

Hollywood Park Fire Department seeks Firefighter/EMT-B

Position Description: Firefighters perform firefighting and rescue work, controlling and extinguishing fires using a variety of specialized equipment and techniques, evacuating persons from areas of danger, and performing emergency treatment. Work includes inspecting residential and commercial buildings for fire hazards and violations of the Fire Code, and instructing the public on the principles of fire prevention. Work is performed under the general supervision of a shift officer. This is a shift work position (24/48).

Position Requirements:

- High School diploma or equivalent
- Certified by the Texas Commission on Fire Protection as a Firefighter Basic or higher at time of application
- Certified by the Texas Department of State Health Services as a EMT-B or higher at time of application
- Must have NIMS 100, 200, 700, and 800 certifications
- Minimum of a Class "B" driver's license or able to obtain within the probationary period of employment
- No felony convictions, DWI, drug related offenses, family violence, or crimes of moral turpitude. All misdemeanors will be reviewed.
- Acceptable driving record (NO MORE THAN 5 TRAFFIC RELATED ISSUES IN THE PAST 3 YEARS)
- Must pass pre-employment background check, health physical, and drug screen

Starting Salary and Benefits:

- Starting salary is \$40,835.00 a year
- TMRS retirement at 6% with city 1 ½ to 1 match
- Health, Dental, & Vision Insurance
- Paid Vacation
- Paid Sick Leave
- 14 Paid City Holidays
- Longevity Pay
- Paid Fire and EMS CE
- Certification Pay for Intermediate or higher Fire and EMS certifications

Application Deadline:

- Applications will be accepted until Friday September 1, 2017 at 5:00 pm

Additional Information:

- **All testing phases will be conducted at 2 Mecca Dr. Hollywood Park, TX 78232**
- **The written exam will be given on Thursday September 7, 2017 at 8:00 am**
- **ALL APPLICANTS MUST PRESENT A Valid STATE ID FOR ENTRY INTO THE EXAM, any applicants arriving after 8:00 am will not be admitted into the test.**
- **Written and Physical ability test will be conducted on September 7, 2017**
- The testing process will consists of three phases:
 - Phase one will be a written exam
 - Phase two will be a physical exam
 - Phase three will be an oral interview

- Applicants shall bring clothing suitable for physical ability testing and interview
- Applications may be obtained from the Town of Hollywood Park City Hall located at 2 Mecca Dr. Hollywood Park, TX 78232 or from the web at www.hollywoodpark-tx.gov
- **APPLICATIONS WILL NOT BE MAILED TO APPLICANTS**
- All applications must include copies of:
 - Current Driver's License
 - Current Texas Commission of Fire Protection certifications
 - Current Texas Department of State Health Services certifications
 - NIMS 100, 200, 700, and 800 certifications
 - A DD214 is required for all prior military service.
- **Applications will be considered incomplete unless all instructions have been followed, any applicants who turn in an incomplete application will be ineligible.**

Background Investigations: Hollywood Park Department of Public Safety will verify candidates qualifying credentials in such areas as resident checks, employment, education, military experience, arrests, civil actions and gross negligence. On the application, the applicant is required to list three personal references, whom cannot be former employers or relatives.

The following may be cause for automatic rejection of an applicant:

- Military dishonorable discharge from any branch of the U.S. Military Service
- Documented evidence of misconduct or disciplinary action in the military service (regardless of the type charge)
- Multiple discharges from employment, or documented disciplinary action
- Conviction for any felony or serious crime
- Conviction for misdemeanor may be cause for rejection
- Misleading and /or false information supplied by applicant to background investigators or administration.
- Patterns of violence towards other persons
- Evidence of alcoholism or drug abuse
- Any attempts at deception

Application For Employment

The Town of Hollywood Park is an Equal Opportunity and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

(PLEASE PRINT) Complete the entire application. You may attach a resume, but you must still complete all questions.

Position(s) Applied For		Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____
Last Name	First Name	Middle Name
Address	Number	Street
	City	State
		Zip Code
Telephone Number(s)		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If Yes, give date _____

Have you ever been employed with us before? Yes No
If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available to start work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write

	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
2. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
3. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
4. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

<p>List professional, trade business or civic activities and office held. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.</p> <hr/> <hr/> <hr/>

Additional Information

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills: Check Skills / Equipment Operated

<input type="checkbox"/> CRT	<input type="checkbox"/> Fax	Production/Mobile	
<input type="checkbox"/> PC	<input type="checkbox"/> Lotus 1-2-3	Machinery list:	Other (list) :
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Wordperfect	_____	_____
<input type="checkbox"/> Word	<input type="checkbox"/> Outlook	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. YES NO

References

1.	_____	_____
	Name	Phone #

	Address	
2.	_____	_____
	Name	Phone #

	Address	
3.	_____	_____
	Name	Phone #

	Address	

Applicant's Statement

NAME: _____

POSITION: _____

DATE: _____

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date.

I authorize the Town of Hollywood Park to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment.

I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of the Town of Hollywood Park serve at-will, and the employment relationship may be terminated at any given time by either party, or any or no reason, other than a reason prohibited by law.

If employed, I will be required to furnish proof of eligibility to work in the United States. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits eligible basis, I understand that I would be required to make mandatory contributions to the Texas Municipal Retirement System. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.

I understand that the first SIX MONTHS of regular employment represent a provisional period during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Positions(s) Applied For Is Open: YES NO

Arrange Interview: YES NO

Remarks: _____

Employed: YES NO Date of Employment: _____

Job Title: _____ Hourly Rate/Salary: _____

Department: _____

By: _____ Date: _____

Notes: _____
