

CITY OF NEDERLAND CIVIL SERVICE COMMISSION

ENTRANCE EXAMINATION NOTICE (TLGC 143.024)

Job Title:	Entry Level Firefighter (Regular Full Time)						
Department:	Fire Department						
City Classification:	Regular Full Time	FLSA Classification:			Non-Exempt (Hourly)		
Pay Rate: (Based on 2756 hours per year)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	\$20.89	\$21.95	\$23.03	\$24.18	\$25.40	\$26.65	\$28.00
	\$57,572.84	\$60,494.20	\$63,470.68	\$66,640.08	\$70,002.40	\$73,447.40	\$77,168.00
At the Chief's discretion, newly hired Fire Fighters having one (1) or more years of experience as a full-time paid fire fighter in the state of Texas in a municipal or emergency services district department may begin at a higher level up to and including Level 5.							
Application Period:	March 1, 2023 – March 17, 2023 at 5:00pm						
Open To:	The Public						
Written Examination:	Date: March 29, 2023 Time: 5:30pm Location: Homer Nagel Public Safety Complex 1400 Boston Avenue Nederland, Texas 77627						
Eligibility List Period:	March 1, 2023 – March 1, 2024 (Note: The eligibility list is effective for this twelve month period or until all applicant names have been referred to the Fire Chief, whichever occurs first.)						

This position is open to each person who makes proper application and meets all eligibility requirements. A completed application and all required documents must be received by the Human Resources Office no later than the closing date/time listed above. Applications may be picked up in the Human Resources Office or by downloading a copy from the City's website at www.ci.nederland.tx.us.

In accordance with the *City of Nederland Substance Abuse Policy*, all applicants are hereby advised:

“Any applicant tentatively selected for this position will be required to submit to testing to screen for illegal drug use prior to employment. Employment in the position will be contingent upon a negative drug test result.”

The City of Nederland is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, political affiliation veteran status or any other unlawful basis.

The City of Nederland is in compliance with the Americans with Disabilities Act. If you have an established disability as defined in the Americans with Disabilities Act and would like to request a reasonable accommodation when applying, testing, or interviewing for a City of Nederland position, please contact the Human Resources Office.

Holly Guidry, Human Resources Director/Director of Civil Service
City of Nederland
207 N. 12th Street, P. O. Box 967, Nederland, TX 77627
(409) 723-1501 Telephone, (409) 723-1550 Facsimile

Posted at City Hall Lobby and Civil Service Commission Office:

March 1, 2023 at 9:00am

CITY OF NEDERLAND
APPLICATION INSTRUCTIONS FOR ENTRY LEVEL FIREFIGHTER EXAM

☐ **Welcome**

Thank you for your interest in employment with the City of Nederland. We would like to take this opportunity to explain our application and hiring process. We encourage you to apply for positions that match your qualifications.

☐ **Acceptance of Applications**

Applications are being accepted until the closing date. Your education and experience must match the minimum qualifications identified in the application packet. All applications for specific positions are screened for minimum qualifications by the Personnel Office. Only applications that meet all minimum qualifications and include proper documentation will advance to the next phase of the process. After the closing date, all applicants will receive a letter from the Personnel Office regarding either the acceptance or rejection of their application. Applicants whose applications are accepted will receive a letter containing further instructions regarding the next phase of the process.

☐ **How to Apply**

The Personnel Office of the City of Nederland is located at 207 N. 12th Street in Nederland, Texas and posts all civil service notices. To apply for consideration, you must complete a City of Nederland "Employment Application" and return it directly to the Personnel Office prior to the closing date listed on the exam notice. All applications must be submitted either in person or by mail to City of Nederland, Personnel Office, P. O. Box 967, Nederland, TX 77627. We cannot accept applications by e-mail or facsimile since the last page of the application, "Authorization and Release Form," requires an original signature for our files.

☐ **How to Obtain an Employment Application**

Employment applications may be obtained through the Personnel Office or by printing off an application from the City's website: www.ci.nederland.tx.us

☐ **How to Complete the Employment Application Form - Applications will be accepted March 1, 2023 – March 17, 2023 at 5:00pm**

IMPORTANT!

Your application must be hand printed legibly in ink by you and no other person. Neatness and legibility are important! Please do not bind your application. You may attach additional pages to record additional job histories and other information, if necessary. Applicants must complete all blanks accurately and completely, or enter a notation as to why the blanks are incomplete. Answer all questions completely. If a question does not apply to you, enter "N/A" in the space provided. **You are responsible for obtaining correct names, addresses (including zip codes) and telephone numbers (including area codes).** If you are not sure of an address or telephone number, check it by personal verification.

Applicants must sign both the "Authorization and Release Form" and "Disclosure

Authorization and Consent Form” attached to the back of the Employment Application; otherwise, the application may be disqualified. Résumés will *not* be accepted in lieu of a completed application, but may be attached.

Required documentation, such as photocopies of transcripts or certificates, must be included with the application; otherwise, the application may be disqualified. Incomplete applications may be grounds for disqualification.

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Selection Process

The selection process may include the following procedures: formal written application, written examination, physical assessment test, oral interview panel, substance and/or alcohol screening, medical evaluation, psychological evaluation, drivers record check, criminal history check, and background check.

Application

After the closing date, all applicants will receive a letter from the Personnel Office regarding either the acceptance or rejection of their application. Applicants whose applications are accepted will receive a letter containing further instructions regarding the written examination.

Written Examination

The written examination is scheduled for 5:30 p.m. on Wednesday, March 29, 2023 at the Homer Nagel Public Safety Complex located at 1400 Boston Avenue, Nederland, Texas 77627. The written examination will be based on a maximum grade of 100 percent, determined entirely by the correctness of the answers to the questions. The exam assesses the knowledge, skills, abilities and personal characteristics necessary for success as a firefighter. **The written exam administered by the City of Nederland is an entry level exam and no prior fire training or experience is assumed of candidates taking the written exam.**

Though not required to successfully complete the written examination, an Entry Level Firefighter Candidate Study Guide for IPMA-HR Series of Tests is available for purchase. A study guide informational sheet is included in this application packet for your review and consideration.

