



FIRE DEPARTMENT
900 Second Street
Alexandria, Virginia 22314-1395

Phone (703) 838-4600
Fax (703) 838-5093

Adam K. Thiel
Fire Chief

October 8, 2009

Dear Applicant:

This letter contains important information. Please read the entire document.

Thank you for applying for the position of Firefighter/Rescuer I with the City of Alexandria Fire Department. Based upon an initial screening of your application, I am pleased to inform you that you are eligible for the next phase of the recruitment process, which is the administration of a basic reading and mathematical skills test. You have been scheduled to take the test on **Saturday, October 24th, at 1:00 p.m.** at the George Washington Middle School, 1005 Mount Vernon Avenue, Alexandria, Virginia, 22301-1707. Parking is in the rear of the school in the large parking lot. The test entrance will be clearly marked, and Fire Department staff will be in the parking lot to direct you.

The validation of applicant registrations for the test, presentation of an overview of required documentation, presentation of an overview of the recruitment process, and the actual administration of the test will take approximately four hours. **YOU MUST BE ON TIME.** Under no circumstances will late arrivals be admitted.

To register for the test, please RSVP to this email address by October 21, 2009.

To be admitted to the test, you must present a driver's license or other proper photo identification.

To aid you in preparing for the test, we have posted a Study Guide at our website, www.alexandriava/fire. The Study Guide includes representative questions from each of the sections covered in the written test. The Study Guide is a copyrighted document and is only to be used by applicants as a reference. Please **do not** bring the Study Guide to the written test.

Please note two attachments to this letter. Attachment A, the "Blue Sheet," lists documentation and actions for which you will be responsible if you intend to proceed through the Firefighter/Rescuer 1 recruitment process. We will discuss Attachment A in more detail during the October 24, 2009, written test session. **Please note that the "Blue Sheet" documentation must be submitted to the Fire Department by November 2, 2009.** Attachment B provides a schedule of all steps in the recruitment process. Please note that you will not proceed to the next step of the process unless you are selected to do so. We are providing you with this schedule so that you can plan your calendars accordingly. We will discuss Attachment B in more detail

during the October 24, 2009 testing session.

If you have questions during any phase of the selection process, you may contact the Fire Department's Recruitment Manager at (703) 706-3940 ext.233 and leave a clear and audible message with your name, phone number, question, and/or a brief description of the nature of your call. You can also e-mail us at FireRecruitment@alexandriava.gov.

Sincerely,

Gary Tobias
Recruitment Manager

Attachments