



COLUMBUS FIRE AND EMERGENCY MEDICAL SERVICES



"Quality People Providing Quality Service"

Prior to completing this application for employment please review the "Minimum Requirements for Employment". If you meet all the requirements, complete and return to the Deputy Chief of Administration for review.

Requirements for Employment

- Applicant must be at least 21 years of age by September 1st.
- High school diploma or GED is required.
- Applicant must not have been convicted of a felony.
- Applicant must not have been convicted of a misdemeanor (i.e., disorderly conduct, criminal trespass) within three (3) years.
- Must be of sound physical and mental health to adequately perform the duties of a Firefighter/EMT-I
- Applicant must not have been convicted of a DUI (Driving Under the Influence) in the past three (3) years.
- Applicants must take and pass the Entrance Examination Requirement (COMPASS) see next page.
- Applicants must successfully complete the Candidate Physical Ability Test (CPAT) process conducted by the Columbus Department of Fire and Emergency Medical Services.
- Upon making a conditional job offer, a Federal background check and physical examination to include a drug/alcohol screening will be conducted.
- Candidates must successfully pass both the background check and physical examination.
- Applicant must have far visual acuity uncorrected vision of 20/100 in both eyes for wearers of hard contacts or spectacles or far visual acuity of 20/30 in both eyes corrected with contact lenses or spectacles.

Candidates must complete the entire candidate selection process to be considered for full-time employment. Information regarding the CPAT may be reviewed online at <http://www.columbusga.org/fire/CPAT.htm>. Click on the Stay Safe link and from the drop down menu click on Wellness and Fitness Initiative. For questions contact the Deputy Chief of Administration Office.



**COLUMBUS FIRE AND EMERGENCY
MEDICAL SERVICES**

“Quality People Providing Quality Service”

510 10TH Street
Columbus, Georgia 31901
(706) 653-3500 Fax (706) 653-3504



Teresa Tomlinson
Mayor/Director of Public Safety

Jeff Meyer
Chief/EMA Director

**Columbus Fire and Emergency Medical Services
Entrance Examination Requirements**

November 19, 2009, Columbus Fire and Emergency Medical Services adopted the ASSET and COMPASS test as the Official Entrance Examination. Therefore, all applicants applying for employment after July 8, 2009 will be required to take the ASSET and COMPASS test (see below table for minimum scores) to be eligible to take the candidate physical ability test (CPAT). The official entrance exam will be the COMPASS or ASSET test required for admission to the Technical College System of Georgia colleges. When an individual passes the required entrance exam (old version or new version), the individual has met the requirement for the application process. Individuals may test at any Technical College System of Georgia (TCSG) location, and details on how to schedule an appointment to take one of these tests are available from these locations.

Please be aware that if an individual can prove successful completion of other college admission tests which are provided at the end of this notice, they will be deemed to have satisfied the requirements of the Entrance Examination (except for the ASSET or COMPASS tests).

An individual that has obtained a college degree that is from an accredited college listed on the U.S. Department of Education website is exempt from taking the ASSET and COMPASS test <http://ope.ed.gov/accreditation/Search.aspx>

Please note: TCSG may charge a fee for taking the test. The fee can range from \$15.00 to \$25.00 based upon the school. Columbus Fire and EMS has no authority to regulate this.

Below are the minimum scores required for satisfying completion of the entrance examination.

TEST	Sub-Test	Scaled Score
ASSET	Reading	38
	Writing	35
	Numerical *	35
COMPASS	Reading	70
	Writing	23
	Numerical *	26
SAT	Verbal	430
	Math	400
ACT	Verbal	18
	Math	16
CPE	Reading	75
	Math	75
	English	75

***Score is used for evaluation purposes only and does not determine whether a candidate successfully passes the exam.**

*“Protecting Life, Property and the Environment”
An Equal Opportunity Employer*

DOCUMENTATION

The following documents must be filed with your application before it can be processed.

COPIES OF:

BIRTH CERTIFICATE

DRIVERS LICENSE

SOCIAL SECURITY CARD

COLLEGE TRANSCRIPT (S) – DEGREE

HIGH SCHOOL DIPLOMA

GEORGIA EMT /PARAMEDIC CERTIFICATE (IF APPLICABLE)

DD 214 (IF APPLICABLE)

ENTRANCE EXAM SCORES (IF APPLICABLE)

*******READ CAREFULLY*******

PLEASE COMPLETE ENTIRE APPLICATION

SIGN ALL AREAS WHERE INDICATED

TO ALL APPLICANTS

THE FOLLOWING ARE THE REQUIREMENTS AND HIRING PRACTICES OF THE COLUMBUS DEPARTMENT OF FIRE AND EMERGENCY MEDICAL SERVICES:

STEP 1. READ THE EMPLOYMENT REQUIREMENTS

- A. If you qualify, then proceed to next step

STEP 2. OBTAIN APPLICATION

- A. Completely fill out and attach required documents

STEP 3. ENTRANCE EXAM SCORES (IF APPLICABLE)

STEP 4. CANDIDATE PHYSICAL ABILITY TEST (CPAT)

- A. Upon completion and review of an application for employment the applicant will be scheduled to complete and must pass the Candidate Physical Ability Test (CPAT) to be considered for full time employment. Information concerning the CPAT may be reviewed online at <http://www.columbusga.org/fire/CPAT.htm>.

STEP 5. BACKGROUND AND POLICE INVESTIGATION

- A. Previous Employer
- B. References
- C. All law enforcement agencies

STEP 6. INTERVIEW PROCESS

- A. All eligible candidates will be interviewed by an interview panel

STEP 7. ELIGIBILITY LIST

- A. Applicants will be hired on an as needed basis.
- B. A candidate's position on an eligibility list will remain in effect for 365 days of successful completion of the CPAT.

STEP 8. MEDICAL EXAMINATION AND DRUG SCREEN

- A. All applicants offered employment must pass a thorough medical examination by the City Physician to include drug screen.