
Submitter Name

Social Security Number

CITY OF CARROLLTON, TEXAS
FIREFIGHTER APPLICATION PACKET CHECKLIST
Equal Employment Opportunity Employer

Opening Date
February 8, 2010

Office Hours
8:00 a.m. to 5:00 p.m. Mon thru Fri

Closing Date
March 5, 2010

1945 E Jackson Rd
Carrollton, TX 75006

THIS FORM MUST BE RETURNED WITH APPLICATION PACKET

Packets can be returned in person or they can be mailed to the address above. They must include ALL materials listed below and must have copies of the original documents as required below. **Complete packets must be RECEIVED in Workforce Services before 5:00 p.m. Friday, March 5, 2010.**

THE FOLLOWING ITEMS ARE REQUIRED FOR A COMPLETE APPLICATION PACKET:

Submitter*		Received WfS*
_____	City of Carrollton Employment Application(submitted online)	_____
_____	Copy of Birth Certificate (from the Bureau of Vital Statistics)	_____
_____	Copy of Social Security Card	_____
_____	Copy of current and valid Drivers' License	_____
_____	Copy of College Transcript (45 hours successfully completed), Note: An official college transcript is required before hire. See Pg. 7 In the packet under "education" for certifications accepted in lieu of college hours.	_____
_____	Copy of Certifications in lieu of some college hours	_____
_____	Request for Reasonable Accommodation of a Disability (if applicable)	_____

***check or initial in column provided when verifying applicant packet content for submittal or receipt)**

Workforce Services USE ONLY:

Complete application packet received by _____ Name _____

**REQUEST FOR REASONABLE ACCOMMODATION OF DISABILITY
FOR THE FIREFIGHTER ENTRANCE EXAMINATION**

The Americans with Disabilities Act (ADA) of 1990 prohibits discrimination on the basis of disabilities. The City of Carrollton, Texas, does not discriminate on the basis of disability status in admission or access to, or treatment or employment in, its programs, services, or facilities.

To request reasonable accommodations for the Firefighter Entrance Examination, please fill in this form and forward your request to:

Chrystal Jeter, Civil Service Administrator

Physical Address:

Workforce Services Department
1945 East Jackson Road
Carrollton, Texas 75006

972.466.3091

Mailing Address:

Workforce Services Department
P.O. Box 110535
Carrollton, Texas 75011-0535

**YOUR REQUEST FOR REASONABLE ACCOMMODATION FOR THE FIREFIGHTER
ENTRANCE EXAMINATION MUST BE RECEIVED BY THE CITY OF CARROLLTON
WORKFORCE SERVICES DEPARTMENT BY 5:00 PM ON FRIDAY, March 5, 2010.**

I hereby declare that I am disabled as defined by the Americans with Disabilities Act of 1990 due to the following disability: _____ . I am requesting a reasonable accommodation as assistance in taking the Firefighter entrance examination. I suggest the following as reasonable accommodations to my disability.

(1) _____

(2) _____

(2) _____

(4) _____

Applicant Signature

Date

Print Name of Applicant

**Thank you for assisting the City of Carrollton in its commitment to comply with the
Americans with Disabilities Act.**

CITY OF CARROLLTON FIRE DEPARTMENT

Firefighter Application Process

Thank you for your interest in the Carrollton Fire Department. This information sheet is to acquaint you with the application process for our department.

