



Putnam County Fire Rescue

Applicant Information Packet

"If you do this job properly, there is nothing more noble you will do with your life"

-Andrew Jacobs Sr.

Have you ever wondered what it is like to be a firefighter, to be able to make a difference in a person's life? To help people daily and under entirely different circumstances, such as heart attacks or auto accidents. What if someone was trapped in a burning building? Would you be able to do the job, to fulfill your duty, to answer their call for help? Do you know what a savable life is? Do you know when a structure is tenable? Do you have a team mentality? Do you excel at leadership? Do you excel at followership? These are the questions asked and answered by firefighters every day.

Firefighting is a dangerous, exciting and fulfilling job. The men and women of the fire service put their lives on the line for the betterment of society when they answer their calls. These are the everyday heroes of our society. Do you have what it takes to answer the call of duty? Read more to find out what it takes to become a part of one of the most respected professions in the country.

Becoming a professional firefighter is one of the most difficult career ambitions in the country. Each year Putnam County Fire Rescue receives numerous applications for career positions. Only a handful make it through. While some may attribute getting hired to good luck or having a good interview, it takes passion, commitment, moral integrity and dedication to earn the badge of a firefighter. The section to follow has been compiled to give potential applicants an insight into the fire service along with the requirements and recommendations which accompany this career path.

Job Overview

The time has come and gone when firefighters were only responsible for fighting fires. Putnam County Fire Rescue responds to over 1400 calls annually. Eighty percent of our annual calls are medical emergencies. Currently firefighters must be far more than just that, we are first responders to any type of emergency, be it medical, fire related, hazardous material incident or terrorist act. To stay proficient with the changing world and call volume, firefighters are constantly training to be better prepared to do their job. Firefighters train continuously to meet state and federal mandates. There is ongoing continuing education related to hazardous materials, fire suppression, medical emergencies and fire safety education. Additionally, training includes updating personnel in new technology and methodologies to ensure preparedness for the broad range of situations to which we respond. Daily duties of a firefighter include, but are not limited to, maintenance of the fire stations, fire and life safety education projects and events, fire prevention, keeping current with department standards, pre-planning, yard work, house duties, apparatus transport, and much more. Your daily details may change with each shift. Putnam County Fire Rescue runs a 24/48-hour shift calendar. We run 3 shifts- A, B, C.

Qualifications

*Minimum Qualifications for Operational Firefighter

1. Must be at least 18 years of age.
2. Must have FF1- Georgia State specific.
3. Must have proper class driver's license.
4. Must pass criminal history report.
5. Must pass motor vehicle history.
6. Must be able to perform and pass all department testing.
7. Must meet all Putnam County Human Resources provisions.

Career Positions

Firefighter- Must be at least 18 years of age. Must have FF1 (Georgia State specific). Must have proper class driver's license. Must pass criminal history report. Must pass motor vehicle report. Must have high school diploma or equivalent. Must perform and pass all department testing. If hired, must be able to obtain EMR, Rescue Specialist and Vehicle Extrication within 12 months. Must meet all Putnam County Human Resources provisions.

Firefighter/EMT- Must be at least 18 years of age. Must have FF1 (Georgia State specific). Must have EMT license. Must have proper class driver's license. Must pass criminal history report. Must pass motor vehicle report. Must have high school diploma or equivalent. Must perform and pass all department testing. If hired, must be able to obtain Rescue Specialist and Vehicle Extrication within 12 months. Must meet all Putnam County Human Resources provisions.

Firefighter/Paramedic- Must be at least 18 years of age. Must have FF1 (Georgia State specific). Must have Paramedic license. Must have proper class driver's license. Must pass criminal history report. Must pass motor vehicle report. Must have high school diploma or equivalent. Must perform and pass all department testing. If hired, must be able to obtain Rescue Specialist and Vehicle Extrication within 12 months. Must meet all Putnam County Human Resources provisions.

Volunteer Positions

Support- Must be at least 18 years of age. Must have valid Georgia driver's license. Must pass criminal history report. Must pass motor vehicle history report. Must present a Fit for Duty Physician's Clearance. Must have completed *Basic Volunteer Firefighter Program* via *GPSTC Fire Academy*. Must be able to provide/performed needed rehabilitation services to command and operational staff on scene. Must be able to perform and pass all department testing. Must meet all Putnam County Human Resources provisions.

Operational- Must be at least 18 years of age. Must have completed *Basic Volunteer Firefighter with Live Burn* via *GPSTC Fire Academy*. Must have proper class driver's license. Must pass criminal history report. Must pass motor vehicle history report. Must present a Fit for Duty Physician's Clearance. Must be able to perform and pass all department testing. If hired, must be able to obtain Rescue Specialist and Vehicle Extrication within 12 months. Must meet all Putnam County Human Resources provisions.

Personal Attributes

A firefighter must be able to work under various circumstances and make sound decisions while working in stressful situations. In addition, firefighters must possess interpersonal skills and ability to work and live with others alike and not. Career firefighters spend a third of their life in a station with their shift mates. Firefighters must be able to exercise common sense and work both as an individual and as part of a team.

Physical Fitness

Being physically fit is a must in the fire service. The public counts on firefighters to be able to do their job regardless of hazard. This requires physical and mental strength that is obtained by staying fit and ready. Firefighters must be able to work from heights, must have normal range of hearing and vision, must be able to operate a charged hose with control, must be able to drag, lift or carry persons varying in weight and frame, must be able to load and unload heavy overhead items, must have bodyweight proportioned to height, must be able to perform and pass NFPA Fit for Duty test and standard agility testing.

