

**GWINNETT COUNTY  
DEPARTMENT OF FIRE AND EMERGENCY SERVICES**

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**HIRING PROCESS**

**PHASE I**

**1. SUBMISSION OF APPLICATION**

to be considered for employment with the Gwinnett County Department of Fire and Emergency Services, you must complete and submit an application to the Gwinnett County Department of Human Resources. Candidates who meet the minimum requirements for applying will continue in the hiring process. Some jobs will require that you attach certifications, test scores, or copies of degrees.

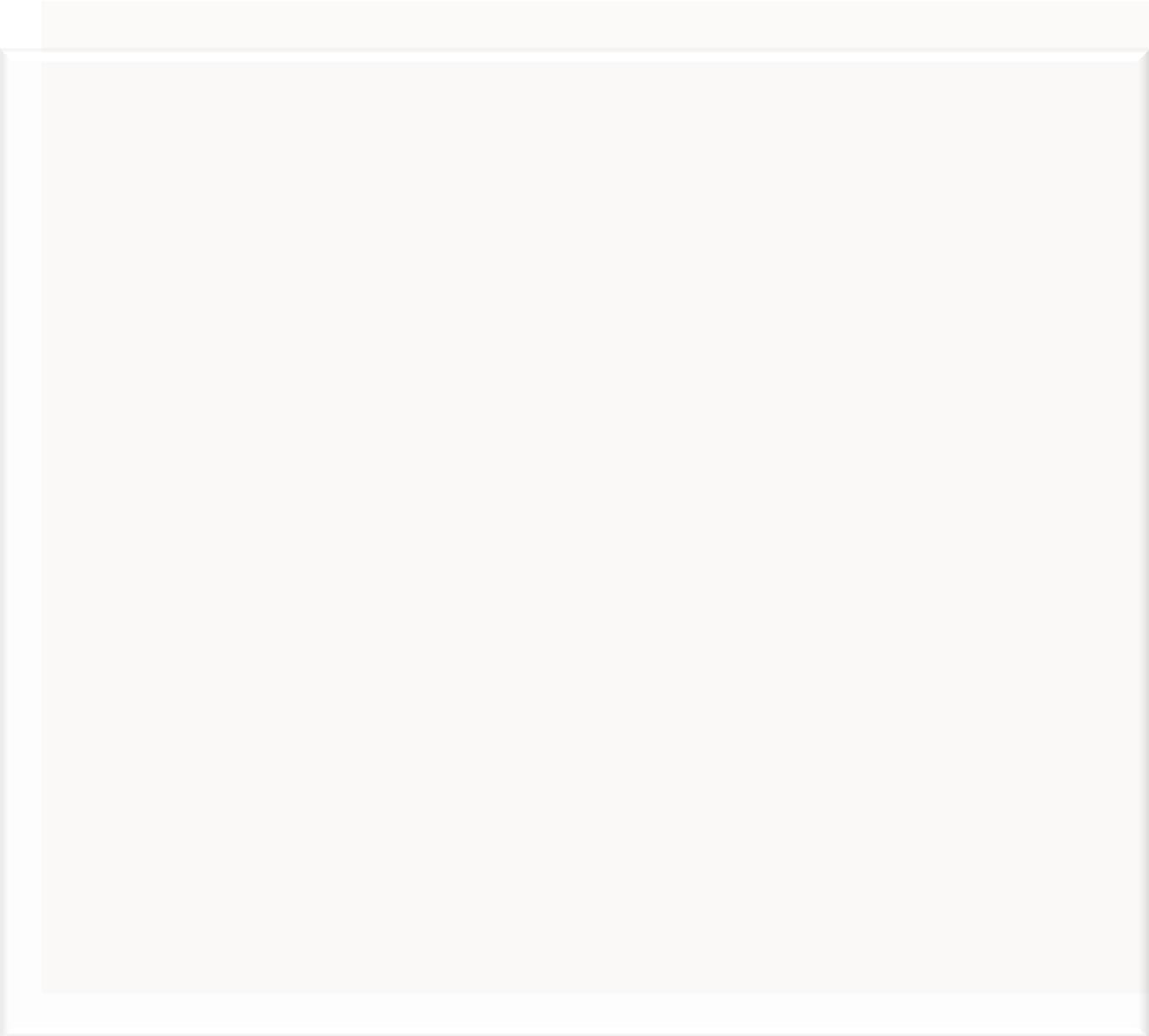
**2. BACKGROUND INVESTIGATION**

igation is conducted on each applicant to establish evidence of good moral character, community commitment, and a pattern of conduct acceptable to the Gwinnett County Department of Fire and Emergency Services. The background investigation remains ongoing throughout the entire hiring process and includes checking criminal backgrounds through GCIC/NCIC.

