



Entry-Level Firefighter Examination Packet

Application Packet Deadline: July 6, 2016 by 5:00 PM.

APPLICATION PACKET WILL BE ACCEPTED ONLY FROM DATE OF POSTING for AN ENTRY LEVEL EXAMINATION TO DEADLINE.

Examination Date: July 20, 2016

EXAMINATION INSTRUCTIONS:

CHECK IN - Sign-in will begin promptly at 8:20 AM. Testing will begin promptly at 9:00 AM. An applicant shall be checked in and provide proof of identity with a valid Driver's License:

- No one will be allowed to enter the room after 8:45 AM.
- If you are not at the testing site and signed-in when testing starts, you will not be allowed to take the examination. The application of an applicant who fails to appear for the entrance examination shall be voided and shall be disposed of by the Civil Service Director/designee.

POLICY

- No pagers, cell phones, calculators or similar equipment will be allowed in the test area. **DO NOT BRING THESE ITEMS INTO THE TESTING SITE;** failure to follow directions will be means for removal from the hiring process.
- You will not be permitted to leave the building after the examination has started and will be required to remain in the room until your exam is turned in.
- Smoking shall be prohibited in the testing area.
- Dishonesty – An examinee taking an entrance examination who uses or attempts use any dishonest means to answer a question on such an examination shall have his/her examination confiscated and voided by the Test Administrator. The examinee will be removed from the testing site. The Test Administrator shall report the action to the Civil Service Director.

CONSIDERATIONS

- Military Service Credit – An applicant who desires to have military service credit of five (5) points added to a passing score of 70% or better shall provide an original DD-214 showing a minimum of 180 total days of active military service at the time of application and by the specified application deadline. Any discharge other honorable discharge is not creditable for the purpose of this section.
- Entry Level Point System if receives a passing score of 70% or better and provides proof by closing date of the application.
 - 1 point for proof of EMT B (Emergency Medical Technician Basic) Certification
 - 3 points for proof of EMT I (Emergency Medical Technician Intermediate) Certification
 - 5 points for proof of EMT P (Emergency Medical Technician Paramedic) Certification
 - 5 points for TCFP (Texas Commission on Fire Protection) Certification or certifiable immediately upon being hired
- The City of Weslaco complies with the Americans with Disabilities Act (ADA). If you have an established disability as defined by the ADA and would like to request a reasonable accommodation when testing or interviewed, please do so in writing at least 48 hours in advance of the date of written examination to Veronica Ramirez, Civil Service Director, 255 S. Kansas Avenue, Weslaco, Texas, (956) 968-3181 ext. 1422.
- Notwithstanding Subsection (i) of the *Texas Local Government Code*, Chapter 143, each applicant who is either a natural-born or adopted child of a fire fighter who previously suffered a line-of-duty death while covered by this chapter shall be ranked at the top of any eligibility list in which said applicant receives a minimum passing grade on that respective eligibility exam. The deceased fire fighter's applicant child must otherwise satisfy all of the requirements for eligibility for a beginning position in a fire department contained in this chapter. This commission shall promulgate rules to identify and verify each applicant's eligibility for applicability of this subsection.

MINIMUM QUALIFICATIONS FOR ENTRY LEVEL FIREFIGHTER:

- Achieve a minimum passing score of seventy (70) percent on the written examination;
- Successfully complete the physical agility test;
- Pass a background investigation;
- Pass oral interviews

- Successfully complete a post-job offer psychological examination and medical examination that includes passing a visual acuity test, and physician certification that the applicant is not dependent on and does not use illegal drugs;
- Applicant must be a U.S. Citizen by birth or naturalization;
- Be at least 18 years of age and not more than 35 years of age at the time of hire;
- Be a graduate of an accredited high school or have an equivalency certificate;
- Have a valid Texas driver's license at the date of hire
- Be able to read, write, and speak the English language;
- Be of good moral character;

TIE BREAKERS

Whenever two or more applicants attain the same grade on the written exam, the tie breaker will be:

1. Whoever completes the examination first;
2. Applicant making the highest grade on the written examination (before additional points; except military points);
3. Best time on physical agility.

DISQUALIFICATION

Applicants who fail to comply with instructions and/or fail to appear as scheduled for a phase of the selection process shall be disqualified.

Applicants may be disqualified, either temporarily or permanently, based on information revealed in any phase of the selection process. No person shall deceive or obstruct any person in respect to his right of examination under the *Texas Local Government Code*, Chapter 143; falsely mark, grade or report the examination or standing of any person examined hereunder; or aid or furnish special information for the purpose of either improving or injuring the rate of any such person for appointment or promotion. No applicant shall deceive the commission for the purpose of improving his/her chances for appointment or promotion.

ADDRESS UPDATES

Each person on the eligibility list shall notify the Civil Service Director of any changes in address during the life of the eligibility list.