- The hiring process of the Carrollton Fire Department is governed by the provisions of Chapter 143 of the Texas Local Government Code. You are not considered an applicant for a firefighter position unless you actually take and turn in the civil service examination on the date noted below. In order to be considered for employment, you must pass the civil service written examination with a grade of 70 or greater. The test is given once a year. The next test is scheduled for **Saturday, March 13, 2010**. In order to take the test, a complete application packet must be received in the Workforce Services Department by the specified time frame.
- You may submit your application online. All the forms in the registration packet must be filled out completely and accompanied by all required documentation. Completed packet must be submitted by **5:00 p.m. on Friday, March 5, 2010**, or it will not be accepted. When applying by mail, you must provide copies of your driver's license, social security card, birth certificate, and college transcripts.
- Application packets for employment by the Carrollton Fire Department are received during a four-week period each year. **This next application period begins at 8:00 AM on February 8, 2010 and ends at 5:00 PM on March 5, 2010**. Once again, for a registration packet to be accepted all documentation listed must be turned in by the close of the application period. Note that a college transcript is required and a diploma IS NOT acceptable in lieu of a transcript. An official college transcript will be required before hire. For individuals who are requesting college hour credit due to certification with TCFP or TDSHS, you must provide copies of current certifications as part of registration.
- Enclosed is information concerning the requirements and hiring process for the Carrollton Fire Department.
- If you have questions concerning the application process, contact Chrystal Jeter, Civil Service Administrator, at (972) 466-3090.

THE CITY OF CARROLLTON IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

THE FIREFIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION
EXAMINATION FOR **FIREFIGHTER**

This examination will be held in accordance with procedures established by the Firefighters' and Police Officers' Civil Service Commission pursuant to Chapter 143 of the Local Government Code.

DATE: March 13, 2010

TIME: 9:00 a.m. (Doors open at 8:30 a.m. – no one is admitted after 9:00 a.m.)

PLACE: Newman Smith High School
2335 North Josey Lane, Cafeteria
Carrollton, TX 75006

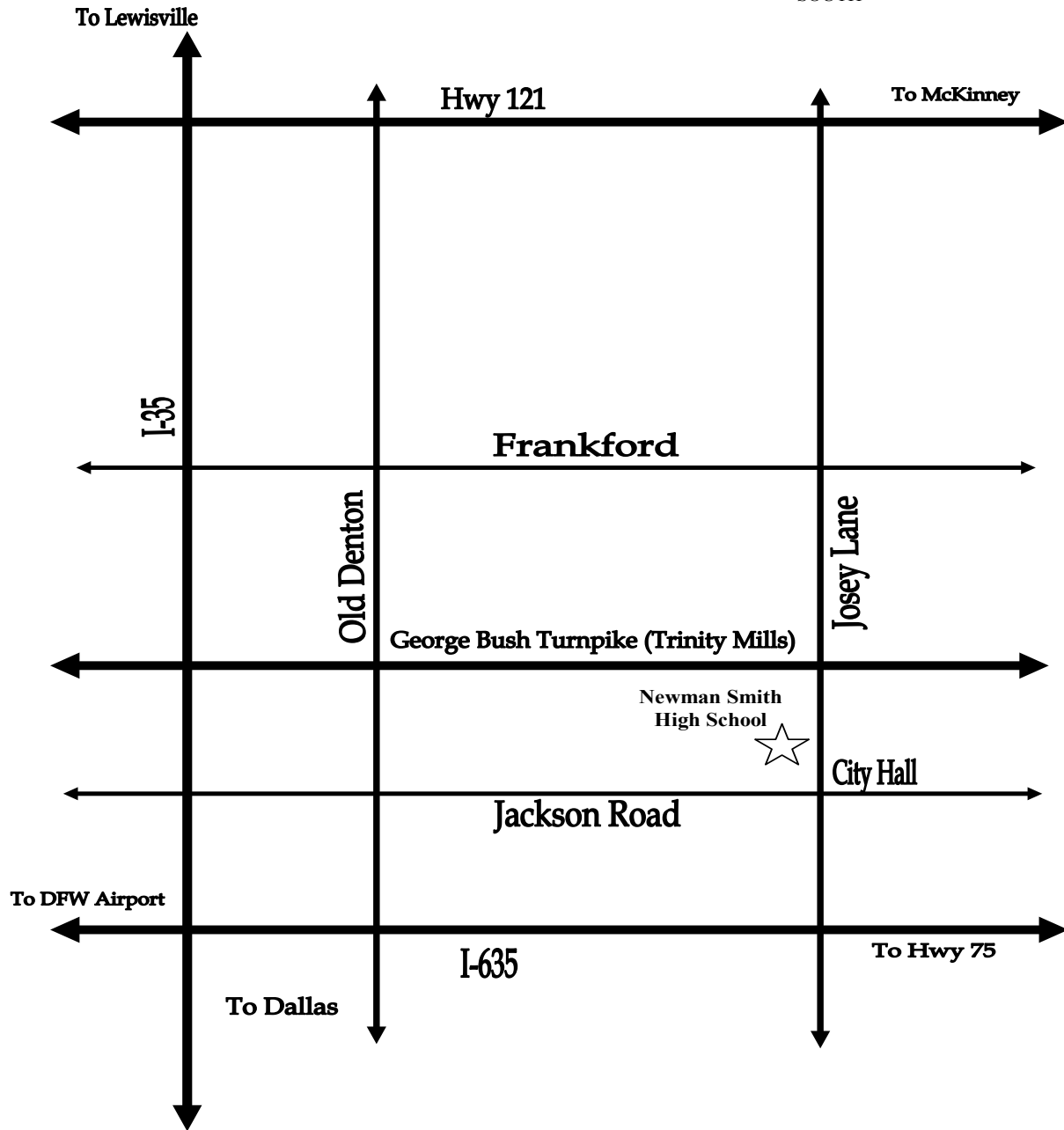
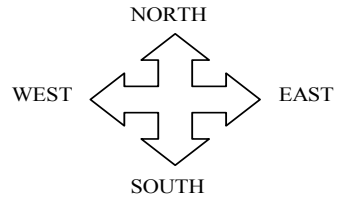
ELIGIBILITY: Open to all qualified candidates who meet the State and Carrollton guidelines, are U.S. Citizens and have pre-registered for the examination.

