



Charlottesville Fire Department Firefighter Hiring Process Overview

STEP 1: Open Application Period April 1 – May 27, 2022

Interested candidates must submit a City of Charlottesville online application. Applications are only accepted online. Candidates will be provided status updates by the email address provided on the application. *Please note the email you provide on your application will be the primary means in which you are contacted and notified throughout the hiring process. Call the City of Charlottesville Human Resources Department (434) 970-3490, if you need assistance completing your online application.

Minimum requirements for candidates to apply:

- Minimum of 18 years, maximum of 60 years of age by the date the application process closes. All candidates must be able to successfully pass the physical agility test (see steps 4 & 5).
- High school diploma or GED equivalency
- Possession or eligible to obtain a valid Commonwealth of Virginia Department of Motor Vehicle Operator's License. (Please note: A candidate's DMV record can have a point balance of no less than negative (-5) points)

STEP 2: Personal History Questionnaire Must be postmarked or delivered by COB June 10, 2022

***The Personal History Questionnaire (PHQ) and required documents must be completed and submitted for consideration in the hiring process.**

The PHQ and required documents must be mailed or delivered to Lisa Stayments at the Charlottesville Fire Department, 2420 Fontaine Avenue, Charlottesville, Virginia 22903 and must be postmarked or delivered. Failure to provide a completed PHQ by the stated deadline will result in not being able to continue in the process.

Required Documents- Make sure all documents provided are legible

- Proof of high school graduation or GED (copy of diploma and/or unofficial or official transcripts accepted)
- Proof of College Credits/Degree (If applicable) (copy of diploma and/or unofficial or official transcripts accepted)
- Official DMV Driving History Record-Must show Driver Points
- Photocopy of Military Discharge form DD-214 or NGB-22 National Guard (If applicable)

Documents become property of the Charlottesville Fire Department and will not be returned. Incomplete questionnaires can jeopardize moving forward in the hiring process.

STEP 3: Personal History Questionnaire and Document Review June 13 – June 24, 2022

Administrative members of the Charlottesville Fire Department, in consultation with the City of Charlottesville Department of Human Resources, will further review and verify information provided by each candidate on their application and personal history questionnaire.

STEP 4: Virtual Written Test June 30 – July 2, 2022

Once receipt of a completed PHQ has been verified, selected candidates will be sent information about the next steps in the process.

***Failure to complete the written test will result in elimination from the hiring process.**

STEP 5: Physical Ability Practice Sessions July 5 – July 8, 2022

If not actively employed in a career fire department or not in possession of a CPAT certificate (not older than 18 months), you will be required to participate in the CAT. The Charlottesville Fire Department will utilize a candidate ability test (CAT) to assess a non-certified candidate's physical abilities to complete essential job functions effectively and safely.

All candidates are invited to participate in one of the CAT practice sessions. Available dates and times will be sent to candidates in a separate email with instructions for how to register for a practice sessions.

Candidates will be given the opportunity to test during their practice session if they so desire. If a candidate passes the CAT during one of the practice sessions they do not have to return for the final CAT testing opportunity. Candidates must sign a waiver form to participate in the CAT.

Information about the CAT will be sent to candidates by email upon receipt of a completed application. Please ensure that the email entered in the application is checked regularly.

STEP 6: Physical Ability Test July 11 – July 15, 2022

All candidates are strongly encouraged to take advantage of one of the practice session dates. However, if you choose not to attend a practice session you will need to schedule a time on the test date. Instructions for how to register for the test session will be included in the email instructions for the practice sessions.

Those candidates who complete the CAT will be considered to proceed to the next step of the hiring process.

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

STEP 7: Panel Interviews July 25 – July 29, 2022

Top candidates will be contacted by the Charlottesville Fire Department to schedule a panel interview.

STEP 8: Chief's Interview August 8 – 12, 2022

Candidates that are rated highly qualified based on their written scores, completion of the CAT (as required), evaluation of the PHQ, and panel interview responses will be considered for an interview with the Fire Chief.

STEP 9: Conditional Job Offer

The candidates that are offered 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

The Charlottesville Fire Department's Orientation/Academy is anticipated to start –

August 22, 2022