

## Firefighter Hiring Process Overview

### Step 1: Application Dates: December 1, 2015-January 5, 2016

Interested candidates must submit a County of Henrico online application. Applications are only accepted online. Click [Here](#) to apply or go to [www.henricojobs.com](http://www.henricojobs.com). Please provide an email address for notifications and status updates. Call Henrico County Human Resources 804-501-4628 if you need assistance completing your online application.

#### Minimum requirements for candidates to apply:

- Minimum of 18 years of age by the date the application process closes. There is no maximum age limit. However, all candidates must be able to successfully pass the Candidate Physical Agility Test.
- High School graduate or equivalent
- Possession of a valid Commonwealth of Virginia Operator's License. A candidate's DMV record can have no more than six (6) demerit points in one (1) year or nine (9) demerit points in two (2) years. Additionally candidates with a DUI or *reckless driving conviction* are not eligible for hire until five (5) years from the end of their completed sentence/penalty.

### Step 2: Personal History Questionnaire

Personal History Questionnaire and Required Documents- Due by January 29, 2016.

Click [HERE](#) to print the Personal History Questionnaire.

Delivery Options: Mail or Deliver packet in sealed envelope to Henrico County Division of Fire 7721 East Parham Road, Henrico, Virginia 23294-4304. Office Hours: Monday-Friday, 8am-4:30 pm

Required Documents- Make sure all copies are legible

Proof of high school graduation or GED

Proof of College Credits/Degree (If applicable)

Official DMV Driving History Record-Must show Driver Points

Photocopy of Military Discharge form DD-214 or NGB-22 National Guard (If applicable)

Proof of graduation from a career Fire Department recruit school.

**Documents become property of Henrico County Division of Fire and will not be returned. Incomplete questionnaires will not be accepted.**

### **Step 3: Written Test March 12, 2016 and March 19, 2016**

After submission of the online application and Personal History Questionnaire those candidates meeting the minimum requirement for the position of entry firefighter will be invited to sit for a written test. Those candidates that score above the established cut-off will advance to the next step in the process.

Photo ID required for test entry (Driver's License, Military ID)

### **Step 4: Candidate Physical Agility Practice Sessions**

Henrico Division of Fire will utilize CPAT to assess a candidate's physical agility to complete critical firefighting tasks effectively and safely. [CPAT Overview](#)  
[/fire/helpmewith/fireemployment/cpatoverview/](#)

Those candidates that score above the established written test score and are invited to CPAT will be notified of all opportunities' to participate in the CPAT Orientation and Mentoring Session. These same candidates will also be notified of the dates the CPAT testing will take place. Each candidate invited to CPAT is eligible to take advantage of the Orientation and Mentoring sessions and will be allowed 2 practice CPAT testing opportunities and one final CPAT test opportunity. If a candidate passes the CPAT during one of the practice testing opportunities they do not have to return for the final CPAT testing opportunity. Candidates must sign a waiver form before participating in the CPAT.

Candidates will be scheduled practice sessions from February 8, 2016 until March 26, 2016.

Henrico Division of Fire will also accept current valid CPAT cards/certificates from candidates who test with an IAFF licensed agency within the last 6 months of March 2016. CPAT cards/certificates must be received by the Henrico Division of Fire before March 22, 2016.

### **Step 5: CPAT Test**

CPAT Testing week of **April 5-9, 2016.**

Those candidates who pass the CPAT will proceed to the next step of the hiring process.

**\*Successful completion of the testing (written and physical) does not guarantee an interview or offer of employment.**

**Step 6: Personal History Questionnaire and Document Review**

The Henrico County Division of Fire Personnel Section and the County of Henrico Department of Human Resources will further review and verify information provided by each candidate on their application. The Personal History Questionnaire will be reviewed and evaluated.

**Step 7: Panel Interviews April 25, 2016-May 6, 2016**

Top Candidates will be contacted by the Division of Fire Personnel Section regarding scheduling a panel interview.

**Step 8: Chief's Interview (May 19-25, 2016)**

Candidates that are rated highly qualified will be scheduled to interview with the Fire Chief.

**Step 9: Conditional Offer**

The candidates that are offered conditional employment must still pass (3) more evaluation steps.

- NFPA 1582 Medical Examination
- Drug Test
- National and State criminal history records check and FBI finger print check

Candidates that pass these steps will be offered a final offer of employment.

**Step 10: Hired (August 1, 2016)**

Candidates that accept the final offer of employment will then be notified of when to report the County of Henrico Division of Fire Basic Firefighter Recruit Academy. All candidates are required to successfully complete the twenty-three (23) week Division of Fire Basic Firefighter Recruit Academy regardless of previous firefighting qualifications or experience level.