

Firefighter/EMT Applicant:

Thank you for your interest in the City of Taylor Fire Department. Enclosed is an application packet. The City of Taylor Fire Department is governed by the Local Government Code Civil Service Chapter 143. All applicants must meet the MINIMUM ELIGIBILITY REQUIREMENTS FOR FIREFIGHTERS in order to be eligible to test with the department. Upon completion of the written test, an eligibility list is created based on the applicants test score and additional points for military service, if applicable. This list will remain in effect for either up to one year or until it is exhausted, whichever one occurs first.

The following is an outline of the application process.

1. **Employment Packet**

To be considered for employment with the City of Taylor, a candidate must complete an employment application. **The application must contain truthful and complete responses. Failure to answer questions in its entirety or completely fill out the application may lead to disqualification from further consideration.** All sections of the employment application **MUST** be completed in ink and must be legible. If a question or section does not apply to you, please put N/A in that area. **Please be thorough on your employment experience listing all employment history.** If you need additional space, please attach a separate piece of 8 1/2" x 11" sheet of paper. **Please explain any gaps in education and/or employment history. Please list all schools attended on your application including your Fire and EMT training.**

You can receive military service credit points if you have previous military service 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 than honorable discharge is not creditable for the purpose of this section. **Points will not be given to you if the DD-214 form is not received by the application deadline.**

2. **THE DOCUMENTS LISTED BELOW MUST ACCOMPANY YOUR APPLICATION:**

- 2-Copies Emergency Med. Tech. Certificate/proof of eligibility (TDSHS)
- 2-Copies of Basic Fire Fighter Certification/Notice of eligibility from the Texas Commission on Fire Protection
- 1-Signed and Notarized Authorization for release of personal information (Form must be signed in front of notary)
- 1-Medical Certificate
- 1-Signed Authorization for Release of Liability for Physical Agility Test
- 1-Texas DPS Driver Record showing all accidents and violations in record (Type 3)

Completed application packet, authorization forms and other necessary documentation must be returned to the Human Resources Director by 5:00 p.m. on March 9, 2016. Failure to meet this deadline shall render the candidate ineligible to take the examination. Packets may be returned in person or mailed to: City of Taylor

Attn: Kim Peterson
400 Porter Street
Taylor, TX 76574

The City of Taylor is an Equal Opportunity Employer.

Applicants may order the "**CEB Candidate Orientation Guide**" by clicking the following link: <http://www.fpsi.com/fire-orientation-guide-download-disclaimer>.

The **CEB Candidate Orientation Guide** *can be downloaded on the page following the instruction and disclaimer page that applicants must read and agree to. This will ensure the orientation guide is downloaded successfully.* Once the guide is in the FPSI shopping cart, applicants will be given the option to pay with a PayPal account or as a PayPal guest with credit card. The download link will be located on the Order Received-Checkout Page that appears on the FPSI website as soon as payment is submitted and applicants are redirected from PayPal back to FPSI. Applicants must pay close attention to ALL instructions on both FPSI and PayPal's websites in order to download any guide properly.

MINIMUM ELIGIBILITY REQUIREMENTS FOR FIREFIGHTERS

An applicant for firefighter shall meet the following criteria in order to be considered for an entry-level position:

- (a) Achieve a minimum passing score of seventy (70) percent on the written examination;
- (b) Successfully complete the physical agility test.
- (c) Pass a background investigation;
- (d) Pass oral interviews;
- (e) Successfully complete a post-job offer psychological examination and medical examination that includes passing a hearing exam and a visual acuity test, which demonstrates visual acuity to the extent that both eyes are correctable to at least 20/20 binocular vision and physician certification that the applicant is not dependent on and does not use illegal drugs.
- (f) Be at least nineteen (19) years of age and not more than thirty-five (35) years of age at the time of hire.
- (g) Be a graduate of an accredited high school or have an equivalency certificate;
- (h) Have a valid Texas driver's license at the date of hire;
- (i) Be a citizen of the United States by birth or naturalization;
- (j) Be able to read, write, and speak the English language;
- (k) Be of good moral character;
- (l) Be certified as basic firefighter, or certifiable at time of appointment, as established by the Texas Commission on Fire Protection and the Texas Department of State Health Services. Preference may be given to candidates possessing this certification. At or before the time of entrance examination, applicants shall provide either (1) evidence of certifiability issued by the Texas Commission on Fire Protection, or (2) evidence of current enrollment in a basic recruit fire training academy approved by the Texas Commission of Fire Protection; and
- (m) Be certified as EMT-Basic or higher, or certifiable at time of appointment, by the Texas Department of State Health Services. Preference may be given to candidates possessing this certification. At or before the time of entrance examination, applicants shall provide either (1) an EMT Certificate issued by the Texas Department of State Health Services, or (2) evidence of current enrollment in an EMT course approved by the Texas Department of State Health Services.

CAUSE FOR REJECTION FOR FIREFIGHTERS AND POLICE OFFICERS

The City may reject an applicant for one or more of the following reasons listed below. Time calculations for an action that constitutes rejection for a specified period of time shall be calculated from the date the application for employment is submitted by an applicant.