EFFECTIVE: A minimum of twelve (12) months or until exhaustion

GENERAL INFORMATION:

1. You must complete the **application and registration packet** in order to take the exam.
2. Bring your driver's license for identification.
3. Applicants arriving after 9:00 a.m. **WILL NOT** be tested.
4. Applicants who serve in the military and want to receive five additional points added to their passing score (70), must bring to the exam, a copy of Form DD-214 or an NGB Form 22 (for National Guard service) which states an honorable discharge was received.

**City of Carrollton
Firefighters' and Police Officers'
Civil Service Commission
Entrance Examination Site
Newman Smith High School-Cafeteria
2335 North Josey Lane
Carrollton, TX 75006**



CITY OF CARROLLTON FIRE DEPARTMENT

Information Sheet

The Carrollton Fire Department is responsible for fire prevention, fire operations, emergency medical services, and emergency management activities for the citizens and visitors of Carrollton.

Last year, the Fire Department responded to over 9,000 calls for assistance. These calls included fire, rescue, emergency medical calls, accidents, swift water rescues, and hazardous materials spills. Approximately 70% of responses deal with emergency medical situations.

The department operates seven fire stations that house 7 engine companies, 1 truck company, 3 medic units, and one command unit on a 24-hour per day basis. A total of 137 uniformed personnel work for the Carrollton Fire Department. Minimum staffing each shift is 33 personnel. Each engine has a minimum staffing of 3 personnel, the truck is staffed with 4, each medic unit has two paramedics, and the command unit is staffed by a Battalion Chief and Shift Duty Safety Officer. All companies except the command unit have at least one paramedic assigned and carry both basic and advanced life support equipment.

Five fully equipment advanced life support medic units respond to citizens' emergencies. Three medic units are staffed around-the-clock by two certified paramedics on each unit, and two are staffed by a paramedic engine crew on as as-needed basis. In 1996, Carrollton became the first fire department-based ambulance system in the United States to be granted accreditation by The Commission on Accreditation of Ambulance Services.

