

# Travis County



## Emergency Services District #1

### Employment Application

Serving Jonestown, Lago Vista & Point Venture

# IMPORTANT

PLEASE ENSURE THIS FIRE APPLICATION PACKET CONTAINS THE FOLLOWING:

Hiring Process and Instructions

Qualification Sheet

Required Documentation Sheet

Application for Firefighter Packet

- General Information Section
- Experience / Education Section
- Employment History Section
- Military Background Section
- References Section

Authorization and Release to Obtain Information Sheet

If one or more items are missing, please contact a Travis County Emergency Services District #1 Human Resources Department staff member at 512-267-3586 for assistance. They are also available to answer any questions about the application and the hiring process.

**Carefully read all instructions!**

# Hiring Process / Instructions

The Fire Department hiring process is a four (4) step process.  
Applications are accepted at any time.

## Step I

### **SUBMIT APPLICATION PACKET**

- Complete the Firefighter Application Packet.
- Provide required documentation.

Maintain a complete copy of the application for your records and submit the application packet in person or by mail to:

Travis County Emergency Services District #1  
18300 Park Dr.  
Jonestown, TX. 78645  
(512)-267-3586

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### **APPLICATION INFORMATION**

Applicants who successfully complete Steps I, II and III of the hiring process will be placed on a eligibility list for a period not to exceed one (1) year. Once on the eligibility list, no further notification will be sent to an applicant unless they have been selected for continuation in the process. It is the applicant's responsibility to reapply after expiration if they choose.

### **EXPIRATION SCHEDULE**

The following application expiration schedule is contingent upon the applicant's successful completion of each steps of the hiring process.

Example: Applications received by January 1st will expire on January 1st of the following year.

### **IMPORTANT INFORMATION**

Make sure that you complete all sections of the application completely, accurately and legibly. The application will be used as a part of the overall application process and should represent your best effort. You may be subject to disqualification for making any misstatements, omitting information, failing to complete tasks, not meeting appointments, or failing to follow procedures.

## Step II

### **PRE-EMPLOYMENT TESTING PROCEDURE AND SCHEDULING**

Once the application is received by Travis County Emergency Services District #1, the applicant is notified by mail to schedule their pre-employment testing. The applicant must attend all pre-employment tests in the period of their application acceptance.

Pre-Employment testing begins at 08:30am on the scheduled date. Any adjustments to this schedule must be approved by Travis County Emergency Services District #1

Applicants should make plans to be at the testing location for up to eight (8) hours. Out of town applicants should make travel arrangements and overnight accommodations accordingly. If an applicant is unable to attend on their scheduled date/time they must call Travis County Emergency Services District #1 at least three (3) days in advance at (512)-267-3586 in order to be allowed to reschedule.

Any applicant that fails to show up for their scheduled pre-employment test will be disqualified from the application process and their application will automatically expire. Travis County Emergency Services District #1 test proctors shall have the authority to permit or deny the participation of any applicant that is late for any scheduled pre-employment test and the decision of the Travis County Emergency Services District #1 proctor is final.

### **PRE-EMPLOYMENT TESTS**

The Job Task Simulation Test (JTST) begins at 08:30am on the scheduled date. If the candidate has successfully passed the Candidate Physical Agility Test (CPAT) and has received a card that is in date, that will be honored and the candidate will move on to the next section of the process.

The Written Exam will be given immediately after the Job Task Simulation Test (JTST) and only to those that have satisfied the requirements and passed the Job Task Simulation Test (JTST) (If Applicable).

## **THE JOB TASK SIMULATION TEST (JTST)**

The Job Task Simulation Test (JTST) consists of a series of task oriented events related to the fire service, and is designed to assess a candidate's ability to perform the tasks required of a firefighter. The candidate will complete the course while wearing a bunker coat, helmet, gloves, and SCBA (no mask). The candidate will not be breathing air and has a time limit of Eight (8) minutes to complete the course.

