

2009/10



Career Firefighter

1st Time Application

Please read through the Application booklet material before lodging your application.

CFA Background

Key dates at a glance...

- 1 January 1891 – The Country Fire Brigades Board (CFBB) formed
- 1926 – Bush Fire Brigades formed
- 2 April 1945 – Country Fire Authority (CFA) commences operation

CFA is a community based emergency service organisation committed to protecting life and property through the highest standards of professionalism and teamwork. Its role is to create a safer community for 2.5 million people in rural Victoria, provincial cities and outer metropolitan Melbourne.

CFA is known around Australia and overseas as a world leader in firefighting, road and workplace rescue, and in its use of computer technology and communication systems. Its people comprise an integrated team of more than 50,000 volunteers and more than 1300 career staff. Increasing demand for emergency services means that CFA is in a period of growth. While putting more emphasis on helping the community to eliminate and reduce risk, CFA needs to boost its ability to handle various kinds of emergencies.

CFA Career Staff

CFA covers activities ranging from operational firefighting, working with communities on fire safety and prevention, training and development, administration, communications and mechanical support.

More than 500 career firefighters, based at fire stations around outer metropolitan Melbourne and country Victoria, are highly trained to deal with many different types of emergencies.

These include road accident rescue, hazardous materials incidents, trench and confined space rescues as well as structural and wild fires.

With an emphasis on fire prevention, CFA Regions and Brigades work to identify communities at risk and assist them to become more self reliant in fire prevention strategies.

In addition, CFA has many community education awareness programs in place.

CFA is also committed to extensive training of its members to ensure that they are up-to-date with the latest developments in fire prevention and suppression. Investment in new technology ensures that CFA has a state of the art communications system that enables rapid and efficient deployment of resources for incidents and emergencies.

It is important that CFA works closely with everyone in the community. This means working together with the Metropolitan Fire and Emergency Services Board, Victoria Police, Metropolitan Ambulance Service, Department of Sustainability and Environment, State Emergency Service, Bureau of Meteorology, Red Cross, Local Government and many other organisations that assist in emergency situations.

A Career as a CFA Firefighter

A challenging and rewarding career as a full-time firefighter is offered by CFA, with a high level of job satisfaction and the opportunity to create a safer community.

We are looking for women and men, with diverse backgrounds, who are committed to providing fire safety and to serving Victoria's multi-cultural community.

Experience in a volunteer organisation and/ or involvement in community activities will be well regarded.

The positions involve shift work and can be physically, mentally and emotionally demanding.

Due to the nature of CFA's logistical coverage, a preparedness to be located in country regional Victoria is an essential element of the role, e.g. You could be deployed to Mildura or Wodonga. **If this is an issue you will need to talk this through in conjunction with your partner or family.**

Comprehensive training will be provided in the first four months of your career to provide you with the necessary firefighting and emergency skills – these are not a prerequisite for selection.

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1st Time Application for Employment: Career FirefighterA-1

Medical Clearance to Participate in the Recruitment Process M-1

CFA Firefighter Position Description

Following is the position description for a CFA firefighter. Please note that the role of recruit firefighter does not require the technical knowledge to which this description refers – recruit firefighters acquire this knowledge on the training course.

Position Title: Firefighter	Incumbent: N/A
Reports To: Leading Firefighter, Fire Officer	Position Reporting to this Position: Nil
<p>Primary Purpose of the Position</p> <p>Provide a high standard of emergency response, including a proactive approach to risk management, within a professional integrated career/volunteer emergency service.</p>	
<p>Key Result Areas</p> <ul style="list-style-type: none"> • Provide competent response capability to emergency situations consistent with the training and experience in a firefighting position. • Under supervision assist, or within their competence, conduct training and education sessions for volunteer, career personnel and the community. • Perform minor maintenance on operational equipment and in other areas as agreed between the parties. • Undertake risk management duties within their competence as required. • Provide support to and establish and maintain an effective working relationship with volunteer personnel. • Carry out administration duties. • Establish effective customer service relationship with community and industry. • Under supervision, provide operational support as required. • Establish and maintain a level of competence appropriate to the position. 	
<p>Key Selection Criteria</p> <ul style="list-style-type: none"> • Have demonstrated the requisite skills, behaviour and competencies, including the Australian Fire Competencies, to meet the requirements of the position. • Meet the entrance requirements for the position. • Ability to work under adverse circumstances e.g. heights, confined spaces, heat and poor visibility. • Possess good communication and interaction skills. 	
<p>Other Relevant Information</p> <ul style="list-style-type: none"> • Position could involve shift work, may require working in hostile environments and may also be physically, mentally and emotionally demanding. • Incumbent may be required to perform duties outside normal hours. • All employees are responsible for both their own and co-workers health and safety in accordance with the <i>Occupational Health and Safety Act 1985</i>. • On a voluntary basis, maintain a level of physical fitness commensurate with the position. 	

Employment Conditions

Firefighters are covered by a Federal Award and a Certified Agreement.

Firefighter pay rates

Pay Levels	Total Per Annum
Recruit Firefighter (During 16 week course)	\$37,366.66
Firefighter Level 1	\$53,176.78
Firefighter Level 2	\$54,208.35
Firefighter Level 3	\$55,364.10
Qualified Firefighter	\$59,877.03
Qualified Firefighter (Leading quals)	\$62,717.63
Leading Firefighter	\$68,386.32
Fire Officer 1	\$74,055.00
Fire Officer 2	\$79,724.73

Notes:

- *These pay rates are effective from March 2008.*
- *Recruit Firefighter wage paid during the recruit course.*
- *Movement from Firefighter Level 1 to Qualified Firefighter requires 12 months service at the previous level plus the attainment of relevant competencies.*

Hours of work

On completion of a Recruit Training Course, CFA firefighters work day shift as designated by the Officer in Charge (OIC) of the station. The day shift roster normally comprises a 4-day roster; with the hours of duty between 8:00 am and 6:00 pm. *This day shift roster continues until your OIC deems it necessary to move you onto a rotating shift. The move to a rotating shift will generally not occur until after successful completion of the probationary period and is dependant on vacancies arising on the rotating shifts.*

Firefighters on a rotating shift work a 10/14 shift roster: two day shifts in a row, from 8:00 am – 6:00 pm (10 hours); followed by two night shifts in a row, from 6:00 pm – 8:00 am (14 hours); followed by four days off.

Superannuation

If you are successful, you will be required to become a member of the Emergency Service Superannuation Scheme (ESSS). This is a defined benefit superannuation fund to which you contribute according to the rate you nominate on your superannuation form. CFA also makes contributions to the fund at a level determined by your personal contribution rate and by the fund actuary.

You may also voluntarily make contribution to the ESSS Plan Scheme. These contributions are kept in a separate account, where they accrue interest at a rate declared annually by the fund.

CFA Firefighter Recruitment Process

CFA's recruitment, selection and appointment policy ensures that selection to positions is through fair and open competition based on principles of merit.

How to apply

- 1 Read the contents of this booklet thoroughly and ensure you understand the requirements.
- 2 Complete the Application Form.
- 3 Sign the Application Form and attach **ALL** supporting documentation.
- 4 Submit your Application Form and all supporting documentation to CFA Firefighter Recruitment (details are included on the Application Form).
- 5 Your details will then be placed on our database and will be maintained for a 12-month period.

Minimum requirements

To qualify as a Recruit Firefighter, you **must** possess and be able to demonstrate the following skills, attributes and requirements.

- **Licence Type**

You must have a non-probationary manual driver's licence at the time of application.

You must be prepared and able to gain a Heavy Rigid license driver's licence prior to the commencement of their recruit-training course.