Emergency management activities include the coordination of the Emergency Operations Plan for disasters, hazard identification, outdoor warning sirens, planning, mutual assistance agreements, and community education.

To increase efficiency and maintain competency, the Training Division coordinated more than 10,000 hours of training last year. Each uniformed employee averaged over 62 hours of classroom and hands-on training.

Providing community education on fire and life safety issues is a top priority. A Juvenile Fire Setting Program is available to assist and education families with children who experiment with fire. There is a fire safety program for businesses to help organize fire prevention activities in the work place. Visits to fire stations by schools, scouts, church groups, and civic organizations are coordinated by the Fire Prevention Division headed by the Fire Marshal. The Fire Prevention Division oversees all education, prevention, and inspection activities.

The City of Carrollton is an Equal Opportunity Employer

CITY OF CARROLLTON FIRE DEPARTMENT

Requirements for Beginning Position as Firefighter

- Age:** Candidates must be between the ages of 18 and 35 on the date of the written entrance exam as provided by Chapter 143 of the Texas Local Government Code.
- Education:** Candidates must have successfully completed 45 semester hours of courses from an accredited college or university with an overall grade point average of 2.0 or better.
- An applicant who is currently a National Registered Paramedic and/or a Texas Department of State Health Services certified paramedic may receive 39 college credit hours. These hours include prior EMT certification.
- An applicant who is currently a National Registered EMT and/or a Texas Department of State Health Services EMT may receive 5 hours of college credit hours.
- An applicant who is currently certified or certifiable as a Basic Structural Firefighter by the Texas Commission on Fire Protection may receive 23 college credit hours.
- Written Exam** Candidates must pass a written civil service examination with a minimum score of 70.
- Veterans** Candidates wishing to receive veteran's points on the written examination as provided by Chapter 143.025(e) of the Texas Local Government Code must produce a DD Form 214 (for active duty) or an NGB Form 22 (for National Guard service) indicating an honorable discharge by the date of the written entrance examination.
- Physical Ability** All candidates must be able to pass tests designed to evaluate the physical ability to perform the essential functions of a firefighter. Any candidate who is under the care of a physician during the application, examination, or interview process must provide a written release from that physician in order to participate in any portion of the employment selection process designed or intended to test the candidate's physical ability to perform the essential functions of a firefighter.

Driver's License Candidates must possess a valid driver's license. The driving record of candidates who are selected for the final employment process will be checked.

Candidates may not have two or more chargeable vehicle accidents on their driving record. Additionally, they may not have a conviction within the past three years of any of the following:

- Any alcohol related driving offense
- Hit and Run, Failure to Stop, Failure to Render Aid, or Failure to Disclose I.D. at the scene of an accident
- Negligent Manslaughter involving a motor vehicle accident
- Three or more moving violations
- Two moving violations and one or more chargeable vehicle accidents

Background Check

A background check covering previous employment, credit history, and criminal record will be conducted on each candidate selected for the final employment process.

- Candidates must have an employment history which demonstrates stability and reliability. Any candidate who has been involuntarily terminated from employment, or who has resigned in lieu of involuntary termination for inefficiency, delinquency, or misconduct within (5) years of the date of application will be disqualified. Similarly, any candidate who has a history of unstable work, as demonstrated, for example, by short terms of employment over the candidate's employment history, will be disqualified.
- Candidates shall have a credit history which demonstrates a commitment to paying just debts. Factors which will be considered include the type and number of debts, reasons for any record of bad credit, extenuating circumstances, and any potential for the credit related problems impacting the candidate's judgment and integrity.
- Candidates must pass a criminal history check. Persons who have admitted, pled guilty to, or been found guilty of any felony will have failed the criminal history check. Persons who have admitted, pled guilty to, or been found guilty of any Class A or Class B misdemeanor within five (5) years of the date of the written entrance examination will have failed the criminal history check.

- Candidates who have limited marijuana usage (experimentation) that has not occurred within the immediate 24 months of the date of application may be considered for employment with the Fire Department.