- (a) Applicant fails to pass any part of the entrance examinations;
- (b) Applicant fails to make application in the manner prescribed in the notice of examination, and/or fails to file the application with the Director within the time limits prescribed in the notice of examination;
- (c) Applicant fails to meet Minimum Standards for Initial Licensure (or it is reasonably believed will fail to meet the standards at time of academy graduation) as set forth by Texas Commission on Law Enforcement Officer Standards and Education for peace officer candidates (with the exception of having successfully met police academy training standards and passing examinations for each license sought) or fails to meet any of the minimum requirements expressed in the rules of the Texas Commission on Fire Protection and the Texas Department of Health for fire fighter candidates;
- (d) Applicant is not a citizen of the United States of America by birth or naturalization. The applicant shall be considered disqualified until citizenship is obtained in compliance with federal laws.
- (e) Applicant fails to demonstrate his/her ability to read, write, and fluently speak the English language. The applicant shall be disqualified until the deficiency is corrected.
- (f) Applicant is unable to perform the essential functions of the position to which he/she seeks appointment, with or without reasonable accommodation.
- (g) Applicant has been convicted of or admitted to conduct that constitutes a Class A or Class B Misdemeanor under the Penal Code or equivalent under federal law, to include the Uniform Code of Military Justice (UCMJ), within the past ten (10) years. Conviction of or admission to conduct that constitutes a Class A or Class B Misdemeanor shall result in a temporary rejection. Crimes involving moral turpitude may result in permanent disqualification and shall be considered on a case-by-case basis with appropriate consideration of circumstances and recency.

Applicant has been convicted of or admitted to conduct which constitutes a felony under state or federal law, to include the UCMJ. Conviction of or admission to conduct that constitutes a felony shall result in permanent disqualification.

An applicant shall not be considered for employment while charges are pending for any criminal offense or while he/she is currently on probation for any offense.

- (h) Applicant has made any false statement in any material fact; withheld information, practiced or attempted to practice any deception or fraud in his/her application, examination or appointment. Depending on the variables involved, rejection may be either permanent or temporary.
- (i) Applicant fails to complete or satisfactorily meet the employment process requirement of the respective Department, including missed appointments, failure to return necessary paperwork, failure to notify Department of changes in address or telephone numbers, failure to properly complete any or all application materials, or who otherwise fails to complete application process.
- (j) Applicant fails to satisfactorily complete the oral interview process, including but not limited to B-PAD (Behavioral Personnel Assessment Device) for police officer applicants, if required. An applicant shall be disqualified for failure to verbally communicate effectively and appropriately; failure to demonstrate an understanding of the roles and responsibilities of a firefighter or police officer; failure to present the maturity expected of a firefighter or police officer; or failure to accurately and precisely respond to the questions of the interviewers.
- (k) Applicant has used illicit substances as indicated by the following guidelines;

An applicant may be temporarily or permanently disqualified if it has been determined by the City that, or he/she has admitted to, conduct which constitutes excessive and/or recent use of illicit substance(s) or excessive use of intoxicants. Conduct involving excessive and/or recent use of illicit substance or excessive use of intoxicants shall be considered on a case-by-case basis with consideration given to circumstances and recency.

An Applicant may be temporarily or permanently disqualified if it has been determined by the City that, or he/she has admitted to, conduct which constitutes abuse of legally obtained prescription medication(s), or illegal use of the prescription medication(s) of another person. Conduct involving the abuse and/or misuse of prescription medication(s) shall be considered on a case-by-case basis with consideration given to circumstances and recency.

An applicant shall be permanently disqualified if it has been determined by the City that, or he/she has admitted to, conduct which constitutes illegal use of felony grade substances as defined in the Texas Penal Code.

- (l) Applicant has a conviction of DWI/BWI/FWI/DUI within the past five (5) years or violations exceeding four (4) events (moving violations or

preventable accidents) within the past three (3) years. An applicant shall be temporarily disqualified until he/she can meet the above standards.

Lesser, but more severe, violations which tend to indicate driving habits that are not compatible with the operation of emergency vehicles and present potential liabilities to the City shall be temporary disqualifications. Reapplication shall be permitted when the applicant can meet the above standards.

- (m) Applicant has been dismissed or resigned in lieu of dismissal from any employment for inefficiency, delinquency, or misconduct. Said dismissal or termination shall be considered on a case-by-case basis. Rejection under this provision shall be considered permanent.
- (n) Applicant has demonstrated a failure to pay just debts. Due to the variable involved, each situation shall be considered on a case-by-case basis. Factors which shall be considered include, but are not limited to: type and number of debts, reasons for the bad credit, extenuating circumstances, and the potential for the credit-related problems impacting the applicant's judgment and integrity. Resolution of bad credit may result in requalification.
- (o) Applicant has exercised poor judgment skills within the past five (5) years. The applicant has demonstrated either immaturity or poor judgment in the applicant's decision-making process. Examples of such conduct would include, but is not limited to: attendance at a party or social function at which controlled substances or dangerous drugs are consumed, and such activity is known or should have been known by the applicant; silent acceptance of known illegal conduct by others in his/her presence; workplace behavior/decisions that adversely affect the business or associates, with little or no objectively justifiable need for such behavior. Rejection for this cause shall be temporary until the applicant can demonstrate that his/her judgment skills have developed.
- (p) Applicant has a history of unstable work, i.e., including short terms of employment over his/her employment history; a history of employment in an illegal occupation. Rejection under this provision shall be temporary in nature and an applicant shall be eligible for reapplication after a five (5) year period. Due to the variables involved, each situation shall be considered on a case-by-case basis. Rejection for employment in an illegal occupation shall be permanent in nature.
- (q) Applicant has failed to meet all legal requirements necessary for future licensing and certification as required by the Texas Commission on Law Enforcement Officer Standards and Education, the Texas Commission on fire Protection and the Texas Department of Health. Rejection for this cause shall be temporary until applicant can meet those standards.

