Travis County



Emergency Services District 1
Employment Application

Thank you for your interest in employment with Travis County ESD 1. This application form is an important step in a process that will allow the District to select a qualified individual for employment. It is very important that you complete the form accurately and completely. Print legibly or type your application.

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 disqualifier.

In an effort to maintain a safe and healthy workplace, all applicants considered for employment will be subject to drug testing.

The selection process is designed to be fair to all applicants. Applicants for some positions may undergo written testing and/or oral interviews depending on the position. Applicants who are selected to proceed will be notified by telephone as to the date and time of the next step in the process.

Travis County ESD 1 may reject an applicant or terminate an employee for falsifying an employment application at any time after the falsification is discovered. Omission of pertinent information with the intent to conceal a fact is considered a falsification.

Travis County ESD 1 reserves the right to abandon the application process at any time and to re-advertise for new or additional applicants. If an advertisement for a position includes a return deadline for applications, no application will be accepted after the deadline. Applicants returning an application packet by mail should mail early to insure arrival by the deadline.

Travis County ESD 1 assumes no liability for delays in delivery by the U.S. Postal Service or other parcel delivery service.

If you have any questions regarding the application process or require assistance in completing this application, please contact the Office of the Fire Chief at 512-267-3586 between the hours of 0800 - 1700 Monday-Thursday. Please submit your completed application and required documents to **Jesus Uranga** at **juranga@traviscoesd1tx.gov**

Application Requirements

You must meet the following minimum requirements to apply for this job.

Required Education and Experience:

- High School Diploma or equivalent.

Required Certifications (one of the following):

1. Firefighter (FF) & Paramedic (EMT-P) from the Texas Commission on Fire Protection (TCFP) and Certified Texas Department of State Health Services (TDSHS)
2. Basic Structural Firefighter from TCFP and Emergency Medical Technician (EMT) from TDSHS
3. Paramedic (EMT-P) from TDSHS

Other Requirements:

- Must be at least 18 years old or older.
- Valid Texas Class B Driver's License
    - Must acquire within 1 year of employment
- Be authorized to work in the United States.
- Must be able to read and write English.
- 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.
- Maintain 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.
- Must refrain from using tobacco for the duration of employment.

Once the application is received by Travis County Emergency Services District #1, the applicant will be contacted and advised of the process for advancement.

Written Exam (if applicable):

- The written exam is administered by Travis County ESD 1 staff members or people certified to administer the written exams. Applicants that successfully achieve a passing score of 70% will be eligible to participate in the Physical Agility.
    - The written exam consists of sections that help assess the candidate's ability to solve simple mathematics, reading comprehension, and problem solving. There are also sections that test the candidate's fire and medical knowledge.

Physical Agility:

- The physical agility will consist 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.

Any applicant that fails to show up or is late for their scheduled pre-employment testing will be disqualified from the application process.

Travis County ESD 1 Application
Application and Personal History Statement

Applicant's Name: _____

Important! Read these Instructions Carefully

These instructions are provided as a guide to assist you in properly completing your Application and Personal History Statement. IT IS ESSENTIAL THAT THE INFORMATION BE CORRECT AND COMPLETE!

Your Application and Personal History Statement will be used as the basis for a background investigation that will determine your eligibility for the position for which you are applying.

1. Your Application and Personal History Statement should be typewritten if possible. (This is a fillable form)
2. Answer all questions completely. If a question does not apply to you, enter "N/A" in the space provided
3. Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is correct and in sequence, before you begin
4. You are responsible for obtaining correct addresses (including zip codes). If you are not sure of an address, check it by personal verification. Your local library may have directory service or copies of the required directories. Include the area code on all telephone numbers
5. If there is insufficient space on the Application and Personal History Statement form, attach extra sheets. Be sure your name is on the page and reference the relevant section and question the information which refers to.

Your failure to complete this document accurately and thoroughly may result in the rejection of your application. Any misstatement or misrepresentations, including omitted information, given in the Application and Personal History Statement or interview(s) may result in the rejection of your application and/or immediate termination, without right of appeal, unless subject to an appeal pursuant to the Department's Personnel Rules.