Interviews

Candidates who pass the written examination and all other screening steps outlined above will undergo an interview process prior to hire.

- Candidates must be truthful in all aspects of the application, examination, and interview process for appointment to a beginning position in the Fire Department. Any candidate who has made a false statement in any material fact, intentionally withheld information, practiced or attempted to practice any fraud or deception in his or her application, examination, interview, or appointment shall be disqualified.
- Candidates will cooperate fully in the employment process. Any candidate who has failed to complete or satisfactorily meet the requirements of the employment process, by such acts as missing appointments, failing to return necessary paperwork, failing to notify the Fire Department of current telephone numbers or addresses, failing to cooperate in the background check required of each candidate, or otherwise failing to complete the employment process shall be disqualified.

Functional Capacity

Candidates who are selected for the final employment process must be able to pass tests designed to evaluate strength, coordination, physical ability, and physical agility necessary to perform routine fire department tasks.

Polygraph

Candidates who are selected for the final employment process will be required to pass a polygraph examination.

Psychological Exam

Candidates who are selected for the final employment process will be required to pass a psychological examination.

Medical Exam

Candidates who are selected for the final employment process must pass a physical examination administered in accordance with NFPA 1582, "Standard on Comprehensive Occupational Medical Program for Fire Departments" by a doctor of the City's choice with the fee to be paid by the City.

Visual acuity must be correctable to at least 20/40 in each eye. Individuals who wear hard contact lenses or spectacles must have a visual acuity of at least 20/100 in each eye, uncorrected.

Drug Screening Candidates who are selected for the final employment process will be subject to pre-employment drug testing in accordance with D.O.T guidelines and City of Carrollton administrative directives. Any candidate who fails to pass or refuses to participate in testing will not be eligible for employment.

All candidates who are hired become probationary firefighters and will be required to:

1. Obtain a Texas "Class B" driver's license within six months.
 2. Attend and successfully complete a fire training school if not currently certified or certifiable by the Texas Commission on Fire Protection.
 3. Maintain a satisfactory rating on monthly performance evaluation reports.
 4. Pass a written probationary employee examination with a minimum score of 70 at the end of their probationary period.
 5. Attend and successfully complete training as an Emergency Medical Technician and Paramedic as necessary, dependent upon previous certifications.
 6. Refrain from using tobacco products in any form.
- New employees who are not currently certified or certifiable by the Texas Commission on Fire Protection will serve as a probationary firefighter for an eighteen month period. New employees who are certified by the Texas Commission on Fire Protection upon date of hire will serve as a probationary firefighter for a twelve month period.

CITY OF CARROLLTON FIRE DEPARTMENT

Job Description for Firefighter

TITLE:	FIREFIGHTER	TITL CD:	FFIGHT
DEPARTMENT:	FIRE	TITL GRP:	FIRE
REPORTS TO:	CAPTAIN	GRADE CD:	FI0001
FLSA DESIGNATION:	NON-EXEMPT		

JOB SUMMARY: Performs a variety of technical tasks in fire suppression, rescue, emergency medical services, prevention, investigation, administrative and other special assignments.

POSSIBLE ADDITIONAL ASSIGNMENTS WITHIN THIS RANK INCLUDE:

Paramedic, Fire Inspector, Fire Investigator, Support Services Specialist, or Public Education Coordinator.