- (r) Applicant has been discharged from any military service under less than honorable conditions, including specifically:
 - i. Under other than honorable conditions;
 - ii. Bad conduct;
 - iii. Dishonorable; or
 - iv. Any other characterization of service indicating bad character.

- (s) Applicant fails to return a completed Personal History Statement at a time designated by the Department Head.

ENTRANCE EXAMINATION ADMINISTRATION PROCEDURES

- (a) Smoking shall be prohibited at all times in the testing area.
- (b) Check In – An applicant shall be checked in and provide proof of identity with a valid Driver's License. No applicant shall be admitted once test instructions start.
- (c) Military Service Credit – An applicant who desires to have military service credit of five (5) points added to a passing test 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 than honorable discharge is not creditable for the purpose of this section.
- (d) Failure to Appear – The application of an applicant who fails to appear for the entrance examination shall be voided and shall be disposed of by the Director.
- (e) Cancellation or postponement of entrance examination – The Commission or Director may cancel or postpone a scheduled entrance examination for sufficient cause.
- (f) Dishonesty – An examinee taking an entrance examination who uses or attempts to 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 Director.
- (g) Upon request, accommodations shall be provided to an applicant in accordance with the Americans with Disabilities Act. An applicant who needs special arrangements shall submit a request in writing to the Director at a time to be determined by the Director.
- (h)
 1. Each applicant who is a natural born or adopted child of a fire fighter who died in the line of duty, upon receiving a passing grade on the entrance examination, will be automatically ranked at the top of the eligibility list, subject to meeting all entry-level hiring requirements.
 2. The deceased fire fighter/parent must have been employed by a municipality covered by Chapter 143, Texas Local Government Code.
 3. The applicant must provide the name of the deceased fire fighter/parent on his or her application. The Director will be responsible for verifying the information relating to the line of duty death prior to placing that applicant at the top of the eligibility list.

CITY OF TAYLOR
FIRE DEPARTMENT
SEQUENCE OF EVENTS

1. WRITTEN TEST AND 1.50 MILE RUN: March 19, 2016

Location: Taylor City Hall
400 Porter St.
Taylor, TX 76574
Time: 9:00 a.m.

2. PHYSICAL ABILITY AND AGILITY COURSE: April 2, 2016

Location: Taylor Fire Administration
304 E. 3rd St.
Time: 8:00 a.m.

3. ORAL INTERVIEW BOARD:

Location: City Hall Council Chambers
400 Porter St.
Time: By Appointment

4. FINAL INTERVIEW:

Location: Fire Chief's Office
304 E. 3rd Street
Time: By Appointment

5. **THE DOCUMENTS LISTED BELOW MUST ACCOMPANY YOUR APPLICATION:**
2-Copies Emergency Med. Tech. Certificate/proof of eligibility
2-Copies of Basic Fire Fighter Certification/Notice of eligibility from the Texas Commission on Fire Protection
1-Signed and Notarized Authorization for release of personal information
(Form must be signed in front of notary)
1-Medical Certificate
1-Signed Authorization for Release of Liability for Physical Agility Test
1-Texas DPS Driver Record showing all accidents and violations in record (Type 3)
DD-214 if applicable

THE STATE OF TEXAS
COUNTY OF WILLIAMSON

AUTHORIZATION FOR RELEASE
OF
PERSONAL INFORMATION

I, _____ do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Taylor Fire Department whether the said records are private, public or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial or credit institutions, including records of loans, the records of commercial or retail, credit agencies (including credit reports and/or ratings); and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners and the U.S. Veteran's Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or of other counsel, whether representing one or another person in any case, either criminal or civil, in which I presently have, or have had an interest in.

I understand that any information obtained by the Personal History Background investigation, which is developed directly or indirectly, in whole or in part, upon this release of authorization, will be considered in determining my suitability for employment or advancement by the Taylor Fire Department. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

Information received from all sources will be kept confidential and will not be released to either the applicant or personnel not involved in the hiring/promotion process.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature (Includes maiden name if applicable)

Address: _____

Phone: () _____

Date of Birth: _____

Social Security No. _____

Subscribed and sworn to before me, by the said: _____
This ____ day of _____ 20__ to certify which witness my hand and seal of office.

