

Recruitment Process

A number of recruitment campaigns will occur over the next 12 months with a limited number of positions available in each campaign.

This campaign will be open for a period of up to two weeks, so avoid a delay in submitting your application. This may close earlier if we receive a significant number of applications.

Essential requirements

To apply for a firefighter position you need:

- You must have the minimum education of a Higher School Certificate equivalent or higher qualification (see step 3b for conditions)
- Valid driver's licence with a minimum Provisional P2 Green Australian Licence (see step 3b for conditions)
- Be an Australian citizen or permanent resident.

Steps

The following information outlines the steps of the recruitment process.

1 On-line Application

All applicants must submit their application for the position of firefighter on line at www.fire.nsw.gov.au during a recruitment campaign.

Applicants are asked a number of questions, including contact details, citizenship, motor vehicle licence status and education.

2 On-Line Assessment

Realistic job preview

Applicants who progress to this stage will complete an assessment which assists applicants in understanding the demands, working patterns, culture, values, and attitudes of the NSW Fire Brigades (NSWFB) to assist them in understanding what is expected from people in the role of permanent firefighter.

Unsupervised online assessment



Applicants who progress to this stage will undertake an unsupervised online assessment. This is a 45 minute to one hour assessment process. This assessment will assist in determining an applicant's core strengths and potential in relation to the role of permanent firefighter. This assessment covers areas such as initiative, conscientiousness, stress tolerance, judgement and problem solving, interpersonal skills and communication, safety attitude, interdependence.

3a Supervised Assessment

Applicants who progress to this stage will complete a supervised online assessment held in Sydney. The online assessment is a 45 minute to an hour assessment process. This assessment is similar to the unsupervised test but more comprehensive.

3b Education and Driver's Licence and History Check

Education

You are required to have a minimum education of a Higher School Certificate, equivalent or higher qualification. When you attend the supervised assessment you must bring a certified copy. If you are unable to obtain a certified copy, bring the original and a copy and we will certify it for you.

Driver's licence and history check

Applicants will be considered against a number of criteria, for example:

- Minimum Provisional (P2 Green Australian Licence) required upon application;
- Overall traffic record - ratio of not more than one (1) infringement for every two (2) years from the time the provisional driver's licence is attained;
- Number of demerit points on current licence (at least six demerit points remaining);
- Prescribed concentration of alcohol or drug convictions;
- Serious driving convictions.

When you attend the supervised assessment you must bring a certified copy of your licence. If you are unable to obtain a certified copy, bring the original

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and a copy and we will certify it for you. You must also bring with you a certified copy of your driving history from the Roads and Traffic Authority or the equivalent interstate authority.

Detailed information contained in the recruitment guidelines are available on our website: www.fire.nsw.gov.au/recruitment

4 Physical Aptitude Test Familiarisation

Applicants who progress to this stage are strongly encouraged to attend the familiarisation day, although it is not compulsory. This will give an opportunity to participate in most of the activities in the test and use some of the equipment to help you prepare for the actual Physical Aptitude Test (PAT). Applicants should have already commenced a fitness training program and be fit and ready to take the PAT prior to attendance at this familiarisation day. Information about the PAT including a video and a training guide are available on our website at: www.fire.nsw.gov.au/recruitment

5 Physical Aptitude Test

Applicants who progress to this stage will participate in a physical assessment which has been designed to simulate actual firefighting tasks. This test assesses applicant's physical capacity required of a firefighter in an emergency situation.

The PAT has a Shuttle Run and a Firefighting Task Course.

The Shuttle Run

This is designed to measure cardiovascular fitness. This test requires running at an increasing pace back and forth between two markers set 20 metres apart. It is strongly recommended that applicants obtain a copy of the Shuttle Run Assessment (tape/CD) from the Australian Sports Commission, PO Box 176, Belconnen ACT 2616, phone (02) 6214 1111, or order it on-line from the Australian Sports Commission.

If you can't get a copy of the Shuttle Run Assessment, you can test your progress using other fitness tests. For example, the Shuttle Run standard of Level 9 Shuttle 6 is roughly equivalent to being able to run a distance of 2.4 km in under 11 minutes.

The Firefighting Task Course

This is designed to simulate actual firefighting tasks. This course requires applicants to successfully complete the following 11 nominated tasks listed below in succession.

- Ladder climb
- Hose coupling
- Ladder raise and lower
- Tunnel crawl
- Beam walk
- Chain cutting
- Hose reel drag
- Hose drag and hold
- Tower climb and container haul
- Tower climb and visual recognition
- Firefighter rescue.

For descriptions, video demonstrations of the various tasks and a training guide see our website: www.fire.nsw.gov.au/recruitment

Preparing for the PAT

Applicants are advised to prepare for the PAT, basing their training on the actual requirements of the PAT. Applicants may be given an opportunity to familiarise themselves with the tests and equipment used. Don't expect to prepare for your PAT in a short timeframe. Start your training as soon as possible, and progressively increase your workload right up until the time of the test. Keeping a training diary is a good way to monitor your progress. Always remember that if you stop training, you will lose the fitness that you have gained. Make sure you seek medical clearance before starting your exercise program.

