

Fort Worth Fire Department

Recruitment Packet



"To serve and protect our community through education, preventions, preparedness and response."



Hiring Process Information for Fort Worth Fire Department Applicants

Firefighter Recruitment

The Fort Worth Fire Department continually recruits firefighters, and applications are accepted only after a class has been authorized through the budgetary process.

Once a class is authorized, a beginning and ending date for application acceptance will be set through a joint effort of the City of Fort Worth Human Resources Department and the Fort Worth Fire Department.



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01 Minimum Requirements

- High school diploma or GED certificate or 12 semester hours of college
 - 18 to 35 years of age (Cannot have reached your 36th birthday by date of entry level test)
 - Valid Class "C" drivers' license (will be required to obtain Class "B")
-

Benefits

- 3 weeks paid vacation
- 9 paid holidays
- 7 days family sick leave
- Retirement Fund
- Paid Parental Leave (up to 12 weeks)
- Incentive Pay (Education, Bilingual, Specialized Duty)
- Military Leave
- 15 days of sick leave each year
- Credit Union
- Tuition Reimbursement
- Life Insurance

Salary

Trainees:

\$19.19 (hourly)
\$3, 326 (Monthly)
\$39, 915 (Annually)

Upon Graduation:

\$5, 646 (Monthly)
\$67, 757 (Annually)

02

Pre-Screen Application Process

Application Submission

- Applications submitted online
- If applicant meets minimum standards, they will receive information for written exam via email from Human Resources
- If violation noted, applicant will be disqualified

Disqualifications

- Felony Convictions
- Dishonorable military discharge
- On probation as directed by courts, other than Class C misdemeanors
- Other Minimum Requirement Violations

Written Exam

The written exam is given in accordance with the State of Texas Civil Service Chapter 143 of the local government code and is managed by the City of Fort Worth Human Resources department.

Honorably discharged military veterans will be awarded five (5) additional points upon successfully passing the written exam if they email a copy of their DD 214 showing an honorable discharge (Member 4 copy) to FWFDHiring@fortworthtexas.gov, a minimum of 24 hours prior to the exam. DD 214s will not be accepted at the written exam.

Exam Results

Candidates who score 70 or above on the Fort Worth Fire Department entrance exam are ranked on eligibility list according to their scores, from highest to lowest. They are referred to the department in groups, or stanines, based on their rankings. This eligibility list is valid for 12 months from the exam date, and only the top stanines proceed to the next stages of the hiring process.

Orientation is mandatory and normally takes 2-3 hours. Items to be reviewed and handed out are as follows:

- Claims release for Aerobic Capacity Run (1 1/2 mile run)
- Rescheduling Policy
- Map of 1 ½ mile run location
- Date, Time and Location of Aerobic Capacity Run
- Personal History Book to be completed by candidate
- An overview of the hiring process, including a thorough review of Personal History Book

The Bob Bolen Public Safety Complex will be the primary location for majority of hiring events, unless otherwise indicated.



505 W Felix Street
Fort Worth, Texas 76115

05

Aerobic Capacity Run- 1 1/2 Mile Run

- Date, Time, Location of Aerobic Capacity Run (ACR) will be received at Orientation.
- Any required documents to be submitted must be turned in or result in disqualification
- Pass/Fail only, maximum time allowed 13 minutes and 57 seconds; failure to complete within time frame is automatic disqualification
- Failure to attend your designated date/time will result in automatic disqualification
- Candidates who pass their run will receive instructions for next steps:
 - Pre-Polygraph Questionnaire: completed online by candidate
 - Candidate will be contacted for the next step in the hiring process, the Structure Oral Interview

06 Structure Oral Interview (SOI)

What is the SOI?

An oral assessment evaluating one's effectiveness at problem solving, communication, and decision making.

The candidate is presented with scenarios from an interview panel, and must answer each scenario to the best of their ability.

Scoring

Interview Panel grades candidate according to their responses.

