

# Fire Recruit Application Process

City of Ann Arbor

# Fire Recruit

- **Minimum Requirements**

- A minimum of 18 years of age.
- High school diploma or GED equivalent.
- Valid driver's license.
- **One** of the following:
  - Fifteen (15) credit hours from an accredited college
  - DD214/active military guard/or reserve
  - EMPCO score of 75% or more

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- EMPCO Online Written Exam
  - This is only required if you do **not** have fifteen (15) credit hours from an accredited college **or** DD214/active military guard/or reserve
  - Basic ability exam. This type of exam measures candidates' basic cognitive ability and behaviors. These are nationally validated exams designed to select candidates that have the cognitive skills that are predictive of success in a law enforcement or fire service job. Must have a minimum passing score of 75% to advance through the process.
  - Website - [empco.net](http://empco.net)

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- Application Process
  1. Complete application online - [a2gov.org/jobs](http://a2gov.org/jobs)
  2. Phone Interview
  3. Oral Interview
  4. Fire Administration Interview
  5. Conditional Offer of Employment
    1. Drug testing and medical examination
    2. Background check

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- Phone Screen
  - Conducted by Human Relations.
  - Questions asked are intended to give the department an idea of your character, personal morals and values.

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- **Oral Interview**

- Conducted with three to six people from the fire department and HR interviewing one candidate at a time.
- Questions asked during this interview are intended to give the department an idea of your character, personal morals and values, and ability to function as a team member.
- Candidates are expected to interview in a professional manner.

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- **Fire Administration Interview**
  - Conducted with the fire chief, assistant chiefs, and HR representative.
  - Second round of questions such as decision making, follow-through, integrity, and ability to work as part of a team.
  - Candidates are expected to interview in a professional manner.

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- Top applicants, depending on number of available positions, will be offered conditional offer of employment pending successful completion of the below items
  - Drug testing and medical physical
  - Background check