- **Citizenship**

You must be an Australian citizen or have been granted permanent residence in Australia. In order to progress through the recruitment process you must also reside in Australia.

- **Police Offences**

You must be prepared to authorise a Police Record Check prior to a job offer.

Offences relevant to CFA service

The following are offences which are of particular relevance to CFA and will result in a request to seek additional information:

- *Arson, and Fire Setting, Sexual Offences, Dishonesty – e.g. Theft, Burglary, Fraud;*
- *Deception – obtaining advantage by deception, Making False Declarations;*
- *Violent crimes, and crimes against the person, False Alarm raising; and*
- *Malicious damage, and destruction of property, Trafficking of narcotic substances, Conspiracy.*

Note: *Other serious offences on a criminal record will result in a request to seek additional information. (eg. serious driving offences)*

- **Ability to relocate**

You must be prepared to relocate into any of the CFA integrated stations at the completion of the 16-week recruit course.

- **Physical fitness**

You must be deemed fit for duties as a fire fighter by a nominated, qualified medical practitioner.

Physical fitness and firefighting challenge tests.

- The "Medical Clearance to Participate in Recruitment Process" form, which includes a personal declaration and a declaration by your medical practitioner, is a mandatory part of the application process. It clears the state of your health to undertake the physically demanding elements of the recruitment process. These tests are undertaken as they simulate the physical and ability requirements of a career firefighter. Firefighting can be a physically and emotionally demanding job. You could be dragging hoses, climbing ladders or lugging equipment up steep inclines, so an adequate level of strength, fitness and endurance is mandatory. Failure at any of these physical challenges will result in failure to progress to the next stage.
- Unless you have been following a regular and structured fitness regime this stage of the process will prove extremely physically challenging.

Recruitment process chart

Person Interested in Applying

Applicant obtains Career Firefighter Application Information booklet (by downloading from website or by mail) and forwards completed Application for Employment: Career Firefighter form and ALL requested documentation to CFA.

Forms are available for 1st time applicants and previous applicants.

1

Application Received and Assessed

Note: only complete applications (i.e. those that contain ALL requested documentation and with ALL parts of the form completed) will be processed.

Candidates will be entered on the CFA database for a 12-month period and may be chosen by order of merit to attend in nominated group sizes.

2

Application Session

Applicant invited to attend session: Aptitude tests + Mini challenge + Fitness

You will be notified if the fitness "Beep" test will be a separate session.

Note: applicant must bring the completed and signed Part B of the Medical Clearance to Participate in Recruitment Process form, running gear, hat, sunglasses and sunscreen (if necessary on the day).

3

Firefighter Simulated Challenge

Individual Challenge

Screening Interview

Only the top performers at this stage are chosen for Behavioural Assessment.

4

Behavioural Assessment

Senior Interview Panel.

5

Background Check

Reference and national criminal record check

CFA medical

6

Offer

Successful applicants are given a placement offer:
6 month probationary period applies.

Note: Each stage of the application process will be held at the CFA Training College Fiskville unless notified otherwise. See the location map on page 16 for how to get there. Previous applicants who have successfully completed the aptitude test benchmark will be advised of their starting point if they are invited to re-participate in the process.

Frequently asked questions

Please read all the following questions even if you do not feel like you have any questions because there is very important information included in the answers of which you should be aware.

The Application Process

CFA now accepts applications for career firefighter recruitment on an ongoing basis. Those applicants who meet the minimum criteria will be placed in a database and advanced through the recruitment process in order of merit.

- **Why can't I fax or email my Application Form?**

The Application Form requires a photo, signatures and copies of supporting documentation therefore, it cannot be submitted via fax or email. The Form and all supporting documentation must be submitted to CFA Firefighter Recruitment.

- **Should I submit a copy of my resume with my Application Form?**

Yes, as indicated you should submit an up-to-date and legible copy of your resume with your Application Form (**no folders or plastic pockets**).

- **What happens to my application once it is submitted to CFA?**

Your information will be kept in a recruitment database for up to a 12-month period. The expiry date will be 12 months from the day your application was received by CFA.

- **I am not sure which medical form to send in first.**

Part A Medical Approval Form must be submitted with your Application Form this only requires a self-appraisal and your signature. As the timing of your attendance at an Application Session or the Challenge may be at a later stage, you are advised to wait for confirmation of an appointment time before attending your doctor for **Part B Medical Approval Form** authorisation.

Do not attend the session if you do not have it, as you will not be allowed to participate in the challenge or physical tests.

- **I don't have a copy of my birth certificate or passport can I still apply?**

You must be able to prove your Australian citizenship at the time of application. It is your responsibility to submit all relevant documentation.

- **I submitted a copy of my birth certificate or passport in a previous campaign. Can you just put it together with my current application?**

Unfortunately, due to the volume of applicants and limited resources this is not possible. You must supply copies with your application.

- **I am a New Zealand citizen, what documentation do I need to submit?**

If you are a New Zealand citizen, you are eligible to work in Australia. Your proof of eligibility to work in Australia is a copy of your valid passport and arrival stamps. You must however currently reside in Australia.

Educational Requirements

- **What level of education do I need to be a firefighter?**

There are no current minimum educational requirements to become a firefighter. All applicants need to meet the minimum benchmark of the CFA aptitude tests.

- **What subjects should I study to become a career firefighter?**

There are no specific subjects that you are recommended to study. You should ensure that you have a broad education including literacy and numeracy. You should ensure that you have opportunities to practice teamwork, deal with people from a diverse range of backgrounds and develop a high customer service ethic. You should also have a good aptitude for mechanical reasoning

- **Can studying Fire Technology help my chances at securing a position?**

Such a course is not a pre-requisite, however, it may assist you demonstrate the value that you bring to the organisation due to your understanding of the role and material studied. Subjects studied during such a course do not equate to exemptions from any subject during the training course. All recruits, regardless of their knowledge and experience, complete the entire Recruit Training Course.

The Recruitment Process

- **I have applied previously, do I have to do the tests again?**

If you successfully met the Aptitude testing benchmark from the **2005** process onwards you will not be required to undergo this stage, however you will most likely need to undergo the Fitness test, (beep-shuttle run) prior to starting at the assessment stage you have been invited to attend. Previous applicants will undergo a separate assessment process. Information about what you will be required to do will be communicated to you before commencing the process.

- **I am moving house during the recruitment process/waiting period – how will I find out about the progress of my application?**

If you move house or any of your personal details change, for example telephone number; it is your responsibility to submit any changes in writing to CFA Firefighter Recruitment. This way, we will always be able to contact you and delays in response can be minimised.

- **Is there an age limit?**

No. However, you must have a full manual driver's licence on application (non probationary).

- **Is there a closing date for applications?**

Applications for the database are now accepted by CFA on an ongoing basis. There will be a cut off period just prior to the commencement of each Application Session stage.

- **How is my application assessed?**

All applications are assessed through fair and open competition based on principles of merit. Not only do you have to meet the criteria stated, you may need to exceed the criteria to be competitive against other applicants and advance to the next phase.

Due to the limited number of available opportunities, not all applicants who meet the minimum benchmark for the relevant stage will be invited to participate straight away. This includes 1st time applicants waiting to attend the Application Sessions or previous applicants waiting to attend a later benchmark stage. At the end of each phase an assessment will be made based on all of the information collected to that point.

Those who make this database will not need to reapply or re sit the ability tests phase within the stated expiry periods as long as they pass the benchmark.

The expiry periods for each test stage of the process will be promoted at the relevant session. (Eg. expiry period for the shuttle run is 6 months).

