



**FOR H.R. USE ONLY**

- EMT-B    EMT-I    EMT-P    F.F.  
 DD214    NON-CERTIFIED

\_\_\_\_\_  
Last Name,                      First Name                      MI

City of Big Spring  
Human Resource Department  
310 Nolan Street  
Big Spring, Texas 79720  
(432) 264-2347

## ***Applicant Instructions***

**\*\*\*READ THIS DOCUMENT CAREFULLY AND COMPLETELY – IT CONTAINS INSTRUCTIONS FOR YOUR PARTICIPATION IN THE BIG SPRING FIRE DEPARTMENT HIRING PROCESS! \*\*\***

### **Part I - Application for Employment**

The Big Spring Fire Department is currently filling vacancies for certified and non-certified Fire Fighters. The following information is provided to help you continue your employment process with the City of Big Spring Fire Department. Please read each section of this document very carefully before completing the application. YOU are responsible for all information contained in this letter and must carefully follow all instructions given. Failing to follow those instructions will result in disqualification.

Please complete the application using blue ink; initial the bottom of each page of this packet to indicate that you have read and understand each page. Pages that require notarization must be notarized **BEFORE** you return the application to the Human Resources Department. Please return the completed packet in person or by mail to the Human Resource Department by the application deadline. The Human Resources Department must have the original application. We will not accept faxed or emailed applications. Incomplete applications will not be considered.

You must meet the minimum qualifications and not relate to any of the disqualifications listed on page nine of this packet. Please print or type all information in blue ink. In order to gain a better understanding of your background and work history, we ask that you answer all questions completely and to the best of your knowledge.

Upon receipt, your application will be reviewed. It is not necessary for you to contact the City of Big Spring Human Resource Department regarding any firefighter openings after you have completed and submitted your application packet. If you are among the applicants eligible to take the firefighter exam, a representative from the Human Resources Department will contact you to confirm the date and time that you will need to report for the exam.

**Applicants are required to inform the Human Resources Department of any changes (address, phone number, application with other departments, change in certification status, etc.).** You are responsible for ensuring that the Human Resources Department has your current points of contact. Failure to do so may result in disqualification of your application.

Employment decisions are made solely on the basis of qualifications to perform the work for which you are applying. Qualifications include education, training, work experience and other factors which are relevant in

determining job performance. All information provided in this application may be verified through federal, state, law enforcement agencies, schools, universities, former employers, licensing/certification agencies and/or other sources/agencies as required.

The completed application must be signed, notarized and returned, by the posted deadline, in person or by mail to the City of Big Spring Human Resources office.

**\*\*\*FAILURE TO SUBMIT YOUR APPLICATION BY THE DEADLINE WILL RESULT IN DISQUALIFICATION.\*\*\***

**PLEASE NOTE THAT YOU MUST SUBMIT THE FOLLOWING WITH YOUR APPLICATION PACKET:**

- Photocopy of your birth certificate.
- Photocopy of valid driver's license.
- Photocopy of Social Security card.
- Photocopy of High School or GED diploma and transcript
- Photocopy of college degree(s) and/or transcript(s), if applicable.
- Copy of DD-214 Member 4 (long form), if you have served in the military.
- A copy of NGB Form 22, if you have served in the National Guard.
- Declaration of Medical Condition Form signed by a physician.
- Signed and notarized Physical Ability Test "Release of Liability"
- Photocopy of EMT/Paramedic School Course Completion Certificate, if applicable
- Photocopy of Basic Recruit Fire Academy Completion Certificate, if applicable.

**Certified applicants** must also submit the following:

- Photocopy of Texas Department of State Health Services (DSHS) EMT wallet card, certificate, or license.
- Photocopy of Texas Commission on Fire Protection (TCFP) Certificate(s).
- Photocopy of most recent Texas Commission on Fire Protection renewal card.

**If you are unable to provide an item(s) provide us with a list of the missing item(s) and the date on which we may expect to receive each item.**

**Part II – Fire Department Hiring Process**

The City of Big Spring Fire Department is a civil service organization governed by the Texas Local Government Code, Chapter 143. All applicants seeking an entry-level position must successfully complete the entire hiring process as necessary to maintain a hiring eligibility list. The following is an outline of the hiring process. Each stage must be successfully completed before proceeding to the next step.

The complete Big Spring Fire Department hiring process consists of the following activities which must be completed in the order listed. Failure to successfully complete any of the hiring events will result in rejection in accordance with the rules established by the City of Big Spring Firefighters Civil Service Commission.

***CERTIFIED*** applicants:

- Physical Agility Test
- Polygraph Examination
- Oral Interview Board
- Posting of Eligibility List
- Conditional Offer of Employment
- Pre-employment drug screen
- Background Investigation to include reference checks, motor vehicle report (MVR), criminal history background
- Administrative Review of Background Information
- Medical Examination (Based on NFPA Standard 1582)

- Offer of Employment
- Notice of Appointment and Reporting Date
- New Hire Orientation Class

**NON-CERTIFIED** applicants:

- Written Civil Service entrance examination
- Physical Agility Test
- Posting of Eligibility List
- Polygraph Examination
- Interview
- Conditional Offer of Employment
- Pre-employment drug screen
- Background Investigation to include reference checks, motor vehicle report (MVR), criminal history background
- Administrative Review of Background Information
- Medical Examination (Based on NFPA Standard 1582)
- Offer of Employment
- Notice of Appointment and Reporting Date
- New Hire Orientation Class

Probationary period of employment - Fire department employees must complete a twelve (12) month probationary period or must have worked/performed assigned duties for a minimum of 2912 hours (not including holidays, vacation, workers' compensation, sick leave or other paid hours), whichever is longer.

**Part III - Certified Applicants**

**For consideration as a CERTIFIED applicant, applicants must have BOTH of the following certifications:**

- A valid basic structural firefighter certification from the Texas Commission on Fire Protection (TCFP) ([https://www.tcfp.state.tx.us/standards/certification/certification\\_lookup.asp](https://www.tcfp.state.tx.us/standards/certification/certification_lookup.asp)) **AND**
- An Emergency Medical Technician (EMT) basic or higher certificate issued by the Texas Department of State Health Services (DSHS) (<http://dshsregn.dshs.state.tx.us/ems/certquery.htm>).

Any applicant that is certified as a fire fighter by the Texas Commission on Fire Protection (TCFP) and as an Emergency Medical Technician, basic or higher, by the Department of State Health Services (DSHS) will be eligible to participate in the physical ability test. Certified candidates **will not** be required to complete the Civil Service written exam.

**Physical Agility Test**

Certified applicants will be requested to report for the physical agility test as follows:

**Big Spring Fire Station 1**

**1401 Apron Drive**

**Big Spring, Texas 79720**

**Test date: Friday, July 29, 2016**

**Test time: Certified applicants test at 9 a.m.; non-certified applicants test after successful completion of the written Civil Service Exam.**

Only those applicants who successfully complete the physical agility test in one (1) attempt will be eligible for an oral board interview. A summary of the physical agility test procedure is located on page five of this packet.

**\*\*\* FAILURE TO APPEAR FOR PHYSICAL AGILITY TESTING WILL RESULT IN DISQUALIFICATION. \*\*\***

### **Oral Board Interview**

Upon passing the physical ability test, the candidate will be scheduled for an oral board interview at a time appointed by the Human Resources Department for the City of Big Spring.

The Oral Interview Board will consist of one representative from the Fire Chief's office, the Civil Service Director, and a minimum of three (3) employees from the Big Spring Fire Department. The three (3) members of the fire department shall be appointed by the Fire Chief per the Meet and Confer agreement.