Notary Public In and For
County of _____
State of Texas

**AUTHORIZATION FOR RELEASE
OF LIABILITY
PHYSICAL AGILITY TEST**

I _____ acknowledge that the Physical Agility Test administered by the City of Taylor as part of its Firefighter Entrance examination is physically demanding. I have freely and voluntarily undertaken to participate in the Physical Agility Test. I further understand that participating in the Test could result in a personal injury, and I accept all risk of injury.

I release and discharge the City of Taylor, and its elected and appointed officials and employees, in their official and individual capacities, from any claim, demand, or cause of action arising out of the activities of the Physical Agility Test. I further agree to indemnify and hold harmless the City of Taylor, Texas, its elected and appointed officials and employees from all claims for loss, damage or injury sustained by me, whether caused by me, caused by the negligence of the City of Taylor, Texas, its elected and appointed officials and employees, caused by the negligence of any other participant in the above-referenced Physical Fitness Test, or caused by any other person.

Signature

Print Name

Address: _____

Phone: _____

Date: _____

This certificate and the Physical Agility Test Information **must** be reviewed by your physician.

MEDICAL CERTIFICATE

PLEASE NOTE: You, as an Applicant, will NOT be permitted to take the Agility Test without bringing this form, signed by your physician, to the test appointment.

I have examined _____ and found him/her to be medically competent to perform the attached Taylor Fire Department Applicant Physical Agility Test.

Physician's Printed Name

Telephone Number

Physician's Signature

Physician's ID Number

Date

Taylor Fire Department Physical Agility

The City of Taylor Firefighter Physical Agility Test will consist of two separate events, on two separate days. Day 1 will consist of the Aerobic Capacity Run Event which will be administered immediately following the posting of the scores to the written exam. Candidates receiving a passing score will be given directions to the location for the run and will be asked to report immediately. All candidates should wear or have with them appropriate attire and footwear to complete this event. Day 2 will consist of the Fireground Simulation portion of the Physical Agility Event. Again, appropriate attire should be worn for this event. Open toe shoes are NOT allowed.

AEROBIC CAPACITY RUN EVENT

This is a timed 1.5 mile run. Time limit: 15:00 min.

This run is pass/fail. Candidates who cannot complete the distance within the allotted time frame will be disqualified from the hiring selection process. Those who pass and choose to continue will prepare for the next phase: the *Fireground Simulation Event*

Fireground Simulation Event

APPLICANTS WITH PHYSICAL OR MEDICAL CONDITIONS OF ANY NATURE SHOULD:

1. CONTACT THEIR PHYSICIAN BEFORE TAKING THE PHYSICAL ABILITY TEST TO DETERMINE IF IT IS ADVISABLE TO TAKE THIS TEST.
2. WITHDRAW FROM THE PROCESS IF THEY HAVE ANY CONDITION OR LIMITATION THAT COULD ENDANGER THEM IF THEY PARTICIPATED IN THIS TEST.

The City of Taylor, the Taylor Fire Department, its agents and employees do not assume any responsibility for an applicant's health or medical condition or the effect that this test could have. Further, the City of Taylor, the Taylor Fire Department, its agents and employees accept no responsibility or liability for any injury an applicant might receive during the test. This test should be considered strenuous physical activity and as such carries a risk of injury, not limited to strained muscles, scrapes, scratches and/or bruises. Injuries should be reported immediately to the test proctors.

Timed events include: Rescue Maze, Aerial Ladder Climb, Charged Hose Drag, Equipment Carry, Ventilation Simulator, Body Carry and Ladder Raise.

Location: 300 Washburn, Street, Taylor Texas 76574

Eligible candidates will attend an onsite orientation followed by the actual administering of the test. Those who pass will be scheduled for the first interview stage: the Panel Interview.



Fireground Simulation Event Instructions and Details

Applicants are required to wear structural firefighting Personal Protective Equipment (PPE) and Self Contained Breathing Apparatus (SCBA) throughout the physical ability testing. Structural firefighting PPE will consist of a bunker coat with the thermal and vapor liner, helmet, gloves and must have met NFPA Standards. The SCBA will consist of the backpack with frame, shoulder and waist straps, and air cylinder. A blacked out SCBA Face Piece will be worn only during Event 1: Rescue Maze. The remainder of the events will be performed without a face piece. All equipment will be provided by the Taylor Fire Department.

Event 1: Rescue Maze *(maximum time allowed 2 minutes)*

Each applicant will enter the rescue maze and follow 100 feet of 1-3/4 inch hose through the rescue maze until they exit the other end.

Each applicant must not lose contact with the hose. Contact for this event is defined as: "At least one hand on the hose at all times."

Failure point: *(hitting any failure point means overall test failure and disqualification from continuing in the hiring selection process)*

- ✓ Exceed maximum time allowed (2 minutes).
- ✓ Lose contact with hose (release).

Event 2: Aerial Ladder Climb *(maximum time allowed 3 minutes)*

Aerial ladder will be at a 70-degree angle and extended to 75 feet.

Applicant will climb the ladder using a "truck" belt and safety line.

Applicant must touch every rung while climbing up and climbing down the aerial ladder device.

Each applicant will be instructed to remain at the top climbing rung of the aerial for 10 seconds prior to descent.

A whistle will signify the completion of the 10 seconds. After the whistle is sounded the applicant can then start descending the aerial ladder.

