

APPLICANT HANDBOOK

This document is provided for anyone interested in applying for a position with the Texas City Fire Department. It will explain the application process from start to finish. Reviewing this handbook will help you understand each phase of the application process through your first day of employment.

A fire fighter's normal duties require not only physical stamina and strength but also a high degree of mental alertness. Our standards of selection are high only because the demands of the job are challenging. Some applicants underestimate the high standards required to be a fire fighter; as a result they do not prepare adequately to ensure success in each step of the selection process. Don't wait to begin a training program; start right away. A program that develops the upper body and leg strength along with a cardio workout will improve your general body stamina, which cannot be emphasized too strongly. As a fire fighter you will be required to maintain a high level of fitness throughout your career.

The City of Texas City Fire Department is an equal employment opportunity employer and does not discriminate in employment or the provision of services on the basis of race, color, religion, national origin, or ancestry. The City of Texas City strives for diversity in the workplace; women and minorities are encouraged to apply.

Applications are accepted only when the fire department posts notice of a test date for entry level fire fighter. Testing information can be found in several places: City of Texas City's website (www.texas-city-tx.org), the department's Career Hotline (409-643-5709), or the local newspapers.

There are three (3) phases to the application process. They are outlined as follows.

APPLICATION PROCESS

Phase 1

Phase 1 is the written exam. The application packet consists of the following:

- Phase 1 Application (**Applications only accepted during open application process.**)
 - Once the application process has been opened, the application can be filled out online (if you find the application too small to read you may need to adjust the size of your document up to 100% for easy viewing) and emailed to jtull@texas-city-tx.org. The instructions for email are as follows:
 - Hit the envelop icon at the top of your screen (you may be prompted to choose one of two formats. If so choose send a copy as a "pdf" format.
 - When the email send box opens type in jtull@texas-city-tx.org and then move down to the subject line and type your name.
 - Then hit the send button.
 - Application can be printed and faxed to 409-643-5719 to the attention of Jane Tull.

- Application can be mailed to Texas City Fire Department, Attn: Jane Tull, 1725 25th Street North, Texas City, Texas 77590.
- Study Guide
 - Available to pick up at fire administration or you will receive one at the Physical Ability test.
- Civil Service Announcement
 - This gives you the date, time, and location of test along with a basic job description and benefits, and a time frame for application submittal.
- Summary of Benefits
 - Lists all benefits given to employees with the department to include incentive pay.
- Job description
 - Detailed listing of job duties and requirements.

All applicants will be required to submit a completed application to fire administration by a specific time frame to be eligible to take the written examination.

PHYSICAL ABILITY TEST

On the day of the exams, you will be required to check in prior to the test time (check in begins 1 hour prior to test time) and must show a photo ID to be allowed to participate in the PAT test. Punctuality is critical. If you are late you will be turned away and no longer considered in this process.

This is a job simulation physical ability test designed to measure a candidate's ability to perform essential fire fighter job tasks. The PAT test will consist of the following components: aerial ladder climb, charged line advance, equipment carry, equipment hoist, forcible entry, ladder carry, and victim rescue. This is a PASS OR FAIL test based on time and completion. You must pass the physical ability test to be eligible for the written exams. If you pass you will be given a study guide for the written exams.

WRITTEN EXAMINATIONS

On the day of the exams, you will be required to check in prior to the test time (check in begins 1 hour prior to test time) and must show a photo ID to be allowed to sit for the test. Punctuality is critical. If you are late and the doors to the test site are closed, you will be turned away and no longer considered in this process.

The written examinations are designed to measure skills and abilities you need to succeed as a fire fighter. These exams will measure skills you will have obtained during the course of your education from kindergarten through high school or beyond. The study guides you received, if studied, will give you various types of questions that you can expect to see on the exams. A score of 70% or better on each exam (not combined scores) is required to be placed in the applicant pool.

Phase 2

Phase 2 of the application process entails a detailed application along with various forms that require signature:

- Personnel History Statement
 - This is a detail application that must be filled out in its entirety and returned to fire administration by a specific date.
- Integrity Center Release Forms (3)
 - These forms must be filled out, signed and returned along with your personnel history statement.
- Pre-Employment Acknowledge and Consent for a Drug Test
 - Consent to abide by city's drug and alcohol policy.
- Authorization for Polygraph Examination
 - Voluntarily consent form for a polygraph examination. **(if required)**

Once your personal history statement has been received, it will be reviewed by the Fire Chief and placed in your file for future consideration. This can be a slow process. The number of vacancies and the start of the fire academy will determine how fast we move into Phase 3.

Phase 3

Phase 3 consists of an oral interview and assessment. If called for an interview, you will meet with the Fire Chief for a formal interview and assessment. Once all initial interviews have been completed, you may be called in for a second interview. At that time you may be scheduled for a medical examination, drug test, and a physical fitness examination. If your test results show you are fit to be a fire fighter, you may be called in for another interview and offered a conditional job offer pending approval by the City. If you are approved by the City, you will be called in for a final interview and offered a position and if accepted, you will be given a start date of employment.

Your first weeks of employment will consist of departmental orientation, assignment of departmental uniforms and protective clothing and gear, etc. Your level of certification (if any) will determine when you will be placed on shift. If you are not certified you will be attending a fire academy and/or EMT class and will remain in a 40 hour work week until completion, at which time you will again re-orientate before going on shift.

This handbook is not an exhaustive list of details that you may encounter, but merely a guideline of what you may go through before hired with the department.