Hiring Process

The process consists of, but not limited to, completion of employee packet, submission of required documents, submission of certifications, completion of all history reports, command evaluation, HR processing, etc.

In closing, one of the most important things you can do as a potential firefighter is stay positive and keep a healthy attitude. The reality is you will not be hired overnight, patience and professionalism during the application process is required.

Application Process

1. Complete employee application packet.
2. Contact Headquarters to schedule an appointment to submit, 706-485-0469.
3. Complete all administration requirements.
4. Complete all command staff requirements.
5. Complete all HR requirements.

EDUCATION

High School: _____

Years completed _____ Degree/Diploma _____

Undergraduate
College: _____

Years completed _____ Degree/Diploma _____

Graduate Professional: _____

Years completed _____ Degree/Diploma _____

EMPLOYMENT EXPERIENCE

Name of Employer Telephone No.

Address

Job Title Supervisor

Dates: From To Salary: From To

Reason for leaving

Name of Employer Telephone No.

Address

Job Title Supervisor

Dates: From To Salary: From To

Reason for leaving

Name of Employer Telephone No.

Address

Job Title Supervisor

Dates: From To Salary: From To

Reason for leaving

Name of Employer Telephone No.

Address

Job Title Supervisor

Dates: From To Salary: From To

Reason for leaving

REFERENCES

Name Phone No.

Address

Name Phone No.

Address

Name Phone No.

Address

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that Putnam County maintains a drug free workplace policy and that Putnam County requires that every newly hired employee be free of alcohol and other drug abuse. Each offer of employment shall be conditioned upon the passing of a breath, saliva, blood and/or urine test for alcohol and other drugs. I understand that the County will not hire any applicant who fails to pass the pre-employment alcohol and other drug tests. I understand that this employer participates in the E-Verify Program and that I must provide proper documentation that I am legally allowed to work in the United States.

Signature of Applicant Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview: YES NO

Remarks: _____

Employed: YES NO

Date of Employment: _____

Job Title: _____

Department: _____

Hourly Rate/Salary: _____

BY: _____

Name and Title

Date



Georgia Department of Driver Services
 Customer Service, Licensing and Records Division
 P.O. Box 80447
 Conyers, Georgia 30013

REQUEST FOR MOTOR VEHICLE REPORT (MVR)

- I am requesting my own Georgia MVR. (Complete Sections 1, 3, and 4)
- I am requesting a Georgia MVR of another individual. (Complete Sections 1, 2, 3, and 4)

PLEASE PRINT LEGIBLY

SECTION 1 – DRIVER INFORMATION (must exactly match driving record)			
Full Name (First, Middle, Last)			
Driver Date of Birth (MM/DD/YY)		Driver's License Number	

SECTION 2 – THIRD PARTY REQUESTOR INFORMATION	
Full Name (First, Middle, Last)	
Firm Name (if applicable)	
Address	
FOR DEPARTMENTAL USE ONLY	

SECTION 3 – TERM OF REQUEST
<p>Please choose one of the following options:</p> <p><input type="checkbox"/> Three (3) year Georgia MVR (\$6.00 fee)</p> <p><input type="checkbox"/> Seven (7) year Georgia MVR (\$8.00 fee)</p> <p><input type="checkbox"/> Lifetime Georgia MVR (\$8.00 fee)</p> <p>If you are requesting a Georgia MVR by mail, please include a business sized self-addressed stamped envelope along with this request and the required payment amount. By mail, we accept personal checks, cashier's checks, money orders, and company checks.</p>

SECTION 4 – AUTHORIZATION TO RELEASE RECORD OF DRIVER			
<p>Under penalty of law, I hereby <input type="checkbox"/> request release of my driving record; OR (Please check one) <input type="checkbox"/> consent to release of my driving record to the person and/or entity named in Section 2, in accordance with O.C.G.A. §40-5-2.</p>			
Signature of Driver		Date (MM-DD-YY)	

MEDICAL AFFIDAVIT

PHYSICIAN MUST USE THIS FORM

O.C.G.A. 25-4-8(a)(5) requires that any person certified as a firefighter be in good physical condition as determined by a medical exam. The examining physician, physician assistant, or nurse operating under a physician's authority should complete this form.

O.C.G.A. 25-4-31(a) requires that any person assigned as an airport firefighter at any airport shall, as a minimum, meet the minimum physical fitness requirements as approved by the Georgia Firefighter Standards and Training Council.

Note to medical personnel:

This applicant, if certified, will have met the medical prerequisites necessary to gain employment or appointment at any fire department in the state of Georgia, including but not limited to the current department of which he/she is a member.

Firefighters are charged with the responsibilities of mitigating a variety of emergency and nonemergency situations where life, property, or the environment is at risk. Firefighters may be required to work under extremely harsh environmental conditions requiring them to wear cumbersome protective clothing and equipment while performing strenuous physical activities. They may be required to perform rescue work and/or provide emergency medical treatment to individuals suffering from medical or traumatic emergencies. While performing or participating in these operations firefighters may be required to make decisions that could have serious consequences to life and property.

_____ is applying to
become a certified firefighter. I have examined _____
and to the best of my knowledge this person is in good physical condition.

Name of Physician, Physician Assistant, Nurse (operating under a physician's authority) (Please Print)

Address

Authorized Signature

Date