If you are a first time applicant, your application will be scored on how closely you meet the essential and desired criteria. (*i.e. information provided on your application form*). Selections will then also be made considering the number of candidates budgeted by CFA to undergo each relevant assessment stage.

Previous applicants will need to show cause that their new application includes enough new information to warrant reconsideration. This is particularly true if your last application was less than 18 months ago. Previous candidates with 3 unsuccessful attempts at interview will be required to wait out a 2-year period from the last unsuccessful attempt before applying again.

- **I have applied before, why do I have a different form?**

If you are a previous applicant in addition to the above your information will be assessed against the information you have submitted outlining what you have undergone to improve your application since your last attempt. There is a section for this on the “Previous Application” form.

Please attach any other information you believe is relevant to this section. Please include the reason you believe it improves your submission from last time. Firefighter Recruitment may follow up some of the information provided in order to clarify or test its relevance to the role. There is no limit to how many times you can apply, however you will need to demonstrate there has been significant improvement since your last attempt.

- **How long does it take from when I submit my application to complete the assessments?**

The timeline between some of the stages may only be a matter of 2–4 weeks in some circumstances so you will need to think how you will manage the time commitments particularly if you are currently employed. The entire assessment process can take up to five months; this will depend on CFA’s “new recruit” intake requirement. If you pass the required minimum benchmarks of the Application Session but do not progress to the next stage in this intake you will remain in consideration on our database for an 12-month period.

- **Can I do anything to prepare for the psychometric assessment?**

CFA uses general ability tests to assess your verbal and numerical reasoning. You can prepare by brushing up on the basics. If you would like to know more about psychometric assessment, there are many resources at bookstores and local libraries. One supplier of aptitude tests produces a publication entitled *Practise Now – How to Prepare for Recruitment and Selection Tests* available online at www.acer.edu.au for around \$25 to \$30.

Applicants may be required to participate in a psychological profiling exercise. This provides another opportunity for applicants to describe themselves to us. It is one of many important steps in the evaluation process to ensure that we select those who are most suited to the role of permanent firefighter. Permanent firefighters require skills and attitudes such as (but not limited to) teamwork, interpersonal skills for dealing with the community and good situational judgment in emergencies.

You may need to access a computer and an email address in order to complete this profile. If you do not have a home computer please contact Firefighter Recruitment.

- **Can I obtain a copy of the beep test so that I can prepare?**

Copies of the ‘beep test’ can be bought from www.ausport.gov.au/publications/catalogue or at Publications Service Australian Sports Commission–PO BOX 176 Belconnen ACT 2616 Tel: (02) 62141795. You may also be able to download a version onto your mp3 player via the internet. It is also possible to download the beep test from the Australian Army website at <https://www.defencejobs.gov.au/campaigns/fitness/techniques/>

It is recommended that you do not limit your physical preparation to only the ‘beep’ test and that your preparation comprises of overall cardiovascular and upper body strength training. Upper body strength particularly forearm and hand strength is important when it comes to performing in the simulated firefighter physical challenges.

- **Do I need to have a truck licence to be a firefighter?**

You do not need a heavy (truck) licence to apply for the role. Successful applicants are required to obtain their **heavy rigid** driver’s licence prior to the commencement of their training course. This license is scored as “desired criteria” in our current system. Successful applicants will be re-imbursed the costs associated with obtaining the license up to \$1000.00. Only those who obtained the license after the verbal offer is made will be eligible.

- **If my application is unsuccessful, can I apply again?**

As there is a considerable financial commitment by CFA and strong time commitment from candidates, previous applicants will need to demonstrate an improvement in their application submission before being re-considered. This may require improvement in more than just one area, e.g. training to improve literacy or numeracy or significant work experience aligned to the criteria of the position. Do not remain one dimensional in your research and preparation for the role of Career Firefighter.

There is a limit on how many times you can apply to undergo the same stage of the recruitment process. Currently that limit is 3 attempts at each stage of the recruitment process (e.g. 3 unsuccessful final interviews or 3 times at the beep test).

- **How long can I remain in consideration?**

The CFA is not always in a position to process large volumes of applicants when there are only a small number of available positions. Applicants will be placed in an applicant database and could be processed through the system at a later stage when more opportunities are available. Please note that while applicants can remain in this database CFA cannot guarantee there will be further intakes within this timeframe. Recruit intakes are determined by logistical need.

The Training Course

- **If I am successful, when will I start my recruit course?**

Applicants will be called up on an as needs basis as recruit course dates are established. Details regarding the start date for the next course will be communicated to you early in the recruitment process.

- **Where and when does the recruit course take place?**

Recruit courses take place at CFA Training College, Fiskville. Courses are conducted according to operational workforce planning requirements. Details of scheduled recruit courses will be available during the recruitment process.

- **What happens at the training course?**

The course comprises intensive practical and theoretical instruction. Assignments and tests are used to assess recruit's competency for each subject. Recruits must attain the required standard for each subject.

- **What are the hours of the training course?**

The training course is live-in Monday-Friday at CFA Training College, Fiskville. The daily hours vary according to the scheduled training but they do not exceed 38 hours per week.

- **How many applicants on a recruit course?**

The number of recruits on each course varies according to organisational requirements. Typically it can range from 8 to 20 recruits.

I am already a Volunteer

- **I am already a Volunteer and have completed minimum skills training. If I am successful, do I have to do the entire Recruit Training Course?**

Yes, you would have to complete the entire Recruit Training Course. It is important that all recruits are trained in the same material to the same level. You will find that you will benefit from completing the entire Training Course.

Conditions of employment

- **What are the hours of work on station?**

On completion of a Recruit Training Course, CFA firefighters work day shift as designated by the Officer in Charge (OIC) of the station. The day shift roster normally comprises a 4-day roster; with the hours of duty between 8:00 am and 6:00 pm. This day shift roster continues until your OIC deems it necessary to move you onto a rotating shift. The move to a rotating shift will generally not occur until after successful completion of the probationary period and is dependant on vacancies arising on the rotating shifts.

Firefighters on a rotating shift work a 10/14 shift roster: two day shifts in a row, from 8:00 am – 6:00 pm (10 hours); followed by two night shifts in a row, from 6:00 pm – 8:00 am (14 hours); followed by four days off.

- **How much annual leave does a firefighter receive?**

Firefighters receive nine weeks rostered annual leave per year taken over a two block period.

- **Is there a probationary period?**

For the role of a career firefighter, ongoing employment is subject to satisfactory completion of a six-month probationary period. This includes the four-month training course.

- **If I am successful, do I get to choose where I work?**

Not initially. Similarly to organisations such as Victoria police and the Armed Forces, you will have the opportunity to advise CFA of your preferences during the recruit course. However, as CFA is a statewide service and requires firefighters in many areas of Victoria, specific locations of employment are dependant upon where the demand for vacancies arises at the time.

You will be placed at one of the following CFA integrated stations as an above strength firefighter.

- | | | | |
|--------------------|-------------------|-------------------|---------------|
| • Ballarat City | • Dandenong | • Mildura | • Springvale |
| • Belmont | • Eltham | • Mornington | • Traralgon |
| • Bendigo | • Frankston | • Morwell | • Wangaratta |
| • Boronia | • Geelong City | • Point Cook | • Warrnambool |
| • Caroline Springs | • Greenvale | • Portland | • Wodonga |
| • Corio | • Hallam | • Patterson River | • Rosebud |
| • Craigieburn | • Hopper Crossing | • Scoresby | |
| • Cranbourne | • Melton | • Shepparton | |

Above strength firefighters are regularly redeployed to other locations within CFA in accordance with the Chief Officer's requirements

- **Is there any assistance from CFA if I have to move to a country location?**

Some assistance is available from CFA should a recruit be required to change their residential location as a result of their initial station placement. Details of this assistance are made available during the orientation phase of the recruit course and subject to change.