The minimum passing grade is 70 percent, and each applicant must pass the written examination in order to be placed on the eligibility list. This numeric score is weighted as 50% of the total points earned during the selection process. Applicants placed on the eligibility list will be referred to the Work Readiness Assessment.

Work Readiness Assessment (WRA)

The Work Readiness Assessment will be based on a pass or fail system. Each applicant must successfully complete a 7-Event Work Readiness Assessment in order to remain on the eligibility list. The physical assessment test will be administered at **9:30 a.m. on Friday, March 31, 2023 at the Port Neches Fire Department located at 606 Magnolia Avenue, Port Neches, Texas 77651.**

Oral Interview

Applicants remaining on the eligibility list will be scheduled for an interview at a later date. Interviews will be conducted by a panel and each applicant will be given a numeric score based on selected interview questions and criteria set forth by the City. This numeric score is weighted as 50% of the total points earned during the selection process. Once the written examination scores and interview scores have been calculated, a ranking order is derived and a job offer is extended to the top ranking applicant pending successful completion of the remaining phases of the selection process. Official job offers are extended only by the Personnel Office.

☐ **Equal Employment Opportunity**

The City of Nederland is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, sexual orientation, political affiliation, veteran status, age, disability or any other unlawful basis.

☐ **Accommodations Due to Disability**

Reasonable accommodations for applicants with disabilities will be made upon request to the Human Resources Department.

☐ **Contact**

Thank you again for your interest in employment with the City of Nederland. If you have any questions or concerns, please contact the Personnel Office at:

Holly Guidry, Human Resources Director/Director of Civil Service
City of Nederland
207 N. 12th Street - P. O. Box 967, Nederland, TX 77627
(409) 723-1501 Telephone, (409) 723-1550 Facsimile
E-mail: hguidry@ci.nederland.tx.us
Office Hours: 8:00 a.m. - 5:00 p.m., Monday through Friday

ATTACHMENTS:

Job Posting
Position Classification Plan (Minimum Qualifications)
Proposed Pay Plan
Employee Benefits Summary
Entry Level Firefighter Candidate Study Guide information
Work Readiness Assessment (WRA) information
Employment Application
Required Documents Check List

**CITY OF NEDERLAND
POSITION CLASSIFICATION PLAN**

Class Title: Firefighter

Department: Fire

FLSA: Non-Exempt

DESIRED MINIMUM QUALIFICATIONS

To be eligible for hire, an applicant shall meet all of the following requirements. The date certified as eligible is the closing date of applications, **5:00 p.m. on Friday, March 17, 2023.**

1. Must be at least 18 years of age on the date of the written examination.
2. Must not be past 36th birthday by date certified as eligible.
3. Be a high school graduate or have passed a GED test indicating a high school graduation level.
4. Not have been convicted of a felony offense as defined by the *Texas Civil Statutes*, Article 4413 (29aa), Section 8,A(c).
5. Be examined by a licensed physician and be declared in writing to be physically sound and free from any defect which may adversely affect the performance of the duties of a firefighter.
6. Be examined by a licensed psychologist and be declared in writing to be in satisfactory psychological and emotional health to be a firefighter.
7. Be interviewed personally prior to appointment by a panel of individuals as designated by the Director and the City Manager.
8. Must be able to read, write and speak English fluently.
9. On the date certified as eligible, must be certified by Texas Commission on Fire Protection, or have completed, by closing date, all required courses of a state-approved Fire Academy and be eligible for basic structural certification.
10. Must hold, on the date certified as eligible, at least an Emergency Care Attendant certification as issued by the Texas Department of Health.
11. Must hold, on the date certified as eligible, a valid Texas drivers license and be eligible to test for a Texas Class B Exempt (non CDL) drivers license. At time of hire, applicant will be required to obtain a permit within forty-five (45) days of employment and the license within ninety (90) days of employment as a condition of continued employment

- 12 . Must have minimum vision of 20/100 either or both eyes correctable to 20/20 binocular.
- 13 . Must have hearing within normal limits.
- 14 . Be of good moral character.
- 15 . Be a United States citizen.
- 16 . Successfully complete all required testing procedures.

DOCUMENTS WHICH MUST BE ATTACHED TO APPLICATION

Applicants must submit clean, clear copies of the following documents with application:

- 1 . High school education diploma or GED equivalent.
- 2 . College transcript, if applicable.
- 3 . Texas Commission on Fire Protection certification (or provide date the applicant is expected to test and receive certificate if currently enrolled in a fire academy).
- 4 . Texas Department of Health Emergency Care Attendant certification.
- 5 . Texas drivers license, at minimum a Class B Exempt (non-CDL). Applicants who do not hold, at minimum, a Class B Exempt (non-CDL) will remain eligible as long as they attach proof of passing the written portion of the Class B Exempt (non-CDL) examination by the date certified as eligible. At time of job offer, the selected applicant will be escorted in a City fire truck to take the driving portion of the examination prior to hire; passing the driving portion is a condition of hire.
- 6 . Current vehicle insurance liability card.
- 7 . Birth certificate.
- 8 . Social security card.
- 9 . Letters of recommendation or commendation.
- 10 . DD 214, if applicable. An applicant for the position of firefighter must provide to the Civil Service Director on the date of the examination an undeleted copy of his/her DD 214 form which shows; (1) active military service in the Armed Forces of the United States for a minimum of 180 consecutive days, and (2) an honorable discharge, in order to receive five (5) points in addition to his/her passing score on the written examination. General discharges under honorable conditions or any other discharges are ineligible to receive military points.

ADDITIONAL INFORMATION

1. An applicant who has served as an active member of the Nederland Volunteer Fire Department for 12 consecutive months immediately prior to the date certified as eligible shall receive five (5) points in addition to his/her passing score on the written examination.
2. The selected applicant, upon hire, is subject to all eligibility and rules of employment set forth by federal, state and local laws, as well as the policies, rules and regulations of the City of Nederland, Nederland Fire Department, and Civil Service Commission.