If you don't know how to train, get help. Preferably seek assistance from a person with a degree in Sport Science or Human Movement. If you can't

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find someone, contact the Australian Association of Exercise and Sport Science (www.aaess.com.au) and ask them to recommend a trainer/coach. For further information see:

PAT Applicant Preparation Guide (PDF)

http://www.fire.nsw.gov.au/gallery/files/pdf/recruitment/PAT_applicant_preparation_guide.pdf

PAT Summary for Medical Practitioners (PDF)

http://www.fire.nsw.gov.au/gallery/files/pdf/recruitment/PAT_summary_medical_practitioners.pdf

6 Interview

Applicants who progress to this stage will attend a panel interview, where applicants will be given the opportunity to demonstrate their suitability for the role of a firefighter.

The interview considers a range of skills including, but not limited to engaging with the community, emotional resilience, team work, and safety attitude.

A referee check may be conducted on the work performance and work ethic of applicants.

7 Medical Assessment

Applicants who complete the PAT and progress through the interview are invited to attend a medical assessment that will take approximately 1-1½ hours.

Applicants will be asked to have pathology, ECG, and any required medical reports for pre-existing conditions ready at the medical interview. It is important that applicants have this information prior to their medical as failure to provide this information can delay the medical process.

Medical Assessment

A medical assessment involves:

- Health questionnaire: applicants will be required to accurately answer questions regarding medical history.
- Physical examination; this includes a medical examination by the NSWFB Medical Officer, and includes lung function test, hearing test, vision test (including colour vision), and consideration of their urine test and pathology test.
- Supporting medical information: applicants with pre-existing medical conditions are asked to bring medical reports, x-rays or other medical information to assist the NSWFB's Medical Officer in assessing the individual case.
- Cost: costs for pathology, ECG and medical reports are the applicant's responsibility.

Confidentiality: all medical information collected as part of the medical assessment will be considered confidential, and will be released only with the specific written consent of the applicant, or in accordance with legal requirements.

Medical guidelines for firefighter applicants

The following document is a general guideline for the information of applicants for firefighting positions with the NSWFB. The document reflects national and international medical standards for fire and emergency service workers. The NSWFB adopts a risk management approach to medical assessments, taking into consideration the circumstances of each applicant on a case-by-case basis.

The NSWFB is unable to give medical advice prior to a medical assessment. Applicants with particular medical questions should review the appropriate section of this document and seek the opinion of an appropriately qualified medical professional. The guidelines presented in this document are reviewed on a regular basis and will change with appropriate supporting medical evidence. http://www.fire.nsw.gov.au/gallery/files/pdf/recruitment/medical_guidelines.pdf.

8 Criminal History Record Check

Applicants progressed to the medical assessment stage will also be placed through a national criminal record check for advice regarding whether an applicant has a criminal record. In addition, applicants who are progressed to this stage will be invited to declare their criminal record during the processing of their application.

All applications will be dealt with on a case by case basis, and applicants with a criminal record will be given the opportunity to discuss their record in a personal interview. Applicants will be asked to provide a copy of the related police facts sheet or transcript and provide any details of extenuating circumstances.

9 Driving History Check

Applicants who progress to this point will be required to undertake a second driving history check to ensure that their driving records remain within the existing guidelines.

10 Offer of Employment

If an applicant is successful at all assessment stages an offer of employment is made. On occasions, depending on the number of positions, your offer of employment may be delayed until the next available recruit training program.

Generally letters of offer of employment are sent four weeks prior to the commencement of the recruit training intake.

If you are offered a position as a recruit firefighter with the NSW Fire Brigades, you will be required to obtain a Senior First Aid Certificate (that includes CPR (Competency HLTF301B) with a minimum of six months currency and a Medium Rigid Drivers Licence.

11 Uniform Fit

Applicants intending to accept an offer of employment are required to attend a uniform fitting at least four weeks before entering the NSWFB State Training College.

12 Recruit Training

Applicants who accept an offer of employment attend recruit training at the NSWFB State Training College.

Training within the NSW Fire Brigades is extremely diverse and includes the use of fire appliances and pump operations, extension ladders, breathing apparatus, hazardous materials, fire science and behaviour, rescue equipment, first aid, radio networks and computer response systems, the basics of building construction, varying methods of water and electricity supply, occupational health and safety and wild fire behaviour and suppression.

There are also ongoing fitness assessments for all new recruits. These fitness assessments are set at a standard consistent with the PAT.

The majority of recruit training is conducted at the NSWFB State Training College at Alexandria, however, during the training period; recruits may travel to Armidale and Wellington for additional specialist training.

13 Graduation

Pending successful completion of the Recruit Training Course, recruits graduate from the Training College and are posted to fire stations, almost exclusively in the Sydney metropolitan area.

Please note, all advice in this document is subject to organisational need and the NSWFB reserves the right, without notice to applicants, to make changes to its processes and requirements should this be deemed necessary.

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