During the interview, board members will ask questions of the candidate. The candidate's response to each question will be scored on a 1-5 scale. The final score will be calculated based on those points. Any military points, if applicable, will be added to determine the candidate's final interview score. An interview score of thirty (30) or higher will be deemed as passing.

After interviews of all certified candidates have been completed, the eligibility list will be created from those candidates who passed the interview. Candidates will be placed on the eligibility list in the following order:

- First Preference: Firefighter and Emergency Medical Technician - Paramedic
- Second Preference: Firefighter and Emergency Medical Technician - Intermediate
- Third Preference: Firefighter and Emergency Medical Technician - Basic

In the event of a tie, the date of application submission will be used to determine which candidate is placed higher on the list. The date of submission will be determined by the date and time stamp placed on each application by the Human Resources Department.

Vacant positions will be filled from this list. The eligibility list shall be in effect for one (1) year from the date of creation, unless exhausted earlier. When the certified candidate eligibility list has been exhausted, vacancies will be filled from the non-certified eligibility list in accordance with Civil Service Local Rules.

**\*\*\* FAILURE TO APPEAR FOR THE ORAL BOARD INTERVIEW WILL RESULT IN DISQUALIFICATION. \*\*\***

### **Part IV - Entry Level Testing (Non-certified applicants)**

Non-certified applicants must successfully complete the entry level Civil Service exam that will include a written examination and a physical ability test. Non-certified applicants will be those applicants NOT certified as both a fire fighter by the Texas Commission on Fire Protection (TCFP) **AND** as an Emergency Medical Technician, basic or above, by the Department of State Health Services (DSHS).

### **Written Examination**

Non-certified applicants must complete the Civil Service written examination with a minimum passing grade of seventy percent (70%). **The entry level exam is scheduled for Friday, July 29, 2016.** The exam will begin promptly at 9 a.m. Applicants must report to the written test site located at:

**Dora Roberts Community Center  
(Located inside Comanche Trail Park)  
100 Whipkey Drive  
Big Spring, Texas 79720**

Applicants must report to the test site no later than 8:45 a.m. Applicants are required to present valid photo identification to be admitted into the testing area. The written exam will consist of a 100 question, multiple choice exam. The test will be graded immediately following the completion of the exam. Upon passing the exam with a 70 or better the candidate will then be eligible to participate in the physical agility test.

**\*\*\*FAILURE TO PASS THE WRITTEN EXAMINATION WILL RESULT IN DISQUALIFICATION. \* \***

### **Physical Agility Test Procedure**

Only those non-certified applicants, who score a seventy (70) or above on the entry level Civil Service written examination, will be eligible to take the Physical Agility test. Eligible applicants will be given an admission ticket to the testing area following the written examination.

Those applicants must report for the physical agility test as follows:

**Big Spring Fire Station 1**  
**1401 Apron Drive**  
**Big Spring, Texas 79720**  
**Test date: Friday, July 29, 2016**  
**Test time: 11:30 a.m.**

**\*\*\*FAILURE TO APPEAR FOR PHYSICAL AGILITY TESTING WILL RESULT IN DISQUALIFICATION.\*\*\***

The physical ability test will consist of a course that is laid out and approved by the Civil Service Commission. Please carefully review the information which follows so you will be familiar with the requirements of the Physical Agility Test. Applicants must present a valid photo ID in order to gain admittance into the testing site. Applicants should wear appropriate attire i.e. jogging shorts and athletic shoes for the test. Please be appropriately dressed and report to the designated holding area thirty minutes prior to the scheduled test time. You will be allowed to watch a "video" of the Physical Agility Test at that time. Applicants will be given an opportunity to ask questions regarding the testing process prior to their test's onset.

**\*On page thirty (30) of this application packet, you will find a DECLARATION OF MEDICAL CONDITION form. This form must be completed by a physician of your choice and returned with the firefighter application. You WILL NOT be permitted to participate in the physical agility test without a signed Declaration of Medical Condition.\***

### **Big Spring Fire Department Physical Agility Test General Procedure**

- Applicants will complete a series of events designed to test their ability to perform various department related tasks.
- Department proctors will conduct the course according to established guidelines.
- No more than one candidate will be permitted on the course at any given time.
- Applicants will be called upon to begin their test from the holding area when proctors have completed the previous test.
- Each station in the course will be monitored by a proctor whose sole responsibilities will be to ensure the validity of the event, that appropriate techniques are followed and the safety of the applicant.
- An official timekeeper will accompany each applicant to record the result of each event.
- The official timekeeper and event proctor will witness the final time recorded and the result of each event.
- Each event will begin on the command of the timekeeper.
- Applicants will not be permitted to watch other candidates during their course.

### **Performance Restrictions**

- Each applicant must perform each event in the manner in which it is instructed.
- Applicants failing to perform the event in the manner instructed will be given one warning by the event proctor.
- Applicants failing to perform the event in the manner instructed after one warning will be judged as failing the course.

### **Test Interruptions**

- Should weather or any other unforeseen condition render the course unsafe in the opinion of the

timekeeper or proctors, the test will be suspended and rescheduled for a later date.

- Equipment failure or other similar occurrence that invalidates a given event will result in suspension of the applicant's test.
- An applicant unable to finish the course due to a suspension will be permitted to conduct the test again, in its entirety, on a date to be scheduled by the department.

### **Course Failure**

- Applicants failing to report thirty (30) minutes prior to the scheduled test time or not being present at the holding area when called upon will be disqualified.
- Applicants must satisfactorily complete the physical agility test in **one** attempt. Applicants who fail the physical agility course will be disqualified.
- The physical agility course is conducted as one continuous test. Applicants failing any event of the course will be judged as failing the entire course. Failing applicants will be disqualified.

**\*\*\*FAILURE OF THE PHYSICAL ABILITY TEST WILL RESULT IN DISQUALIFICATION\*\*\***

### **PHYSICAL AGILITY COURSE EVENTS\***

The candidate will perform the physical agility test wearing a twenty (20) pound weighted vest and protective helmet and gloves. The Big Spring Fire Department will furnish these items to applicants. Each applicant shall furnish his/her athletic shoes for the test. The event will start at the base of the stairs on the east side of Fire Station 1. The maximum time limit for the physical agility test is seven (7) minutes.

**Event 1 - Ladder Climb** - Demonstrates the applicant's basic physical agility and ability to negotiate ladders and elevated operations.

- The applicant will proceed to the ladder on the north side of the drill tower.
- The ladder will be secured to the railing on the third floor of the drill tower and the event proctor or assistant will heel the ladder during the event.
- The applicant will climb the ladder, touching every rung and climb over the third floor railing and stand with both feet on the floor before returning back to the ladder.
- The applicant will return down the ladder, touching every rung.
- Failing points on this event are:
  1. ***Failing to touch each rung of the ladder when not in contact with the railing.***
  2. ***Failing to step completely off the ladder onto the third floor of the drill tower.***

**Event 2 - 35' Extension Ladder Hoist** - Demonstrates the applicant's ability to handle medium length ground ladders.

- The applicant will hoist the fly section of a 35' extension ladder to its maximum and lock it in place. Applicant will then lower the fly section to its original position locked in place.
- The applicant must utilize the technique demonstrated which includes a hand over hand action on the halyard with no use of body weight for assistance.
- The ladder will be secured to a structure or heeled by two certified firefighter assistants during the event.
- Failing points in this event include:
  1. ***Failing to raise the ladder to complete extension.***
  2. ***Release of the halyard allowing the fly to slip at any time.***
  3. ***Failing to raise the ladder and lock it in place***
  4. ***The demonstrated technique is not performed after one warning. (Applicant bends knees, waist or allows feet to leave ground.)***

**Event 3 - 1 ¾" High-rise Hose Carry** - Demonstrates the applicant's ability to handle hose bundles and negotiate stairways.