Applicant must remove ladder belt after dismounting the aerial apparatus.

After the applicant removes the ladder belt the next event, Event 3: Fireground Evolution, will start in 30 seconds.

Failure point: *(hitting any failure point means overall test failure and disqualification from continuing in the hiring selection process)*

- ✓ Exceed maximum time allowed (3 minutes).
- ✓ Skipping ladder rungs.

Event 3: Fireground Evolution
(maximum time allowed 4 minutes)

This event consists of five separate stages; A, B, C, D, and E.

- A) Charged Hose Drag
- B) Equipment Carry
- C) Ventilation Simulator
- D) Dummy Carry
- E) Ladder Raise

Each stage is described below.

Applicant must wait the full 30 seconds prior to starting Event 3: Fireground Evolution.

1st Early Start is a Warning

2nd Early Start is a Failure, thus disqualifying applicant from continuing along in the hiring selection process.

A) Charged Hose Drag

200 feet of 1-3/4 inch hose will be used for this event. This hose is to be charged and maintained at approximately 100 psi.

Nozzle shall be secured in the closed position for the test.

Each applicant will drag the hose a distance of 100 feet then return to the starting point for a total of 200 feet. Cones will be placed to clearly define the distance.

Each applicant will return the nozzle to the starting point.

The applicant can "aim" the nozzle straight down or forward but not backwards. The applicant must maintain control of the nozzle throughout the entirety of this event. This is for the safety of the candidate and to minimize the possibility of damage to the equipment.

Warning point:

- ✓ Improper aiming of the nozzle.

Failure point: *(hitting any failure point means overall test failure and disqualification from continuing in the hiring selection process)*

- ✓ Exceed total time given for entire event.
- ✓ Lose control of the nozzle.
- ✓ Improper aiming of the nozzle.

B) Equipment Carry

The equipment used for this portion of the event will be a ventilation fan. The fan will be located on the ground inside a 3 feet x 3 feet area marked with paint or tape.

A cone will be placed and marked 75 feet past the 3 feet x 3 feet area. Each applicant must lift the fan and then carry it 75 feet to the cone, go around the cone and return it back to the 3 feet x 3 feet marked area.

Each applicant must not allow the fan to touch the ground until it is returned to the 3 feet x 3 feet area.

Failure point: *(hitting any failure point means overall test failure and disqualification from continuing in the hiring selection process)*

- ✓ Exceed total time given for entire event.
- ✓ Fan touches ground prior to reaching return area.
- ✓ Applicant touches a cone.

C) Ventilation Simulator

An eight (8) pound lead shot hammer will be used for this event.

The applicant must drive the sled 5 feet with the sledge hammer.

The applicant must maintain control of the sledge hammer throughout this event.

No pushing or pulling of the sled by the hammer. The applicant will receive one (1) warning for each violation.

Failure point: *(hitting any failure point means overall test failure and disqualification from continuing in the hiring selection process)*

- ✓ Exceed total time given for entire event.
- ✓ Lose control of the hammer.
- ✓ No pushing or pulling the sled with hammer. 1st violation will result in a warning; the second warning will result in failure.

D) Victim (Dummy) Carry

The dummy victim used for this event will weigh approximately 150 pounds.

When carrying the dummy, it may be either dragged or carried in any fashion as long as the head does not strike the ground.

Applicant must pick up the dummy and then advance 25 feet to a cone positioned on a bucket of sand, proceed around the cone and return to the starting point for a total drag or carry of 50 feet.

The entire dummy must pass the finish line that will be clearly marked by a line and/or cones.

D) Victim (Dummy) Carry, CONTINUED

Failure point: *(hitting any failure point means overall test failure and disqualification from continuing along the hiring selection process)*

- ✓ Exceed total time given for entire event.
- ✓ Dummy's head touches the ground.
- ✓ Applicant touches cone and/or bucket of sand.

E) Ladder Raise

Standing in a designated 2 foot x 2 foot square 6 inches from the ladder, the applicant will fully raise (extend) and lower the top (fly) section of a permanently fixed 24 foot ladder twice by using the hand-over-hand method.

The applicant must not allow his/her feet to step outside of the lines of the box.

The applicant must not allow the rope to slide through his/her hands to lower the fly section or step out of the designated square. The applicant will receive one (1) warning for each violation.

Warning point:

- ✓ First violation will result in a warning of any of the following:
 - Steps outside of the lines of the box.
 - Allows rope to slide through hands.
 - Does not use hand over hand method.

Failure point: *(hitting any failure point means overall test failure and disqualification from continuing in the hiring selection process)*

- ✓ Exceed total time given for entire event.
- ✓ Second violation of any of the following will result in failure:
 - Steps outside of the lines of the box.
 - Allows rope to slide through hands.
 - Does not use hand over hand method.

