

ROCKDALE COUNTY FIRE AND RESCUE



RECRUITMENT AND SELECTION PROCESS

Rockdale County Fire and Rescue
Department Headquarters
1496 Rockbridge Road
Conyers, GA 30012
(770) 278-8401

Welcome Applicants,

Rockdale County Fire and Rescue would like to thank you for your interest in employment with our Fire Service. Enclosed, you will find a detailed packet of important information pertaining to our selection and testing process. Please read the entire packet carefully.

Rockdale County Government is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, age, disability, sex, sexual orientation, gender identity, marital status, veteran's status or national origin, or any other basis prohibited by federal, state or local law. We value and encourage diversity on our workforce.

Thank you for your interest in a career with Rockdale County Fire & Rescue. If you have any questions regarding the application process, please contact us by email: FFinfo@rockdalecounty.org.

IMPORTANT NOTICE

It is to your advantage to be absolutely truthful in answering all questions on your application and during all interviews. All information will be subject to verification through a polygraph examination and administrative investigation. A false statement or the omission of requested information is grounds for automatic rejection before appointment or termination of after employment. Often, an applicant is suspended from the hiring process due to falsification or omission of information that would not disqualified them otherwise.

Due to the large number of applications received, once you have been scheduled to participate in any testing phase of the selection process, it is imperative that you **report as scheduled and on time**. Rescheduling will not be considered, except for extreme emergencies (written proof shall be required). Conflicts with RCFR scheduling will be considered on a case-by-case basis. THE RCFR reserves the right to refuse to test or reschedule any applicant who: fails to report for testing, reports after the designated time, or fails to notify the RCFR of the need to be rescheduled at least two (2) working days prior to the initial test date.

EMPLOYMENT DISQUALIFIERS

All applicants for employment with RCFR are subject to a thorough background investigation to verify the accuracy of statements provided within the application. While RCFR reviews much information and considers the circumstances in many areas regarding an applicant's background, the following factors are some of those that will disqualify applicants from consideration:

- Intentionally falsifying, misrepresenting, or omitting pertinent information while completing the general and supplemental application, preliminary interview questionnaires, polygraph or any other pre-employment document (s).
- Any felony/misdemeanor conviction.
- Use of illegal drugs in violation of Rockdale County Pre-employment Drug Policy.
- DUI convictions
- Two (2) or more moving violations.

EMPLOYMENT SELECTION PROCESS

In an effort to maintain an equitable standard of hiring for applicants for the position of Firefighter, RCFR has established a process for identifying potential firefighter candidates. This progressive series of levels encompasses factors the RCFR considers when evaluating an applicant's candidacy. These factors are divided into five (5) levels. Each level will be assigned criteria that must be met in order to move on to the next level. If a candidate fails to meet these criteria, he/she will not be able to complete the rest of the process at that time. **All communication through the selection process will be communicated by email.**

Level 1:

The following REQUIRED documents must be submitted by *Friday, July 1, 2016*.

- Seven (7) year MVR from the Department of Drivers Services
- Colored Copy of Driver's License
- Copy of High School Diploma or a GED and College Degree if applicable
- Criminal History Report (obtained from the local law enforcement office.)
- Copy of Fire and EMS Credentials if applicable
- Copy of Current Military I.D., DD 214, or Honorable Discharge Certificate (if applicable)
- Copy of ACT Work Keys Certificate or Exam Scores. For more information and test locations, please visit <http://www.act.org/content/act/en/products-and-services/workforce-solutions/act-workkeys/act-workkeys-test-sites.html>
- **Online submission of completed General Application and Supplemental Application must be completed by June 24, 2016 by 5:00 pm.**
 - **Three assessments are needed to complete the Work Ready requirements. The assessments needed are as follows:**
 - **Applied Mathematics**
 - **Locating Information**
 - **Reading for Information**

All completed supporting documentation must be returned to RCFR at the address below, Monday through Friday from 8:30 am to 4:00 pm. Mailed supporting documents must be received on or before the deadline date (07/01/2016). No fax or email submission will be accepted.

**Rockdale County Fire & Rescue Headquarters
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Conyers, GA 30012**

Level 2:

Physical Agility Test

The physical agility test is conducted by the Fire Department. Applicants will have to produce a government issued photo ID to be allowed to enter the test site. Successful applicants will be notified of date, time and location.

The physical agility test is designed to evaluate the candidate's ability to perform firefighting activities. The test consists of six (6) stations that measure the candidate's ability to perform the tasks in a given amount of time. RCFR will provide each candidate with gloves, helmet, safety glasses, and a self-contained breathing apparatus (SCBA). The candidate is recommended to wear work-out clothing and athletic shoes to the test. Each station of the test is outlined below.

The applicant must successfully complete each assigned task within the required time limit. At no time shall the applicant be allowed to resume or continue the testing process if failure to complete any task occurs.

1. Stair climb
2. Ladder extension
3. Ventilation exercise
4. Hose advance
5. Rescue drag
6. Ladder removal/replacement

Level 3:

Work Keys Assessment

The Work Keys Assessment measures an employee's skills in observing, following, understanding, and evaluating processes, demonstrations and other on-the-job procedures. This assessment is administered by video and contains twelve teamwork scenarios, each accompanied by three multiple-choice items.

Level 4:

Oral Interview

Successful applicants will be notified of the date, time and location for oral interviews.

Level 5:

A conditional job offer of employment is made to viable applicants. The offer is conditional upon successful completion of the following components:

- **Polygraph test:**
- **Psychological evaluation**
- **Criminal background investigation**
- **Drug test**
- **Comprehensive physical exam**

FINAL OFFER OF EMPLOYMENT

Once candidates successfully complete all stages of the employment process and accept a final offer of employment, each is fitted for uniforms and is scheduled to attend new employee orientation. On completion of Orientation with the Human Resources Department, candidates are considered Recruits and will begin the 14-week RCFR Recruit School.

Frequently Asked Questions

1. Where can I obtain my seven (7) year Motor Vehicle Report (MVR)?

A seven year MVR can be obtained at a cost, from any Georgia Department of Driver Services Office. Below are some locations:

- 8134 Geiger St
Covington GA.
30014
- 1505 US Highway 29
North
Athens GA. 30601
- 2206 East View
Parkway NE Conyers
GA. 30013
- 2801 Candler Road, Suite 82
Decatur GA. 30034
- 8040 Rockbridge
Rd Lithonia GA.
30054

2. How can I obtain my criminal history report?

Any local law enforcement agency should be able to assist you in obtaining a criminal history report. Some local law enforcement agencies are found below;

DeKalb County Police Department Central Records
1960 W. Exchange Place 2nd Floor Room 210
Tucker, GA 30084
(770) 724-7740

Background Checks (\$20)

***Checks will not be accepted for this service**

Newton County Sheriff's Department
15151 Alcovy Rd.
Covington, GA 30014
678-625-1400

Background Checks (\$15)

***Checks will not be accepted for this service**

Rockdale County Sheriff's Office
911 Chambers Drive, Conyers, Georgia 30012
770-278-8000

Background Checks (\$10)

***Checks will not be accepted for this service**

Walton County Sheriff's Office
1425 S Madison Ave, Monroe, GA
30655 770-267-6557

Background Checks (\$15)

*** Checks will not be accepted for this service**