- The candidate will begin from a pre-designated starting box at the front of the fire apparatus and the time will start when the candidate moves from that box and proceeds to station 1.
- Station 1: The candidate walks over and picks up the nozzle to advance a charged 1 3/4" hose line and advances the hose 80 feet to a box marked on the ground and lays the nozzle in the box and walks to station 2.
- Station 2: The candidate picks up and carries a K-12 and chainsaw from a box marked on the ground and walks 50 feet around a cone and back returning the tools to their starting position while maintaining control the whole time. The candidate shall then walk to station 3.
- Station 3: The candidate picks up the provided sledgehammer and strikes the tire 20 times during 30 second time frame and returns the sledgehammer to its starting location. The candidate shall then walk to station 4.
- Station 4: The candidate removes the roof ladder from the engine, moving it 50 feet to a designated point and ladders the building. Then lowers the ladder returning and remounting the ladder to the engine. The candidate shall then walk to station 5.
- Station 5: The candidate will pick up the end of a looped 50' section of 1 3/4 hose attached to a tire and drag the tire 50 feet to a designated line. The candidate shall then walk to station 6.
- Station 6: The candidate will pick up a high rise pack on the ground and carries it to the second floor landing and lays the high rise pack at a designated point on the second floor. The candidate then grabs the rope attached to the railing and hoist a 50' section of rolled 3" fire hose using a hand over hand method until the knot passes the railing then lowering the hose roll back down using a hand over hand method. The candidate then picks back up the high rise pack and walks it back downstairs placing it back at its starting location and then walks to station 7.
- Station 7: The candidate will then drag a 175 pound dummy 50 feet to a designated line. Time stops when the dummy crosses the line

## **JTST DISQUALIFICATION**

The applicant must successfully complete all stations, to proceed to the next portion of the process. The applicant's application will expire if any of the following occurs during the Job Task Simulation Test (JTST):

- Candidate drops the nozzle during Station 1 instead of laying it down in the box
- Candidate drops the K-12 and/or chainsaw during Station 2
- Candidate does not maintain a grip on the sledgehammer and loses control of it
- Candidate does not maintain control of the ladder and/or drops the ladder
- Candidate does not use the hand over hand method to lower the hose roll back down and lets the rope slide through the hands.
- Candidate does not complete all stations in their entirety
- Candidate does not complete all stations within the time allotted

## **WRITTIN EXAM**

The written exam is administered by Travis County Emergency Services District #1 staff members or persons certified to administer the written exams. Applicants that successfully achieve a passing score of 70% will be eligible to participate in the interview process.

## **EXAM MATERIAL**

The written exam is comprised of sections that help assess the candidate's ability to solve simple mathematics, read and comprehend and problem solve. There are also sections that test the candidate's fire and medical knowledge.

## **EXAM DISQUALIFICATION**

Applicants that do not achieve a passing score will not be eligible to move ahead to the interview process. Travis County Emergency Services District #1 will notify those applicants not eligible for an interview by mail and their application will expire on the date of the notification.

### **Step III**

#### **APPLICANT INTERVIEWS**

Applicants that successfully complete all pre-employment tests will be notified by mail to schedule an appointment for an interview. Applicant interviews occur once a year, and any adjustments to this schedule must be approved by Travis County Emergency Services District #1 staff.

#### **INTERVIEW BOARD**

Applicants will be interviewed by members of the Travis County Emergency Services District #1 Interview Board. The Interview Board shall include, but not limited to, the Fire Chief, an Officer from each shift and a member from Human Resources. Applicants who successfully complete the interview process will be placed on the eligibility list to be pulled from when a position becomes available.

### **Step IV**

#### **SELECTION PROCESS AND CONDITIONAL OFFER OF EMPLOYMENT**

When a position becomes available, the Fire Chief or an appointed member of the department will notify each candidate, starting at the top of the eligibility list, by phone to extend a conditional offer of employment.

If an offer is extended, it will be contingent on three (3) conditions.

- Favorable background check
- Successfully passing a drug test
- Successfully passing a medical examination

Once an applicant completes all conditions, then a final job offer will be given to the candidate to become a member of Travis County Emergency Services District #1.