If you have any questions regarding the required information, you may reach the administrative offices from 0800 - 1700 Monday through Thursday by calling (512) 267-3586. Please submit your completed application with all supporting documents (See page 6 of application) to **Jesus Uranga** at **juranga@traviscoesd1tx.gov**

Attach copies (not originals) of the following documents to your completed Application and Personal History Statement:

1. Driver's License (For Identification Purposes Only) and Social Security Card
2. Copy of High School Diploma or Equivalency Certification and/or College Diploma
3. Licenses and/or proof of certification
4. DD214
5. Training documentation

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

To obtain your Texas DPS criminal and driving records, follow these steps using the provided links:

- To access your criminal record visit https://publicsite.dps.texas.govConvictionNameSearch/
- Create an account and search the database for your name
- Search credits cost $3.00 each with a 2.25% fee per credit plus a $0.25 transaction fee for each order.
- To access your driving records visit https://order.dpsrecords.com
- Order a Type 3A (Certified Complete Driving History) record
- You may choose your type of delivery method
- Pay the necessary fees: $29.95 for Type 3A record plus delivery fees
- Submit both your criminal history and driving history documents in a sealed envelope marked on the front with your name and "Criminal and DPS Record"

Please select the position in which you are applying for:

☐ Full Time Firefighter / Paramedic
Currently holds both TCFP Basic Structural Firefighter and TSDHS Paramedic certifications

☐ Full Time Paramedic
Currently does not hold TCFP Basic Structural Firefighter, but shall work towards said certification, as per terms of hire

☐ Full Time Firefighter / EMT Basic
Currently holds both TCFP Basic Structural Firefighter and TSDHS EMT certifications

Information provided in this section is used for identification purposes only and will not be used against you in the employment process.

Name: _____
Last *First* *Middle*

Other Names Used: _____
Maiden, Adoption, Etc.

Home Address: _____
Street Name *City* *State* *Zip*

Home Phone No.: _____

Cell Phone No.: _____

Social Security No.: _____ Are you legal to work in the U.S. (Y/N)? ____

Driver's License: _____
Number *State of Issue* *Expiration Date*

Email Address: _____

Educational History

High School

School Name	Location (City/State)	Dates Attended	Did you graduate?

College

College Name	Dates Attended	Credit Hours	Degree Type

Previous Employment

- ☐ Full Time
- ☐ Part Time
- ☐ Temporary
- ☐ Seasonal

Employer: _____

Employer's Address: _____

Employer's Phone No.: _____

Employment began on _____ Ended on _____
Date *Date*

Name of Co-Worker: _____

Position held with company / duties and responsibilities:

Title: _____

Duties / Responsibilities:

_____

_____

_____

_____

_____

Time in position(s): _____

Did you receive job performance evaluations while at this company (Y or N)? _____

Name of final supervisor: _____

Are you eligible for rehire (Y or N)? _____

Reason for leaving this position: _____

Previous Employment (Continued)

- ☐ Full Time
- ☐ Part Time
- ☐ Temporary
- ☐ Seasonal

Employer: _____

Employer's Address: _____

Employer's Phone No.: _____

Employment began on _____ Ended on _____
Date *Date*

Name of Co-Worker: _____

Position held with company / duties and responsibilities:

Title: _____

Duties / Responsibilities:

_____

_____

_____

_____

_____

Time in position(s): _____

Did you receive job performance evaluations while at this company (Y or N)? _____

Name of final supervisor: _____

Are you eligible for rehire (Y or N)? _____

Reason for leaving this position: _____

Previous Employment (Continued)

- ☐ Full Time
- ☐ Part Time
- ☐ Temporary
- ☐ Seasonal

Employer: _____

Employer's Address: _____

Employer's Phone No.: _____

Employment began on _____ Ended on _____
Date *Date*

Name of Co-Worker: _____

Position held with company / duties and responsibilities:

Title: _____

Duties / Responsibilities:

_____

_____

_____

_____

_____

Time in position(s): _____

Did you receive job performance evaluations while at this company (Y or N)? _____

Name of final supervisor: _____

Are you eligible for rehire (Y or N)? _____

Reason for leaving this position: _____

Previous Employment (Continued)

