



## Austin Fire Department

### 2013 Employment Process Summary

The following is a brief overview of the employment process for Fire Cadet for the Austin Fire Department.

#### 1. Application Information

Applications for Fire Cadet will be accepted online April 7-10, 2013. Applications will be accepted online only. Incomplete applications will not be accepted.

#### 2. Minimum Qualifications

In order to be considered for the position of Fire Cadet, applicants will be required to meet the following minimum qualifications, on or before **May 13, 2013**:

- Must be at least 18 years of age but not 36 years of age or older,
- Must be able to read and write English,

**AND**

- Must have at least 15 credit hours, with a GPA of at least 2.0, from an accredited 2 or 4 year college or university.

#### 3. Entrance Exam

Candidates who meet the minimum qualifications will be allowed to sit for the entrance exams.

The written exam will be administered on May 13, 2013 at the Austin Convention Center at 500 E. Cesar Chavez St, Austin, TX 78701. Applicants will be admitted between 9 am and 12 noon with test procedures and the exam to follow. It is anticipated that the testing process will take much of the afternoon so plan your time accordingly.

The next step in the hiring process is an oral interview in which candidates will respond verbally to specific fact situations. Candidates who complete both the written questions and the oral interview will receive a composite score based on the written questions (20 out of 100 points), oral interview (80 out of 100 points), and any applicable military points (3 points). Employment offers to enter an Austin Fire Department cadet academy will be made based on this composite score and the candidate's ability to pass a series of assessments including medical, psychological, physical ability and responses to the teamwork and work behavior written questions.

#### 4. Structured Oral Interview

Candidates will also be required to participate in a Structured Oral Interview.

- **TBD (Summer of 2013)**

#### 5. Test Scoring

Candidates who complete both the written questions and the oral interview will receive a composite score based on the written questions (20 out of 100 points), oral interview (80 out of 100 points), and any applicable military points (3 points).

#### 6. Military Points

Applicants who qualify for Military points will have three bonus points added to their composite test score. To qualify for military points, a candidate must have been Honorably Discharged and submit a DD214 demonstrating at least 180 days of Active Duty Status. **No other discharge status will be accepted.**

## **7. Initial Ranked List**

An applicant's composite test score, plus military points (if applicable), will determine his/her place on the Initial Ranked List.

**Based on the projected hiring needs of the department,  
candidates from the Initial Ranked List  
will be invited to participate in the next phases of the process.**

## **8. Candidate Physical Ability Test<sup>®</sup> (CPAT) (Pass/Fail)**

The Candidate Physical Ability Test<sup>®</sup> (CPAT) is an obstacle course that consists of eight occupational-related events.

AFD will accept CPAT completion certificates (or letters) from **fully licensed** CPAT jurisdictions for tests completed on or after September 1, 2012. Click here to see a [list of the IAFF/IAFC licensees](#). CPAT certificates or pass letters must include the candidate's name, the date of the test and a statement that the candidate passed the test. Certificates for tests taken prior to September 1, 2012 and certificates issued by a limited licenses jurisdiction will not be accepted.

## **9. Treadmill Fitness Evaluation (Pass/Fail)**

Candidates will be tested on their general physical fitness by participating in a timed treadmill test.

## **10. Conditional Offer to Hire**

Individuals receiving a conditional offer to hire must successfully complete several additional employment process components, including:

- Background Investigation
- Psychological Assessment
- Medical Assessment

**Candidates must pass all components of the employment process in order to be considered for placement on the Final Ranked Eligibility List.**

## **11. Final Ranked Eligibility List**

The final product of the employment process is a Final Ranked Eligibility List. Candidates will be hired in rank order from the Final Ranked Eligibility List. The final eligibility list is valid for 12 months from the date of posting by the Civil Service Office, as required by Texas Local Government Code 143.