**Steps I – IV may be subject to change without prior notice and may not apply to all positions.**

# REQUIREMENTS AND QUALIFICATIONS

## Education and Experience

- High School Diploma or equivalent
- No previous experience is required.

## Certifications and Licenses:

- Certified Firefighter with the Texas Commission on Fire Protection at time of employment (If Applicable).
- Certified Texas Department of State Health Services (TDSHS) Emergency Medical Technician Basic (EMT-B) or higher at time of employment (If Applicable).
- Valid Texas Class B Driver's License within one (1) month of employment

## Other Requirements:

- Must be at least 18 years old or older
- Be authorized to work in the United States
- Ability to react quickly and calmly in emergencies and to direct the work of subordinates in emergency situations.
- Ability to use, operate and care for fire-fighting equipment.
- Ability to plan, supervise and coordinate the work of others.
- Maintains knowledge of maps and locations of streets, fire hydrants and response routes.
- Maintains knowledge of the mechanical principles involved in the efficient operation of fire apparatus and equipment.
- Ability to gain physical strength and agility sufficient to perform prolonged and arduous work under adverse conditions.
- Is required to attend and successfully perform during the fire department's mandatory physical fitness program.
- Must be able to work a rotating shift schedule with regular and predictable attendance.



# Required Documentation

- Complete and Signed Application
- High school Diploma or GED, If Applicable
- College Transcripts, If Applicable
- Copies of all Certifications, If Applicable
- Copy of Front & Back of Valid Driver's License
- DPS Criminal History & Driving Records

## Instructions for Obtaining DPS Records

You may obtain your criminal history and driving records from the Texas Department of Public Safety Headquarters Building at 108 Denison (Behind Highland Mall), Monday to Friday during normal business hours. You will receive either a fingerprint card with a verification stamp or a printed record. If you are provided a printed record, *do not separate the pages*. You will also receive a computer printout with your driving record. Submit these in a sealed envelope marked on the front with your name and "Criminal and DPS Record".

**Records submitted with separated computer printouts will not be processed.**

# Application for Employment

**Response is required for all questions, use N/A if not applicable**

It is the policy of Travis County Emergency Services District #1 to hire and promote the best-qualified individual(s) available. To this end, no person shall be refused employment, denied promotion or assignment, discharged or otherwise discriminated against or given preference in any aspect based on race, gender, religion, age, political affiliation, national origin, sexual orientation, physical or mental disability, genetic information, or any other non-job related factor, except when certain physical and mental requirements are a bona-fide occupational qualifications.

**IN AN EFFORT TO MAINTAIN A SAFE AND HEALTHY WORKPLACE, ALL APPLICANTS CONSIDERED FOR EMPLOYMENT ARE TESTED FOR DRUGS.**

This application must be completely filled out. You may print (Black ink only) or type. If a question does not apply to you, print or type "N/A" in the blank. Incomplete applications will not be considered. If the space provided is not sufficient, use a separate sheet of paper. All statements on this form are subject to investigation or verification by Travis County Emergency Services District #1.

## **Position Applying For:**

**Full Time Paid Firefighter/EMT**

**Part Time Paid Firefighter/EMT**

**Stipend Firefighter/EMT**

**Response is required for all questions, use N/A if not applicable**

**Personal Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

Driver's License#: \_\_\_\_\_ D.L. State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell/Pager: \_\_\_\_\_

Email Address: \_\_\_\_\_

I, \_\_\_\_\_, understand failure to complete this application completely, accurately, and legibly will eliminate me from further consideration.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# General Information Section

**Response is required for all questions, use N/A if not applicable**

Are you at least eighteen (18) years of age? YES      NO

Have you applied with the Travis County ESD #1 before? YES      NO  
**[If yes, in the space below, provide the date(s) of all previous application submittals]**

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Do you have any relatives currently employed by Travis County ESD 1? YES      NO  
**[If yes, fill out the information below, and if you have multiple relatives, use the back of this sheet]**

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Name / Relationship / Position / Title

Do you have the legal right to work in the United States? YES      NO

Will you relocate if the job requires it? YES      NO

Will you travel if the job requires it? YES      NO

Will you work overtime if required? YES      NO

Have you been convicted of any crime in the past 10 years? YES      NO

Have you ever been arrested or pled "guilty" or "no contest" to, or been convicted of any crime that is a permanent disqualifier by the TCFP or TDSHS? YES      NO

If YES to the last two questions, please provide date(s) and details.