Ability Tests

Physical Assessment Tests

Trained physical assessors are involved in conducting the physical assessment section of the recruitment process.

The purpose of the Physical Assessment Test is to provide a method by which the CFA can assess whether recruit applicants have the minimum physical capacity that could be required of a career firefighter in an emergency situation.

The assessment is designed to replicate, as near as practicable, the physical requirements of key tasks and functions encountered at emergency operations.

This task measures: Cardiovascular fitness – Muscular strength – Muscular endurance – Muscular power.

Multi stage shuttle run – 20 metres (beep test)

In order for applicants to successfully progress through the physical fitness assessment they must achieve the level 9-6. Applicants are only permitted one attempt at this assessment, in any six month period.

This test has been selected as the most appropriate measure of an applicant's cardio vascular fitness due to its face and predictive validity.

Copies of the 'beep test' can be bought from www.ausport.gov.au/publications/catalogue or at Publications Service Australian Sports Commission – PO BOX 176 Belconnen ACT 2616 Tel: (02) 62141795. The CD is approx \$45.00. However, it is recommended that you do not limit your physical preparation to only the 'beep' test and that it comprises overall cardiovascular and upper body strength training. The beep test can be also downloaded from various internet sites.

Tips for training and preparation on the day

Training (Note: make sure you seek medical clearance before starting your program)

Stretching is an essential part of physical activity not only to prepare the body for the exercise ahead, but also to aid recovery.

Don't expect to be fit for your physical tests in a short period of time. Ideally you will have been maintaining your basic fitness levels over a sustained period.

The type of load placed on the body dictates the type of adaptation that will occur, so the best way to train for any task is to do the actual task (e.g. train for the 70 kg dummy drag by dragging a 70 kg dummy or equivalent).

If you don't have access to a 70 kg bag or dummy, mimicking the actions involved in the task is the next best thing, and can often enable you to train that little bit harder. Choose tasks that use the same muscles, in the same coordination, and at the same intensity as the task you are training for.

You need to have a good level of muscular strength, power, endurance and cardiovascular fitness. Training for one component can be at the expense of another, therefore, you will need to balance your program so that you achieve improvements in all. If you are particularly strong in one component then it may be an idea to maintain that component and focus training on the weaker ones.

Adequate hydration is another important consideration that often gets overlooked. It is particularly important during cardiovascular training due to the fact you are likely to be losing significant fluid volumes through sweating. The aim of your program is to help the body perform at its best – you can't perform at your best if your fluid intake is inadequate. Make sure that you drink small amounts often, before, during and after the session (drinking large amounts less often may cause gastrointestinal discomfort). In most cases cool water will be adequate, however reputable commercial electrolyte and carbohydrate drinks may be of benefit for extended training sessions.

On the day:

- do not exercise on the day of your assessment;
- if exercising on the day before the assessment, make it light exercise;
- eat a light meal 2–3 hours prior to the assessment, or as directed;
- avoid coffee, tea, alcohol, caffeinated soft drinks and non-prescription drugs for three hours prior to the assessment; and
- make sure you are hydrated.

Note: *only those with a successful pass of this assessment will continue on to have the aptitude tests assessed.*

Psychometric Test

What are psychometric ability tests?

The psychometric ability tests that will be used during the firefighter recruitment process are designed to measure a number of abilities. Specifically, the tests will look at your ability to think and reason using words and language (verbal reasoning), your ability to think and reason using numbers (numerical reasoning) and your ability to visualise the relationship between moving parts in space (mechanical reasoning ability). Each of these types of abilities have been found to relate to how well a person copes with the intellectual demands of the training to become a career firefighter.

The results from the abilities tests will be used to assess how well an individual will be able to deal with the intellectual demands of the Firefighter Recruit Course, which requires people to learn and absorb a number of vital skills over a fairly short but intensive period of time.

A reasonable benchmark has been set and those who successfully make it through this stage of the assessment will have attained an overall score that is in the average range or better.

The results from the abilities tests will form a part of the information that will be considered in each person's application. However, it should be noted that achieving the benchmark is necessary for an applicant to progress through to the next stage of the recruitment process.

Tips for taking the tests

- The tests used during the firefighter recruitment process are made up of a mixture of easy, medium and difficult questions scattered throughout the test. Try to work quickly through the test to ensure that you attempt as many questions as possible – remember, there could be some easier questions toward the end of the test so don't waste too much time on difficult ones at the beginning.
- Don't spend too much time on any one question. If a question appears too difficult or time-consuming, take a guess and move on to the next question. You may return to that particular question if you have time at the end of the test.
- There is no penalty for getting a question wrong on these tests, so if you don't know the answer, take a guess!
- Note the time permitted to take the test and try to be half-way through the test when half of the test time is up.
- Use the space provided on the test paper for working out your answer so you can refer back to it when checking the answers.

Sample questions

If you find some of the following sample questions easier than others, make a note of the type of question (e.g. verbal, numerical or mechanical). When you take the real tests, it might be a good idea to make sure you attempt the types of questions you know you are better at first.

Try answering the following sample questions, make sure you do them all at the one time and see how you go getting them done as quickly as possible.

Remember, the questions are a mix of easy and difficult questions, so you are not expected to get them all correct. You may find that you are better at some types of questions than others (e.g. you may find the verbal reasoning items easier than the numerical reasoning items). Don't worry; it is quite normal for people to have strength in one area over another. That is why a variety of ability tests are used.

Samples of verbal reasoning questions – *A verbal reasoning test looks at your ability to think and reason using words and language. Circle the correct answer.*

- 1 The word most nearly OPPOSITE to PROCEED is:
 A – progress B – stop C – steed D – leap E – divert

Samples of numerical reasoning questions – *A numerical reasoning test looks at your ability to think and reason using numbers. Circle the correct answer.*

- 2 What is the missing number in this series?
 3 7 11 15 ? 23
 A – 16 B – 17 C – 20 D – 21 E – None of these

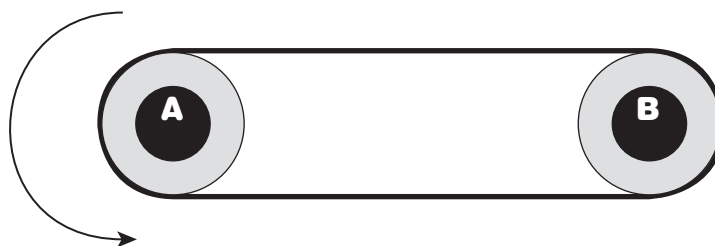
- 3 The numbers in the grid go together in a certain way. What are the numbers that should be in the squares marked x?

2	4	6
4	x	8
6	8	x

- A – 5 and 9 B – 6 and 10 C – 5 and 10 D – 6 and 12 E – 7 and 9

Samples of mechanical reasoning questions – *A mechanical reasoning test looks at your ability to visualise the movement of objects in space. Circle the correct answer.*

- 4 Wheels A and B move together as they are connected by the belt, as shown. The belt moves in the direction indicated by the arrow. When wheel A turns anticlockwise (as shown by the arrow), in what direction will wheel B turn?



- A – clockwise B – anti-clockwise C – to and fro D – stay still
- 5 If I now push the belt so wheel A turns clockwise, in what direction will wheel B turn?
 A – clockwise B – anti-clockwise C – back and forth D – the wheel won't move

Answers: 1 – B, 2 – E, 3 – B, 4 – B, 5 – A

Career Firefighter Challenge Stage

The firefighter challenge stage is designed to assess an applicant's endurance, upper body strength, flexibility, balance, dexterity and ability to follow instructions on a series of basic physical firefighter tasks. Applicants will also undergo an assessment of their basic team skills and an interview.