CITY OF NEDERLAND PROPOSED PAY PLAN

Job Title:	Fire Fighter						
FLSA Classification:	Non-Exempt (Hourly)	City Classification:		Regular Full Time			
BASE SALARY FOR FISCAL YEAR 10/01/22 - 09/30/23							
	New Hire	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
Level	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Hourly Rate	\$20.89	\$21.95	\$23.03	\$24.18	\$25.40	\$26.65	\$28.00
Annual Conversion*	\$57,572.84	\$60,494.20	\$63,470.68	\$66,640.08	\$70,002.40	\$73,447.40	\$77,168.00
*Annual conversion is for reference purposes only and is based on 2,756 hours per year.							
At the Chief's discretion, newly hired Fire Fighters having one (1) or more years of experience as a full-time paid fire fighter in the state of Texas in a municipal or emergency services district department may begin at a higher level up to and including Level 5.							
LONGEVITY PAY							
In addition to base pay, \$4.00 per month for each year of service to the City of Nederland.							
CERTIFICATE PAY* FOR FISCAL YEAR 10/01/22 – 09/30/23							
TYPE	PER MONTH			ANNUAL CONVERSION			
Intermediate	\$160.00			\$1,920.00			
Advanced	\$250.00			\$3,000.00			
Master	\$310.00			\$3,720.00			
Arson Investigator	\$200.00			\$2,400.00			
SHIFT DIFFERENTIAL PAY							
Not applicable to this job title.							
ADDITIONAL PAY* FOR FISCAL YEAR 10/01/22 – 09/30/23							
TYPE	AMOUNT			ANNUAL CONVERSION			
Nederland Residency – Own	\$125.00/Month			\$1,500.00			
Nederland Residency – Rent	\$75.00/Month			\$900.00			
Voluntary Physical Fitness Incentive	Up to \$550.00 Semi-Annually			Up to \$1,100.00			
*Additional pay criteria are detailed in the Collective Bargaining Agreement negotiated between the City of Nederland and the International Association of Fire Fighters Local 3339							

CITY OF NEDERLAND
EMPLOYEE BENEFITS SUMMARY – FIREFIGHTER DISCLAIMER (09-2022)

The statements contained in this summary are highlights intended to serve only as general information concerning various employment matters as they now exist at the City of Nederland. Employment matters, including compensation and employee benefits, are governed by applicable Federal, State, or local laws, regulations or judicial decisions, and any errors or misrepresentations in this summary are subordinated to Federal, State, or local laws, regulations or judicial decisions. An employment-at-will relationship exists between the City of Nederland and its employees, and nothing set forth in this summary is intended to create, or shall be construed as creating, either an express or an implied contract of employment for a definite or indefinite period.

☐ **About the Nederland Fire Department**

The City of Nederland Fire Department consists of one (1) Fire Chief, one (1) Assistant Fire Chief, three (3) Fire Captains, and twelve (12) Fire Fighters, and serves a population of approximately 17,500. The Fire Fighters are subject to the Civil Service and Collective Bargaining statutes of the *Texas Local Government Code*, Chapters 143 and 174 respectively.

☐ **Compensation**

Base Pay

A major objective of the City's salary administration program is the encouragement, through the opportunity for financial recognition and reward, of higher levels of employee motivation, morale, effort and productivity. Each job title is assigned a fixed base rate of pay.

Longevity

In addition to base pay, employees receive \$4.00 per month for each year of service to the City of Nederland

Certificate Pay

Certificate pay is awarded for the highest level of certificate held, as indicated on the attached "Proposed Pay Plan." Certificate pay is negotiated pursuant to Chapter 174 of the *Texas Local Government Code*.

Shift Differential

Fire Fighters do not receive shift differential.

Work Period and Overtime Provisions

Fire Fighters and Fire Captains currently work under the *Fair Labor Standards Act* (FLSA) Section 7(k) alternative work schedule based on a 19 day work period, with 1 Kelly day during each work cycle in order that the maximum hours worked per cycle equals 144 hours. The weekly number of non-overtime hours under the Section 7(k) exemption is 53 hours, resulting in a work year of 2,756 regular hours. The work schedule consists of 2 consecutive

12 hour shifts on, and 4 consecutive 12 hours shifts off (24 hours on, 48 hours off).

General Salary Increases

Wages are negotiated pursuant to Chapter 174 of the *Texas Local Government Code*.

Probationary Period

New hires are subject to a 12 month probationary period pursuant to Chapter 143 of the *Texas Local Government Code*.

Pay Step Increases

Based on satisfactory performance evaluations, Fire Fighters are eligible to receive pay step increases as illustrated on the attached "Proposed Pay Plan" and in accordance with the Collective Bargaining Agreement. The step increases will be documented on an "Employee Status and Wage Report", a copy of which will be placed in the employee's payroll envelope during the payroll period in which the step increase is awarded.

☐ **Retirement System**

Upon hire, employees are eligible to participate in the Texas Municipal Retirement System (TMRS) (www.tmr.org) plan. TMRS was established in 1948 and is administered in accordance with the *Texas Municipal Retirement System Act* (Texas Government Code, Title 8, Subtitle G). Each TMRS participating city has its own retirement plan provisions within the general framework of the Act. A summary of some of the City's current provisions are as follows:

BENEFIT	DESCRIPTION	OPTION ADOPTED
City matching ratio	The City of Nederland matches your deposits and interest at a rate chose by the City of Nederland. The City's matching funds are held in the City's TMRS account until you retire. The only way to get the City's matching funds is to retire from TMRS and receive a monthly payment.	2 (City) to 1 (Employee)
City contribution rate	This rate is set annually by TMRS based on actuarial assumption changes.	7.17% (Effective 01/01/2023)
Employee contribution rate	Each month, the City withholds 7% of your gross monthly salary and deposits the money in a TMRS account in your name. These are your member deposits, which are tax-deferred. This means that are not subject to federal income tax until they are paid back to you in the form of a refund or a monthly retirement benefit.	7% of your gross salary, tax deferred
Vesting requirement	Vesting means you have worked enough years and established enough service credit to meet the minimum length-of-service requirement for retirement. Once vested, even if you leave City employment, you may leave your deposits with TMRS and retire with a TMRS retirement benefit when you reach age 60.	10 years

Retirement eligibility	At retirement, your member deposits and the interest earned are combined with the City's matching funds and other credits granted. TMRS then calculates a monthly retirement benefit based on these amounts, the interest they will earn, an estimate of your remaining life expectancy at retirement, and other factors.	10 years service, at least age 60 or 20 years service, at any age
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Other available options include Updated Service Credit, Military Service Credit, Buy-Back Provision, and Restricted Prior Service Credit.