- The applicant will carry a 1 ¾" high-rise pack of hose to the 5<sup>th</sup> floor of the drill tower, using the exterior fire escape. Applicant will leave the hose on the 5<sup>th</sup> floor.
- The applicant will carry the pack in the demonstrated manner, over either shoulder.
- The high-rise pack will be configured by the department and maintained to be consistent with every course. The pack should allow applicants taller than 5'7" to carry it in the prescribed manner without dragging either end on the ground.
- The applicant will bring the pack from the ground to the carry as part of the event.
- The applicant will use one hand on the stairway banister as a safety precaution.
- The applicant will touch every step going up and down the stairway.
- A department assistant will follow immediately behind the applicant, on the ascent up the drill tower to prevent a fall.
- The assistant will indicate to the event proctor when the applicant has reached the 5<sup>th</sup> floor and may return.
- Failing points in this event include:
  1. **Failing to carry the hose pack in the demonstrated manner. (If the hose is dropped from the shoulder the applicant may return it but he/she may not advance up the stairs while doing so.)**
  2. **Failing to maintain one hand on the railing after one warning.**
  3. **Failing to touch each step while climbing and returning.**

**Event 4 - 2 ½ Dry-Line Slack Pull** - Demonstrates the applicant's ability to handle a large diameter hose and hoist heavy objects.

- The applicant will pull 150' of uncharged 2 ½" hose and the attached coupling up to the 3<sup>rd</sup> floor landing of the drill tower.
- A lead rope will be attached to the hose line and used to pull the first coupling to the landing.
- The technique mandated by the event will be demonstrated and involves pulling the hose up over either shoulder using one or two hands, and then passing the hose to the rear.
- An assistant will be positioned no closer than 4' behind the applicant to clear the hose from the area as it is brought up.
- Failing points in this event include:
  1. **Failure to pass the last coupling over the railing.**
  2. **Failure to utilize the described technique after one warning. (Pulling the hose over the railing to the side and not over the shoulder.)**

**Event 5 - 20' Roof Ladder Raise** - Demonstrates the applicant's ability to handle small ground ladders.

- The applicant must remove a 20' roof ladder from mounting brackets, carry it 40' and raise it against a wall, within department provided orientation markings. The applicant will use the demonstrated technique to remove the ladder on the brackets that requires a single two-handed motion directly in front of the applicant, lifting the entire ladder at once.
- The applicant will utilize the demonstrated method to carry the ladder.
- The applicant will raise the ladder to the wall utilizing the demonstrated technique and pull the base of the ladder out to the indicated point to stabilize it.
- Failing points in this event will include:
  1. **Dropping the ladder at any time.**
  2. **Failing to raise the ladder within the orientation markings.**
  3. **Dragging the ladder while carrying it.**

**Event 6 - 2 ½" Charged Line Advance** - Demonstrates the applicant's ability to advance large diameter charged hand lines.

- The applicant will advance a charged 2½” attack line consisting of 100’ of 2½” hose with nozzle attached to the designated point near the water supply.
- The hose will be extended straight out from the attached hydrant and charged to hydrant pressure.
- The nozzle will be positioned over the shoulder (from rear to front, right or left) in the demonstrated manner during the advance.
- Failing points in this event include:
  1. ***Not advancing the hose beyond the finish line***
  2. ***Not utilizing the demonstrated method of carry after one warning.***
  3. ***Dropping of the nozzle during or at the conclusion of the advance.***

**Event 7 - Rescue Carry** - Demonstrates the applicant’s ability to perform a rescue.

- The applicant must maneuver a 165 pound dummy twenty-five yards and return it to the starting point.
- The applicant will utilize the demonstrated technique while maneuvering the dummy. The dummy shall be grasped from behind, under the arms upright, and across the chest. Applicant may use attached straps on the dummy.
- The applicant will maneuver the dummy around a cone at the 25-yard point then return.
- A department assistant will station closely behind the applicant as a safety precaution to prevent a severe fall.
- Should the dummy be dropped or the applicant fall during the event, they must regain their footing and control of the dummy on their own without assistance.
- Failing points in this event include:
  1. ***Applicant fails to return the dummy across the finish line***
  2. ***Applicant fails to use the demonstrated technique to advance the dummy after one warning.***

Time will stop at the conclusion of this event. Any pause during the event for more than fifteen (15) seconds will terminate the event, resulting in failure.

**\*\*\*FAILURE OF THE PHYSICAL AGILITY TEST WILL RESULT IN DISQUALIFICATION\*\*\***

**Part V – Required Documentation**

Upon successful completion of the Physical Agility Test, candidates will be given a Personal History Statement and Medical Questionnaire to complete. These documents must be completed and returned to the Human Resources Department. The Personal History Statement is your opportunity to provide additional information about yourself and your background. It must be completed truthfully and all information presented within the statement will be verified by polygraph examination at a future date.

**Part VI - Eligibility List**

Two eligibility lists will be created. The first eligibility list will consist of certified candidates who successfully completed the physical agility test. Certified candidates will be ranked based on certifications as follows:

- First Preference: Firefighter and Emergency Medical Technician - Paramedic
- Second Preference: Firefighter and Emergency Medical Technician - Intermediate
- Third Preference: Firefighter and Emergency Medical Technician - Basic

The second eligibility list will consist of non-certified candidates who successfully complete the written examination **and** the physical agility test. Non-certified candidates will be ranked based on their score on the examination. Hiring preference for non-certified candidates will be applied as follows:

- First Preference: Firefighter Only
- Second Preference: Emergency Medical Technician - Any level
- Third Preference: No certifications

Each eligibility list shall be in effect for one (1) year from the date of the examination, unless exhausted earlier. The City Manager will make initial appointments from the certified eligibility list to be followed by the non-certified eligibility list.

Any candidate on either current hiring eligibility list, whose DSHS or TCFP status changes, must notify, in writing, the City of Big Spring Human Resources Department located at City Hall, 310 Nolan Street, Big Spring, Texas 79720. Candidates will be required to provide a copy of a current DSHS or TCFP certificate(s).

### **Part VIII - Disqualifications**

Any of the following will disqualify an applicant from further consideration at any stage of the application process:

- Failure to meet minimum preliminary requirements.
- Failure of the pre-employment drug test. (Disqualification for two years.)
- Failure to receive the required recommendation for employment by the examining psychologist, psychiatrist or medical doctor. (Temporary or permanent rejection based on nature of the rejection.)
- Failure to meet and/or provide documentation of the minimal educational requirements in accordance with TCFP rules. (Temporary disqualification until next examination.)
- Conviction of conduct that constitutes a felony under State or Federal Law.
- Admission to conduct involving a crime or act of moral turpitude. Candidates will be considered on a case by case basis with factors considered including the nature of the event and the potential for the conduct impacting the applicant's ability to perform Public Safety duties and uphold the expected conduct and image required of a firefighter. Individuals registered as "sex offenders" will be permanently disqualified.
- False statement in any material fact; withheld information, practiced or attempted to practice deception or fraud in his or her application, examination, background investigation, polygraph examination or medical examination. (Permanent disqualification).
- Dishonorable or less than honorable discharge from any branch of the Armed Forces of the United States.
- Addiction to narcotics or excessive use of intoxicants.
- Conviction for DUI/DWI within the past ten (10) years or has a driving record incompatible with the safe operation of emergency vehicles based on the determination that the applicant is a habitual traffic violator per the guidelines established in the Personnel Policies and Procedures Manual of the City of Big Spring.
- Membership in any organization that promotes or encourages the overthrow of the United States Government.
- Failure to complete or satisfactorily meet the employment process requirement of the Fire Department including, but not limited to, missed appointments, failure to return necessary paperwork, failure to promptly notify the Fire Department of changes in address or telephone numbers or who otherwise fail to complete the application process.
- Failure or refusal to provide any information required.