A minimum score of '60' is required to move on in the hiring process. If a minimum score is not obtained, a candidate will be eliminated.

What's Next?

If the candidate passes, they will be scheduled to complete their polygraph and intake.

07 Intake

- Initial meeting with a background investigator to review all required documents and ensure accuracy, as well as notate any areas of concern and minimum standard violations.
- Scheduled for the first Saturday following candidate's SOI
- If any discrepancies or minimum standard violations are revealed, a candidate will be eliminated from the hiring process.
- If polygraph results are available, the investigator will review with the candidate.
- Background investigators will use candidate documents and Personal History Book to create an electronic binder for the Interview Board.

08 Background Investigation

A comprehensive background investigation is conducted on candidates to establish evidence of good moral character, a well-adjusted personality, community commitment, fire service adaptability, and a pattern of conduct acceptable to the City of Fort Worth Fire Department.

All convictions and tickets should be listed on your application, and relevant information should not be withheld. If any incidents, discrepancies or minimum standard violations are discovered during this period, a candidate may be subject to disqualification.

Following the background investigation, candidates will be scheduled for oral interviews.

09 Polygraph Examinations

The Fort Worth Fire Department uses an independent contractor for polygraph examinations. A missed appointment with the contractor is the same as a missed appointment with us and will result in disqualification.

The results will be reviewed by the candidate's background investigator.



Oral Interview Process

The interview board reviews the candidate's electronic binder to aid in candidate interview. Candidates will receive the date/time of their Oral Interview via email. Upon completion of interviews, candidates are ranked within their stanines on interview score, establishing the ranked hiring eligibility list.

Certification of the number of recruits being hired is determined by the Fire Chief, all candidates within those hiring numbers will receive a conditional offer of employment, contingent on the successful completion of the medical physical examination, aerial ladder climb and SCBA evaluation.



Medical Physicals

Front Line Mobile Health conducts comprehensive medical evaluations for the Fort Worth Fire Department, targeting the unique health risks firefighters face. These evaluations focus on detecting and preventing major health concerns.



Frontline Mobile Health

Once candidate has signed conditional job offer, they are scheduled for their medical physical.



Scheduling

Frontline manages all scheduling.

Bloodwork must be completed by candidate prior to appointment.



Follow Ups

If a candidate requires a follow up appointment with a physician/specialist, it is the responsibility of the candidate to ensure the proper paperwork is submitted to Frontline for clearance to begin the Fire Academy.

A successful medical physical is required prior to beginning the fire academy, any failure in the evaluation may lead to a review of your acceptance into the fire academy.

12

Aerial Ladder Climb SCBA Evaluation

Aerial Ladder Exercise – the candidate must climb to the top of an aerial ladder set to an angle of 70 degrees and come back down. There is no time limit, however it should be completed in a timely manner. This exercise is designed to possibly uncover any fear of heights.

SCBA Exercise – the candidate is fitted with a black out face piece and SCBA. The candidate is then placed on one end of a hose line and must follow it until they reach the end.

These two exercises are the last two events the candidate has to complete before entering the academy. Candidates are also fitted for uniforms and turn out gear on this date.



Recruit Training

Upon completion of the ladder climb and SCBA drill, candidates officially become part of Recruit Training. The Training staff will meet with recruits and give information for the first day of the Fire Academy.

Training will evaluate any recruit currently holding EMS and Fire certifications to determine eligibility for Fast Track option. A Fast Track Academy is condensed from 8 months to 12 weeks.



Fort Worth Fire Department's Hiring and Recruiting

Join our team and become part of the tradition!

Contact us TODAY!

Fire Recruitment Form:

Email: fwfdhiring@fortworthtexas.gov

Phone: 817-392-8754

Want More?

- Arson
- Community Risk Reduction
- EMS
- Fire Alarm Office
- HAZMAT
- Honor Guard
- Paramedic
- Swift Water Rescue
- Technical Rescue

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