

# Phoenix Fire Department Hiring Process



## 1. Written Test

The recruit examination is a 100-question, multiple-choice test with a majority of the questions taken from a pretest study guide provided at the time of application. The test also includes reading comprehension and basic math questions. Applicants are NOT allowed to use the study guide when taking the written exam.

\*\*Note: Additional Points Added to Applicants' Composite Scores: **MILITARY** (5 points): Applicant must have a minimum of two years consecutive military service terminating with an Honorable Discharge.

## 2. Applicant Eligibility List

Applicants who successfully complete the written test will be placed on the eligibility list for Firefighter Recruit by the City of Phoenix Personnel Department. When the list is certified, it will be forwarded to the Fire Department. The Fire Department uses the eligible list to invite applicants for job interviews. For address and other important info. changes please use the following email address [recruitment.pfd@phoenix.gov](mailto:recruitment.pfd@phoenix.gov).

## 3. Oral Board Interview

The City of Phoenix Fire Department conducts two rounds of oral interviews. For the preliminary interview, candidates will receive an invitation letter giving you the date, time and location of your interview. You are allowed 20 minutes for your interview. You will be told in the letter to arrive approximately 30 minutes prior to your interview if you wish to review the questions prior to your interview. You will be allowed 15 minutes to review the questions. You will be provided with exit information when your interview is finished. The exit information will explain to you that you will receive a letter whether or not you will be continuing on to a final selection interview.

**If you are selected to continue on in the interview process, your letter will include the date, time and location of your final selection interview. You will be asked to provide proof of a current/valid EMT Certification (AZ State or National) and you must also bring proof of successful completion of a Candidate Physical Ability Test (CPAT) from a licensed agency within 12 months.** You are allowed 20 minutes for your interview. You will be told in the letter to arrive approximately 30 minutes prior to your interview if you wish to review the questions. You will be allowed 15 minutes to review the questions. At this time, those who have completed a final selection interview will be placed on a hiring list. Those who are selected to continue on to the hiring process will get a phone call from the Fire Department Personnel Officer or his designee. In order to be hired and start the Academy (or a trainee position in the district offices) you must first pass a background check and a physical examination. If you are not selected for hiring at this time you will remain on the hiring list for possible hiring for other classes until the list expires.

#### 4. Background Check and Physical

A comprehensive background investigation is conducted on applicants to establish evidence of good moral character, a well-adjusted personality, community commitment, fire service adaptability, and a pattern of conduct acceptable to the Phoenix Fire Department. Remember to list all convictions on your application, and do not withhold any information. Don't let us discover an incident during our investigation.

*Note: The Immigration Reform and Control Act of 1986 required that an applicant provide the City of Phoenix with proof of identification and authorization to work prior to employment. The most common documents that will furnish this proof are: Arizona Driver license AND Social Security Card.*

You should make sure that your name appears the same on whatever documents you choose to use. If there is a problem with documentation, the employee will have 8 working days to resolve the problem, and if it is not resolved then their employment will be terminated.

Candidates must complete and pass a medical examination. This examination includes a cardiovascular fitness component that must be passed with a Tier 2 grading or better. (Refer to the following website for information on Tier 4 Program: [www.phoenixfirehealth.com](http://www.phoenixfirehealth.com) and also refer to the CPAT Candidate Preparation Guide for more information on cardiovascular fitness and conditioning, this document is available for download at [www.joinpfd.com](http://www.joinpfd.com) ).

#### 5. Drug Testing

Candidates will be administered a pre-employment drug screening test including testing for anabolic steroids. Drug screening tests will be conducted annually by the Fire Department throughout employment.

## Getting Started

### Emergency Medical Technician Certification

Proof of Valid certification as an Emergency Medical Technician (EMT) with the state of Arizona or National Registry is required at the scheduled date of your final selection interview with the Phoenix Fire Department. This course is offered at most local Community Colleges. To locate a class for EMT you can visit the Arizona Department of Health Services web site at: <http://www.hs.state.az.us/bems/courses.htm>

### Candidate Physical Ability Test

**The City of Phoenix will not be conducting a CPAT.** Proof of successful completion of a Candidate Physical Ability Test (CPAT) from a licensed agency within 12 months is required at the scheduled date of your final selection interview. If you are invited to a final selection interview, you will be provided with an authorization form to submit at the time of your interview. It is your responsibility to provide proof of successful completion of the CPAT.