me, which may be in the files of any state or local criminal justice agency.

_____		_____	
Print Full Name		Social Security Number	

Street Address	City	State	Zip

Sex	Race	Date of Birth	

_____	_____
Signature	Date
Reason for this report:	
<input type="radio"/> Apartment Rental	(Purpose Code E)
<input type="radio"/> Employment with mentally disabled	(Purpose Code M)
<input type="radio"/> Employment with elder care	(Purpose Code N)
<input type="radio"/> Employment with children	(Purpose Code W)
<input type="radio"/> Employment with Criminal Justice agency (non-sworn)	(Purpose code J)
<input type="radio"/> Other Employment	(Purpose code Z)

Notary

_____	_____
Signature	Date

My Commission Expires: _____

PLEASE ATTACH COPY OF PHOTO I.D.

PERRY POLICE DEPARTMENT

_____ I certify that I have conducted a criminal history check in accordance with GCIC regulations on the person named above and the results were that, as of this date, this individual has no record on file.

_____ A record on the person named above is attached,

Name: _____ **Date:** _____

SID Number _____



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Job Announcement Posting Dates: August 26 – September 16, 2016

As part of the hiring process for the Perry Fire & Emergency Services Department, applicants are required to pass a Physical Agility Test (PAT) to advance to the Assessment Lab Process.

Practice for the **Firefighter PAT** has been scheduled for the following date and at the following location:

Saturday, October 1, 2016

Practice PAT will begin at **8:30 am**
Guardian Centers of Georgia
600 Perry Parkway, Perry, GA 31069

(Please arrived prepared for a physical assessment: Athletic attire and hydration, for both the practice PAT and the Firefighter PAT.)

The **Firefighter PAT** will be held on the following date at the location indicated, **rain or shine**:

Saturday, October 8, 2016

PAT will begin at **9:00 am** at the
Guardian Centers Georgia
600 Perry Parkway, Perry, GA 31069

{Multiple days may be set aside and will be used based upon the number of applicants. You will be notified via email of the day you are to attend the PAT.}

The gates are closed at the 9:00 start time, and no one else is admitted!

Based upon your successful completion of the PAT, you will be notified via email of the day you are to attend the Assessment Lab:

October 11, 2016

Assessment Lab is a Single Day Classroom Event
8:00 am – until (Approximately 5:00 pm) at:
Guardian Centers Georgia
600 Perry Parkway, Perry, GA 31069

{Multiple days may be set aside and will be used based upon the number of applicants.}

The Classroom door is locked at the 08:00 start time, and no one else is admitted!

HEADQUARTERS Station 1207 Washington Street
P.O. Box 2030 | Perry, Georgia 31069-6030
Telephone 478-988-2850 | www.perry-ga.gov

You must achieve a **minimum score of 28** in the Assessment Lab to qualify for your application file to be reviewed by the hiring board. Based on the review by the hiring board, all application files will receive a ranking and the top candidates will be offered an opportunity to interview. Should you be selected for an interview, you will be notified as to the date, time, and location of your Interview Appointment.

Candidates must have at least 175 points at this stage to move forward in the process.

Voice-stress analysis:

It is important to understand the purpose of the voice-stress examination. It is not about what you may or may not have done in the past. Instead, we are looking for your ability to be honest, forthright and not deceptive about what you may or may not have done in the past.

The voice-stress examination is significant in candidate selection since an affidavit of GOOD MORAL CHARACTER signed by the Fire Chief is required for you to become a state certified firefighter.

Please contact Karen Bycenski in our personnel department at 478-988-2713 should you have any further questions.

FIREFIGHTER PHYSICAL AGILITY TEST INCUMBENT LEVEL

Being a firefighter is a very dangerous and physically demanding job. For this reason an incumbent level physical agility test has been developed. It will ensure each individual hired continues to meet at least a minimum level of physical conditioning needed to perform the job of firefighter.

The physical agility test consists of six exercises that are to be performed consecutively. Each of the exercises are task related and are performed on a regular basis by firefighters. While you are doing the exercises you will be wearing full protective clothing consisting of: firefighting helmet, bunker coat, bunker pants, firefighting boots, firefighting gloves, and self-contained breathing apparatus, breathing air. The time to successfully complete the test is seven (7) minutes.

1. STAIR CLIMB

Fires in multi-story units represent one of the greatest threats to life safety. The ability to move personnel and equipment to the floor of the fire for extinguishment or rescue is an essential function for structural firefighters.

CONDITIONS

A shoulder load of hose weighing approximately 40 lbs. should be picked up and carried up four flights of stairs. The hose can be carried over the shoulder or carried under the arm. (Hose will be two sections of 1 ¾" hose).

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

The cardiovascular system is tested in this task along with strength and endurance of the leg muscles. Stair climbing exercises, particularly those performed under a load, have the most positive effects on preparation for this task. Resistance training exercises for the legs are also helpful.

2. HOISTING

There are a number of fire ground activities that necessitate repetitive motions such as pulling or hoisting. Pulling victims from a confined area or hoisting equipment and tools to upper floors or roofs are tasks that call for a combination of grip strength and endurance. The use of gloves while attempting to grasp objects has been demonstrated to reduce grip strength by 50%.

