

# 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

A comprehensive background investigation 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:

- Copy of Social Security Card
  - One of the following:
    - Copy of Birth Certificate
    - Copy of Passport
    - Copy of Citizenship Papers
- \*Baptismal Records or hospital issued birth records will not be accepted.*
- Copy of Driver's License (*Class C or higher*)
  - Signed Consent Form

Additional Documents (if applicable):

- If you have possessed a driver's license in the last 7 years from any state other than Georgia, you must submit:
  - A certified Motor Vehicle Report (MVR) from EACH STATE you have lived in outside of Georgia.
  - If you currently hold an out of state license, the report must be dated within the last 30 days.
  - Any history obtained from an internet source other than a state's official State Department of Motor Vehicles website will not be accepted.
  - Each State provides a different length report; we require the maximum available from the State(s) you have possessed a driver's license in.
- Copy of all Fire and EMS Certifications

- Copy of DD214 for each term of military service (we will only accept the Member 2 or Member 4, long form).
- Copy of all related Police Incident /Arrest Reports, and Court Disposition paperwork for any and all arrests. *Criminal history reports will not be accepted as Court Disposition paperwork.*
- Copy of Naturalization papers, Certificate of Citizenship, or Resident Alien Card.

Please note:

- Required documents in any language other than English must be translated.
- Failure to provide documents at time of request will result in your removal from the process.
- These items will not be returned to you, regardless of your outcome in the hiring process.

#### 4. ORAL INTERVIEW

**Meeting the minimum 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.

All applicants must supply the following at the time of the interview:

- Official High School transcripts in a sealed envelope from school(s) attended **or** GED test scores
- College transcripts from colleges attended:
  - Official college transcripts are required if you have obtained a degree
  - Unofficial college transcripts will be accepted if you did not obtain a degree

Please note:

- 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 a school outside the United States, we must have equivalency verification of your records from an approved source
- Applicant is responsible for furnishing all transcripts at the applicant's expense
- Copy of marriage license (current marriage only)
- Copy of divorce decree(s)
- Copy of court documentation indicating any legal name change for you

Please note:

- Required documents in any language other than English must be translated
- Documents will not be returned regardless of your outcome in the hiring process

#### 5. APPLICANT REGISTER

Applicants who successfully 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 the Department's certified polygrapher. 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.