Only those who reach the top 60 in an order of merit assessment and will progress through to the interview stage. The assessment for this stage will be based on the combined performance of the:

- Individual Challenge
- Screening Interview

Applicants are required to wear clothing and shoes/boots that allow for strenuous physical activity. Participants will then be provided with standard CFA protective clothing.

The Individual Challenge

This is a two part challenge: part one is a series of seven tasks, which are simulations of actual tasks performed on the job; and the other is a confined space assessment.

Note: safety is paramount while completing all tasks.

Part 1

Confined space assessment.

Crawl backwards through a six metre, darkened tunnel wearing a breathing apparatus and facemask. The facemask is covered to obscure vision but fresh air can be breathed as normal. This assessment is not timed.

Part 2

This is a timed challenge – applicants must complete all tasks within a stated time limit.

Task 1 – Container haul

Using a rope, haul a water filled 20 litre container vertically up four to five meters. The container must be pulled over the rail of the balcony and placed upright on the floor. On completion, applicants are to descend the stairs at the northern end of the building and **must** use each step.

Tasks 2 and 3 – Hose drag and hold

The participant will hold for 60 seconds on 850kpa. They will then be asked to pick up a hose and proceed forward (approximately 20 metres). The hose must be held while water is flowing (maximum volume) for an additional 60 seconds.

Task 4 – Victim rescue

Drag a 70 kg dummy around a specified course for a distance of 60 meters.

Task 5 – Beam walk

Walk along a beam to the end and back, without falling off. If the applicant falls off, they must restart this task. There is no limit as to how many times applicants can restart this task other than having to complete it within the overall time limit.

Task 6 – Hose coupling test

From a selection of couplings on the ground, connect to the corresponding couplings mounted on a board. All couplings must be threaded correctly to the corresponding couplings and must be hand tight prior to moving to the next task. In addition to testing manual dexterity, this task also measures the participants ability to think clearly whilst under physical duress, minor mistakes could result in failing this benchmark.

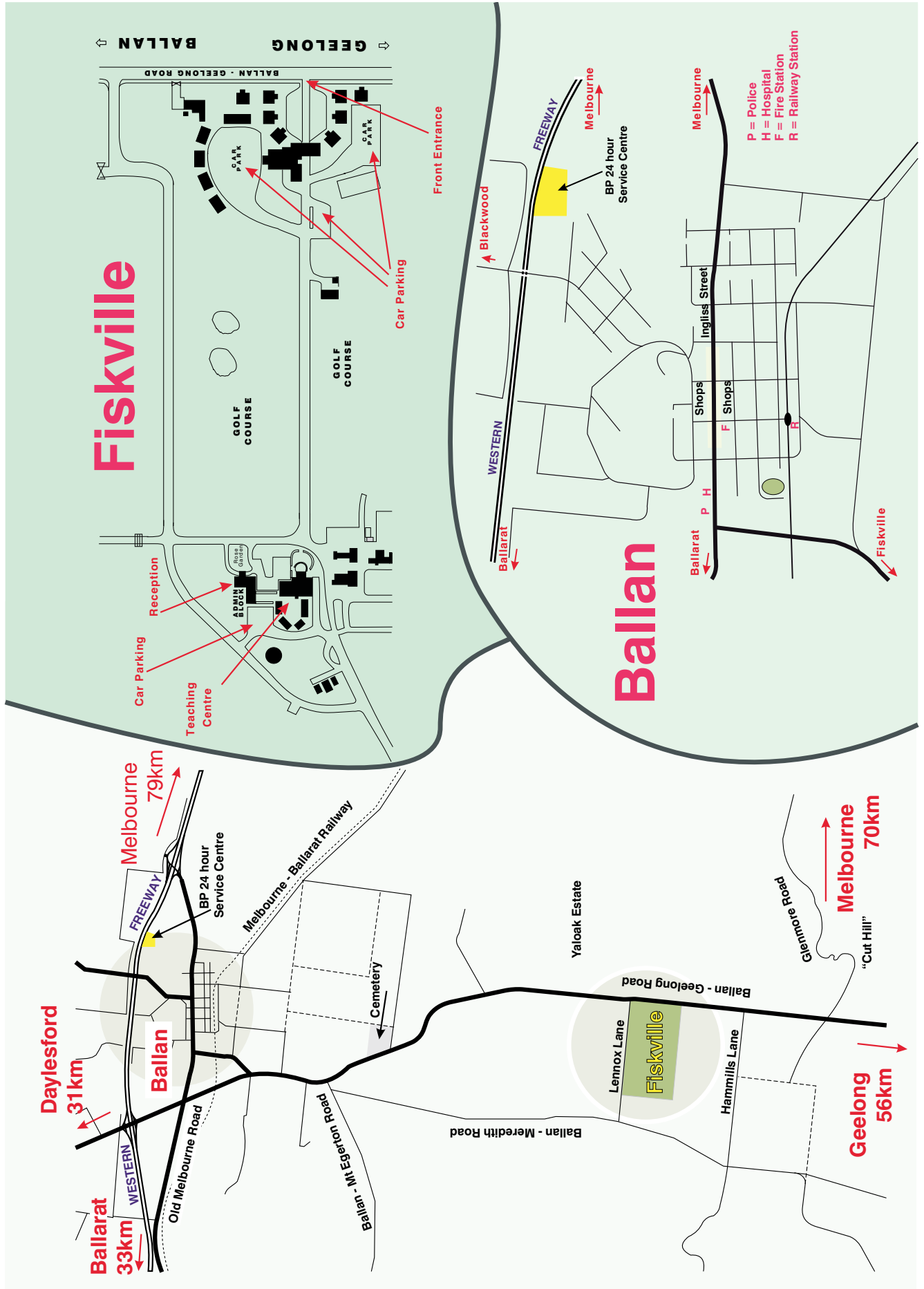
Task 7 – Ladder climb

Climb to the top of a ladder (approximately 10 metres) and step off onto the landing and return.

Interview

A brief panel interview will be held with each candidates on the day of the challenge. The duration of the interview is expected to be around 20 mins. This screening interview will determine those moving forward to the final interview stage.

CFA Training College, Fiskville Location Map



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New Applicant

Dear Applicant,

Thank you for your interest in becoming a CFA career firefighter.

If your application is successful, you will be joining other career firefighters, CFA volunteers and a team of management and support staff, who are committed to serving the Victorian community.

Due to the ongoing nature of the recruitment process there is no guarantee your application will be processed this time. Those who can demonstrate they meet the essential and desired criteria best will be progressed first to the Application Sessions. (Please see the booklet notes for more information) Cut off times will also apply before application sessions get underway. You will receive correspondence if you did not meet the cut off date for an advertised intake.

The applicant pool is always extremely competitive given the volume and high quality of candidates seeking these limited and highly sought after roles.

The recruitment process is very thorough and consists of a number of stages. It will require a strong time commitment over a number of days, so please consider this before submitting your information.

Please ensure you have downloaded/printed or received the following documents:

- 1 Career Firefighter Information Booklet.
- 2 "Instructions for Completion" – Application Form and "Clearance to participate in the recruitment process" Medical Form Part A and B.

It is recommended that you read all the documents prior to completing the Application. Make sure you then work through the "Instructions for Completion" document as you fill in the Application Form. This will reduce the risk of you leaving out essential details or not including the supporting attachments requested. Incomplete applications cannot be accepted.