The Big Spring Fire Department considers applicants on the basis of information that is provided by the applicant and that is obtained during the background investigation. All information provided is kept confidential and is used solely for employment purposes. In certain cases a cause for rejection may become public information based on the situation and various "Open Government" provisions of the law and Attorney General Opinions. Applicants may be rejected for causes established by the Big Spring Firefighters Civil Service Commission and/or lesser but multiple issues which reflect a pattern incompatible with employment in the public safety area.

NOTE: Often more applicants are rejected for withholding or providing false information than for the nature of the information disclosed. Providing all requested information up front in your background packet will help us assess your suitability for this position. If you have concerns about something in your background, and

are not sure whether or not you will be eligible for employment with the Department, you may contact the Human Resources Department at 432-264-2347, to confidentially discuss your situation.

Applicants may withdraw their application at anytime during the hiring process, however any withdrawal must be in writing. Failing to withdraw in writing will result in the need for the Department to do a formal Civil Service "rejection" which may not appear favorable in future applications with this or other Departments.

The City of Big Spring is an Equal Opportunity Employer and a drug & tobacco free workplace. Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.



**CITY OF BIG SPRING, TEXAS  
FIRE DEPARTMENT  
JOB VACANCY ANNOUNCEMENT**

**Job Class Title:** Firefighter (Certified and Non-Certified)  
**Starting Salary:** \$37,662.56 - \$47,392.80 DOE\*  
**Testing date:** Friday, July 29, 2016  
**Testing location:** Dora Roberts Community Center, 100 Whipkey Drive, Big Spring, Texas 79720  
**Application deadline:** 5 p.m. on Friday, July 22, 2016. Mailed applications must be postmarked by 5 p.m. on July 22, 2016.  
**Submit Application To:** City of Big Spring Human Resources Department, 310 Nolan Street, Big Spring, Texas 79720

\*Additional pay is provided for those employees that hold certificates from the Texas Commission on Fire Protection (TCFP) and/or the Department of State Health Services (DSHS)

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**SUMMARY OF JOB RESPONSIBILITIES:**

This position is responsible for suppressing fires and maintaining fire apparatus and equipment. This position is also required to serve as an Emergency Medical Technician (EMT) after completion of EMT certification.

**MINIMUM QUALIFICATIONS (all applicants)**

- Must be a high school graduate or possess a GED Equivalency Certificate.
- Must have reached at least eighteen (18) years of age as of the date of the written test and not have reached thirty-six (36) years of age as of the date of appointment .
- Must be able to read, write and speak English.
- Must possess a valid state issued driver's license and, on date of hire or within three (3) months of date of hire, must have obtained a Commercial Texas Driver's License, either a Class A or Class B, for the type of vehicle or equipment operated.
- If applicable, you must submit a Form DD-214-4 (long form) to verify an honorable or general discharge under honorable conditions from the military.
- Must pass a comprehensive background investigation and not have any of the disqualifiers established by the department.

**CERTIFIED APPLICANTS:**

- Certified applicants must be certified as both a fire fighter by the Texas Commission on Fire Protection (TCFP) **AND** as an Emergency Medical Technician, basic or above, by the Department of State Health Services (DSHS). Certified applicants will not be required to take the Civil Service written examination

for an entry level firefighter. Certified applicants will be required to pass the Physical Agility Test in one attempt. Applicants must submit verification of any of the following applicable certifications with the application for employment.

- Structural Fire Fighter - TCFP
- Emergency Medical Technician - DSHS
- Emergency Medical Technician Intermediate - DSHS
- Emergency Medical Technician Paramedic - DSHS

### **NON-CERTIFIED APPLICANTS:**

- Must successfully complete the Civil Service written examination for an entry level firefighter with a minimum passing grade of seventy percent (70%).
- Must satisfactorily complete the physical agility course set out by the department in one (1) attempt.
- Must have the ability to meet current requirements set forth by the National Fire Protection Association and the Texas Commission on Fire Protection (TCFP) to obtain certification as a Firefighter.
- Must have the ability to obtain appropriate state Emergency Medical Technician (EMT) certification within twelve (12) months of the date of hire and maintain certification(s) through continuing education throughout employment with the City.
- The Texas Commission on Fire Protection (TCFP) Personnel Standards and Education may not certify an applicant as eligible for a beginning position with the fire department unless the applicant meets all legal requirements necessary to become eligible for future certification.

Non-certified applicants who pass the entry level Civil Service written examination and the physical agility test will be placed on the department eligibility list. Fire department eligibility lists remain active for a period of one (1) year. The City Manager will make appointments from the current eligibility list unless there is a valid and verifiable reason why the applicant should not be appointed. Any applicant on the eligibility list who's DSHS or TCFP status changes must notify the City of Big Spring Human Resources department, in writing, and supply a copy of a current DSHS or TCFP certificate.

### **ELIGIBILITY FOR PREFERENCE**

Non-certified applicants must receive a minimum passing grade of seventy (70) percent on the entry level Civil Service written examination to be eligible to receive any of the following additional points\* added to their final examination grade.

*\*Certified applicants will have additional points added to their Oral Board Interview score.*

- An applicant who has served in the Armed Forces of the United States and who received an honorable discharge shall receive five (5) points added to their final examination score.
- An applicant who is the natural-born or adopted child of a fire fighter who previously suffered a line-of-duty death shall be ranked on top of the eligibility list so long as he scores a 70 or better on the entry level exam. The deceased firefighter's applicant child must otherwise satisfy all of the requirements for eligibility [Chapter 143.025 (j) of the Texas Local Government Code].

### **ESSENTIAL TASKS (include but are not limited to the following)**

- Assists and/or participates in training exercises to maintain certification(s).
- Assists in hydrant, plug and line maintenance.
- Washes, cleans, fuels and services assigned vehicles, equipment including water pumps; disinfects assigned vehicle and equipment after each use of the assigned vehicle(s).
- Requests repairs and service of apparatus and equipment as necessary.
- Completes necessary local paperwork including reports; maintains departmental files and records.
- Ensures that an adequate inventory of supplies is aboard emergency vehicles through regular checks.
- Ensures the proper functioning of all emergency medical equipment and vehicles through regular inspection.
- Responds to sites of life threatening or other emergency medical situations.

- Extrication of victims of accidents, when necessary.
- Renders emergency and life-saving medical assistance to those in need.
- Transports injured or sick persons to the appropriate care facility.
- Inspects buildings; completes pre-fire plans.
- Inspects the working condition of fire equipment on a daily basis.
- Performs housekeeping and grounds keeping duties at the station.
- Provides fire safety information and educational programs to school, church and civic groups.
- Performs other related tasks/duties as assigned by the chain of command.