FUTURE VACANCIES

Should a future vacancy occur during the life of the eligibility list, applicants on the eligibility list will be notified via U.S. Postal Service to the last known address on file with the Civil Service Director.

WITHDRAWAL FROM ELIGIBILITY LIST

Applicants wishing to withdraw from the eligibility list should send a written communication to the Civil Service Director requesting that their name be removed from the eligibility list. Applicants who withdraw from the eligibility list may not be reinstated.

POSTING OF SCORES

Examination scores (written score + veteran points, if applicable) will be posted at City Hall by the end of the next business day.

Cancellation or postponement of entrance examination – The Civil Service Commission or Civil Service Director may cancel or postpone a scheduled entrance examination for sufficient cause.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Weslaco is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, or any other characteristic protected by law.

Among those who successfully pass the examination, hiring preference will be given to candidates who have the following certifications: Texas Commission on Fire Protection Certificate or certifiable; National Registry and Texas Department of Health Certificate for Emergency Medical Technician/Paramedic, Emergency Medical Technician-Intermediate, or Emergency Medical Technician. *(Approved by Civil Service Commission on August 5, 2013.)*

Applicants shall submit all of the required documentation as one packet in a **SEALED 8.5" X 11" ENVELOPE** to City of Weslaco Human Resources Department. The applicants name must be written in the top left corner of the envelope and the envelope must be labeled Firefighter Hiring Process in the center of the envelope.

All packets will be stamped with a date of delivery to the office. No packet will be reviewed upon receipt.

Failure to follow the directions given in this notification may disqualify you from further consideration for employment.

Thank you for your interest in testing for the Civil Service Examination. Should have questions please call Christine Lucio or Veronica Ramirez at (956) 968-3181 ext.1422.

Sincerely,



Veronica Ramirez, MBA, IPMA-HR
Human Resources/Civil Service Director

NOTICE OF INTENT TO TEST

RE: Civil Service Firefighter Entrance Examination

APPLICATION & NOTICE OF INTENT DEADLINE: Wednesday, July 6, 2016 by 5:00 PM.

EXAMINATION DATE: Wednesday, July 20, 2016 by 8:45 AM.

Upon passing written portion of the test the Physical Agility Test will take place at:

Fire Department, Station 3

1014 W. 18th St.

Wednesday, July 20, 2016 at 1:30 p.m.

I, _____, have read the information provided. I acknowledge that I
Print Name
meet the minimum requirements. I understand that I am eligible to test should I have received a notification that my application is complete. Furthermore, I understand that I must provide proof of identify and that I must register with the Civil Service Director or his designee 15 minutes prior to the commencement of the examination. Having satisfied City of Weslaco requirements I submit my desire to take the Weslaco Civil Service Entrance Examination for Firefighter on Wednesday, July 20, 2016, at 9:00 AM.

Date

Signature

This Acknowledgment Form may be dropped off in person or mailed to:

City of Weslaco
Attn: Civil Service
255 South Kansas Avenue
Weslaco, Texas 78596



CITY OF WESLACO

APPLICATION FOR EMPLOYMENT AN EQUAL OPPORTUNITY EMPLOYER

CITY HALL BUILDING - 1928
255 SOUTH KANSAS
WESLACO, TEXAS 78596

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital status, or the presence of a non-job-related medical condition, handicap or disability.

Date of Application _____

Position applied for _____ Job No. _____
(Use one application for each position applied for)

Name _____
Last First Middle

Address _____
Street City State Zip

Mailing Address _____
Street City State Zip

Telephone: _____ Alternate # _____

Email Address (must be included): _____

Are you known by another name: Yes No

If yes, by what name? _____

Will you accept temporary employment? _____ Part time? _____

Shift Work? _____ What date can you be available for work? _____

Are you related, by blood or marriage, to any member of the City Commission or any person now employed by the City of Weslaco? Yes No

If yes, please identify below:

<u>Name</u>	<u>Relation</u>	<u>Department</u>	<u>Position</u>

Have you been convicted of a misdemeanor or felony, been placed on probation, or released from prison within the last seven (7) years? This includes any traffic violations. Yes No

Note: A Criminal Background Check will be conducted on all prospective employment applicants. A criminal record does not constitute an absolute bar to employment. Factors such as age at the time of the offense; rehabilitation efforts, relevance of a criminal conviction to position applied for, how recent and seriousness of the crime will be taken into account.

Have you ever resigned to avoid termination? Yes No

If you answered Yes to either of the above questions, describe in full, including date(s)

Have you been bonded? Yes No

If yes, for what position?

Is there any reason why you would not be able to perform the duties or fulfill the responsibilities described in the job description for this position? Yes No

If Yes, why?

PERSONAL REFERENCES

Give name, address, and phone number of three (3) references not related to you (not former employers or relatives) who have personal knowledge of your character, experience, and ability.

