COLUMBUS FIRE AND
EMERGENCY
MEDICAL SERVICES

"Quality People Providing Quality Service"

510 10th Street
Columbus, Georgia 31901
(706) 653-3500

Proudly Serving Columbus Since 1831
Prior to completing online application for employment please review the "Minimum Requirements for Employment". If you meet all the requirements, create an account and complete application online.

Requirements for Employment

- Applicant must be at least 21 years of age.
- 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 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.
- Applicant must attach all required documents (listed below)

Upon completion and review of an online application for employment, the applicants will be notified by email to participate in the candidate selection process. Candidates must complete the entire candidate selection process to be considered for full-time employment.
Columbus Fire and Emergency Medical Services
Required Documents for Employment

The required documents listed below must be attached to the application prior to application deadline. If the required documents are not attached, your application will be considered incomplete and you will not be considered for employment. **Attaching the required documents is the applicant’s responsibility.** The deadline for application is July 8\(^{th}\) every year. The ASSET and Compass tests cannot be older than five years from July 8\(^{th}\) of every year.

**COPIES OF:**

- BIRTH CERTIFICATE
- HIGH SCHOOL DIPLOMA
- SOCIAL SECURITY CARD
- DRIVERS LICENSE
- COLLEGE DEGREE OR TEST SCORES FROM ONE OF THE FOLLOWING:
  - COMPASS/SAT/ACT/CPE/ASSET
  - DD 214 (If you have served in the Military)

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

<table>
<thead>
<tr>
<th>TEST</th>
<th>Sub-Test</th>
<th>Scaled Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSET</td>
<td>Reading</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>Writing</td>
<td>35</td>
</tr>
<tr>
<td>COMPASS</td>
<td>Reading</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>Writing</td>
<td>23</td>
</tr>
<tr>
<td>SAT</td>
<td>Verbal</td>
<td>430</td>
</tr>
<tr>
<td></td>
<td>Math</td>
<td>400</td>
</tr>
<tr>
<td>ACT</td>
<td>Verbal</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Math</td>
<td>16</td>
</tr>
<tr>
<td>CPE</td>
<td>Verbal</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>Math</td>
<td>75</td>
</tr>
</tbody>
</table>

**Please note:** Any of the test above can be taken at most any college (CSU, Columbus Technical Institute, or CVCC).
Application Process

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

STEP 1. READ THE EMPLOYMENT REQUIREMENTS

STEP 2. CREATE AN ACCOUNT

A. Completely fill out online application and attach required documents

STEP 3. CANDIDATE PHYSICAL ABILITY TEST (CPAT)

A. Once the application is complete, the applicant will be scheduled for CPAT Orientation. Both the CPAT Orientation and CPAT are required. The orientation has to be attended in its entirety and the CPAT must be successfully passed by the Candidate to be considered for full time employment. Information concerning the CPAT may be reviewed online at http://www.columbusga.org/fire/CPAT.htm.

STEP 4. STATE OF Georgia BACKGROUND AND POLICE INVESTIGATION

A. Previous Employer
B. References
C. State of Georgia law enforcement agencies

STEP 5. INTERVIEW PROCESS

A. An Interview Panel will interview all eligible candidates.

STEP 6. ELIGIBILITY LIST

A. Applicants will be hired on an as needed basis.

STEP 7. MEDICAL EXAMINATION AND DRUG SCREEN

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

STEP 8. Federal Background Investigation

A. All applicants hired are fingerprinted and a Federal Background Check is completed.