CONDITIONS

The hoist evolution will be done by hoisting a section of 3" hose up to the fourth floor of the training tower. The hoisting will be done with a hand-over-hand motion and the section of hose will be brought into the window and placed on the floor.

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

The exercise requires upper body strength and grip strength. Any weight training that includes grasping and manipulation of heavy weights will have a beneficial effect on forearm flexors and grip strength.

3. FORCIBLE ENTRY AND VENTILATION

Gaining access to a building for the purpose of effecting rescue and extinguishment or performing ventilation is an essential function for fire suppression personnel. There are a variety of forcible entry tools that are used to perform this task. Two of the most common used tools are the axe and sledge hammer. The use of these tools is one of the most physically demanding jobs a firefighter could do.

CONDITIONS

For the purpose of testing the forcible entry/ventilation skills, the sledge hammer is the safest and least skill-dependent tool. The act of chopping is one of the most basic fire ground activities. For the exercise, the firefighter shall straddle a weight while standing on two platforms. Using an 8 lb. dead blow sledge hammer, the firefighter strikes the weight repetitively, driving it a distance of 5 ft.

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

The explosive power and endurance of the upper body muscle groups are demonstrated in the performance of this task. Resistance training of the upper body muscle groups is recommended.

4. THE VICTIM DRAG

The most critical task of a firefighter is the rescue of a citizen or a fellow firefighter. The importance of this task is directly related to the mission of the fire service.

CONDITIONS

The use of an anatomically correct rescue prop weighing about 175 lbs. is recommended. The task is accomplished as follows: a mannequin is placed on the ground in a lying down position. The rescuer approaches the head, grasps the harness which is around the victim, lifts the victim off the ground while leaning against the weight of the victim. Then while keeping his/her back straight and walking backwards, the rescuer shall drag the victim 100 ft. The rescuer may grasp the mannequin under the arms and drag it or place the rescue strap under the arms and drag it. The legs of the mannequin must touch the ground.

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

Muscular strength and endurance are necessary for the victim drag. Resistance training with weights on the various muscle groups will provide the basic foundation for the performance of this task.

5. HOSE ADVANCE

Large and small diameter hose are routinely used in the job of firefighter. Carrying, dragging, and advancing charged hose lines are an essential function of firefighters. The weight of water is 8.33 lbs. per gallon. The weight of a charged hose line can easily reach weights in excess of 400 lbs., depending on the size and length of the hose lay.

CONDITIONS

The lead end of a charged 100 ft. 1 3/4" hose line should be placed over the shoulder. While walking at a rapid pace without stopping, the line should be stretched by pulling it from a pre-connected water source a total distance of 75 ft.

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

Pulling hose demands muscular strength and endurance of the large muscles of the legs. There is some need for torso strength so stabilize the upper body. Resistive training such as squats, knee flexing, and extensions are recommended.

6. CARRY EVOLUTION

Firefighters need to carry tools and equipment at a fire. Completion of this task demonstrates that the candidate has adequate strength to pick up and then carry an object an appropriate distance.

CONDITIONS

The firefighter shall pick up an exhaust fan and carry it a distance of 150 ft. The fan shall be carried continuously without being dropped or set down. This task may also be completed by carrying the fan a distance of 75 ft., then returning to the starting point without stopping or dropping the fan.

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

Muscular strength and isometric endurance are required for this task. Resistance training for the arms and legs are most effective for this task.



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EXPLANATION OF:

FIREFIGHTER HIRING ASSESSMENT SCORING SHEET

APPLICANT _____ DATE _____

STEP 1: PHYSICAL AGILITY TEST PASS OR FAIL (28 points awarded for completion in less than 7 minutes)

STEP 2: ASSESSMENT CENTER Max points 42 = possible 6 points each of the 6 exercises; minimum score of 28 to continue

STEP 3: REVIEW OF APPLICATION AND RESUME -
FORMAL EDUCATION Max points 10 = 1 point for GED; 3 points for high school diploma; 5 points for AS/AA degree; 10 points for BS/BA degree

FIRE SERVICE EXPERIENCE Max points 10 = 1 point for each year of career fire service; .5 points for each year of volunteer service

SELECTED FOR INTERVIEW BY THE HIRING BOARD - Yes Or No

STEP 4: INTERVIEW Max Points 160 = Possible 5 points per question; 8 questions with 4 interviewers

REFERENCES Pass or Fail

SCORE TOTAL – 250 total points possible; Candidate must have at least 175 points at this stage to move forward in the process.

STEP 5: CRIMINAL BACKGROUND CHECK Pass or Fail
VOICE-STRESS ANALYSIS Pass or Fail
DRIVER'S HISTORY CHECK Pass or Fail

CONDITIONAL OFFER

STEP 6: FIT FOR DUTY PHYSICAL Pass or Fail
DRUG SCREEN Pass or Fail

NOTE: Failure in any of the Pass/Fail steps results in immediate elimination of the applicant from the hiring process. The scoring sheet is a TOOL used by the hiring board to evaluate the entire applicant pool. Scores achieved during the process are not the sole factor in hiring. The hiring board uses the scoring sheet as a reference in determining which applicants to select to interview. The selection of an applicant as a candidate for hiring is based on the applicant's overall performance throughout the hiring process, and the consensus of the member of the hiring board.

**** The hiring board consists of officers and firefighters of the department. ****

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