<u>Name</u>	<u>Mailing Address</u>	<u>City, State, Zip</u>	<u>Phone</u>	<u>Years Acquainted</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

LICENSES & CERTIFICATION (must attach clean, clear photocopies of licenses or certifications):

Do you have a valid Texas Driver's License? Yes No

If the position for which you are applying requires operation of a motor vehicle, list any traffic violations you have incurred during the past five (5) years:

List all licenses or certifications you hold (Valid Driver's License, CDL, Plumbers, Electricians, Peace Officer, Firefighter, etc.)

<u>Type</u>	<u>Issuing Agency</u>	<u>License No.</u>	<u>Exp. Date</u>
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Note: Driver's License records and other licenses will be investigated where essential and job-related.

EDUCATION (must attach clean, clear photocopies of certificates, transcripts or licenses):

	Name of School	Address	Graduate
Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 GED			<input type="checkbox"/> Yes <input type="checkbox"/> No
College, Business or Trade School			<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate/Professional			<input type="checkbox"/> Yes <input type="checkbox"/> No

Summarize special job-related skills and/or qualifications acquired from employment or other experience:

MILITARY SERVICE COMPLETED: **Dates** (From/To) _____ **Rank** _____
Branch of Service _____ **Type of Discharge** _____

Those applicants, who claim veteran’s preference, must submit a clean, clear copy of an **HONORABLE DISCHARGE** (form DD-214), with the application by the closing date to claim an additional five (5) points. (Points will only be awarded to qualifying veterans after first securing a passing grade.)

EMPLOYMENT EXPERIENCE:

List below each job held. Begin with your Present or Last job. Include full and part-time jobs, summer job, etc.

EMPLOYER	DATES	WORK PERFORMED
	FROM: TO:	
ADDRESS		
	SALARY	
PHONE NUMBER	STARTING: ENDING:	
POSITION HELD:		SUPERVISOR’S NAME:
REASON FOR LEAVING:		

EMPLOYER	DATES	WORK PERFORMED
	FROM: TO:	
ADDRESS		
	SALARY	
PHONE NUMBER	STARTING: ENDING:	
POSITION HELD:		SUPERVISOR'S NAME:
REASON FOR LEAVING:		
EMPLOYER	DATES	WORK PERFORMED
	FROM: TO:	
ADDRESS		
	SALARY	
PHONE NUMBER	STARTING: ENDING:	
POSITION HELD:		SUPERVISOR'S NAME:
REASON FOR LEAVING:		
EMPLOYER	DATES	WORK PERFORMED
	FROM: TO:	
ADDRESS		
	SALARY	
PHONE NUMBER	STARTING: ENDING:	
POSITION HELD:		SUPERVISOR'S NAME:
REASON FOR LEAVING:		
EMPLOYER	DATES	WORK PERFORMED
	FROM: TO:	
ADDRESS		
	SALARY	
PHONE NUMBER	STARTING: ENDING:	
POSITION HELD:		SUPERVISOR'S NAME:
REASON FOR LEAVING:		

APPLICANT CERTIFICATION STATEMENT

I hereby certify that answers given herein are true and complete to the best of my knowledge and agree that if employed, any misrepresentation, falsification or omission of facts thereon shall justify my dismissal.

I hereby authorize THE CITY OF WESLACO to fully investigate my record and work qualifications either before or after my employment by the City of Weslaco and to facilitate such investigation. I understand that my employment is contingent upon passing a complete background investigation. I also hereby authorize any persons, office, agency, or source, having information and knowledge about my personal, employment, or financial history and other related matters as may be necessary in arriving at an employment decision to furnish and release such information to the City of Weslaco. I hereby release employers, schools, agencies, or persons from all liability in responding to inquiries in connection with my application.

In submitting this application, I understand that it becomes the property of the City of Weslaco and will not be returned.

The City of Weslaco promotes a drug and alcohol free work environment. The City mandates that applicants undergo a drug screening examination for illegal drugs and/or controlled substances prior to acceptance for final employment. The City of Weslaco requires this form to be signed prior to consideration for employment. Please read the statement below and sign as part of your application process.

I authorize the City of Weslaco to conduct a pre-employment drug screening test as a condition for employment. Further, I understand that refusal to give my compliance may result in my exclusion from further consideration for employment.

Signature of Applicant

Date

Print Your Name

The Human Resources Department will review your application for completeness and will verify all necessary documents have been attached. An email will be sent to advise you your application is complete making you eligible to take the Civil Service Examination.

Only applicants who receive a notification that their application is complete will be eligible to take the Civil Service Entry-Level Firefighter Examination.

Applicant please note: All applications submitted from June 2, 2016 – July 8, 2016 to the Department of Human Resources will be applicable only for the specific position and/or job order being applied for and will remain on an “active” status until the eligibility list is exhausted or expired. ***Applications will not be accepted at any other time.***