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Have you ever had your drivers license suspended or revoked? YES      NO  
 If YES please explain:

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List all moving violations within the past five (5) years.

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# Disqualifiers

Certain offenses will prevent an individual from being employed with Travis County ESD 1. Any person that has been convicted of, placed on deferred adjudication community supervision, or deferred disposition for any of the criminal offences listed below are **NOT** qualified to obtain or maintain an EMS certification and/or TCFP Fire Certification and is therefore disqualified from employment:

1. **Murder** [Texas Penal Code Section 19.02]
2. **Capital Murder** [Texas Penal Code Section 19.03]
3. **Indecency with a child** [Texas Penal Code Section 21.11 (a)(1)]
4. **Aggravated Kidnapping** [Texas Penal Code Section 20.04]
5. **Aggravated Sexual Assault** [Texas Penal Code Section 22.021]
6. **Aggravated Robbery** [Texas Penal Code Section 29.03]
7. **Substance abuse offences, as described in the Health and Safety Code, Chapter 481, for which punishment is increased under:**
  - a. **Health and Safety Code, §481.140, regarding the use of a child in the commission of an offence; or**
  - b. **Health and Safety Code, §481.134(c), (d), (e) or (f), regarding an offence committed within a drug free zone, if it is shown that the defendant has been previously convicted of an offence for which punishment was increased under one of those subsections;**
8. **Sexual Assault** [Texas Penal Code Section 22.011]

# Experience / Education

**Response is required for all questions, use N/A if not applicable**

Type	Name, Address, City, State	Dates	Graduated	Degree	Major/Minor
High School(s)			<b>Y / N</b>		
			<b>Y / N</b>		
College/ Universities/ Technical Schools			<b>Y / N</b>		
			<b>Y / N</b>		
			<b>Y / N</b>		
			<b>Y / N</b>		
Others			<b>Y / N</b>		

If you did not graduate from high school, have you passed the General Educational Development (GED) test?

If yes, when and where did you complete the GED? YES      NO

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Describe any special skills, accomplishments, training or experience (not described elsewhere in this application) which you feel are relevant to the fire service.

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Have you ever been associated with an emergency service organization? If so, explain your involvement, i.e. shifts, types of calls, amount of training, etc.

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While in school or at previous employment, have you participated in activities which are directly related to the position of firefighter? If so, explain.

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List all pertinent certifications and dates received: [Examples: Firefighter I, Firefighter II, EMT, Rescue Technician, Hazardous Materials, etc.]

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Have you ever been associated with any community organizations? If so, explain your involvement, i.e. shifts, types of calls, amount of training, etc.

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## Employment History

**Response is required for all questions, use N/A if not applicable**

Provide your employment history beginning with your present or most recent employer and list all positions held including, part-time, summer and significant volunteer experience, for the past 10 years. Details of any period of unemployment must be included. If more space is needed to complete this section, print additional copies of page 16 and add them to the application.

Have you ever been fired or asked to resign from a job? YES NO

If YES please explain:

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<b>Employment History</b>					
Starting with your most recent employer, provide all previous employment					
Employer	Telephone #	Month	Year	Month	Year
		Dates Employed	/	to	/
Compensation (Starting)					
Street Address	City	State	Hourly	Salary	\$ per
Starting job title/Final job title			Compensation (Ending)		
			Hourly	Salary	\$ per
Why did you leave?					
Summarize the type of work performed and job responsibilities.					
What did you like most about your position?					
What were the things you liked least about the position?					

