



## APPLICATION INSTRUCTIONS AND INFORMATION

### Fire & Emergency Services Department



**PLEASE READ CAREFULLY BEFORE BEGINNING APPLICATION**

Dear Applicant:

Thank you for your interest in a public safety position with the Athens-Clarke County Unified Government. Please provide all of the information that is requested in the application materials as failure to do so could disqualify you from consideration.

1. Fully and accurately complete ALL application questions and supplemental questions or your application may be DISQUALIFIED. This includes the following REQUIRED information:
  - Complete work history **back to age 18** (use "+" to add jobs), a resume **cannot** substitute for completed application work history. You may populate work history via a resume or LinkedIn but please review before submitting.
  - Reasons for leaving each position
  - Salary, monthly pay information for each position (gross)
  - Supervisory contact information for each position

**Your application is considered a work product that represents your work ethic and abilities for many positions.**

2. Certification Requirements: No later than PAT, you are required to submit:

A copy of your National Professional Qualification (NPQ) Firefighter II certification; AND

A copy of your Georgia or National EMT-Basic, Intermediate, Advanced, or Paramedic certification.

**The application process includes the following phases/steps:**

While all such steps and evaluations must be successfully completed; doing so **does not** guarantee employment.

1. Application submission
2. Review of application for minimum requirements
3. Physical Ability Test – you will receive invitation to the PAT via email. When you attend the PAT, you will need to bring all the documents listed in #2 above with you to submit.
4. Interview

Should you fail any portion of the application process you will be notified in writing of the necessary steps to re-apply - if eligible - for employment with Athens-Clarke County.