☐ Insurance Benefits

Regular Full Time employees are eligible for insurance benefits. Benefits will become effective on the first day of the calendar month following full-time hire date.

Medical Insurance Plan (Plan Year 07/01/22 - 06/30/23)

The City provides a Medical Plan through BlueCross BlueShield of Texas (www.bcbstx.com). The employee premium is paid in full by the City for the "standard" plan and the "HMO" plan. Employees may select from one of the plans below or choose the HSA plan (information on the HSA plan can be requested from the Personnel Department). Employees may also elect spouse only, children only or family coverage which is paid via semi-monthly payroll deduction.

July 1, 2022 - June 30, 2023			
"Standard PPO Plan"	MONTHLY PREMIUM	EMPLOYEE MONTHLY COST	CITY PAYS
Employee	\$687.39	\$0.00	\$687.39
Spouse only	\$1,624.33	\$529.46	\$1,094.87
Children only	\$1,196.49	\$389.52	\$806.97
Family	\$2,010.41	\$656.45	\$1,353.96

July 1, 2022 - June 30, 2023			
"HMO Plan"	MONTHLY PREMIUM	EMPLOYEE MONTHLY COST	CITY PAYS
Employee	\$623.88	\$0.00	\$623.88
Spouse only	\$1,474.24	\$428.14	\$1,046.10
Children only	\$1,085.93	\$334.46	\$751.47
Family	\$1,824.65	\$513.38	\$1,311.27

Dependents who are not enrolled when the employee is first eligible for enrollment will be considered a "late entrant." Late entrants will only be accepted for coverage during the City's annual open enrollment during June of each year, with changes effective July 1. During the plan year, only certain qualifying events will permit a late entrant to be added at a

time other than open enrollment, such as marriage, birth of a child, or termination of spouse's employment - such adds must be reported within thirty-one (31) days of the qualifying event.

Once insurance benefits become effective, it is the employee's responsibility to notify the Personnel Office of any changes which may affect coverage, such as family status, as well as changes of name, address, and telephone number.

Dental Insurance Plan (Plan Year 07/01/22 - 06/30/23)

The City provides a Dental Plan through BlueCross BlueShield of Texas (www.bcbstx.com). The employee premium is paid in full by the City. Employees may elect spouse only, children only, or family coverage which is paid via semi-monthly payroll deduction.

July 1, 2022 - June 30, 2023			
HIGH PLAN	MONTHLY PREMIUM	EMPLOYEE MONTHLY COST	CITY PAYS
Employee	\$25.31	\$0.00	\$25.31
Spouse only	\$56.51	\$31.20	\$25.31
Children only	\$54.94	\$29.63	\$25.31
Family	\$87.82	\$62.51	\$25.31

July 1, 2022 - June 30, 2023			
LOW PLAN	MONTHLY PREMIUM	EMPLOYEE MONTHLY COST	CITY PAYS
Employee	\$20.18	\$0.00	\$20.18
Spouse only	\$44.66	\$24.48	\$20.18
Children only	\$43.75	\$23.57	\$20.18
Family	\$69.85	\$49.67	\$20.18

Dependents who are not enrolled when the employee is first eligible for enrollment will be considered a "late entrant." Late entrants will only be accepted for coverage during the City's annual open enrollment during June of each year, with changes effective July 1. During the plan year, only certain qualifying events will permit a late entrant to be added at a time other than open enrollment, such as marriage, birth of a child or termination of spouse's employment - such adds must be reported within thirty-one (31) days of the qualifying event.

Once insurance benefits become effective, it is the employee's responsibility to notify the Personnel Office of any changes which may affect coverage, such as family status, as well as changes of name, address, and telephone number.

Long Term Disability Insurance Plan

The City provides a Long Term Disability Policy through Dearborn National. The employee

premium is paid in full by the City.

Life and Accidental Death and Dismemberment Insurance Plan

The City provides a Life and Accidental Death & Dismemberment Policy through Dearborn National. The employee premium is paid in full by the City. The current death benefit is equivalent to twice the employee's base salary rounded to the nearest \$1,000.00, to a maximum of \$200,000.00. For example, an employee who earns a base salary of \$13.43 per hour would receive a death benefit of \$56,000.00. ($\$13.43/\text{hr.} \times 2,080 \text{ hrs./yr.} = \$27,934.40/\text{yr.}$ $\times 2 = \$55,868.80$, rounded to nearest \$1,000.00 = \$56,000.00). For active employees attaining the age 70, the death benefit is reduced to 65% of the amount then currently in force and at age 75, the death benefit is reduced to 50%. Retired employees are eligible for a flat \$10,000.00 death benefit upon retirement.

Voluntary Life and Accidental Death and Dismemberment Insurance Plan

Active employees may purchase additional coverage offered under the Voluntary Life Plan at their own expense, for themselves and eligible dependents. Additional information regarding this voluntary benefit may be obtained by contacting the Personnel Department.

Voluntary Vision Benefits

Active employees may purchase voluntary benefits through United HealthCare (www.uhc.com) at their own expense, for themselves and eligible dependents.

UHC Vision	MONTHLY PREMIUM	EMPLOYEE MONTHLY COST	CITY PAYS
Employee	\$5.17	\$45.17	\$0.00
Family	\$11.11	\$11.11	\$0.00

COBRA and HIPAA Compliance Services

The City provides COBRA and HIPAA compliance services through Flores and Associates (www.flores247.com).