<b>Employment History</b>					
Starting with your most recent employer, provide all previous employment					
Employer	Telephone #	Month	Year	Month	Year
		Dates Employed	/	to	/
Compensation (Starting)					
Street Address	City	State	Hourly	Salary	\$ per
Starting job title/Final job title			Compensation (Ending)		
			Hourly	Salary	\$ per
Why did you leave?					
Summarize the type of work performed and job responsibilities.					
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Employer	Telephone #	Month	Year	Month	Year
		Dates Employed	/	to	/
Compensation (Starting)					
Street Address	City	State	Hourly	Salary	\$ per
Starting job title/Final job title			Compensation (Ending)		
			Hourly	Salary	\$ per
Why did you leave?					
Summarize the type of work performed and job responsibilities.					
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Starting with your most recent employer, provide all previous employment					
Employer	Telephone #	Month	Year	Month	Year
		Dates Employed	/	to	/
Compensation (Starting)					
Street Address	City	State	Hourly	Salary	\$ per
Starting job title/Final job title			Compensation (Ending)		
			Hourly	Salary	\$ per
Why did you leave?					
Summarize the type of work performed and job responsibilities.					
What did you like most about your position?					
What were the things you liked least about the position?					

# Military Background

Response is required for all questions, use N/A if not applicable

Have you ever served in the U.S. Military? YES NO

[The following questions only apply if you answered YES]

Branch of service \_\_\_\_\_

Dates of active service \_\_\_\_\_

Highest rank held \_\_\_\_\_

Rank upon discharge \_\_\_\_\_

Was your discharge honorable? YES NO  
[If no, explain?]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you presently a member of the National Guard or any other military reserve unit? YES NO

List Reserve Unit, location, and describe your obligation.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your major duty assignment(s) while on active duty.

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While in the military, did you take any courses that directly relate to the position of firefighter? (Explain)

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List any special awards or achievements awarded during your military service.

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# References Section

List at least three persons who are not related to you, and who have knowledge of your work, character and ability. Do not repeat the names of supervisors included in the Employment History Section of this application. Provide the complete phone numbers including area code. Attach any additional references to application package.

Reference 1.

Name:	Relationship:		
Phone:	Years Known:		
Address:	City:	State:	Zip:

Reference 2.

Name:	Relationship:		
Phone:	Years Known:		
Address:	City:	State:	Zip:

Reference 3.

Name:	Relationship:		
Phone:	Years Known:		
Address:	City:	State:	Zip:

Reference 4.

Name:	Relationship:		
Phone:	Years Known:		
Address:	City:	State:	Zip:

## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I authorize Travis County Emergency Services District #1 to conduct a personal background investigation in connection with my application for employment. I fully understand that all information gained from such investigation is confidential and will be released only to authorized persons in the employment process. I further waive all rights to inspection or review of any information compiled pursuant to my application for employment.

This investigation may include information from educational institutions, physicians, and/or medical records, insurance companies, police and/or court records, Department of Motor Vehicle Records, listed personal references and/or developed references, previous employers and/or present employer and other appropriate sources. Additionally, this information may include results of background investigations and psychological evaluations as well as information related to substance abuse.

I agree to give any further information which may be required and hereby certify that there are no willful misrepresentations, omissions or falsifications in any of the applications and/or documents furnished for the position and/or answers to questions. I am aware that should an investigation disclose any willful misrepresentation, omissions or falsifications, my application may be rejected or if already employed, my employment terminated.

I understand that Travis County Emergency Services District No. 1 is an Equal Employment Opportunity (EEO) employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or eliminating any application from consideration for employment based on race, sex, age, religion or national origin or any basis prohibited by applicable Texas local, state or federal law.

If I am hired, I understand that I am free to resign at anytime, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at anytime. This application does not constitute an agreement or contract for employment. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the forgoing express language are valid unless they are in writing and signed by the Travis County Emergency Services District No. 1 Fire Chief.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (I) eliminate me from further consideration for employment, or (II) may result in my immediate discharge from the employers service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