### **SKILLS, KNOWLEDGE AND ABILITIES REQUIRED BY THE POSITION**

- Experience sufficient to thoroughly understand the work of the position and be able to answer questions and resolve problems.
- Knowledge and level of competency commonly associated with completion of specialized training in the field of work in addition to basic skills typically associated with a high school education or GED.
- Knowledge of basic emergency medical and life-sustaining techniques, including cardiac care, trauma and shock care and ventilation and other CPR techniques.
- Knowledge of departmental rules, regulations, policies and procedures.
- Knowledge and skill in the operation and use of fire equipment and apparatus.
- Knowledge of fire suppression and rescue techniques.
- Knowledge of hazardous materials.
- Knowledge of hydraulics and fire streams.
- Knowledge of State and local fire codes.
- Knowledge of radio communications.
- Knowledge of streets and other local geography.
- Knowledge of universal precautions relating to infection control.
- Skill in driving in emergency situations.
- Skill in extrication techniques and equipment.
- Skill in oral, verbal and written communication.
- Skill in patient assessment.
- Skill in the administration of emergency medical techniques and the use of specialized equipment.
- Skill in the use of a computer.

### **SUPERVISORY CONTROLS**

The Lieutenant assigns work in terms of general instructions. Completed work is reviewed for compliance with procedures, accuracy and the nature and propriety of the final results.

### **GUIDELINES**

Guidelines include State laws, medical protocol, city ordinances, building codes and departmental rules, regulations, policies and procedures. These guidelines are generally clear and specific, but require some interpretation in application.

### **COMPLEXITY**

The work consists of duties related to fire suppression, fire equipment operation, patient care and transportation. The variety of emergency situations encountered at fire scenes and the need to determine appropriate medical procedures for a wide variety of situations contributes to the complexity of the work.

### **SCOPE AND EFFECT**

The purpose of this position is to suppress fires and administer emergency medical care to victims as an agent of the physician. Successful performance helps ensure the protection of life and property by ensuring the timely arrival of personnel and equipment.

**PERSONAL CONTACTS**

Contacts are typically with co-workers, other city employees, other emergency service providers including but not limited to hospital personnel, victims of accidents and their families, students and the general public.

**PURPOSE OF CONTACTS**

The purpose of contacts is typically to exchange information, resolve problems and provide services.

**PHYSICAL DEMANDS**

The work is typically performed while sitting, standing, walking, bending, crouching or stooping. At emergency scenes, the employee must lift light, heavy and very heavy objects, climb many types of ladders, use tools and equipment requiring a high degree of dexterity and be able to distinguish between shades of color.

**WORK ENVIRONMENT**

The work is typically performed at a station house except while at a fire or emergency scene. At a fire scene, the employee may be exposed to EXTREME noise, dust, dirt, irritating chemicals, inclement weather, extreme temperatures and hazardous situations. The work requires the use of protective clothing and devices.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY THE HUMAN RESOURCES OFFICE NO LATER THAN 5 P.M. ON JULY 22, 2016.**

THE CITY OF BIG SPRING IS AN EQUAL OPPORTUNITY EMPLOYER



City of Big Spring  
 310 Nolan Street  
 Big Spring, Texas 79720  
 Phone (432) 264-2346  
 Fax (432) 264-2387

**BENEFITS FACT SHEET**

**Firefighters Pension Commission** – The employee deposits 13% of their gross salary and the City contributes 13% into the firefighter’s pension account. The amount of income payable upon retirement is dependent upon the member’s age at retirement and years of service.

**Deferred Compensation Retirement** – (In lieu of Social Security) – 6.7 % of the employee’s adjusted gross salary is matched by the City as follows: 5.51% into the deferred compensation retirement plan and 2.19% for a life and disability insurance package (see below) for a total matched funds of 7.70%. This is a tax-sheltered program.

**Life Insurance & Disability Package** – The City provides a life insurance package for full time, permanent employees. The life insurance benefit is equal to four (4) times the employee’s annual salary. An additional life insurance option is available at a cost to the employee. The disability package ensures that, in the event of a permanent disability, 60% of the monthly salary is paid up to a maximum of \$3,000.00 per month.

**Health Insurance** – The City of Big Spring pays the premium for employee’s health insurance and supplements the cost of the dependent health insurance. Pharmacy cards are Included in the health package for employees and covered dependents. Dependent coverage is available to the employee at a cost of:

- **Child/Children**                      \$175.16/month
- **Spouse**                                 \$352.64/month
- **Family**                                 \$477.40/month

**Dental Insurance** – Available to employees at a cost of:

- **Employee**                              \$22.08/month
- **Spouse**                                 \$44.78/month
- **Children**                               \$49.64/month
- **Family**                                 \$72.40/month

**Vision Insurance** – Available to employees at a cost of:

- **Employee**                              \$13.14/month
- **Family**                                 \$39.40/month

**Longevity Pay** – Longevity is payment for years of service. Payments begin after one year of service based on the following schedule:

<u>Years of Service</u>	<u>Annually</u>	<u>Biweekly</u>
1-9 years	\$72.00	\$2.77
10-14 years	\$96.00	\$3.70
15-19 years	\$120.00	\$4.62
20+ years	\$144.00	\$5.54

**Workers’ Compensation** – The City of Big Spring meets standard state requirements for Workers’ Compensation. If you are injured on the job, you must report the incident to your supervisor immediately.

## **Paid Vacation and Sick Leave-**

<u>Firefighters Vacation Accrual</u>	
0-9 years	15 days/year
10-14 years	17 days/year
15-19 years	18 days/year
20-24 years	19 days/year
25+ years	20 days/year

<u>Firefighters Sick Time Accrual</u>
15 days/year

**Funeral Leave** – Sick leave hours equal to one shift per calendar year may be granted for funeral leave if the death is outside the employee’s household. Two shifts of funeral leave may be granted if the deceased lived in the employee’s household or is classified as immediate family (see Personnel Policies).

**Cafeteria Plan** – The city provides a Cafeteria Plan to allow employees to tax shelter day care and certain medical expenses. This program provides a tax savings by increasing the employee’s take home pay.

### **Recreation Privileges -**

- Free admission to Moss Lake for employee and their dependents.
- Reduced fees at the Comanche Trail Golf Course. Fees are as follows:

Green Fees	\$6.88 per pay period
Trail Fees	\$10.42 per pay period
Shed Fees	\$22.50 per pay period

**Reimbursement for Previously Completed Training** - Eligible employees will have been hired by the City of Big Spring Fire Department and will have personally incurred expenses for tuition and fees within the twelve (12) months preceding the date of hire to attend any training school meeting Texas Commission on Fire Protection Standards requirements for a basic fire academy. Employees receiving state certification as a result will be eligible for reimbursement of documented tuition and fees incurred by the employee in an amount not to exceed One Thousand, Five Hundred dollars (\$1,500.00).

**Tuition Reimbursement Program** – The City will reimburse eligible employees for college tuition and book fees. Reimbursement amounts vary based on grades. Employees must complete the probationary period before they are eligible to apply for the Tuition Reimbursement program.

### **Employee Wellness Program**

- Gym Memberships
- Tobacco Cessation Program
- Employee Assistance Program

City of Big Spring Human Resources Department  
 310 Nolan Street, Big Spring, Texas 79720  
 PHONE: (432) 264-2346 FAX: (432) 264-2387

The city of Big Spring is an Equal Opportunity Employer and encourages applications from eligible and qualified persons regardless of race, color, religion, sex, age, national origin or physical disability. Please answer all questions completely by typing or printing in your own handwriting and to the best of your knowledge. Information provided is subject to verification.