Workers' Compensation

The City provides Workers' Compensation insurance through Texas Municipal League Intergovernmental Risk Pool (www.tmlirp.org). This coverage provides medical and salary continuation payments to employees who receive a bona fide, on-the-job, work related injury.

☐ **Other Benefit Programs**

Social Security

The City of Nederland contributes to the Social Security System on behalf of each employee.

IRS Section 125 Cafeteria Plan

The City provides an IRS Section 125 Cafeteria Plan. A Cafeteria Plan is a benefit plan established by the City which allows each employee to choose from a menu of qualified benefits with the employee cost of selected benefits paid on a pre-tax basis. Examples of qualified benefits are medical and dental insurance plans. If an employee does not

participate in the Cafeteria Plan, then the employee cost of selected benefits will be taxed.

MissionSquare Retirement (formerly ICMA-RC)

Employees may elect to participate in the MissionSquare Retirement (formerly ICMA-RC) (www.missionsq.org). Public employees have a unique opportunity to supplement their retirement income. Employees can invest in a 457 retirement plan through automatic payroll deductions. The payroll deductions are pre-tax contributions. Employee contributions and earnings on them are not taxed while the employee lets them grow since they are retirement savings. This plan is not to be confused with the TMRS plan. The City does not match employee contributions in the MissionSquare Retirement plan. The plan is administered by the City's Director of Finance.

Tuition Reimbursement

Subject to approval by the City Manager, employees who complete a course at an accredited college or university which is related to his/her work at the City of Nederland may be reimbursed for 50% of out of pocket expenses for tuition and books with a grade of C or better. Attendance must not conflict with work hours.

Uniforms and Shoes

Employees holding certain job titles are either furnished or reimbursed for the costs of required uniforms and shoes.

Employee Assistance Program

Employees and their eligible dependents may participate in the Employee Assistance Program, which provides up to five free counseling sessions per eligible individual per problem situation each contract year. The program is confidential, and may be accessed by a telephone call to the provider. The EAP deals with problems such as family/relationship conflict, emotional stress, alcohol and drug abuse, and job related problems, such as stress. It also provides limited legal services. The City's current provider is Interface EAP (www.4eap.com).

Marion and Ed Hughes Public Library

City of Nederland employees are eligible for a free library card. All N.I.S.D. students residing inside and outside of City limits are eligible for free library cards. Employees may access the meeting room under the same guidelines provided to citizens. Call 409-722-1255 for details.

Nederland Recreation Center and Park Grounds

City of Nederland employees may reserve use of certain areas of the Recreation Center and parks grounds for eligible functions. Deposits and fees may be required. Call 409-724-0773 for details.

Doornbos Park Swimming Pool

City of Nederland employees and their eligible family members have free access to Doornbos Park swimming pool during the dates and times the pool is open to the general public. Such access will be granted upon presentation of one of the following:

1. City employees may present their City identification card.
2. Family members of City employees may receive a pool pass free of charge from Parks and Recreation. Each family member requesting a pool pass must appear at the Recreation Center to have their photograph taken for the card.

Access is only for swimming, and does not entitle the holder to free access to other Parks and Recreation facilities which require admission or rental fees for usage, such as racquetball courts, etc.. Call 409-724-0773 for details.

Labor Unions

Employees may elect to join union organizations and set up union dues payments through automatic payroll deduction. The Fire and Police unions are subject to collective bargaining agreements in accordance with the *Texas Local Government Code*, Chapter 174. The Fire Department is subject to Civil Service provisions of the *Texas Local Government Code*, Chapter 143.

☐ **Leave Time**

Vacation Leave

The accumulation of vacation time is based upon the employee's hire date, and upon the amount of service credit which an employee has earned. However, service credit of less than one year does not earn nor accumulate a regular employee any vacation time or right to vacation time on a pro-rata basis. Vacation shall accumulate according to the following schedule:

YEARS OF SERVICE	ANNUAL VACATION	EQUIVALENT DAYS	EQUIVALENT HOURS
1 - 4	2 weeks	Ten - 12 hour days	120 hours
5 - 9	3 weeks	Fifteen - 12 hour days	180 hours
10 - 19	4 weeks	Twenty - 12 hour days	240 hours
20 - 24	5 weeks	Twenty-five - 12 hour days	300 hours
25+	6 weeks	Thirty - 12 hour days	360 hours

Sick Leave

The earning, accumulation, and payment of sick leave is in accordance with Chapter 143 of the *Texas Local Government Code*.

Accrual rate	15 hours per month
Accrual penalty	None
Accrual maximum (ceiling)	Unlimited

Use for family	53 hours per calendar year
Doctors' verification	3 consecutive 12 hour shifts
Payment upon termination	Art. 16, Sec. IX. Upon termination of employment with the City, an employee shall be paid up to 25% of his unused accumulated pre-Civil Service sick leave not to exceed 1008 hours, resulting in a maximum payout of 252 hours. This provision shall not affect the payment of accumulated Civil Service Sick Leave (100%, not more than 90 days).
Sick Day Holiday	Art. 15, Sec. II(A)(5): Any regular employee will receive one (1) additional vacation day, which is equivalent to one (1) twelve (12) hour shift, upon the completion of a perfect attendance record in any one calendar year.

Family and Medical Leave Act

An employee must have at least twelve months service in order to qualify for leave under the Family and Medical Leave Act.

☐ **Holidays**

The following eleven holidays are normally observed as paid holidays: New Year's Day, MLK Day, President's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve, Christmas Day and Employee's Birthday.

New employees are allowed to take their Birthday Holiday during the first year of employment since it is considered a holiday, not vacation. The Birthday Holiday does not necessarily have to be taken on the employee's birth date.

ENTRY-LEVEL FIREFIGHTER CANDIDATE STUDY GUIDE (2ND EDITION)

\$23/booklet (includes 1st Class USPS Postage)

This 71-page study guide is designed to help you, as a firefighter candidate, prepare to take any of IPMA-HR's entry-level firefighter tests.

