

## **Firefighter Recruitment Process**

Applications must be received by Human Resources by Wednesday, October 9, 2017 at 5:00 pm

Applications will be received by Human Resources to ensure minimum qualifications are met:

- Texas Department of State Health Services Paramedic/Texas Commission on Fire Protection Firefighter  
-or-
- Texas Commission on Fire Protection firefighter/EMT-B (with preference for those candidates enrolled in Paramedic school)  
-or-
- Texas Department of State Health Services Paramedic currently enrolled in Texas Commission on Fire Protection fire academy

Human Resources to create a list of candidates that meet minimum qualifications on or before October 12.

Lucas Fire-Rescue Admin to schedule those applicants for the physical ability test on Sunday, October 15 at 9:00 am reporting to the Fire Department for instructions.

The Fire Department Administrative Assistant will notify Human Resources which applicants passed the physical ability test. Human Resources will forward those applications to the panel on or before October 17 so that they can evaluate applications individually.

On October 17, 18, or 19 (TBD), the Panel will meet as a group to determine which candidates will be selected for interview.

Lucas Fire-Rescue Panel (and Human Resources) to interview candidates on October 23 and 24 at Lucas Fire-Rescue Station.

Lucas Fire-Rescue Panel make recommendations to Fire Chief on or before October 25, 2017.

Lucas Fire-Rescue check references October 25-27, 2017.

Fire Chief Interviews held on October 30, 2017.

Human Resources to complete background and Driver's License checks on or before November 3.

City manager to present offer letters on or before November 6, 2017

After four applicants accept positions, Lucas Fire-Rescue Admin will notify those not selected.

1<sup>st</sup> day new recruits report to Lucas Fire-Rescue @ 7am on Nov 27.

Recruits will be Monday-Friday 7am-4pm for 2 or 3 weeks. Actual time will be determined ASAP.