***Incomplete applications will not be considered.***

APPLICATION TYPE

CERTIFIED       NON-CERTIFIED

APPLICATION DATE      /      /

PERSONAL INFORMATION		
Last Name	First	Middle
Street Address		
City	State	Zip Code
Social Security	Phone	Alt. Phone
Email:		
Are you at least 18 years of age?      Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you over 35 years of age?      Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you legally eligible for employment in the United States?      Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you ever been convicted of, plead guilty to, received deferred adjudication, or any form of court supervision for any criminal offense (misdemeanors and felonies, including DWI, DUI, more than two speeding tickets) <u>other than a minor traffic violation</u> (i.e. parking, speeding) within the last ten (10) years? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain _____		
NOTE: Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as it relates to the job under consideration. Providing false information or omitting information will result in immediate disqualification for employment consideration.		
Have you ever been discharged from the Armed Forces under other than Honorable circumstances?      Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain _____		
Please attach a copy of DD 214 long form or NGB Form 22, if applicable.		

**EDUCATION, TRAINING, and SKILLS**

Do you have a  High School diploma  GED (PLEASE ATTACH A COPY)

Diploma or GED received from: \_\_\_\_\_ City and State \_\_\_\_\_ Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

College, Post Graduate, Technical or Vocational School (please attach transcripts, diplomas, degrees, if applicable.)

Name of Institution	Address, City, State, Zip	Course of Study	Years	Degree

**Please complete the following for any certificates held from the Texas Fire Commission and/or Department of State Health Services or National Registry. Attach copies of certificate(s).**

Certificate	Currently undergoing class work (indicate expected completion date)	Completed class work (indicate testing date)	Hold certificate (indicate expiration date)
Firefighter Basic			
EMT Basic			
EMT Intermediate			
EMT Paramedic			
Other			

**List any specialized equipment or machinery that you can operate and/or other skills related to the job for which you are applying:**


Do you have a valid state issued Driver's License? Yes  No  License # \_\_\_\_\_ State \_\_\_\_\_

Type of License: Class C  Class M  Class A CDL  Class B CDL  Class C CDL

License Expiration Date: \_\_\_\_\_

**Have you ever had your driver's license suspended or revoked?** Yes  No  If yes, please explain below.


**EMPLOYMENT HISTORY** – List your employment history for your past five (5) employers. If your five (5) listed employers do not cover a time period of at least ten (10) years, please use a supplemental employment page to record your remaining employment history. You may use as many additional pages as necessary, but the format must include all requested information. **Please include a complete address for each employer, including street address, city, state, zip code and phone number, including area code.**

<u>Employer</u>	<u>Address, City, State and Phone Number</u> _____ _____ _____	<u>Type of Business</u>	<u>Employment Dates</u> _____ to _____
<u>Position Held</u>	<u>Name of Supervisor</u>	<u>Salary</u>	May we contact this employer? Yes ( ) No ( )
Brief Description of Duties:			
Reason for Leaving:			

<u>Employer</u>	<u>Address, City, State and Phone Number</u> _____ _____ _____	<u>Type of Business</u>	<u>Employment Dates</u> _____ to _____
<u>Position Held</u>	<u>Name of Supervisor</u>	<u>Salary</u>	May we contact this employer? Yes ( ) No ( )
Brief Description of Duties:			
Reason for Leaving:			

<u>Employer</u>	<u>Address, City, State and Phone Number</u> _____ _____ _____	<u>Type of Business</u>	<u>Employment Dates</u> _____ to _____
<u>Position Held</u>	<u>Name of Supervisor</u>	<u>Salary</u>	May we contact this employer? Yes ( ) No ( )
Brief Description of Duties:			
Reason for Leaving:			

<u>Employer</u>	<u>Address, City, State and Phone Number</u> _____ _____ _____	<u>Type of Business</u>	<u>Employment Dates</u> _____ to _____
<u>Position Held</u>	<u>Name of Supervisor</u>	<u>Salary</u>	May we contact this employer? Yes ( ) No ( )
Brief Description of Duties:			
Reason for Leaving:			

<u>Employer</u>	<u>Address, City, State and Phone Number</u> _____ _____ _____	<u>Type of Business</u>	<u>Employment Dates</u> _____ to _____
<u>Position Held</u>	<u>Name of Supervisor</u>	<u>Salary</u>	May we contact this employer? Yes ( ) No ( )
Brief Description of Duties:			
Reason for Leaving:			

<u>Employer</u>	<u>Address, City, State and Phone Number</u> _____ _____ _____	<u>Type of Business</u>	<u>Employment Dates</u> _____ to _____
<u>Position Held</u>	<u>Name of Supervisor</u>	<u>Salary</u>	May we contact this employer? Yes ( ) No ( )
Brief Description of Duties:			
Reason for Leaving:			

**Please explain any periods of unemployment including dates and the reason(s) for unemployment:**

<u>Dates</u>	<u>Reason</u>

**Have you ever been discharged or asked to resign from a job within the last ten (10) years?**  Yes  No  
 If yes, please explain and include employer name, city, state and zip code

<u>Dates</u>	<u>Employer Name and Address</u>
Reason:	
<u>Dates</u>	<u>Employer Name and Address</u>
Reason:	
<u>Dates</u>	<u>Employer Name and Address</u>
Reason:	

**PROFESSIONAL REFERENCES**

List ten (10) people whom you have known for at least five (5) years – do not include relatives or former supervisors.

**YOU MUST PROVIDE A COMPLETE ADDRESS AND PHONE NUMBER FOR EACH REFERENCE.**

Name	Address, City, State, Zip & Phone	Occupation	Years Known

OTHER	
How did you learn of this job opening? (Check One)	
<input type="checkbox"/> Newspaper Ad (which newspaper) _____	
<input type="checkbox"/> Workforce Commission	<input type="checkbox"/> City of Big Spring Web Page
<input type="checkbox"/> Walk In	<input type="checkbox"/> City Employee
<input type="checkbox"/> Other (explain) _____	

RESIDENCES		
List ALL addresses where you have lived during the past ten (10) years, beginning with your present address. List addresses by date, including month and year. Attach extra page(s) if necessary.		
FROM	TO	ADDRESS, CITY, STATE AND ZIP

**STUDY GUIDES FOR CIVIL SERVICE TESTING**

It has been beneficial for some applicants to acquire firefighter exam study guides to prepare them for the competitive Civil Service Exam. These can be found at some libraries or purchased off the Internet or at a bookstore. One example of a study guide is Norman Hall's **FIREFIGHTER EXAM PREPARATION BOOK**, which can be purchased for about \$15.00 from Barnes and Noble, Amazon or other sources.

**PLEASE READ CAREFULLY BEFORE SIGNING**

1. I certify that all 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, separated. I understand that failure to complete the application may be sufficient cause for rejection of this application or separation after employment. I also understand that if the City employs me, I must comply with its policies, procedures and directives as a condition of employment. I further understand that no employee or representative of the **City of Big Spring**, other than the City Manager, has the authority to enter into any agreement for employment for any specified period of time.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that the **City of Big Spring** will keep the information provided during the employment process confidential to the extent permitted by law; however, Texas is an open records state. This application, along with any attachments, becomes the property of the **City of Big Spring**.
4. It is the policy of the **City of Big Spring** that applicants given a Conditional Job Offer take a drug test to show they are substance free. In order to protect the safety of the workers and the public, any applicant who refuses to take such test and/or whose test shows illegal drug use will not be employed by the **City of Big Spring**.
5. **Compensatory Time Provision:** The Fair Labor Standards Act (FLSA) permits public employers to compensate employees overtime hours in the form of time off. Hours that are not completed in the same workweek will accrue on the basis of time and one-half. Other compensatory provisions apply to public safety personnel in accordance with Section 207(k) of the FLSA.