The goals of this study guide are to:

- Answer frequently asked questions about the test forms. By reading through the answers to the frequently asked questions, you should gain a clear understanding of what each test assesses, the differences between the test forms, and how to get the most out of this study guide.
- Describe the content areas assessed by the test forms, review the different types of questions you will see when taking any of the test forms, and present sample questions for each content area.
- Share basic test-taking tips that may help you improve your overall test performance.
- Provide one 100-question practice test and offer detailed explanations and strategies for answering 25 of the answers to the practice test questions.

*Note that due to the purpose and nature of certain types of test questions, there are two content areas that appear on some of our tests that are not covered in detail in this study guide. These are: **Interests** and **Situational Judgment**.*

This study guide is available exclusively from IPMA-HR. You can order online at:

<http://www.publicsafetycompass.com/study>

Please allow several weeks prior to your scheduled test date to prepare with the study guide. A priority shipping option is available at checkout if necessary.





City of Nederland Fire Department Work Readiness Assessment (WRA)

The City of Nederland Fire Department requires that each Applicant meeting the minimum requirements for a Firefighter position successfully complete a 7-Event Work Readiness Assessment ("WRA") as a condition of employment. Applicants will be eligible to participate in the 7-Event WRA based on successful completion of the entrance exam administered on May 23, 2022. Attendance at the WRA will be limited to City staff/consultants and applicants. The WRA will be conducted despite weather conditions; however, in the event of severe weather in the area at assessment time, applicants are instructed to contact the Personnel Department at (409) 723-1501 for details.

Date: Friday, March 31, 2023
Time: Report promptly at 9:30 a.m.
Location: Port Neches Fire Department
606 Magnolia Avenue
Port Neches, Texas 77651

Instructions: While wearing SCBA, gloves and helmet the Applicant will perform the physical agility test as outlined hereinbelow. Each Applicant will have 10 minutes to successfully complete all of these events in the assessment.

Event 1: High Rise Pack Carry

At the signal to begin evolution, the Applicant picks up and shoulders one 50 foot section of 2.5" high rise pack and carries it to the third floor 4 times. On the fourth ascent they will then drop high rise pack and begin next event.

Event 2: Hose Hoist

From the third floor of the tower standing in a designated area the applicant pulls a rope in a hand-over-hand fashion to hoist one 50 ft section of 2.5" hose over the window rail. They will then lower it in a controlled manner hand-over-hand until the hose reaches the ground. They then proceed down the flight of stairs with the 2.5" high-rise pack on shoulder. Once they exit out of the drill tower they will drop high-rise pack and continue to walk 80 feet around designated cone to the next event.

Event 3: Ladder Raise

The applicant will raise a 24 ft extension ladder onto the drill tower until it is suitable for climbing at a 75 degree angle and will continue to walk 80 feet around designated cone to next event.

Event 4: Hose Pull

The applicant will pull the 2.5" hose, nozzle over the shoulder while walking 50 feet to designated cone. They will then walk 80 feet to next event.

Event 5: Tire Hit

The applicant will hit a tire until it hits designated cone (approximately 1 foot), and then walk 80 feet around designated cone to next event.

Event 6: Tool Carry

The applicant will carry 2 extrication tools 80 feet around designated cone and back to starting point. They will then walk 80 feet around designated cone to next event.

Event 7: Dummy Drag

The applicant will drag dummy 80 feet around designated cone and back to starting point.

Suggestions for Preparing for WRA

- Wear loose fitting and comfortable clothing or athletic attire.
- Wear an athletic style shoe with good grip.
- **Bring your own gloves** (for pulling hose and rope).
- If necessary, wear prescription eyewear or sunglasses.
- Bring your own bottled drink, such as water.
- Bring your own sweat towel.
- If you smoke, try to refrain approximately 30 minutes to 1 hour prior to screening.
- Try to eat something light approximately 30 minutes to 1 hour prior to screening.
- Do not drink ANY alcoholic beverages the day of the testing.

Scoring

Applicants must successfully complete all 7 events in the WRA as instructed in the 10 minutes allotted for completion. Applicants will have only one opportunity to successfully complete the 7 Event WRA. Applicants will receive a pass or fail score on the WRA based on the observations and time keeping of the City's third party WRA proctor, Nick Zumo.

Applicants will be required to successfully complete the 7 Event WRA in order to be placed on the eligibility list and referred to the oral interview panel. The WRA does not carry any weight in the total points earned during the selection process.

Release Form

Applicants will be required to read, understand, and sign a release form prior to administration of the WRA.

Warning

The City of Nederland, its agents, and employees have no method to verify the physical condition of any applicant prior to their taking the WRA. Applicants with known or possible physical conditions of any nature that could be aggravated, or which could endanger their physical welfare are advised to consult with their personal physician prior to taking the WRA or they should withdraw from the test if any known or possible health factor could endanger them on WRA test day.

The City of Nederland, its agents, and employees do not assume any responsibility for an applicant's health condition or the effects that the WRA may have on the applicant.

CITY OF NEDERLAND
EMPLOYMENT APPLICATION (REV. 09/2022)

City of Nederland Personnel Office
P. O. Box 967, 207 N. 12th Street
Nederland, TX 77627
Telephone: (409) 723-1501

DISTRIBUTION:

☐ Dept. Head
☐ Supervisor

Equal access to programs, services, and employment is available to all persons.

Those applicants requiring reasonable accommodation to the employment process should notify the Personnel Office.