FINISH

JOB ANNOUNCEMENT

Job Title: **Firefighter/EMT**

Status: **Permanent Full Time Position**

Salary: \$12.80 / hour, equivalent to \$37,278.24 / year Base + FLSA

The City of Taylor is seeking qualified applicants for Firefighter/EMT. Responds to fires, and other emergencies, sustains a high level of preparedness for emergencies, maintains vehicles and equipment for fire suppression/prevention and other duties. Subject to call-back for emergencies, special training on other administrative reasons. Applicants applying must be certified as Basic Firefighter/EMT, or certifiable at time of appointment, as established by the TCFP and the TDSHS, a HS diploma or its equivalent, and a valid TX DL. **All applicants must pass a written exam and a physical agility test.**

Firefighter/EMT entrance examination scheduled for Saturday, March 19, 2016 at 9:00 a.m.

Completed application packet, authorization forms and other necessary documentation must be returned to the Human Resources Director by 5:00 p.m. on March 9, 2016.

Failure to meet this deadline shall render the candidate ineligible to take the examination. Packets may be returned in person or mailed to:

City of Taylor
Human Resources Department
400 Porter Street
Taylor, TX 76574
512-352-3675

For more detailed information download examination and application packet at www.taylor.tx.gov

E-mail your examination packet to: jobs@taylor.tx.gov

Some Employee Benefits Include:

Paid holidays, paid sick days, vacation, military leave, leave without pay, Family & Medical Leave (FMLA), Health and dental insurance (*employee coverage paid by the City*); Group Long-term disability insurance; other available insurance include life, short-term disability, accident, and cancer; Retirement with Texas Municipal Retirement System, deferred compensation and direct deposit.

The City of Taylor is an *Equal Opportunity Employer*. Minorities are encouraged to apply.



JOB DESCRIPTION

Class No:	512	Job Title:	Firefighter/EMT
Pay Group:	CS	EEOC Category:	Protective Service Workers
Date:	February 5, 2013	FLSA Category:	Nonexempt

BRIEF DESCRIPTION OF THE JOB:

Responds to fires, and other emergencies, sustains a high level of preparedness for emergencies, maintains vehicles and equipment for fire suppression/prevention and other duties. Subject to call-back for emergencies, special training on other administrative reasons.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Fire Lieutenants/Captain/Chief

Directs: Subordinates

Other: Has contact with other City employees, vendors and general public

ESSENTIAL DUTIES:

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of time	Strength*	Physical Demand Code*
Maintains building, vehicles, grounds and equipment	20	L	A,C,D,E,F,G,H,I,K,M,N,O,P,Q,R,S,T
Responds to fire, emergency medical, haz-mat, and other alarms	20	VH	A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U
Conduct inspections of businesses and district to ensure compliance with City ordinances pertaining to fire prevention and nuisance codes	14	L/M	A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T
Conduct training classes and drills for firefighting personnel and general public about fire prevention and safety	5	S/L/M	A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T
Maintain records and reports to assigned projects and special duty assignments	9	S	B,H,I,Q,R,S

*See Physical Demands portion of job description for key to codes

Description of Work	Av. % of time	Strength*	Physical Demand Code*
Assist in fire investigations as directed	2	S/L/M	Q,N,J,H,G,E,F,A,B,D
Called back to duty for emergency incidents, special training, and other administrative reasons	5	S	A,B,H,I,Q,R,S
Perform related duties such as participation in physical training, drills, and classes	15	M/H	All except T

OTHER IMPORTANT DUTIES:

Description of Work	Av. % of Time	Strength*	Physical Demand* Code*
Completion of special projects as assigned by ranking officers	5	L/M	ALL except T
Serves in extension of current duties as required for emergency management, particularly in the areas of fire, rescue, communication, public warning, and hazardous materials	5	M/H	ALL except T
Provides quality customer service to City staff, the general public, and all other work contacts	Constant	N/A	N/A

PHYSICAL DEMANDS:

1. Overall Strength Demand

Sedentary Light Medium Heavy Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

<u>F</u> A. Standing	<u>O</u> G. Reaching	<u>O</u> L. Crawling	<u>C</u> Q. Vision
<u>O</u> B. Sitting	<u>F</u> H. Handling	<u>F</u> M. Bending	<u>C</u> R. Hearing
<u>F</u> C. Walking	<u>C</u> I. Fine Dexterity	<u>O</u> N. Twisting	<u>C</u> S. Talking
<u>O</u> D. Lifting	<u>O</u> J. Kneeling	<u>F</u> O. Climbing	<u>F</u> T. Foot Controls
<u>F</u> E. Carrying	<u>O</u> K. Crouching	<u>F</u> P. Balancing	<u>R</u> U. Other
<u>O</u> F. Pushing/Pulling			Running