ESSENTIAL FUNCTIONS:

- Responds to fire alarms, emergency medical service calls and other emergency calls
- Performs fire fighting operations including deploying and operating hoses, pumping apparatus, directing water streams or other chemicals and raising and climbing unsupported ladders including ground and aerial of up to 110 feet
- Performs search and rescue for trapped or injured persons to include swift water rescue work with and without use of boat
- Administers first aid and emergency medical services to injured persons to level authorized by Emergency Medical Technician or Paramedic certification
- Communicates with dispatch and command staff through the use of specialized communications equipment such as two way radio systems, data link in stations to administration and dispatch
- Works shift schedules including weekends, holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties
- Runs, walks, stoops, bends, crawls, rolls, climbs, jumps, lifts (heavy objects weighing up to and exceeding 200 lbs., including human bodies and hoses), carries, drags and operates assigned equipment, vehicles while performing fire prevention and suppression duties
- With assistance, advances charged and flowing fire hoses discharging up to 250 gpm at 100 psi spray or fog or 50 psi straight bore tip pressure
- With assistance, places patients on an ambulance gurney, lifts gurney, may carry gurney some distance, including up/down stairs, and over rough terrain; places in ambulance with assistance of other personnel
- Works in areas where movement is restricted such as rescue from wrecked automobiles, underground excavations, structure collapse, etc.
- Listens for victims at fire and accident scenes, communications from other firefighters, superiors, etc.
- Wears full protective clothing and self-contained breathing apparatus, and must function fully in this limiting and heavy attire
- Is exposed to harsh weather, poor or no lighting, exposure to hazardous chemicals, fire and smoke, extremes in temperature, electrical hazards, confined or high work places, dangerous animals, extreme noise, traffic, and natural and man made disasters, etc.
- Is exposed to human body fluids, infectious diseases, victims of fire and accident scenes, bodies recovered from fire and accident scenes, etc.
- Interprets and explains city and department policies and procedures for the public
- Works under stress and uses good judgment in emergency situations
- Prepares and maintains records regarding status of hydrant maintenance
- Cleans and maintains station facilities, grounds, equipment, apparatus and hydrants

- Establishes and maintains cooperative working relationships
- Tactfully responds to requests and inquiries from the general public, other department personnel, and other City departments
- Communicates clearly and concisely, both orally and in writing
- Resolves a variety of situations characterized by conflict or danger
- Conducts pre-fire planning and prepares reports regarding hazardous materials, emergency incidents and building surveys

EQUIPMENT:

- Operates numerous types of rescue, salvage, emergency and fire suppression equipment, including vehicles, hydraulic powered spreaders, cutter, rams, come-a-long, air chisel, air bags, ropes and pulleys
- Operates firefighter hand tools including nozzle, ax, pry bars, fire hose, and ground ladders; common hand tools include wrenches, screwdrivers, and hammers
- Operates power tools including exhaust fans, portable pump, chain saws, generators, and air compressors
- Operates departmental computer equipment to input and extract data

OTHER IMPORTANT DUTIES:

- May perform duties of higher classification in an acting capacity as needed
- Participates on department committees and attends staff meetings as required
- Assists in providing public fire education
- Provides fire station tours; presents information to students at local schools
- Paints fire hydrants in an assigned area
- Assists in developing and presenting a variety of training programs relative to fire suppression and prevention activities and operations and hazardous materials handling
- Must learn streets and routes within the City of Carrollton and surrounding areas to include the location of medical facilities to ensure expeditious response times
- Operates departmental computer equipment to review records, inquire about activities and programs and input various data
- Assists with fire investigations as assigned
- Attends scheduled training to maintain minimum required certification through continuing education as required by the Texas Commission on Fire Protection
- Advises Explorer Post/Cadets regarding fire suppression and prevention
- Performs related duties as assigned

TRAINING, KNOWLEDGE AND SKILLS UPON BASIC FIREFIGHTER CERTIFICATION:

- Knowledge of fire suppression and prevention principles and practices, and emergency medical services
- Knowledge of specialized communication equipment
- Knowledge of safe work practices and procedures
- Knowledge of operational characteristics, services and activities of a comprehensive fire suppression program
- Knowledge of technical aspects of fire prevention and suppression including operation of fire hydrants, use of ladders, use of water and various chemicals to suppress fire, salvage and rescue operations
- Knowledge of fire apparatus operations practices and principles
- Knowledge of procedures and techniques involved in responding to and handling incidents involving hazardous materials
- Knowledge of pertinent Federal, State and local, codes and regulations
- Exercises sound judgment and rational thinking under dangerous circumstances
- Evaluates various options and alternatives and chooses an appropriate and reasonable course of action
- Working knowledge of chemistry and hazardous materials