Position applied for: Firefighter		Posting date: March 1, 2023				
Referral source: <input type="checkbox"/> -City posting <input type="checkbox"/> -Referred by City employee <input type="checkbox"/> -Internet <input type="checkbox"/> -Called jobs line <input type="checkbox"/> -Newspaper/magazine ad <input type="checkbox"/> -Other Name of source, if applicable: _____						
Last Name (Indicate Jr., Sr., III)		First Name	Middle Name			
If ever known/identified by any other name(s), please list full name(s): _____						
Mailing address:	Street or PO Box	City	State Zip			
Physical address:	Street	City	State Zip			
Telephone numbers: Residence-() Cell-() Alternate-()						
In supporting our effort to go paperless, please list an email address in this section that all correspondence regarding this job opening can be sent to. All contact regarding testing, interviews, etc. will be emailed unless you request otherwise. <input type="checkbox"/> I would like all correspondence to be sent to the email address listed below: Email address: _____ <input type="checkbox"/> I do not have internet access and/or do not regularly use email as a form of communication. Please send all correspondence via US mail to the mailing address listed above.						
Type employment desired: <input type="checkbox"/> -Full time <input type="checkbox"/> -Part time <input type="checkbox"/> -Temporary <input type="checkbox"/> -Educational Co-Op						
Have you submitted an application here before? If yes, give approximate dates.			<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Have you previously worked for the City of Nederland? If yes, where and when?			<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Are you related to any member of City Council or any person now employed by the City of Nederland? If yes, please list their names and relationship.			<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Are you authorized to work in this country?			<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Earliest date you would be available to begin duty, if selected:						
Are you able to meet attendance requirements of this position?			<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Will you work overtime if required? If no, please explain:			<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
May we contact your present employer? Former employer(s) may be contacted.			<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Best time for us to call you at home is:			am/pm			
May we contact you at work? If yes, please give your work number and best time to call: () - , extension . Best time:			<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
What is your <u>current</u> work schedule?						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EMPLOYMENT DISCIPLINE AND TERMINATION If yes to any of the below, explain in detail on a separate page. Include employer, date of action, circumstances, etc. Be specific.

Have you ever been subjected to any type of disciplinary action at work?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever been subjected to any type of investigation for disciplinary or internal employment reasons?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Has it ever been suggested to you, or have you ever been asked to resign, from any position of employment?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever resigned from any position or employment while under investigation or after being notified that an investigation was contemplated?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever been fired or told that you were going to be fired?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No

CRIMINAL HISTORY

Have you ever been convicted of a misdemeanor (higher than Class C) or felony? If yes, describe in full, including dates, criminal offenses, location (city and state), and disposition.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever pled guilty to, received probation, deferred adjudication, or been placed on any form of diversion for any criminal offense (misdemeanors and felonies)? If yes, describe in full, including dates, criminal offenses, location (city and state), and disposition.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Are you currently serving probation, deferred adjudication, or any form of diversion for any criminal offense? If yes, describe in full on a separate sheet, including criminal offense(s), current status, expected date of completion, and the name(s) and telephone number(s) of the probation officer or other person(s) to whom you report while on probation, deferred adjudication, or other form of diversion.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever applied for a concealed handgun permit? If yes, was the permit granted or denied? If denied, describe the reason for denial in full on a separate sheet.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever been charged or convicted for a violation relating to concealed handguns? If yes, describe in full on a separate sheet.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No

EDUCATION AND TRAINING. Copies of transcripts and/or certificates/degrees received from formal education or training must be submitted if required for the job as stated in job description.

Education	Graduated	School	Major Areas of Study	Years/Semesters/Credits/Degree
GED	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
High School	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Fire Academy	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Business/Technical	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
College/University	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Graduate School	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Other Courses	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			

CURRENT LICENSES/CERTIFICATIONS/REGISTRATIONS

Texas Drivers License: On the date certified as eligible, must hold a valid Texas drivers license and be eligible to test for a Texas Class B Exempt (non CDL) drivers license. At time of hire, applicant will be required to obtain a permit within forty-five (45) days of employment and the license within ninety (90) days of employment as a condition of continued employment	Class	Number	State	Expiration
Texas Commission on Fire Protection Certificate	Level <input type="checkbox"/> -Basic <input type="checkbox"/> -Int. <input type="checkbox"/> -Adv. <input type="checkbox"/> -Master			Date Issued

Texas Department of Health: Minimum requirement is
Emergency Care Attendant Certificate

Type Certificate

Date Issued

SKILLS AND QUALIFICATIONS List skills and qualifications you possess for this position.

ASSOCIATIONS AND OFFICES HELD List professional, trade, business, or civic associations/organizations and any offices held. *Exclude* memberships which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.

Dates	Association/Organization	Membership, Offices Held

ACCOMPLISHMENTS List special accomplishments, publications, awards, etc.. *Exclude* information which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.

INTEREST IN THIS POSITION Please state why are you interested in this position and your reason for wanting to leave your current employer.

ADDITIONAL INFORMATION List any additional information you wish to be considered.

REFERENCES List three **business/work references** who are not related to you and are ***not*** previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Describe Affiliation	Years Known
	()		
	()		
	()		

[illegible]

Summarize the type of work performed and job responsibilities.

Dates Employed		Employer:	Telephone-()
From (mm/yy)	To (mm/yy)	Employer's full mailing address: City, State, Zip Code:	
		Your job title:	
Starting Wage		Your immediate supervisor:	Telephone-()
\$	per	Their job title:	
Final Wage		Specific reason for leaving (will be verified):	
\$	per		

Summarize the type of work performed and job responsibilities.

Dates Employed		Employer:	Telephone-()
From (mm/yy)	To (mm/yy)	Employer's full mailing address: City, State, Zip Code:	
		Your job title:	
Starting Wage		Your immediate supervisor:	Telephone-()
\$	per	Their job title:	
Final Wage		Specific reason for leaving (will be verified):	
\$	per		

Summarize the type of work performed and job responsibilities.

AUTHORIZATION AND RELEASE FORM

I understand this application is current for this selection process only. At the conclusion of this selection process, this application will become inactive. When a future vacancy arises, and if I wish to be considered for employment, it will be necessary for me to fill out a new application. Applications submitted after the posted deadline will not be accepted.

I understand the City of Nederland, hereinafter referred to as "the City", does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, State, or Federal law.

I understand it is the City's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. Applicants may be required to perform particular job functions as a part of the testing procedure in accordance with the selection procedures designated for particular job titles. The demonstration tests will be required of all applicants for the particular job, without exception. Applicants are to notify the City in advance of any reasonable accommodation necessary to perform job functions or tests.

I understand that in accordance with the City of Nederland Substance Abuse Policy that any applicant tentatively selected for this position will be required to submit to pre-job offer testing to screen for substance and/or alcohol abuse prior to employment, and that employment in the position will be contingent upon a negative test result. I understand that failing the substance and/or alcohol screen will eliminate me from being considered for this position and any other position with the City for a one year period.

