



# TARRANT COUNTY EMERGENCY SERVICES DISTRICT NO. 1

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4900 River Oaks Boulevard, River Oaks, Texas 76114

## Application for Employment An Equal Opportunity Employer

### PLEASE READ FIRST:

Thank you for your interest in employment with the Tarrant County Emergency Services District No. 1. The application you submit will be reviewed and evaluated based upon the information you have supplied. Failure to answer all questions completely and accurately may mean loss of an employment opportunity.

### CONFIDENTIALITY OF YOUR PERSONAL INFORMATION:

The District respects your privacy. Any data provided during the application process will be used solely for purposes of conducting official business, and will be protected against public disclosure to the maximum extent provided by law. However, under the Texas Public Information Act, all applications whether submitted online or in person become District's records and some information may be subject to disclosure to the public under the provisions of that statute.

### PLEASE FOLLOW THESE INSTRUCTIONS TO COMPLETE THIS APPLICATION:

- The District accepts applications only when a specific employment notice of a job vacancy is posted.
- The District will only consider complete applications. You must provide all requested information, including your signature.
- You may submit a resume in addition to your application, but resumes may not substitute for a completed application.
- Your application will be reviewed after the posted deadline, as noted on the employment opportunity notice.
- The District will contact (either by telephone or e-mail) the applicants selected for a personal interview and/or post offer testing. All other applicants may not receive any additional notice.
- If you wish to be considered for future positions, you must submit a new application for each position.

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4900 River Oaks Boulevard, River Oaks, Texas 76114

## Employment Application

| APPLICANT INFORMATION   |                              |   |                    |
|---|------------------------------|---|--------------------|
| Last Name   |                              | First                                       | M.I. Date          |
| Street Address  |                              | Apartment/Unit #                            |                    |
| City  |                              | State                                       | Zip Code           |
| Phone   |                              | E-mail Address                              |                    |
| Date Available  | Last Four Digits of Your SSN |   | Desired Salary Per |
| Position Applied For  |                              | Are you at least 18 years of age?<br>Yes No |                    |
| Do you have any relatives who work for the City of Richland Hills?  |                              | Driver's License No./State                  |                    |
| Name  | Department                   | Operator's Chauffeur's                      |                    |
| Name  | Department                   | Commercial                                  |                    |
| Have you ever been employed by the District?  |                              | If so, when?                                |                    |
| In what position?   |                              |   |                    |
| United States citizens or aliens who are legally entitled to work in the United States are eligible for employment. If hired, can you submit documentation verifying your identity and legal right to work in the United States?<br>Yes No  |                              |   |                    |
| Have you ever been convicted of a crime other than a Class C Traffic Offense? A conviction does not automatically disqualify you from employment. The District will consider the offense for which you were convicted, the circumstances surrounding the conviction, and the date of conviction as important factors in making its hiring decision. Give all facts and dates:<br>Yes No |                              |   |                    |
| EDUCATION   |                              |   |                    |
| High School   |                              | Address                                     |                    |
|   |                              | Did you graduate?                           | Yes No Degree      |
| College   |                              | Address                                     |                    |
| From  | To                           | Did you graduate?                           | Yes No Degree      |
| Other   |                              | Address                                     |                    |
| From  | To                           | Did you graduate?                           | Yes No Degree      |
| Other   |                              | Address                                     |                    |
| From  | To                           | Did you graduate?                           | Yes No Degree      |
| REFERENCES (Please list three professional references.)   |                              |   |                    |
| Full Name   |                              | Relationship                                |                    |
| Company   |                              | Phone                                       |                    |
| Address   |                              |   |                    |
| Full Name   |                              | Relationship                                |                    |
| Company   |                              | Phone                                       |                    |
| Address   |                              |   |                    |
| Full Name   |                              | Relationship                                |                    |
| Company   |                              | Phone                                       |                    |
| Address   |                              |   |                    |

| PREVIOUS EMPLOYMENT (last 10 years of employment history; Add information on additional sheets of paper if necessary) |                    |                    |  |
|---|--------------------|--------------------|--|
| Company   |                    | Phone              |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? Yes No   |                    |                    |  |
| Company   |                    | Phone              |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? Yes No   |                    |                    |  |
| Company   |                    | Phone              |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? Yes No   |                    |                    |  |
| MILITARY SERVICE  |                    |                    |  |
| Branch  |                    | From To            |  |
| Rank at Discharge   |                    | Type of Discharge  |  |
| If other than honorable, explain  |                    |                    |  |
| SKILLS/CERTIFICATIONS   |                    |                    |  |
| Do you speak any foreign languages? Yes No Which one(s)?  |                    |                    |  |
| Special Skills/<br>Training   |                    |                    |  |
| Computer Skills/Software  |                    |                    |  |
| Licenses/ Certification   |                    |                    |  |
| Remarks   |                    |                    |  |