- ☐ Full Time
- ☐ Part Time
- ☐ Temporary
- ☐ Seasonal

Employer: _____

Employer's Address: _____

Employer's Phone No.: _____

Employment began on _____ Ended on _____
Date *Date*

Name of Co-Worker: _____

Position held with company / duties and responsibilities:

Title: _____

Duties / Responsibilities:

_____

_____

_____

_____

_____

Time in position(s): _____

Did you receive job performance evaluations while at this company (Y or N)? _____

Name of final supervisor: _____

Are you eligible for rehire (Y or N)? _____

Reason for leaving this position: _____

Military Service

Have you registered with selective service? _____ If so, when? _____

Have you ever been a member of any branch of the U.S. Armed Forces (Y/N)? _____

Branch of Service: _____ Highest Rank Obtained: _____

Induction date: _____ Discharge date: _____

Type of Discharge: _____

A dishonorable discharge is not an absolute bar to employment and other factors will affect the decision to hire or not to hire a civilian candidate. Officer candidates must have an honorable discharge or serve under honorable conditions to be considered for employment.

Awards:

_____ _____
Award Type *Date*

_____ _____
Award Type *Date*

_____ _____
Award Type *Date*

Special Schools / Training:

_____

_____

_____

Have you ever been reduced in rank (Y/N)? ____

Reason: _____

While in the military service, were you ever arrested for an offense, which resulted in a trial by captain's mast, or by summary, special or general court-martial (Y/N)? ____

If yes, give date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident.

Charge: _____ Date: _____
Results: _____

Military Service (Continued)

Charge: _____ Date: _____
Results: _____

Last duty station and name of commanding officer:
_____

Are you currently a member of a U.S. Reserve or National or State Guard organization (Y/N)? ____

Branch of service: _____ Grade and Service #: _____

Are you: Inactive or Standby? _____

Organization / Station / Unit and Location: _____

Miscellaneous Information

List your professional work-related memberships in groups, associations, or clubs:

Official Name of Organization	Type (Trade, Business, or Job-Related)	Office(s) Held	Dates of Membership

Community Activities:

_____

_____

_____

_____

Awards, Commendations or Items of Special Recognition:

_____

_____

_____

_____

Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to do or which require further explanation (Y or N)? _____

If yes, explain: _____

_____

_____

Miscellaneous Information (Continued)

If you are fluent in a foreign language, indicate, in each area, your degree of fluency (excellent, good, and fair).

Language	Reading	Speaking	Understanding	Writing

List any other special skills or qualifications you may possess.

_____
_____
_____
_____

Special Qualifications and Skills

List any special licenses you hold (pilot, radio operator, scuba, etc.) showing licensing authority, original date of issue, and date of expiration.

_____
_____
_____
_____

List any other specialized machinery or equipment which you can operate.

_____
_____
_____
_____

Is there anything that would prevent you from fully performing the duties of a firefighter, including working weekends, holidays, evenings, or at night?

_____
_____
_____
_____

Personal References

List four (4) persons who you know well enough to provide current information about you. **Do not list relatives or past/present employers.**

Name: _____ Occupation: _____

Home Address: _____
Street Name *State* *Zip*

Phone #: _____ Years Known: _____

Briefly describe your relationship with this person:

_____

_____

_____

Name: _____ Occupation: _____

Home Address: _____
Street Name *State* *Zip*

Phone #: _____ Years Known: _____

Briefly describe your relationship with this person:

_____

_____

_____

Name: _____ Occupation: _____

Home Address: _____
Street Name *State* *Zip*

Phone #: _____ Years Known: _____

Personal References (Continued)

Briefly describe your relationship with this person:

_____

_____

_____

Name: _____ Occupation: _____

Home Address: _____

Street Name *State* *Zip*

Phone #: _____ Years Known: _____

Briefly describe your relationship with this person:

_____

_____

_____

Accuracy of Information

I have reviewed each page to make sure all parts are correct and complete. I understand that my eligibility will be based on the information contained on this application. I also understand that the Travis County ESD 1 is an at-will employer and that this document is not an offer of employment nor does it constitute an employment contract.

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions.

I am fully aware that any such misinterpretations, omissions, or falsifications will be grounds for immediate rejection of my application, or if hired, termination of my employment.

_____

Signature of Applicant *Date*