- Skill in calculating engine pressures and friction losses of fire hose using mathematics and physics
- Skill in operating two-way radio equipment
- Must obtain Paramedic certification upon request and subsequently perform all essential functions of that assignment
- Must obtain any and all certifications for all possible assignments and subsequently perform all essential functions of an assignment when assigned

QUALIFICATIONS FOR EMPLOYMENT (In accordance with Chapter 143 of the State Civil Statute and City of Carrollton Local Rules):

- Must be at least 18 years of age but not 36 years of age or older.
- High school diploma or GED certificate and 45 semester hours of college or equivalent certifications.
- Must pass a background check and motor vehicle record check
- Must pass tests designed to evaluate strength, coordination, physical ability, functional capacity, and agility necessary to perform routine Fire department tasks
- Must possess and maintain a valid Texas Class C driver's license and meet all city policies regarding insurability
- Candidate must pass a physical examination including, but not limited to:
 - Visual acuity must be correctable to at least 20/40 in each eye. Individuals who wear hard contact lenses or spectacles must have a visual acuity of at least 20/100 in each eye, uncorrected.
- Must pass psychological evaluation
- Must pass a written Civil Service exam with a grade of 70
- Must pass pre-employment drug-screening test

CITY OF CARROLLTON FIRE DEPARTMENT

Firefighter Hiring Process

The hiring process of the City of Carrollton Fire Department is conducted in accordance with procedures established by the Firefighters' and Police Officers' Civil Service Commission pursuant to Chapter 143 of the Texas Local Government Code. The City of Carrollton is an Equal Opportunity Employer. The following is a general description of the hiring process for beginning positions with the Carrollton Fire Department.

Application Process

Registration packets are accepted only during a specific period established by the Director of Civil Service for the City of Carrollton. All parts of the registration packet must be properly completed and all required documentation must be submitted. Information on the registration period is advertised on electronic job boards, posted on the City of Carrollton web site (www.cityofcarrollton.com), posted on bulletin boards at Carrollton City Hall and in the Carrollton Workforce Services Department. Information on the registration period is also available through the Carrollton Workforce Services Department at 972.466.3091.

Civil Service Entrance Examination

Those persons who successfully complete the application process will come to the exam at the specified date and time, and present their valid picture identification for admittance to the exam. The examination will consist of a written, multiple-choice test. All materials for the test will be provided. No candidate will be permitted to enter the examination area with pagers, cell phones, pencils, pens, paper, or calculators.

All candidates will take the examination at the same time. In order to successfully pass the written examination, seventy percent (70%) of the questions must be answered correctly. The examinations will be graded immediately following completion and scores will be available to those candidates who wish to remain at the examination site. In addition, a complete listing of scores will be posted at the bulletin boards at Carrollton City Hall by 5:00 p.m. the first business day following the examination. Persons who have submitted the required documentation of military service will receive an additional five (5) points added to their passing score on the examination, and will **need to bring the supporting documentation to the exam.**

Eligibility List

Based on the scores of the written entrance examination, a beginning Firefighter Eligibility List will be established and certified by the Firefighters' and Police Officers'

Civil Service Commission. The list will be certified for a period of six months to one year or until all names on the list are exhausted. All persons who pass the written examination will be on the certified list. Persons will be considered for beginning positions within the fire department in the order of their final position on the eligibility list.

Physical Ability Test

Based on the projected personnel needs of the fire department, persons scoring high enough on the written examination will be invited to participate in the Physical Ability Test. The Physical Ability Test is a series of physical performance events which are designed to test a potential firefighter's strength, endurance, and agility in a manner which parallels as closely as possible the physical demands of sustained emergency operations. Candidates for the position of firefighter will be required to complete each event on a pass/fail basis. The only criterion for judging whether they pass will be the completion of all events within the time standard established. Results from successful completion of the Physical Ability Test will not be used to move applicants either up or down on the eligibility list, however, unsuccessful completion of the Physical Ability Test will result in the candidate being removed from further consideration during the current hiring process.