**3. REQUIRED DOCUMENTATION TO BE SUBMITTED WITH BACKGROUND BOOKLET**

ALL applicants must supply the following:

1. Copy of **Birth Certificate**
  - Baptismal Records or hospital issued birth records will not be accepted.
2. Copy of **Driver's License**
3. Copy of **Social Security Card**
4. Official **Transcripts** from high school/college in sealed envelope from schools attended:
  - Opened, photocopied, or transcripts marked "unofficial" **will not** be accepted.
  - We require both High School and College transcripts even if you have a college degree.
  - If you received a GED, we require a copy of your GED test scores.
  - If you attended school outside the United States we must have verification of your records from an approved source. Please contact our office for more information.
  - Applicant is responsible for furnishing all transcripts at the applicant's expense.



**4. ORAL INTERVIEW** **Qualifications of the position does not guarantee an interview.** If you are selected to continue in the hiring process the next step is the oral interview. Each applicant will be asked questions designed to demonstrate certain knowledge, skills, or abilities considered basic to effectively perform the duties of the position for which they have applied.

**5. APPLICANT REGISTER** Applicants who complete Phase I of the hiring process will then be placed on the Applicant Register. Applicants remain eligible for a period of one year from the time they are placed on the register and could be selected at any time (or may not be selected at all) to be given a Conditional Job Offer.

## **PHASE II**

### **1. CONDITIONAL JOB OFFER**

A conditional job offer is an offer of employment contingent on the individual successfully passing the pre-employment process and background investigation.

### **2. POLYGRAPH**

The polygraph examination is conducted by a certified polygrapher from the Gwinnett County Department of Fire and Emergency Services. The polygraph evaluation measures the accuracy of information provided during the hiring process.

### **3. FINGERPRINTING**

Applicants are fingerprinted and a criminal check is run through AFIS (Automated Fingerprint Identification System).

### **4. DRUG SCREEN & MEDICAL ASSESSMENT**

Some positions (e.g., Firefighter/Paramedic Trainee, Firemedic, etc.) require applicants to undergo a complete physical examination and/or controlled substance test. Each applicant's medical and physical condition will be assessed to ensure they can function in the position for which they applied. *Your recruiter will be able to tell you if the position you have applied for requires a drug screen and/or medical assessment.*

### **5. PHYSICAL PERFORMANCE EVALUATION**

The Firefighter/Paramedic Trainee and Firemedic positions require applicants to be scheduled for a Physical Performance Evaluation (PPE). This test determines if the applicant is physically able to perform the essential functions of the job. Each applicant must successfully complete the test.

### **6. PSYCHOLOGICAL EVALUATION**

Some positions (e.g., Firefighter/Paramedic Trainee, Firemedic, etc.) require applicants to attend a psychological evaluation. The psychological evaluation consists of a written and an oral examination. The results will be reviewed, scored and provide information for the applicants personal interview with the Department's psychologist. This evaluation measures the psychological suitability for a career with the Gwinnett County Department of Fire and Emergency Services. *Your recruiter will be able to tell you if the position you have applied for requires a psychological evaluation.*

### **7. IMMUNIZATION RECORDS**

Some positions (e.g., Firefighter/Paramedic Trainee, Firemedic, etc.) require applicants to provide documentation of immunizations for M.M.R. (Measles, Mumps, and Rubella), Tuberculosis, Varicella (Chickenpox), Hepatitis B, Tetanus/Diphtheria/Pertussis (Tdap), and Influenza (Flu). Please contact your doctor or your local health department office to request copies of your immunization records. Georgia residents can find information on the Georgia Immunization Registry (GRITS), as well as a Record Request Form at the following website: [www.dph.georgia.gov/georgia-immunization-registry-grits](http://www.dph.georgia.gov/georgia-immunization-registry-grits). *Your recruiter will be able to tell you if the position you have applied for requires immunization records.*

### **FINAL JOB OFFER**

Upon successful completion of Phase II, the applicant will receive a Final Job Offer and upon acceptance, an official hire date will be established and the applicant will become a Gwinnett County employee.