| PREVIOUS EMPLOYMENT   |                    |                    |  |
|---|--------------------|--------------------|--|
| Company   |                    | Phone              |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference?      Yes      No |                    |                    |  |
| Company   |                    | Phone              |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference?      Yes      No |                    |                    |  |
| Company   |                    | Phone              |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference?      Yes      No |                    |                    |  |
| Company   |                    | Phone              |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference?      Yes      No |                    |                    |  |
| Company   |                    | Phone              |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference?      Yes      No |                    |                    |  |



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## DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in denial of employment or termination following employment.

Signature

Date

## AUTHORIZATION FOR BACKGROUND AND REFERENCE RELEASE

I understand and hereby authorize the District to conduct verification and/ or investigations including, but not limited to

- Criminal history
- Credit (if applicable)
- Driving record
- Character
- Employment history
- Job-related investigations
- General reputation
- Qualifications
- Education

as are necessary to determine my background and qualifications for employment. I authorize schools, persons, previous employers, and other organizations to provide the District with any and all information about me and release any such schools, persons, previous employers and other organizations or individuals from any and all liability for damages of whatever kind which may result to me, including but not limited to, claims for negligence, which they might otherwise incur as a result of disclosing the information. I understand that this information is for the sole use of the District and will not be released to third parties without the consent of the applicant.

Having read and understood the above statement, I give my full consent to the above and allow the District the right to fully Investigate.

Signature

Date

## APPLICANT STATEMENT

I understand that the District complies with the requirements of the Immigration Reform and Control Act of 1986 and that the District will hire only United States citizens and aliens who are authorized to work in the United States. I understand that all new employees who do not present the required documentation within three days of their hire date will be terminated.

The Tarrant County Emergency Services District No. 1 is committed to providing a safe, efficient and drug-free work environment. I understand that if offered employment with the District I will be required to take a post offer physical examination to determine fitness to perform essential job-related functions of the position and urinalysis drug test. Depending on the position, I may be subject to a credit history check, driving record check, criminal history review, polygraph examination and psychological evaluation.

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The Tarrant County Emergency Services District No. 1 does not discriminate on the basis of disability in the admission, access to, or treatment of employment. I understand that applicants for employment may request any reasonable accommodation to assist in the employment application or interview process. Questions or requests should be directed to Human Resources, 4900 River Oaks Blvd., River Oaks, Texas 76114.

I certify that I have read, fully understand and accept all terms of the Applicant Statement.

Signature

Date



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## Applicant Data Record Equal Employment Opportunity Employer

Applicants are considered for all positions they have applied without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability. The District complies with government regulations. To help us comply with government record keeping, reporting and other legal requirements, please complete the information requested below. We appreciate your cooperation. This data will be kept in a Confidential File separate from the Application and will not be used in the selection process.

| Tarrant County Emergency Services District No. 1 is an Equal Opportunity Employer |                                 |                       |                     |                        |
|---|---------------------------------|-----------------------|---------------------|------------------------|
| Position applied for:   | Type of Job:                    | Full-time             | Part-time           | Temporary<br>Permanent |
| Last name:  | First                           | M.I.:                 |                     | Date:                  |
| Street Address:   |                                 |                       | Apartment/Unit #:   |                        |
| City:   | State                           |                       | Zip Code:           |                        |
| Gender:   | DOB:                            |                       | Age:                |                        |
| Highest Level of Education Completed:   | 9-12 Grade                      | High School/ GED      | Trade School        | Some College           |
|   | Associate's                     | Bachelor's            | Master's            | Doctorate              |
| Check if any of the following are applicable:                                     | Vietnam Era Veteran             | Disabled Veteran      | Disabled Individual |                        |
| Race/Ethnicity  | Asian/Pacific Islander          | Black                 | Two or More Races   |                        |
|   | American Indian/ Alaskan Native | Hispanic or Latino    | Other               |                        |
| How did you hear about this position?   | Newspaper                       | City Website          | TML                 | School                 |
|   | City Employee                   | Employment Agency/TWC | Other               | Other Website          |