



## **Firefighter Selection Process**

The Columbus Civil Service Commission administers and regulates the Columbus Division of Fire, entry level Firefighter testing.

**Firefighter Applications will TENTATIVELY be scheduled SPRING of 2019**

**WWW.COLUMBUS.GOV/CIVILSERVICE**

### **Step 1: Application – The Civil Service Commission (csc) is the administrator of Steps 1 & 2**

- At least 17½ years of age at the time of application and 18 years old at time of hire
- Valid driver's license at time of application and valid Ohio driver's license at time of hire
- U. S. citizen at time of application
- High school diploma or GED at time of appointment

*See also [Background Removal Standards provided online.](#)*

***The next Entry level Firefighter's Exam is spring 2019, Applications will not be available until Open application 2019***

### **Step 2: Written Exam, Firefighter Oral Assessment Mechanism (FOAM) & Firefighter Mile (CSC)**

The initial testing Phases will be conducted under the direction of the Columbus Municipal Civil Service Commission. Those applicants who score sufficiently high enough will proceed to the next testing Phase. Prior to the test, preparation materials and study guides will be provided for the next 2019 scheduled test. Phases I & II will be administered on the same day.

**I. Written Exam**- will consist of a series of multiple choice questions concentrating on information gathering, mathematics, logic & reasoning, mechanical aptitude, map reading and reading comprehension and situations judgement. This exam is a Pass or Fail phase.

**II. FOAM**- Firefighter Oral Assessment Mechanism is a *video-based* test that examines a candidate's problem sensing skills, resolution skills and interpersonal relations skills. Your oral assessment score will be weighted as 100% of your final score. Those who pass these phases will be invited to Phase III- Firefighter Mile Physical test.

**III. Firefighter Mile Physical Testing** - Physical Fitness Test course. This is a Pass or Fail phase.

View the Firefighter Mile test [Video HERE](#)

\*\*\*Only those who receive **passing scores on all phases of the examination process** will be placed on the Columbus Civil Service Commission *Firefighter Eligible List* in score order\*\*\*

This Firefighter Eligible list is valid for 2 years, in which Civil Service has the option to extend or the next test is administered. There may be an undetermined time period Eligible list candidates, may experience a delayed time frame in the process, between phases, while on the Firefighter Eligible list. Candidates will be selected in score order from the current *Firefighter Eligible list, as needed* to the Background Investigation steps, to fill upcoming Recruit Classes for Columbus Fire Department. Recruit Candidates must **successfully pass Steps 3, 4, & 5** to be selected for Step 6 Appointment to the Columbus Division of Fire Recruit Class, by the Safety Director.

**Step 3: Background Investigation** (Division of Fire - Background Investigation Unit)

- A Personal History Questionnaire (PHQ) will be required from each candidate along with a pre-interview, picture, and polygraph. Candidates also will sign waivers allowing the Background Officer to conduct an extensive background investigation. Candidate's Personal History Questionnaire (PHQ) will be reviewed to ensure compliance with the Firefighter Background Removal Standards, prior to scheduling of the polygraph examination. At this time, the candidate must submit a high school diploma or G.E.D.
- Candidates will submit to a polygraph examination.
- Candidates and their spouse /partner/ significant other will have a face-to-face office interview with the background investigator assigned to their application. Out-of-state candidates may work with their assigned investigator for other options if this is not possible.

**Step 4: Fire Division Panel Interview** (Columbus Fire Division Members)

The candidate will be required to go before a Fire Division Panel Interview consisting of Fire Division representatives. The Board then will make a recommendation to the Director of Public Safety. The Safety Director will select candidates for a conditional offer of employment.

**Step 5: Medical / Stress Evaluation / Psychological Exam** (Safety Director's Office)

After receiving a conditional offer of employment, candidates will be contacted to schedule Step 5. This will involve a rigorous medical examination including a vision, cardiovascular stress tests, and psychological screening. These tests must be passed before you can be appointed to the position of Firefighter. Candidates must be free of dependence and addiction to narcotics, alcohol or other controlled substances. The vision requirements state that vision must be correctable to 20/30 binocular and no more than 20/100 uncorrected in each eye.

**Step 6: Appointment** (Public Safety Director's Office)

Firefighter candidate names will be submitted to the Safety Director for final selection and appointment to the Department of Public Safety, Columbus Division of Fire, based on Columbus Civil Service Certification. Fire candidates will be notified by letter of an appointment date to the Columbus Division of Fire Academy.

Columbus Fire recruits will be required to successfully complete approximately thirty to thirty five weeks of paid training and graduate from the Columbus Fire Academy. All appointees will be required to successfully complete a one year probationary period from date of appointment.

CFD Recruitment 614-645-6387 Civil Service 614-645-0879 [Columbusfiretest2019.eventbrite.com](http://Columbusfiretest2019.eventbrite.com)