**THIS APPLICATION MUST BE SIGNED AND DATED:**

\_\_\_\_\_  
 Applicant's Legal Signature

\_\_\_\_\_  
 Date Signed

**DRUG AND ALCOHOL POLICY  
APPLICANT'S OVERVIEW FORM**

The City of Big Spring has a commitment to a drug-free workplace as a leader in promoting a drug-free work force.

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All applicants, upon a conditional offer of employment for regular full or part-time positions and temporary positions, will be required to submit a urine sample for the purpose of a drug screen. Any job applicant, who refuses to consent to a drug and/or alcohol test, fails to report to the collection site, or fails (tests positive) for such test will be denied employment for a period of at least two (2) full years.

Any prior/current use of LSD will be reason for disqualification. Any other drug usage will be reviewed on an individual basis to determine acceptability or disqualification depending upon the frequency and recency of usage. Information regarding drug usage will be included in the polygraph.

If a sample is positive the applicant will be given the opportunity to report any medications that have been recently used to the Medical Review Officer (MRO). A positive test result will be confirmed by a second test using a gas chromatography/mass spectrometry (GC/MS) test, using a portion of the same sample. The Human Resource Director will notify, by telephone and in writing, applicants who are disqualified based upon a positive test result. Applicants may appeal the disqualification by submitting a written statement to the Human Resource Department within seventy-two (72) hours from first notification of disqualification, and providing the necessary funds to complete the second test. If the second test is negative the City will reimburse the applicant.

All employees are subject to a Drug and Alcohol Policy, which may include testing under the following conditions: post-vehicle accident, post-incident, reasonable suspicion, random and firearm discharge.

I certify that I have read the above overview of the City of Big Spring Drug and Alcohol Policy and consent to comply with all provisions of the policy.

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



City of Big Spring  
Human Resource Department  
310 Nolan, Big Spring, Texas 79720  
(432) 264-2346

## AGREEMENT AUTHORIZING RELEASE OF INFORMATION

**TO WHOM IT MAY CONCERN:** I \_\_\_\_\_ am an applicant for a position with the City of Big Spring. I understand that the City of Big Spring needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in my and the public's interest that all relevant information concerning my personal and employment history is disclosed to the above department, except for information covered by the Americans Disabilities Act (ADA)."

I hereby authorize any representative of the City of Big Spring bearing the release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the City of Big Spring, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the City of Big Spring to consider in determining my suitability for employment with the City. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have pertained to me, my work background and reputation, my military service records, educational records, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you as the custodian of such records of the City of Big Spring, including its officers, employees, and other related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or my associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the City of Big Spring regardless of any agreement I may have made with you previously to the contrary. The Personnel Representative requesting the information pursuant to this release may discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the City of Big Spring's acceptance and processing of my application for employment, I agree to hold the City of Big Spring, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the City of Big Spring. I understand that should information of a serious criminal nature surface as a result of this investigation, any such information may be turned over to the proper authorities.

**AGREEMENT AUTHORIZING RELEASE OF INFORMATION (continued)**

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the City of Big Spring in conjunction with employment procedures. I further agree that I shall not have the right to read or otherwise review any information received by the City of Big Spring as a result of inquiries pursuant to this Agreement Authorizing Release of Information.

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

This waiver is valid for a period of twelve (12) months from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to indemnify and hold harmless the person to who this request is presented and his employer, agents, and employees from and against all claims, damages, losses and expenses, including reasonable attorney fees, arising out of or by reason of complying with this request.

**THIS SECTION MUST BE COMPLETED IN THE PRESENCE OF A NOTARY:**

\_\_\_\_\_  
Printed Name of Person Giving Request

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
City, State, Zip Code

( ) ( )  
\_\_\_\_\_  
Primary Phone Number      Secondary Phone Number

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires:

## Big Spring Fire Department Willingness Questionnaire

*TO BE COMPLETED BY ALL FIREFIGHTER APPLICANTS*

**Applicant Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please complete the following questions concerning the firefighter position for which you are applying:

	Yes or No
1. Are you willing to perform physically demanding duties while wearing heavy and restrictive gear in extreme heat?	
2. Are you willing to physically assess a dead body for signs of life and or handle them with professionalism and respect?	
3. Are you willing to work nights, weekends and holidays (Christmas, Thanksgiving, and New Years)?	
4. Are you willing to work for long periods of time (24 hour shifts or longer if called upon)?	
5. Are you willing to report for unscheduled duty when needed, sacrificing personal plans?	
6. Are you willing to work in inclement weather such as rain, snow and summer heat?	
7. Are you willing to put the mission of the department and the responsibilities of the job above personal comfort, convenience or friendship?	
8. Are you willing to spend hours on paperwork even after exhausting emergency runs?	
9. Are you willing to risk personal injury if necessary to perform in an emergency situation?	
10. Are you willing to perform duties as instructed even if you disagree with them personally?	
11. Are you willing to subject yourself to intense public scrutiny and criticism?	
12. Are you willing to accept the direction and orders of a superior officer?	
13. Are you willing to maintain your composure when being threatened, insulted or sworn at?	
14. Are you willing to maintain your composure when observing the sometimes-grotesque effects of trauma on the human body?	
15. Are you willing to perform your duties professionally even if they involve protected contact with an individual with a known communicable disease?	
16. Are you willing to inform a patient's family member that their loved one is dead and cannot be helped?	
17. Are you willing to perform in situations involving injured or abused children?	
18. Are you willing to place your trust in the abilities of a fellow firefighter and have them place their trust in yours?	
19. Are you willing to search a dark and potentially hazardous building for victims of a fire or collapse?	
20. Are you willing to determine, in the case of multiple serious injuries, which patients are to be treated and which must wait and possibly die?	
21. Are you willing to risk your life for that of another firefighter or citizen?	
22. Are you willing to dedicate yourself to continuous education so as to maintain your knowledge and skills throughout your career?	
23. Are you willing to present yourself to the public in a professional manner regardless of the circumstances?	
24. Are you willing to maintain a high moral character as a representative of the department and firefighters everywhere even when not on duty?	
25. Are you willing to support the community and its endeavors?	

**If you answered "no" to any of the above questions, please reconsider applying for this position.**



POLYGRAPH EXAMINATION RELEASE OF ALL CLAIMS AND  
CONDITION OF EMPLOYMENT FOR THE BIG SPRING FIRE DEPARTMENT

**THIS PAGE MUST BE COMPLETED IN THE PRESENCE OF A NOTARY:**

I, \_\_\_\_\_, am fully aware and understand that, as a condition of employment with the Big Spring Fire Department, I will be subject to a polygraph examination by a licensed polygraph examiner. I understand that the polygraph examiner will discuss with me all aspects and subject matter upon which I will be tested during the polygraph examination. I understand that I shall be tested on the subject matter discussed in the interview which will precede the actual test along with the information contained in my Personal History Statement.

Having been fully advised, and with full knowledge and understanding of the above, I hereby consent and voluntarily agree to submit to a polygraph examination to be conducted by a licensed polygraph examiner. I voluntarily consent to this examination of my own free will, and state that no duress, threats, or coercion have been placed upon me to take this examination.

I understand that the results of my examination will be made available to the agency or investigating officials that requested the examination i.e. the City of Big Spring. I also understand that in certain circumstances the polygraph examiner and/or the City of Big Spring may report information obtained from the polygraph examination to law enforcement officials or other governmental agencies. In any or all the above, I hereby unconditionally release the City of Big Spring from any and all liability for any action taken as a result of the polygraph examination. This release includes all causes of action, claims and/or legal actions which I have now or may have resulting directly or indirectly from my taking this examination and from the opinions expressed by the examiner.

