

California Joint Apprenticeship Committee Recruitment Resources for Participating Departments

California Firefighter Joint Apprenticeship Committee (Cal-JAC)

Website: CalJAC.org / [Video](#)

Cal-JAC is a trusted and established leader in innovative, standardized training programs for Cal-JAC apprentices and firefighters throughout California. Cal-JAC has more than three decades of experience partnering with our departments and local unions to build a highly qualified, well-trained and diverse firefighting workforce. Since its inception, one of Cal-JAC's missions has been to help our departments recruit a diverse candidate pool. This mission continues today and is the focus of the recruitment division of Cal-JAC.

Firefighter Candidate Testing Center (FCTC)

Website: FCTCOnline.org / [Video](#)

FCTC is a subsidiary of Cal-JAC and was established as a pathway to assist with pre-employment testing. FCTC offers Entry Level Firefighter Written testing and Candidate Physical Ability (CPAT) testing. FCTC's written tests and CPAT are job specific and fully validated ensuring candidates have passed two of the key requirements to be considered for employment. This standardization of testing ensures a fair and reliable process and relieves fire agencies of conducting these tests themselves. In addition to pre-employment testing, FCTC offers an effective recruitment tool through our Statewide Eligibility List (SEL). The SEL can be used at no charge by active Cal-JAC departments. It is a candidate's "mini" resume that lists their Written Test score, date of CPAT completion, validated certifications they possess and job experience as a paramedic and/or EMT. This list can be used in multiple ways and can be thought of as one of an agencies' minimum qualifications to apply their department.

Cal-JAC Pre-Apprenticeship EMT Academy

Website: CalJACAcademy.org / [Video](#)

Cal-JAC's Pre-Apprenticeship EMT academy partners with fire agencies to recruit a diverse pool of candidates that reside within their communities. Targeted to groups who have financial hardship, the academy is offered at no charge and offsets transportation and childcare costs. All items needed for the academy are provided by Cal-JAC and include uniforms, books, laptops, required immunizations, and background checks. The Cal-JAC Academy provides an opportunity to qualifying cadets to earn their Emergency Medical Technician (EMT) course completion certificate as the first step toward a career in the fire service. Graduating cadets complete the Candidate Physical Ability Test (CPAT), and FCTC's Entry-Level Firefighter Written Test. Once additional minimum qualifications are met, cadets are added to FCTC's Statewide Eligibility List, which is used by fire departments throughout California as part of their hiring process.

Cal-JAC Recruitment Toolkit

Google Drive: [Cal-JAC Recruitment Toolkit](#)

Cal-JAC's Recruitment Toolkit was developed to assist Cal-JAC's departments with tools designed to enhance your recruitment efforts. Accessed through Google Drive, you will find a y variety of resources including:

- The do's and don'ts of creating and maintaining a social media profile
- Crafting effective social media content
- Sample social media posts
- Short videos, banners, and electronic recruitment brochures

- FCTC talking points, sample language for hiring announcements and Statewide Eligibility List highlights

Cal-JAC Recruitment Workshop

Web address: [Recruitment Workshop](#) / [Video](#)

Cal-JAC's Biennial Recruitment Workshop brings together labor, management, and HR personnel in a cooperative environment. The workshop focuses on sharing successful outreach techniques and provides an open forum to share ideas, discuss fire agency goals, and lay the groundwork for Cal-JAC to compile and share best practices in recruitment with our participating departments.

Collectively, attendees develop the tools to modernize the ways in which we think about, locate, and retain candidates. There is no cost for a Cal-JAC department to attend this workshop; however, attendees' participation must be approved by their fire chief and/or labor president.

Cal-JAC Firefighter Career Expos

Web address: [Firefighter Career Expos](#) / [Video](#)

Cal-JAC's annual Firefighter Career Expos are one of the most well attended recruitment events of the year. Held in Sacramento, Livermore, South El Monte and San Diego at our FCTC Centers, they attract 400+ diverse candidates at each location. Attendees range from those new to exploring the fire service and candidates well on their way to a career as a future firefighter. To boost attendance and diversity, Cal-JAC conducts a targeted social media campaign, receives local news coverage, and provide busses for high schools who cannot afford to transport their students to the event. We also ask our departments and locals to post the registration link for the event on their home page.

The Expos are family friendly and a barbecue lunch is provided at no cost to all who attend. The candidates get an insider's perspective on what it takes to become a firefighter, try out the CPAT events, get valuable experience with FCTC's mechanical reasoning props, learn how to prepare for FCTC's Firefighter Entry Level Written Test and get a look at "A Day in the Life of a Firefighter."

There would be no Expo without our departments' participation. We appreciate and are impressed with the recruiters' enthusiasm for the event and the positive interaction with the hundreds of candidates they speak to throughout the three (3) hour event.

Cal-JAC Commission to Recruit Women for the Fire Service

Web address: [Women's Commission](#) / [Video](#)

Established in 2005, the Cal-JAC's Commission to Recruit Women for the Fire Service is comprised of active and retired firefighters from all ranks and varying sized departments in order to get to a diverse perspective on developing programs designed specifically to increase the number of women added to the ranks of California's Fire Departments. Cal-JAC's Commission take a proactive and positive approach and one of its first and ongoing programs was to mentor women to successfully pass the CPAT. The commissioners appear regularly on our "Becoming a Firefighter" social media channels, they developed a mentoring program for the retention of women hired, partnered with fire agencies to hold Meet-and-Greets (see below), and attend career fairs and "girls" firefighting camps throughout the state. They work diligently to boost interest and to educate girls and women of all backgrounds about the firefighting profession and all the opportunities that are available in this rewarding career. Labor and management are represented on the Commission, reflecting the partnership at the heart of the Cal-JAC's mission.

Mentorship Meet-and-Greets

Eventbrite: [Sample Meet-and-Greet Invite](#)

Cal-JAC's Women's Commission host "Meet-and-Greets" four times a year and provide the opportunity to partner with fire departments throughout the state to help women successfully navigate the process of becoming a professional firefighter. Meet-and-Greets shed light on what station life is really like for women in the fire service, provide insight on the realities women face on calls that can last from several hours to several days, and clarity on the CPAT, Written Testing or Oral Interview Preparation process. The relaxed setting is a tremendous opportunity for women to access invaluable insight and connect with a firefighter who will mentor and guide them throughout their journey.

Flyers

To receive the following recruitment resources [CLICK HERE](#)

- [Do You Have What It Takes?](#) – This brochure gives future candidates a general overview of how to prepare for a career in the fire service.
- [If You Can Do This...](#) - This flyer targets women active in outdoor activities and organized sports.
- [Cal-JAC Roadmap](#) – An eye-catching flyer that shows a concise pathway to the fire service. It can also be printed as a pull-up banner. Please contact [Firefighters Print and Design](#) for a quote.
- [Veteran's Recruitment Flyer](#) – A flyer designed to recruit veteran's and show them the nexus between their military service and a career in the fire service.
- [Career Fair Brochure](#) - A brochure designed for fire department's to provide to their recruiters to give them tips on preparing for attending career fairs.
- [FCTC Candidate Brochure](#) – Information for candidates on how to get their career as a firefighter started with FCTC.
- [Mechanical Reasoning Props](#) – A brief description of the mechanical reasoning props available for candidates at our FCTC sites. The props help prepare them for the mechanical reasoning portion of the FCTC written test.
- [FCTC written test online study guide](#) – This study guide helps to prepare candidates for the FCTC written test.