After you have read all the documentation, if you still have a question about how to complete the form and submit the supporting documentation you can call **9262 8249**.

REMEMBER YOU MUST SEND THE SIGNED AND COMPLETED "**PART A**" DECLARATION OF THE MEDICAL "*Clearance to participate in the Recruitment Process*" FORM WITH YOUR "EMPLOYMENT APPLICATION" AND RESUME.

PLEASE WAIT UNTIL YOU HAVE BEEN INVITED TO PARTICIPATE IN THE RECRUITMENT ACTIVITIES BEFORE GOING TO YOUR DOCTOR. BRING THE SIGNED PART B – "*Clearance to participate in the Recruitment Process*" SIGNED BY YOUR DOCTOR ON THE DAY OF YOUR PARTICIPATION IN THE APPLICATION SESSION. FAILURE TO DO SO WILL PREVENT YOU FROM PARTICIPATING IN THE ACTIVITIES OF THAT SESSION.

Good luck with your application.



Yours faithfully,

Martin Penrose
Firefighter Recruitment

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Instructions for Completion of Application Form and Medical Clearance to Participate in the Recruitment Process Form – 1st Time Applicant

General

- 1 READ THESE INSTRUCTIONS ENTIRELY BEFORE COMPLETING THE APPLICATION FORM TO ENSURE THAT YOU CAN SATISFY ALL THE REQUIREMENTS. **INCOMPLETE OR INCORRECT APPLICATIONS WILL NOT BE ACCEPTED.** For example, if you do not complete Section 1 Point 1 outlined below, your application will not be accepted.
- 2 It is recommended that you refer to these instructions as you complete the 4-page Application Form.
- 3 COMPLETE THE ENTIRE FORM (Pages 1-4) AND ENSURE THAT YOU INCLUDE ALL REQUESTED SUPPORTING DOCUMENTS. (CFA cannot match documentation from previous applications.) Please submit **copies** of supporting documents as originals cannot be returned.
- 4 Ensure that you have READ AND SIGNED the **Part A** Declaration of the Medical Clearance to Participate in the Recruitment Process Form and include it when you send your Application and supporting documentation. It is recommended that you only arrange to see your doctor regarding the **Part B** of the Medical Clearance to Participate in the Recruitment Process Form after you have been contacted with an appointment time and date. The signed and completed Part B **must** be brought to the Application Session. **Failure to submit at this point will void the application.**
- 5 You are required to submit an up-to-date copy of your **résumé**. Please ensure that you submit a clear and legible copy.
- 6 Complete the forms in blue or black pen and write clearly in capital letters.
- 7 A letter will be sent to you confirming receipt of your information once your **complete** application has been received. You will be notified of your status in the process once your information has been assessed.
- 8 If any of your personal details change please notify CFA Firefighter Recruitment in writing at the address on the next page.

Section 1 – Personal Details

- 1 Ensure that you fill in **all** of your personal details.
- 2 Attach a **recent**, colour passport sized photograph of you in the box provided. This photo is required for identification purposes only.
- 3 In the appropriate boxes indicate if you are prepared to be located at any CFA integrated station in Victoria. As this is an essential requirement of the role a 'NO' indication will result in your application not progressing any further.
- 4 Attach proof of **Australian citizenship** – a legible copy of your Australian birth certificate or first page of your Australian passport; **or** proof of **Australian permanent residency** – a legible copy of the first page of your passport and visa.
- 5 Attach proof of a **full manual** driver's licence – a legible copy of your licence that is not a learners or probationary licence.
- 6 Although currently holding a heavy rigid driving license or a medium rigid driving license is not a key criteria, if your application is successful, you have to be capable of obtaining a heavy rigid license prior to commencing the recruit course. If you do not have one, you should start exploring how quickly and where you can obtain it.
- 7 If you have a first aid certificate only tick the box if it is current and level 2 or above.

Section 2 – Employment Details

- 1 Please answer yes or no to the questions in this section and clarify your answer in the space provided.
- 2 Please provide details of your employment history commencing with you current employment status. Be sure to include all relevant details including employer name and address and the job title of your role. Further detailed information on your work history should be provided in your résumé.

Section 3 – Application Session

- 1 Not all applicants will be selected to attend the application sessions mentioned on the application form. Applicants will be drawn from the pool based on an order or merit.
- 2 Stage 1 of the recruitment process is the fitness test and Application Session as outlined in the information booklet. Attendance is compulsory.

Section 4 – Advertisement

- 1 Indicate the main source from which you heard about the recruitment process. This is for statistical purposes only.

Section 5 – Referee Information

1. Please provide the names and contact details of 2 referees (Referees that acted in a supervisory capacity to you are preferred).
- 2 Ensure you have provided accurate referee information including current contact details. Also confirm with your referees that they are happy to provide information. Make sure you have read the **Privacy Statement** on the last page of the application form.
- 3 Do not send written references.
- 4 If you are stating a history as a volunteer firefighter you may also be required to undergo a CFA reference check. This may replace the need for a second external referee. Details on the CFA referee requirement will be outlined during the final stages of the process.

Section 6 – Declaration of Understanding and Check List

- 1 Read **all** the statements carefully and ensure that you understand the expectations that will be placed on you as you proceed through the recruitment process.
- 2 Tick off the checklist as you gather the relevant documentation for your application.
- 3 Sign and date the declaration.

Medical Clearance to Participate in the Recruitment Process Form

- 1 Complete **Part A** and **send** it with your application.
- 2 Only arrange to see a medical doctor to complete **Part B** when you have been allocated an appointment. This should then be presented at the sessions. Failure to do so will void your enrolment in that session. **Due to the large numbers of applications you may not be able to be re-scheduled into another session.**
- 3 **Failure to submit Part A or Part B at the correct time may void your application.**

Before sending in your application

Double check you have collected the following documentation:

- fully completed Sections 1–6 of the Application Form;
- attached a recent, colour passport sized photo of yourself in Section 1;
- attached proof of Australian citizenship (a legible copy of your Australian birth certificate or first page of your Australian passport) **or** proof of Australian permanent residency (a legible copy of the first page of your passport and visa);
- attach proof of a full manual driver’s licence (a legible copy of your licence that is not a learners or probationary licence);
- provided a copy of your up-to-date résumé;
- informed and been given consent to disclose the names and contact details of your referees;
- read, signed and dated Part A of the Medical Clearance to Participate in the Recruitment Process Form;

PLEASE NOTE: YOUR APPLICATION WILL NOT BE CONSIDERED IF YOU FAIL TO COMPLETE ANY SECTION OF THE APPLICATION FORM OR FAIL TO SUBMIT ANY OF THE SUPPORTING DOCUMENTS.

It is your responsibility to ensure that your Application Form is completed.

Please submit a hardcopy of your application form and all supporting documentation (STAPLED TOGETHER). Please do not send folders or plastic pockets!

By mail to: Firefighter Recruitment
HR Services
CFA
PO Box 701
MT Waverley Vic 3149

Hand deliver to: Firefighter Recruitment
HR Services
CFA Headquarters
8 Lakeside Drive
Burwood East Vic 3151



1st Time Application for Employment: Career Firefighter

CFA is an equal opportunity employer and encourages applications from Indigenous Communities and person's whose first language is a language other than English.

Complete the form in blue or black pen and write clearly in capital letters.

