

# ORANGE COUNTY CERTIFIED FIREFIGHTER HIRING PROCESS

## **1. Position is posted**

The Fire Recruit/Certified Firefighter positions are posted on the Orange County Website – Apply for a Job.

## **2. Orange County Online Application**

You must complete an on-line Orange County application to be considered.

## **3. Firefighter Application Packet**

The completed Firefighter application packet must be submitted to Fire Rescue Headquarters, Employee Services Department at: 6590 Amory Court, Winter Park, FL 32792 by the deadline provided.

**Only complete and notarized application packages will be processed.** All required documents must be submitted at the time you submit your application. Provide copies of the following with your application:

- Driver's License
- Social Security card
- High School diploma or equivalent, or proof of college transcript
- One of the following documents: Birth certificate, Birth registration, or current passport
- Current ACLS/BLS Certification if applicable
- Current State of Florida EMT / Paramedic Certification if applicable
- State of Florida Minimum Standards Certificate if applicable

## **4. Fire Team Entry Level Test (Video Based Assessment)**

The Fire Team Entry Level Test is a multiple choice video based test that measures your knowledge in four areas: 1. Human Relations Video Test – measures your knowledge, skills and approach when dealing with Fire/EMS issues 2. Mechanical Reasoning Test – measures mechanical reasoning 3. Math Test – basic math calculations such as, addition, subtraction, multiplication and proportions 4. Reading Test – reading comprehension test

For more information, please visit <http://www.ergometrics.org>.

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**To be admitted into the Fire Team Entry Level Examination, you must present an official picture I.D. (i.e. Driver License, Federal I.D., Military I.D., etc.) and dress business casual.**

## **5. CPAT Orientation**

The documents you will need to prepare for the Candidate Physical Ability Test can be found on the Fire Rescue Firefighter, Reserve and Youth Programs webpage.

The CPAT Orientation Guide was developed by the Fire Service Joint Labor and Management Wellness and Fitness Initiative Task Force, which was composed of members from the IAFF, IAFC, ten Fire Departments and Local (Unions) from across the United States and Canada. The Candidate Physical Ability Test (CPAT) is a standardized physical ability test.

We offer a Candidate Physical Ability Test Orientation class for all eligible applicants. **The orientation class includes:**

- CPAT video that describes and demonstrates each test task
- Mentoring and scheduling
- Discussion of basic exercise concepts
- CPAT physical training tips
- Opportunity to practice test tasks

## **6. CPAT Mentoring**

If you successfully completed the Fire Team Entry Level Test, you will be invited to participate in the CPAT Mentoring hosted by Orange County Fire Rescue.

## **7. CPAT Test**

Firefighting requires above average aerobic and anaerobic capacity, muscular endurance and strength, and flexibility. The test is designed to identify individuals who have the physical abilities to perform the duties of a Firefighter. It consists of eight separate job related tasks that are performed in a continuous sequence. You will have 10 minutes and 20 seconds to complete all eight tasks. **This is a pass/fail test.**

The CPAT Test Preparation Guide provides a detailed description of the course and explains the "Pass/Fail" scoring system.

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## **8. Fingerprints & Polygraph**

You will be required to submit to fingerprinting and a polygraph. We verify all information to determine completeness, accuracy and truthfulness. We also confirm that you have met all hiring standards.

## **9. Background, Driver's License and Criminal History**

You will undergo an extensive personal reference and work history background check. A criminal history, military and driver license check will also be conducted. This background investigation is conducted to establish evidence of good moral character, a well-adjusted personality, community commitment, fire service adaptability, and a pattern of conduct acceptable to the Orange County Fire Rescue Department.

## **10. Interview with Fire Chief**

You will meet with the Fire Chief for a face to face interview.

## **11. Conditional Offer**

Of the hundreds who apply only a few are selected. If you successfully complete items 1 - 10, you may be extended a conditional offer of employment.

## **12. Medical and Drug Screening**

You must pass the medical examination and drug screen as administered by the Orange County designated physician.

## **13. Final Offer**

Upon successful clearance of the background investigation, medical examination, and drug screening you will be contacted by the Fire Rescue Employee Services. Your employment offer will be confirmed and you will be given an orientation date, time, and location.

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## **14. Orientation / Employment**

The first day of your employment will be an orientation held with the Human Resources Division which will consist of an overview of your benefits package, Orange County Policy Manual and Operational Procedures. If you are certified, you will attend an intense Firefighter orientation program at OCFRD Training Division before reporting to your first assignment duty.

If you have additional questions or comments regarding recruitment or the hiring process, please contact Fire Rescue Employee Services at (407) 836-9005.

**Remember the Challenge Begins with You!**

## **FREQUENTLY ASKED QUESTIONS**

**Q: If I've taken the CPAT do I have to take it again?**

A: Yes, unless you've taken it within the last 6 months.

**Q: How long do I have to wait to reapply if I get disqualified?**

A: It depends on the reason you were disqualified.

**Q: Can I reschedule my written test or do I have to take the date scheduled?**

A: No, the written test must be taken during the scheduled time.

**Q: Can I bypass the written test if I already have the T.A.B.E test?**

A: No

**Q: Is the written test and T.A.B.E test the same?**

A: No, the written test is a general knowledge test. The T.A.B.E test is a college placement exam.

**Q: Do I have to take the T.A.B.E test if I have a degree?**

A: No

**Q: Do I have to take the written test if I have a degree?**

A: Yes, everyone must take the Written Test.

**Q: What if I have a college degree, but cannot find my HS diploma?**

A: A college degree alone is acceptable; it implies you have a HS diploma or equivalent.

**Q: What if I don't have a copy of my college degree or HS diploma?**

A: A certified letter and/ or transcripts from the registrar are acceptable.