I fully understand the contents of this release. I have carefully read and understand all the foregoing and am therefore fully aware of what I am signing. I understand that by signing this agreement, I consent and agree to all of its provisions.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Examinee

\_\_\_\_\_  
Printed Name of Examinee

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires:



**CITY OF BIG SPRING FIRE DEPARTMENT  
PHYSICAL AGILITY TEST  
RELEASE OF CLAIMS & WAIVER OF LIABILITY**

I, \_\_\_\_\_, for and in consideration of being considered for employment by the Big Spring Fire Department, do hereby make the following representations and acknowledgements:

1. As a part of the application process for the Big Spring Fire Department, I will have to take a physical agility test. The test may involve running, lifting, climbing, and carrying. Whether I am in good physical condition or poor physical condition, I recognize that there are risks of injury involved in taking this agility test. I further understand that if I am not in good or adequate physical condition, or if I have any pre-existing injuries, diseases, or physical conditions which may be aggravated by this test, that I may be placing myself at risk. I fully accept all risk and responsibility involved in engaging in this agility test.
2. I realize and agree that when taking the agility test, I will not be an agent, servant or employee of the City of Big Spring Fire Department, and therefore will not be covered by any worker's compensation, death or disability benefits of the City of Big Spring.
3. By signing this waiver, I do hereby release and forever discharge the City of Big Spring, the Big Spring Fire Department, and its elected officials, officers and employees, in both their public and private capacities, from any and all liability, claims, suits, demands or causes of action which may arise from my taking the agility test.

This waiver is intended to cover all acts or omissions of the City of Big Spring, the Big Spring Fire Department, and its elected officials, officers and employees, regardless of whether such act or omission is the result of an intentional, reckless, grossly negligent, or negligent act.

By signing this waiver, it is my intent to bind my heirs, executors, administrators and assigns. I understand the terms of this release are contractual and not a mere recital. Before signing this release, I read it fully and hereby acknowledge that I understand it. I have signed this document of my own free will.

**Signature:** \_\_\_\_\_

**Date signed:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone No:** ( ) \_\_\_\_\_

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the State of Texas

**In case of emergency, please notify:**

Name: \_\_\_\_\_ Relationship to me: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone No: ( ) \_\_\_\_\_



## BIG SPRING FIRE DEPARTMENT DECLARATION OF MEDICAL CONDITION TO TAKE PHYSICAL ABILITY TEST

### APPLICANT PERSONAL INFORMATION

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Social Security Number

### PHYSICIAN EVALUATION

I, \_\_\_\_\_, have reviewed the physical agility test requirements and certify that I have completed my examination of the above examinee and I have concluded that on this date, the examinee is found (check the appropriate block):

**To** be physically sound and free from any defect which may adversely affect the performance of the physical ability test for this firefighter applicant.

**Not** to be physically sound and free to take the physical ability test for firefighter applicant.

\_\_\_\_\_  
Printed/Stamped Physician Name

Physician Mailing Address: \_\_\_\_\_

Street

City

State

Zip Code

Phone Number: (\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Signature of Physician:

\_\_\_\_\_  
Date

# DPS Computerized Criminal History (CCH) Verification (AGENCY COPY)

I, \_\_\_\_\_ have been notified that a computerized criminal history (CCH)  
APPLICANT or EMPLOYEE NAME (Please print)  
verification check will be performed by accessing the Texas Department of Public Safety  
Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method. Therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, L1Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

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

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

City of Big Spring  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please:</b>	
<b>Check and Initial each Applicable Space</b>	
CCH Report Printed: _____	
YES <input type="checkbox"/>	NO <input type="checkbox"/> _____initial
Purpose of CCH: _____	
Hire <input type="checkbox"/>	Not Hired <input type="checkbox"/> _____initial
Date Printed: _____	_____initial
Destroyed Date: _____	_____initial
<b>Retain in your files</b>	

## APPLICANT EEO DATA FORM

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and **WILL NOT BE CONSIDERED** as part of the application for employment. It will be separated from the application.

1. Position Applying For	2. Social Security No.	3. Last Name	First Name	Middle Name
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4. Address	City	State	ZIP Code	5. Home Phone	6. Work Phone
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7. Sex	8. Date of Birth	9. Ethnic Origin (Check mark preferred)			
<input type="checkbox"/> Male		<input type="checkbox"/> Asian/Pac.	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic
<input type="checkbox"/> Female		<input type="checkbox"/> American Indian	<input type="checkbox"/> Alaskan	<input type="checkbox"/> Other	<input type="checkbox"/> Islander

10. Veteran?	11. Spouse of Veteran?	12. Orphan of Veteran?
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

13. How did you find out about this job?		
<input type="checkbox"/> Other City Employee	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Work In Texas.com
<input type="checkbox"/> Job Fair	<input type="checkbox"/> College/University Career Day	<input type="checkbox"/> Human Resource/Personnel Officer
<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Recruitment Poster	<input type="checkbox"/> Radio
<input type="checkbox"/> Presentation Publication	<input type="checkbox"/> Television	<input type="checkbox"/> City Web Site - Internet

\_\_\_\_\_  
Signature-Applicant

\_\_\_\_\_  
Date

**White (Not of Hispanic origin)** - All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Black (Not of Hispanic origin)** - All persons having origins in any of the Black racial groups of Africa.

**Hispanic** - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race.

**Asian or Pacific Islander** - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example China, India, Japan, Korea, the Philippine Islands, and Samoa.

**American Indian or Alaskan Native** - All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**THE CITY OF BIG SPRING IS AN EQUAL OPPORTUNITY EMPLOYER**



## BIG SPRING FIRE DEPARTMENT FINAL APPLICATION CHECKLIST

TODAY'S DATE \_\_\_\_\_

APPLICANT'S FULL LEGAL NAME (LAST, FIRST, MIDDLE) \_\_\_\_\_

OTHER NAMES USED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initials

- Completed and initialed ALL pages of Big Spring Fire Department Employment Application \_\_\_\_\_
- Photocopy of birth certificate. \_\_\_\_\_
- Photocopy of high school diploma or GED equivalency certificate. \_\_\_\_\_
- Photocopy of high school transcript. \_\_\_\_\_
- Photocopy of college degree and transcripts, if applicable. \_\_\_\_\_
- Photocopy of applicant's valid state driver's license. \_\_\_\_\_
- Photocopy of applicant's Social Security card. \_\_\_\_\_
- Photocopies of applicant's Texas Commission on Fire Protection (TCFP) certificates, if applicable. \_\_\_\_\_
- Photocopies of Department of State Health Services (DSHS) certificates, if applicable. \_\_\_\_\_
- Photocopy of DD214-4 long form (military) or NGB form 22 (National Guard), if applicable. \_\_\_\_\_
- Pages requiring notarization have been notarized accordingly. \_\_\_\_\_
- Declaration of Medical Condition completed and signed by a physician. \_\_\_\_\_

**THE ITEMS LISTED ABOVE MUST BE SUBMITTED WITH YOUR FIRE DEPARTMENT APPLICATION. INCOMPETE APPLICATIONS WILL NOT BE CONSIDERED.**

BIG SPRING FIRE DEPARTMENT  
SUGGESTED READING FOR PREPARATION FOR CIVIL SERVICE WRITTEN TEST

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**ENTRY-LEVEL FIREFIGHTER CANDIDATE STUDY GUIDE**

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

This 44-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 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 areas.
- Share basic test-taking tips that may help you improve your overall test performance.
- Provide one 25-question practice test and explain the answers to the practice test questions.

Not 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 guides. 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.