Section 1 – Personal Details

Surname: First name:

Middle Name (s):

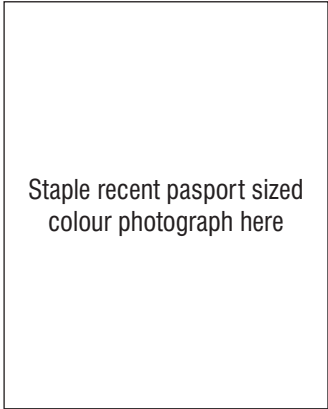
Address:

..... Postcode:

Telephone:B/HA/H

Mobile: Email:

Please staple a recent, colour passport size photograph in the box to the right – photograph for identification purposes only.



Please tick the appropriate box (Yes or No) for the following questions. Supply copies of supporting documentation as requested.

TEAR OUT

Are you prepared to be located at any CFA Station in Victoria? Yes No

Are you an Australian citizen or permanent resident? Yes No
(Provide proof – legible copy of birth certificate or of passport and visa)

Do you have a full manual driver's licence? Yes No
(Provide a legible copy of your "non probationary" drivers licence)

Do you have a Heavy Rigid truck license? Yes No

Are you a CFA Volunteer? Yes No

If yes, Brigade/Current Rank/Yrs of service:

Do you have more than 12 months experience as a CFA employee? Yes No

If yes, Location/Position/ Yrs of service:

Have you participated in accredited Fire fighting related studies or the CFA JuniorDevelopment program? Yes No

If yes, please state which.....

Do you possess a current **Level 2 or above** First Aid certificate? Yes No

Do you currently participate in sporting or physical activities? Yes No

If yes, please state nature of activity or training.....
.....



Have you been, or are you currently involved in any community related activities – non CFA volunteer – groups or coaching roles? Yes No

If yes, please state nature of your involvement.....
.....

Optional: please note, the following 2 questions are for statistical purposes only. No individual will be identified and the information will not be use for any other purpose.

Are you of Aboriginal or indigenous Torres Strait Islander descent? Yes No

Are you a person who's first language is other than English Yes No

Section 2 – Employment Details

Have you worked in other emergency or rescue services/defence forces/ police? Yes No

If yes, please state nature of organisation, your role and years service.....
.....

Have you previous shift work experience Yes No

If yes, please state the nature of the shift work.....
.....

Have you any previous history working in adverse environments/conditions e.g. heat, confined spaces, heights, wearing breathing apparatus? Yes No

If yes, please state the nature of this work.....
.....

Have you any experience working as part of a team or crew? Yes No

If yes, please state nature of experience.....
.....

Please list your current employment first and 2 previous employers including if self employed.

Employer details	Your job	Employed from–to	Reason for leaving

(Provide an up-to-date copy of your résumé.)

TEAR OUT

Section 3 – Recruit Campaign Advertisement

How did you hear about the recruitment campaign? Please only indicate one source. If you feel there was more than one source, limit your response to the dominant one.

- The Age
- Regional Newspaper
- CFA Region – If so, which station/region?
- Other.....
- CFA Website
- Referred by MFB
- FireFlyer
- Word of mouth

Section 4 – Referee Information

Please provide the names of a minimum of 2 work-based referees. Immediate Manage/Supervisor preferred.

Name	Name of Organisation	Contact details	Relationship to applicant

CFA volunteers with at least 12 months service can count the completion of a CFA reference as one of the 2 required referees.

Name	Rank	CFA Region/Contact Details	Relationship to applicant

Police Check

Due to the nature of this role a national police check is mandatory. It is advisable for Applicants with a prior criminal offence history or any pending charges to contact the Career Firefighter Recruitment Consultant before commencing the exhaustive recruitment process. All discussions will be held in confidence and may assist in avoiding disappointment if an issue is discovered at the end of the process.

Supplementary Information

CFA is committed to providing a safe working environment for all employees. CFA must also ensure that employees are capable of performing their duties in a safe manner. The position description provides you with information about the position and the duties and tasks involved. Any issue or medical condition that might affect your ability to perform these duties or that might affect your safety or compromise the safety of others should be discussed with the Career Recruitment Consultant early in the recruitment process. In some cases the applicant may be referred to the CFA medical practitioner for further advice. Examples of issues that might require follow up, visual impairment, colour vision deficiency, allergies, asthma etc.

TEAR OUT



Section 6 – Declaration of Understanding and Checklist

I understand the following:

- Providing false or misleading information may result in a determination resulting in disqualification from the Application Process or that I am considered unsuitable for employment with the CFA;
- Appointments will be made on the merit of each application in competition with all others;
- It is entirely my responsibility to familiarise myself with the conditions of employment for the position;
- If successful, I agree to obtain a Heavy Rigid Driver’s Licence before the commencement of the Firefighter Recruit Course;
- I understand that only an “approved” CFA Provider can conduct the health and fitness assessment stage of the recruitment process.
- If I am currently a CFA Volunteer firefighter I agree that CFA Regional feedback will be sought as part of my application;
- I must be prepared to authorise a National Criminal Record Check;
- I understand that prior to being appointed as a Recruit Firefighter I must successfully complete a pre-medical by a Medical Practitioner nominated by the CFA.
- In the event that I am successfully appointed as a Recruit Firefighter, I understand that I may be deployed to any CFA integrated fire station in Victoria. (For further detail on CFA regions refer to the information pack or CFA website.)
- I understand that all candidates participating in the recruitment assessment activities will be required to use the standardised personal protective equipment and materials nominated by CFA.

Privacy Statement

CFA uses the information on this form to assist the recruitment team to manage your recruitment application. The collection and storage of the information you provide is protected under the Information Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic). During the recruitment process only CFA members involved in the recruitment process will have access to your information.

After management has concluded the information is no longer required it will be destroyed. Successful applications will then be stored in personnel files and will only be accessed by HR or Operational Management when required.

You have a right to access the information contained in this, subject to some exceptions allowed by law. If you would like to do so, or have question in relation to this statement, please contact the Career Firefighter Recruitment Consultant on 92628249. You will be required to supply the names and telephone numbers of two referees whom CFA can contact in relation to this application. It is your responsibility to ensure that you have told the referees that you are disclosing their names and telephone numbers.

I have submitted with the Application Form, legible copies of the following documents (please tick on inclusion):

- A recent, colour passport sized photograph of myself
- Driver’s Licence – legible copy of manual Licence and heavy rigid *if applicable*
- Birth Certificate/passport or permanent residency visa (legible copy)
- Resume
- “Clearance to participate in the recruitment process” Medical Form A

DO NOT SUBMIT THIS APPLICATION FORM WITHOUT THE ABOVE DOCUMENTS

I agree and understand that submitting this application does not mean I will be immediately considered for the current advertised vacancies and that my information could be kept in a secure database for up to 12 months from the date of this application.

I agree and understand that if I do not provide a complete Application Form plus all of the above-mentioned documents, my application will not be considered. I will be advised of this outcome after the closing date and I will not be eligible to participate in this recruitment process.

Signature of Applicant: Date:

By mail:

Firefighter Recruitment
HR Services
CFA
PO Box 701
MT Waverley Vic 3149

In Person:

Firefighter Recruitment
HR Services
CFA Headquarters
8 Lakeside Drive
Burwood East Vic 3151

Please staple the Application pages and ensure accompanying documents are free of **all folders and plastic pockets.**

TEAR OUT



**Clearance to Participate
in Recruitment Process – 2009/10**

PART A

To be completed by applicant.

Instructions for Completion

To maintain a high standard of care and safety we require applicants to sign and return **Part A** of this form with your **Application for Employment Form**. Applicants should present **Part B** on the day of your nominated attendance at first Fitness Testing Session after you have had a registered Medical Doctor complete and sign on examination.

Failure to submit a signed both part A and B form by the required timeline will void the application.