Background Investigation

Depending on the projected personnel needs of the fire department, a certain number of candidates who successfully complete the Physical Ability Test will be selected to continue in the hiring process. Those candidates will be subject to a thorough background investigation. Personal and employment references will be contacted. Checks will also be made of the candidates credit history, driving record, and any criminal record. The purpose of the investigation is to insure that candidates meet the applicable portions of the *Requirements for Beginning Positions in the Fire Department* adopted by the Firefighters' and Police Officers' Civil Service Commission. Information which reveals that a candidate fails to meet one or more of the provisions of the *Requirements for Beginning Positions in the Fire Department* will be removed from further consideration during the current hiring process and will be advised in writing.

Interviews

Persons who successfully pass the background investigation will be scheduled for an interview with the Fire Department Applicant Interview Panel. The panel will conduct an oral questioning of the candidates selected for this part of the process; the panel will evaluate the candidates, based on responses to the questions, in the areas related to the successful performance of the duties required of a firefighter. Candidates must receive a satisfactory evaluation from the panel in order to continue in the hiring process. Candidates who do not receive a satisfactory evaluation will be removed from further consideration during the current hiring process and will be advised in writing.

Candidates who satisfactorily complete the Applicant Interview Panel will then be scheduled for an interview with the Chief of the Carrollton Fire Department. This will be an oral interview covering information selected at the Chief's discretion.

Conditional Offer of Employment

When it has been determined that a beginning position within the fire department is open and ready to be filled, the top candidate on the eligibility list who has successfully passed all previous aspects of the hiring process will be given a Conditional Offer of Employment by the Chief of the Carrollton Fire Department. The offer of employment will be conditional on the candidate's ability to successfully pass a polygraph examination, functional capacity evaluation, psychological evaluation, medical examinations, and drug screen urinalysis.

Polygraph Examination

Upon receipt of the Conditional Offer of Employment, the candidate will be scheduled for a polygraph examination to verify information. The polygraph examination will cover employment history (including theft from previous employers); personal, credit, and marital information; military service history; criminal activity, including felony and misdemeanor offenses, police/court activity, illegal drug use, and illegal alcohol use; traffic and driving record; and previous law enforcement and firefighter service.

Candidates must show a pattern of non-deceptive responses in the questions covered during the polygraph examination. Any deceptive responses will result in removal of the candidate from further consideration for employment with the Carrollton Fire Department.

Psychological Examination

Candidates who pass the polygraph examination will be given a psychological evaluation. This evaluation will consist of a battery of psychological tests designed to evaluate the candidates' ability to handle the mental and emotional aspects of the duties of a firefighter.

Medical Examination and Pre-Employment Drug Screen

Upon successful completion of the polygraph examination, the candidate will be scheduled to take a pre-employment medical examination and drug screen. The medical examination will be conducted to insure that the candidate meets the Medical Requirements for Fire Fighters as set by the National Fire Protection Association. The examination will include standard blood tests, overall muscular and skeletal condition, hearing and vision, and pulmonary functions. It will include a chest x-ray, stress EKG, and functional capacity testing. Candidates who do not meet the Medical Requirements for Fire Fighters will be removed from consideration during the current hiring process and will be advised in writing.

Upon completion of the medical examination, the candidate will be given a drug screen urinalysis to determine the presence of any illegal drugs. Any positive test during the initial screen will be verified by additional testing. A candidate with a confirmed positive drug test will be removed from consideration during the current hiring process and will be advised in writing.

Offer of Employment

A candidate who has successfully completed all aspects of the hiring process with be given a final Offer of Employment from the City Manager of the City of Carrollton.