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

*See Physical Demands portion of job description for key to codes

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	On concrete, asphalt, burned out buildings, may walk on structurally unsafe surfaces.
SITTING	To drive to emergency situations; for instruction; for rest periods; to do paperwork and computer work at desk; to perform maintenance on equipment
LIFTING/CARRYING	Protective gear - 23 lbs.; self-contained breathing apparatuses - 24 lbs.; ladders up to 24 foot long - 64 lbs.; fan - 45 lbs.; fire extinguisher - 45 lbs.; jaws and power unit - 60 lbs. each; stretcher weight - 55 lbs., plus weight of victim.
PUSHING/PULLING	Red line - 20 lbs. of exertion; hose - 45 to over 50 lbs. of exertion; pull discharge valve - over 50 lbs. of exertion ; close discharge valve - over 50 lbs. of exertion; close valve - 55 lbs. of exertion; push and pull charged hose - over 50 lbs. of exertion; for CPR - 35 lbs. of force; to remove and replace equipment stored in compartments on sites of fire trucks; to sweep and mop as part of building maintenance
REACHING	For fan and hurst tool in cramped confined space; to lift ladders - 6 inches; for fire extinguishers - 20 inches; for deluge gun - up to 80 inches; for extension ladder - 72 inches; for hurst tool and power unit - 42 inches; to use ceiling hook to pull ceiling and to wash apparatus.
HANDLING	To connect hoses; use ladders; use small tools; open and close valves; handle victims.
FINE DEXTERITY	To draw pre-fire plans; use chemical monitors; fill out reports; tie ropes and knots
BENDING	To fold, couple and uncouple fire hoses; move equipment and tools; administer first aid.
CROUCHING/CRAWLING	In search and rescue operations; to use fire stream to place water in structure; to operate fan; in victim extrication; to fight fires in smoke; to perform vehicle and equipment maintenance
CLIMBING	On ladders, stairs or fire vehicle to obtain equipment and reach fires; to climb stairs in fire station (2nd floor can only be accessed by circular staircase)
BALANCING	To walk on rafters, attics, ladders, use hose stream; climb on fire vehicle
TWISTING	To operate hose streams; put on self-contained breathing apparatus while on fire truck; communicate on vehicle in response to fire; firefighting on a ladder; to pull equipment from compartments on truck
KNEELING	For CPR; to use heavy fire streams; to perform vehicle extrications to perform vehicle and equipment maintenance
VISION	Critical to operate equipment; during rescue operations; and for overall safety
HEARING/TALKING	Communicate during rescue and fire fighting operations; communicate on the radio and in person with the general public; to communicate with fire services staff and volunteer firefighters
FOOT CONTROLS	To drive, push gas and brake pedal - 30 lbs. of exertion; to operate stretcher - 20 lbs. of exertion
RUNNING	Initial response and at scene
ENDURANCE AND STAMINA	Fire fighting and rescue operations involve short periods of great physical demand.

NON-PHYSICAL DEMANDS:

- | | |
|--------------------------------------|--|
| <u>O</u> time pressures | <u>F</u> noisy/distracting environment |
| <u>O</u> emergency situations | <u>R</u> tedious exacting work situation |
| <u>F</u> irregular schedule/overtime | <u>C</u> working closely with others as part of a team |
| <u>O</u> danger/physical abuse | <u>F</u> performing multiple tasks simultaneously |
| <u>F</u> frequent change of tasks | <u>C</u> other (describe below) |

O Anticipatory, response and post incident stress
varying periods of idle time interspersed with emergencies requiring intense concentration

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (From 1/3 to 2/3 of the time), O-OCCASIONALLY (Up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:

Vehicles, self-contained breathing apparatus (SCBA), bunker gear, janitorial supplies, aerial device, chainsaws, smoke ejectors, generators, fire pumps, nozzles, axes, pike poles, ladders, ropes, hydraulic tools, various detectors, fire hose

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Exposed to extreme heat in burning structures; work outside in all types of weather and high humidity; exposure to chemicals, exhaust fumes, smoke, burning buildings, power lines, buildings with unsafe structural integrity, noise from truck engines, hurst tool, saws, sirens and air horns; vibrations when riding on trucks, operating power saws and hurst tool; work in wet, icy and/or muddy areas sometimes on slippery surfaces such as roof tops or ladders; possible exposure to infectious agents.

KNOWLEDGE/SKILLS/ABILITIES:

Reading: Operations manuals, safety procedures, MSDS sheets, training manuals, other materials to maintain certification
Writing: Writes reports
Math: Accurately record timesheets, friction loss, and water flows
Reasoning: Understand division procedures and policies
Advanced Theoretical
Knowledge: Personnel procedures and firefighting strategies

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduate or equivalency certificate

CERTIFICATES/LICENSES REQUIRED:

Basic fire fighter certification from Texas Commission on Fire Protection Personnel Standards and Education, Valid State of Texas Class B Exempt Driver's License; and EMT certification

SIGNATURE:

I agree this job description is a fair representation of the duties of the position that I will be expected to perform.

Applicant or Employee:

Name Signature Date



CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT
An Equal Opportunity/Affirmative Action Employer
400 Porter Street, Taylor, Texas 76574
 Phone: (512)352-5993
 www.taylortx.gov

If you need assistance in completing this employment application, please inquire at the Human Resources Office. The City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

PERSONAL DATA

FOR OFFICE USE ONLY	
Received _____	Ltr sent _____
Refs chkd _____	Bkgd ck _____
Interview _____	Hired _____

 (LAST NAME) (FIRST NAME) (INITIAL)

 (STREET ADDRESS, RFD, P.O. BOX)

 (CITY) (STATE) (ZIP CODE)

Phone Numbers: (____) _____ Social Security Number _____

(____) _____ Position(s) Applied for _____

Date you would be available to start work? _____

Check type of work you are seeking: Regular Temporary Part time Full time

Have you ever filed an application with the City of Taylor before? Yes No If yes, when? _____

Have you ever been employed here before? Yes No If yes, when? _____

Are you related to any person employed by the City of Taylor? Yes No
 If yes, list name and relationship: _____

Minimum Salary Requesting \$ _____ per _____

Name of School Attended	City/State	Dates Attended From To	Certificate/Diploma or Degree Received

SKILLS: List any additional special skills you may have (computer software, special equipment, languages, etc.)