Please print

Surname: First name:

Middle Name(s):

Address:

..... Postcode:

Telephone: B/H A/H

Declaration

TEAR OUT

- I agree that this medical examination is required for the purposes of applying for a role as a CFA career firefighter and that the information is gathered and held in accordance with the Information Privacy Act 2000 (Vic).
- I authorise the medical practitioner to release information concerning my medical history for the purposes of applying to CFA for the role of career firefighter.
- I have read this form and advise that undertaking strenuous activities while wearing protective equipment during the recruitment process would not put me at risk if I had/have any of the medical conditions described in part B of this form.
- I undertake to inform the Activity Instructor or Recruitment Coordinator if I had/have any of the medical conditions described in the **Part B** form or if at any stage I become anxious or distressed in regard to the tasks to be undertaken.
- I understand that failure to sign and provide information required on part A & B of this form will exclude me from participating in the physical activity requirements of the recruit application process.
- I understand that I will be required to use CFA approved personal protective clothing and equipment during simulated operational activities.

Signature: Date:

Privacy Statement

CFA uses the information on this form to assist the recruitment team and those that are involved in the physical recruitment assessment manage your recruitment application. The collection and storage of the information you provide is protected under the *Information Privacy Act 2000 (Vic)* and the *Health Records Act 2001 (Vic)*. During the recruitment process only CFA members involved in the physical assessment process will have access to your information.

You have a right to access your information, subject to some exceptions allowed by law. If you would like to do so, please contact The Career Firefighter Recruitment Consultant on 92628249.



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TEAR OUT



Medical Clearance to Participate in Recruitment Process – 2009/10	PART B
	To be completed by medical doctor.

THIS FORM NEEDS TO BE PRESENTED ON THE DAY OF ATTENDING THE FITNESS “BEEP” TEST.

Please print **full name of applicant:**

Completion of the “Clearance form B” is a requirement for the career firefighter application process with Country Fire Authority (CFA). An important criterion for selection is physical fitness and physical ability. During the recruitment process, applicants are required to demonstrate their physical ability and may undertake physical exertion up to maximum levels. It is therefore necessary for applicants to have explored their health and fitness levels prior to participating in the process.

This Medical Clearance report is only valid for a period of three (3) months from the time of examination. It is the candidate’s responsibility to notify CFA if there has been a deterioration of health or an injury in the time after this form has been signed.

This is **not a pre employment medical** but rather an endorsement that the participant does not have any medical or health condition that may put themselves or others at risk by participating in the activities. (*Description on back of this form*)

For further clarification on any of the above details contact CFA Recruitment on (03) 92628249 or fax 92628268.

Please answer **YES** or **NO** to ALL of the questions

To the best of my knowledge, the above named person is fit to participate in the following activities:

Activity	Yes/No	Activity	Yes/No
A multi stage shuttle run or beep test (9.6 level)		A 7 metre beam walk (8 cm from ground)	
Drag a 70 kilogram dummy 60 metres		A maximum three storey ladder climb (<i>Vertigo</i>)	
Haul a 20 litre container up two stories by rope		A 7 metre tunnel crawl (<i>claustrophobia</i>)	
A hose hold and drag (max 2 x 60 seconds)		A manual dexterity test comprising attachment of hose couplings	

Does the applicant have any medical conditions that will affect their ability to perform the activities listed, or incur greater injury to pre-existing conditions?

Condition	Yes/No	Condition	Yes/No
Any on-going medical condition		A history of colour vision deficiency	
Any current medical treatment or medication		A history of back or joint problems	
A history of heart disease or high blood pressure		A history of psychological or psychiatric illness including phobias (eg vertigo, claustrophobia)	
A history of altered cardiac rhythm		A history of fits, faints or blackouts	
A history of respiratory disease including asthma		Any other medical problem that may affect the performance of the above listed activities	

TEAR OUT

Medical Doctor’s declaration

I have examined (*please print full name*) today and based on the information available to me he/she is physically **capable / incapable** (please circle response) of undertaking the activities outlined above as part of the recruitment process for a CFA recruit career firefighter. I understand that if the applicant is successful the CFA Medical Officer will medically examine him/her in order to further ascertain suitability for the role.

Additional Comments (if any, please do not include confidential medical details):

.....

Doctor Signature:..... Date:.....

Doctor Name: Name and Address of Surgery:

(please print name)

STAMP IF
HAVE ONE

Privacy Statement

CFA uses the information on this form to assist the recruitment team and those that are involved in the physical recruitment assessment manage your application. The collection and storage of the information you provide is protected under the *Information Privacy Act 2000 (Vic)* and the *Health Records Act 2001 (Vic)*. During the recruitment process only CFA members involved in the physical assessment process will have access to your information. After the recruitment process has concluded, this form will be destroyed.

It is not required by law that you provide the above information; however failure to do so will result in your application not being considered.

You have a right to access your information, subject to some exceptions allowed by law. If you would like to do so, please contact The Career Firefighter Recruitment Consultant on 92628249.

Fitness Assessment

Trained physical assessors will conduct physical assessments.

Multi Stage Shuttle Run

Multi Staged Shuttle Run (Beep test) (20 Metres)
(Cardio vascular fitness/endurance)

During the shuttle run, applicants are required to run back and forth over a measured distance of 20 metres at a set pace using sound signals. In order for applicants to successfully progress through the physical fitness assessment they must achieve level 9 – shuttle-6.

The pace increases every minute. At every sound signal, the applicant is required to reach one of the lines, place one foot on or over it, pivots and return to the other marker in time for the next signal.

As the run progresses, the time interval between the signals decreases, pushing the applicant to move at an ever-increasing pace.

The Shuttle Run standard of Level 9 Shuttle 6 is roughly equivalent to being able to run a distance of 2.4 km in a time less than 11 minutes (2.4 Kilometre Run Test; modified from Cooper 1978).

This test has been selected as the most appropriate measure of an applicant's cardio vascular fitness due to its face and predictive validity.

Applicants are only permitted one attempt at this assessment in any 6-month period.

Career Firefighter Challenge Test

The physical challenge course is designed to assess an applicant's endurance, upper body strength, flexibility, balance, dexterity and ability to follow instructions on a series of simulated firefighter tasks. Applicants are required to wear CFA fire fighting turnout gear including breathing apparatus.

Part 1 is a confined space assessment.

Part 2 is a series of 7 timed activities, which are simulations of fire fighting tasks.

Part 1 – Confined Space Assessment

This assessment is not timed.

Crawl through a six metre, completely darkened tunnel wearing a breathing apparatus and facemask. Fresh air can be breathed as normal.

Part 2



Timed Task 1 – Container Haul

Haul, with rope, a 20-litre water filled container up four meters.

The container must be pulled over the rail of a balcony and placed upright on the floor.



Timed Task 2 & 3 – Hose Hold and Drag

Participant must hold the hose for 60 secs on 800 kpa. They will then be instructed to drag the hose to the designated marker, (20 metres away) the pump operator will slowly turn the branch on, timed for 60 secs then turn branch off, then directed to the Victim rescue. This is a strenuous activity



Timed Task 4 – Victim Rescue

Drag 70 kg dummy, around a specified course for a distance of 60 meters.



Timed Task 5 – Beam Walk

Walk along beam to the end and back, without falling off. If the applicant falls off, they must restart this task. There is no limit as to how many times a person falls off.

Timed Task 6 – Hose Coupling Test

From a selection of couplings on the ground, connect the couplings to the other couplings on the board. All couplings must be coupled correctly to the other couplings and must be hand tight prior to moving to the next task.



Timed Task 7 – Ladder Climb

Climb to the top of a 464 ladder (approximately 10 metres) and step off onto a landing.