I understand that if I am hired for a position requiring a commercial drivers license, I must comply with the Omnibus Transportation Employee Testing Act of 1991.

I understand that if I am made a tentative offer of employment, my employment is contingent upon successful completion of a post conditional job offer fitness for duty examination and/or medical examination.

I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I understand that the information given in the employment process may be investigated and inquiries will be made concerning my employment, education, criminal history, driving records, and other related matters. I give the City the right to contact and obtain information from all references, employers, educational institutions, and government agencies and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City and its representatives for seeking, gathering, and using such information and all other persons, corporations, agencies, or organizations for furnishing such information. Accordingly, I hereby authorize all current and former employers, and all other public and private concerns, including (but not limited to) consumer reporting agencies and similar entities, to release any and all information maintained by any such employer, concern, agency, or entity concerning my personal history. I understand if employment with the City is denied wholly or partly because of information contained in a consumer report obtained from a consumer reporting (or similar) agency, that I will be entitled to receive from the City only the name and address of the consumer reporting agency or agencies from which the report was obtained.

In consideration of the City's acceptance and consideration of any application for employment, I hereby, and by these presents do for my heirs, agents, executors, administrators, and assigns, release and forever discharge the City and all affiliated entities from all claims, demands, damages, actions, and causes of action pertaining to or arising out of the City's consideration for my application for employment and use, so long as not malicious, of all information obtained in the course or as a result of all inquiries made into my personal history, and release and forever discharge all former employers from all liability arising out of disclosure to the City of information pertaining to my personal history.

I understand that the City is an employment-at-will employer, in that, either I or the City may terminate my employment at any time for any or no reason subject to applicable state of federal law. I understand that if I am hired, I am free to resign at any time, with or without cause and without prior notice, and the City reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand that my application is subject to the Texas Public Information Act and may be released as a public document. I understand that this application is the property of the City and will become a part of my personnel file if I am hired.

I understand that any falsification, willful omission or deception made in connection with the employment process shall be sufficient cause for refusal of employment or dismissal whenever it is discovered.

I certify that all statements made herein or elsewhere in connection with my application for employment are true and correct. I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant

Date Signed

Print Name

Applicant State and DL Number



DISCLOSURE AUTHORIZATION AND CONSENT FORM

PLEASE READ CAREFULLY

We truly welcome your application with **City of Nederland**. You are applying for a position whose acceptance will place you in a category of recognized professionals. In pursuit of that excellence we require, as a condition of employment, that all applicants consent to and authorize a pre-employment and/or continued employment verification of their background, including information submitted on their application or resume.

DISCLOSURE

This document serves solely as a clear and conspicuous written disclosure as required by the Federal Fair Credit Reporting Act set forth in Section 604 (b) to the applicant that a social security number trace, motor vehicle verification, education, previous employment, credit and a criminal background verification may be obtained for the purpose of this employment application. In addition, investigative consumer reports gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation and personal characteristics may be obtained for the purpose of this employment application. By the signature below, the Applicant acknowledges that **AccuSource, Inc.** has made this disclosure.

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that **City of Nederland** may now, or any time while I am employed/training, conduct a verification of my education, previous employment/work history, credit history, contact personal references, motor vehicle records, conduct drug testing and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the job requirements. The results of this verification process will be used to determine employment/training eligibility under **City of Nederland** employment/training policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential employment/training, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law. I authorize **AccuSource, Inc.** at 1240 E. Ontario Avenue, Suite 102-140, Corona, California 92881, 951-734-8882, customerservice@accusource-online.com, www.accusource-online.com, and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative **City of Nederland**. Contact **AccuSource, Inc.**, if you want to receive a copy of our **Information Security Policy**.

I have read and understand this disclosure, and I authorize the background verification.

I authorize persons, schools, current and former employers, and other organizations and Agencies to provide **AccuSource, Inc.** with all information that may be requested. I agree that any copy of this document is as valid as the original. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment/training was denied based on information obtained by my prospective employer/training program and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

CONFIDENTIAL INFORMATION FOR POSITIVE IDENTIFICATION PURPOSES ONLY

Applicant Last Name	First Name	Middle Name
List Other Names Used (MAIDEN NAME)	Date of Birth (For Identification only)	Social Security Number
Drivers License Number	State Drivers License Issued	Last Name on Drivers License
Current Address	City/State/Zip	Dates
Previous Address	City/State/Zip	Dates
Previous Address	City/State/Zip	Dates

← **RELEASE MUST BE SIGNED**

Applicant's Signature

Today's Date

- ☐ I understand my credit report will be pulled from TransUnion and wish to receive a copy of the Credit Report from TransUnion directly. (California, Oklahoma, Minnesota residents only). **Disregard if Credit is not required as part of your consumer report.*
- ☐ Please provide me with a copy of my investigative consumer report (California, New Jersey and New York residents only)

DOCUMENTS WHICH MUST BE ATTACHED TO APPLICATION

Applicants must submit clean, clear copies of the following documents with their application, or no later than the posted deadline:

DOCUMENT	NOT APPLICABLE	APPLICABLE, AND ATTACHED	APPLICABLE, BUT NOT AVAILABLE AT THIS TIME	REASON NOT AVAILABLE	WILL FURNISH BY	FOR CITY USE ONLY
High school education diploma or GED equivalent.						
College transcript (including Fire Academy transcript if completed at an institution of higher education), if applicable.						
Texas Commission on Fire Protection certificate.						
Texas Department of Health Emergency Care Attendant certificate (or higher)						
Texas drivers license. On the date certified as eligible, must hold a valid Texas drivers license and be eligible to test for a Texas Class B Exempt (non CDL) drivers license, or at time of hire, applicant will be required to obtain a permit within forty-five (45) days of employment and the license within ninety (90) days of employment as a condition of continued employment.						
Current vehicle insurance liability card.						
Birth certificate.						
Social security card.						
Letters of recommendation or commendation, if applicable.						
DD14, if applicable.						