EMPLOYMENT EXPERIENCE: List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on a separate sheet of paper. Attach additional sheets or resume if needed.

May we contact your present employer? Yes No

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

ADDITIONAL INFORMATION: By law, you must be authorized to work in the United States in order to be employed by the City of Taylor. Are you a citizen of the United States or legally authorized to work in the United States? Yes No

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication? Yes No If yes, give details below.

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

Date of Offense Month/Year	Type of Offense	Level and Degree of Offense			Court Disposition (Convicted, Deferred Adjudication)
		Felony	Misdemeanor	Other Crime	

Do you have a current Texas Driver's License? Yes No License # _____
 Type of license: Class C CDL Other _____
 If you are 18 years old or younger please give your date of birth _____

REFERENCES: List three persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION

AUTHORIZATION FOR RELEASE OF INFORMATION: I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Taylor any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

I understand that the City of Taylor may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

I understand that offers of employment are conditioned upon my passing a Drug Screening.

I understand that if hired, my employment would be for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time. All information is subject to verification and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. The City of Taylor is an "at-will" employer and only written representations of offers made by the City of Taylor will be enforceable.

Signature of Applicant: _____

Date: _____



CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT
An Equal Opportunity/Affirmative Action Employer
400 Porter Street, Taylor, Texas 76574
 Phone: (512)352-5993
 www.taylortx.gov

EEOC STATISTICAL DATA FORM

Dear Applicant:

Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunity for employment with us. However, to fulfill our commitment, we would appreciate your supplying the information requested below.

PLEASE NOTE: The information requested on this form will be used for statistical reporting purposes only. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become part of your personnel file if you are hired.

INSTRUCTIONS: Please check the box corresponding to the correct response(s) in each of the categories below.

SEX

- Male
- Female

AGE (in years)

- Under 40
- 40 and above

RACIAL/ETHNIC GROUP

- Caucasian (Not of Hispanic Origin)
- Black (Not of Hispanic Origin)
- Hispanic Origin
- Asian or Pacific Islander
- American Indian or Alaskan Native

HOW DID YOU FIND OUT ABOUT THE JOB?

- Posted Job Announcement
- Texas Employment Commission
- Current Employee
- Friend
- Newspaper _____
- Just walked in
- Other (specify) _____

DISABILITY

Do you have a disability? Yes No

(A disability is described as: 1) physical or mental impairment which substantially limits a major life activity; 2) previous record of such an impairment; or 3) being regarded as having such an impairment.)



CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574

Phone: (512)352-5993

www.taylortx.gov

Authorization for Release of Information

I hereby authorize any investigator or duly accredited representative of the City of Taylor bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Taylor and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

Written inquiries about criminal convictions will not automatically disqualify an applicant for a particular job and the type and seriousness of the crime, the frequency of violations, the applicants age at the time of conviction, the date of conviction, and the applicant's entire work and educational history will be considered.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

Applicant's name (Print or Type)

Date

Applicant's signature

Social Security Number

Address

Phone



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NEPOTISM CERTIFICATION

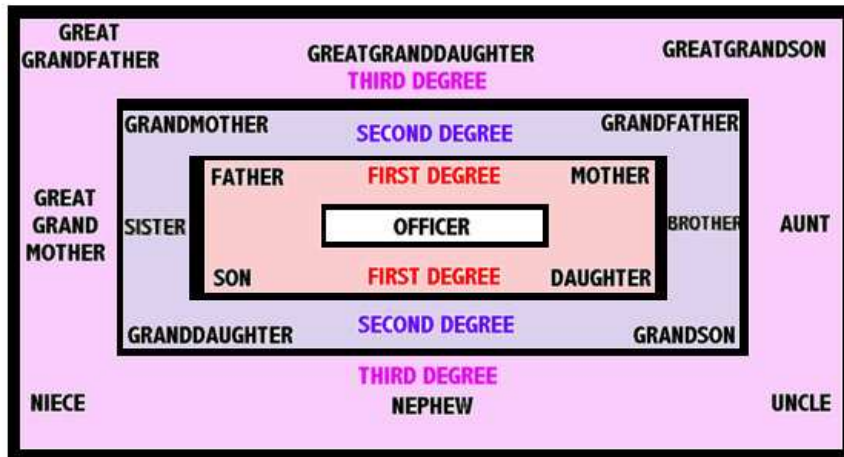
Applicant's Name _____

Position(s) Applying For: _____

No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

Are you or your spouse related by blood to any of the above parties or to your prospective supervisor in any way? Yes No If yes, please explain

Nepotism Charts



CONSAUINITY KINSHIP CHART



AFFINITY KINSHIP CHART

* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature _____

Date _____

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

CITY OF TAYLOR

Agency Name (Please print)

KIM PETERSON

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Empl ___ Vol/Contractor ___	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	