



Entry-Level Firefighter Background Process

Once the candidate application is reviewed, and all the minimum qualifications are met, the candidate receives a conditional offer of employment to proceed to the background process. Successful completion of each step is required to proceed to the next step of the process.

1. Pre-Screening Questionnaire's

- a. Arrest & Citation Questionnaire
- b. Drug History Questionnaire
- c. DMV Record; Driver Standard Policy

PASS

2. Complete an online Personal History Statement to include:

- Personal Information
- Relatives
- References
- Education to include; certified copies of high school transcripts; college transcripts
- Residences; to include a neighborhood check
- Employment History; to include personal file review
- Applications to other Fire Departments
- Military History; to include selective service
- Legal History; to include misdemeanor and/or felony convictions
- Drug Use
- Motor Vehicles Review; to include traffic citations and accidents
- Computer Usage
- Neighbors

PASS

3. Polygraph and/or Psychological

- a. The polygrapher will review the answers you submitted on your personal history statement, and go through a questionnaire process to ensure the Information provided is accurate and truthful.
- b. The Psychological Screening is designed to rule-out significant mental disturbance or personality disorder that would be incompatible with the role of a firefighter.

PASS

4. Background Investigator Interview with Candidate

- a. The background Investigator will review the Personal History Statement and Polygraph and discuss any issues and/or discrepancies.

PASS

5. Medical / Physical

- a. Comprehensive Medical Examination
- b. Drug test to include all drugs; (Refer to FFD Drug Use Guideline below)

Applicant Automatic Disqualifiers During Process

- Untruthful or omitted Information submitted on the application
- Repetitive pattern of negative behavior
- Do not meet the minimum qualifications
- Felony conviction
- Violation of the City of Fresno Administrative Order (AO) 2-32 Driver Standards Policy
- Application process not completed in its entirety

Drug Use:

See Attached Drug Policy: If the candidate asks about drug use time frame, the best answer is to say be honest and thorough on the application. Every application will be individually assessed as to whether the act has a direct and adverse relationship with the specific job duties of the position.

CBD: If you use CBD and test positive for THC, you will be in violation of the City AOO Policy:

"Applicants: Job applicants will be denied employment with the City if their initial positive test results have been confirmed. Applicants shall be informed in writing if they are rejected on the basis of a confirmed positive drug test result."

Convictions/ Criminal History (Excluding DMV Requirements): If the candidate makes it through to the background, everyone's background will be individually assessed as to whether the past has any direct or adverse relationship to the job duties of the position.

DMV Requirements: City AO 2-32 will weed out some applicants. Individuals applying for positions that require driving motor vehicles must provide the City with proof of a valid driver's license and a current copy of their driving record. Applicants for such positions shall be rejected if convicted of any of the following:

- i. One (1) or more DUI violations in the last three (3) years;
- ii. One (1) or more hit and run driving violations within the last three (3) years;
- iii. One (1) or more failure to appear in court violations in the last four (4) years;
- iv. Two (2) or more reckless driving violations in the last three (3) years;
- v. Three (3) or more at fault motor vehicle accidents; or
- vi. Four (4) or more moving violations within the last three (3) years.