

# City of San Angelo

Human Resources  
72 W. College Avenue  
San Angelo, TX 76903  
(325)657-4221 Fax (325)657-4530

January 13, 2017

Dear Applicant:

This brochure outlines the requirements for entrance into the San Angelo Fire Department. Additional information can be obtained by contacting our website at [www.safiredept.com](http://www.safiredept.com) or [www.cosatx.us](http://www.cosatx.us) under Employment and Civil Service Job Applications.

According to Civil Service Law, every applicant for a Firefighter Rookie position must take a Civil Service Examination. Salary amounts are subject to change each year. **The next examination has not been scheduled.** Applications are accepted throughout the year. Applications currently on file will be notified via first class mail of examination date.

Please complete the application and return it along with the documents listed on the Application Check List to the Human Resources Department. If you have any questions, contact the Human Resources Department (325)657-4221 or email [hr@cosatx.us](mailto:hr@cosatx.us).

Candidates who score at least 70 on the written exam must pass a job related Physical Agility test. The official Physical Agility will be scheduled at a later date. This is a pass or fail test only. Failure to pass the physical agility test will result in removal of your name from the eligibility list. All participants should be dressed in some type of suitable exercise clothing (running shoes, sweats, shorts, t-shirt) for the Physical Agility test.

Your application must be complete and returned with all necessary documents. Incomplete applications will not satisfy eligibility requirements.

Once your application has been submitted, it is your responsibility to keep the application up-to-date. Report any changes to the Human Resources Department in writing.

Thank you for your interest in employment with the City of San Angelo.

Sincerely,



Lisa E. Marley  
Civil Service Director

Revised: 1.13.17

**FOLLOW THE INSTRUCTIONS FOR SUBMITTING AN APPLICATION**

1. Complete the application.
2. All documents (if applicable) must be submitted with your application.
3. Do not submit originals. Make copies of your original documents.
4. Complete a required typing test and achieve 30 wpm.

**APPLICATION CHECKLIST**

(Arrange Documents in the Following Order)

- \_\_\_\_\_ 1. Application signed and dated by applicant
- \_\_\_\_\_ 2. Copy of Driver's License
- \_\_\_\_\_ 3. Copy of Social Security Card
- \_\_\_\_\_ 4. Birth Certificate (must have seal from the Bureau of Vital Statistics) or Naturalization Certificate
- \_\_\_\_\_ 5. Copy of shot record showing the following shots up to date: Tdap, MMR (2 doses), IPV, Bacterial meningitis (if under 22 years of age), Chickenpox (2 doses or blood test), Hepatitis B series (3 doses or blood test), Flu shot and TB test.
- \_\_\_\_\_ 6. Typing Test with 30 WPM

**EDUCATION:**

- \_\_\_\_\_ 6. High School Diploma
- \_\_\_\_\_ 7. High School equivalency certificate (GED)
- \_\_\_\_\_ 8. High School Transcript
- \_\_\_\_\_ 9. GED Transcript
- \_\_\_\_\_ 10. College Diploma
- \_\_\_\_\_ 11. College Transcript
- \_\_\_\_\_ 12. Copy of any Technical School Certificates/Licenses

**MILITARY:** List all periods of service. \* Individuals with military service MUST provide a copy of their discharge papers (DD 214 Form) for each period of service indicating HONORABLE to be eligible for Veteran's points. Applicants currently in the reserves/national guard MUST submit a letter from their Commanding Officer indicating good standing to be eligible for Veteran's points.

- \_\_\_\_\_ 13. Individuals with military service MUST provide a copy of their discharge papers (DD 214 Form) indicating HONORABLE to be eligible for Veteran's points.
- \_\_\_\_\_ 14. Applicants currently in the reserves/national guard MUST submit a letter from their Commanding Officer indicating good standing to be eligible for Veteran's points.

**PLEASE MAKE SURE YOU HAVE INCLUDED THE APPLICABLE DOCUMENTS IN ORDER TO COMPLETE YOUR APPLICATION AND BE ELIGIBLE TO TAKE THE EXAMINATION.**

# CITY OF SAN ANGELO



## FIRE DEPARTMENT EMPLOYMENT APPLICATION PACKET

### PREFACE

In 1947, the Texas Legislature passed a law allowing each city the opportunity to vote "for" or "against" civil service for fire and police. The citizens of San Angelo elected the civil service system for fire and police in 1948; and in the fall of 1948, the Civil Service Commission was established in San Angelo.

The Civil Service Commission has established rules and procedures governing its operation in compliance with the state law which is found in the Texas Local Government Code Chapter 143.

The commission shall provide for open, competitive and free entrance examinations to provide eligibility lists for beginning positions in the fire and police departments. The examinations are open to each person who makes a proper application and meets the requirements prescribed by this chapter.

As you embark on your quest to become a fire fighter, we wish you success, remembering that many individuals have preceded you and are yet to follow you and that each individual has an equal chance to succeed.

THE CIVIL SERVICE COMMISSION  
HUMAN RESOURCE DEPARTMENT  
72 W. COLLEGE AVENUE  
SAN ANGELO, TEXAS 76903  
(325)657-4221  
FAX (325)657-4530

## BASIC REQUIREMENTS TO BE MET

The fire service of the City of San Angelo is under the State's Civil Service Statutes for Municipal Government (Texas Local Government Code Chapter 143). Each applicant must meet certain requirements to become a fire fighter.

The City of San Angelo has a nondiscriminatory policy which states:

*The City will not discriminate in its personnel selection or hiring, training, or promotions with regards to race, color, religion, sex, or national origin as defined in Title VII of the Civil Rights Act of 1964, as amended.*

### DO YOU MEET THE MINIMUM REQUIREMENTS?

**AGE:** Eighteen (18) is the minimum age and thirty-five (35) is the maximum age for applicants.

**EDUCATION:** All applicants must have the equivalent of a high school education and be able to intelligently read and write the English language. This requirement must be met before the applicant can take the exam.

**CHARACTER & BACKGROUND:** All applicants must be of good moral character with temperate habits. Applicants with a felony conviction will not be accepted under the state laws nor will applicants who were former civil service employees dismissed for misconduct or disciplinary reasons.

**DRIVING RECORD:** During the last five years, an individual must not have: 1) a DWI conviction; 2) more than three moving violations; or 3) more than two moving violations and one chargeable accident.

**EYESIGHT:** Eyesight must be correctable to 20/30 in each eye binocularly. The maximum visual acuity is 20/200. Must be able to successfully pass the Ishihara color-blind test.

### WITH MINIMUM REQUIREMENTS MET, WHAT DO YOU DO TO APPLY?

**APPLICATION:** Complete the application and return it to the civil service director in the City's Human Resource Department. When you submit your application, you should have the following items attached:

1. The application form must be completed and signed.
2. Complete a required typing test and achieve 35 wpm.
3. Additional sheets should be attached to explain items on the form where you do not have enough space. Under employment, you must include all your employment for the last ten years.
4. A copy of your high school diploma or GED certificate.
5. A copy of your high school transcript.
6. A copy of your college degree.
7. A copy of your college transcript.
8. A copy of your technical school certificates.
9. A certified copy of your birth certificate (must have a seal from the Bureau of Vital Statistics) or naturalization certificate. NOTE: The copy from the hospital with foot prints on the back WILL NOT SUFFICE.
10. Copy of shot record showing the following shots up to date: Tdap, MMR (2 doses), IPV, Bacterial meningitis (if under 22 years of age), Chickenpox (2 doses or blood test), Hepatitis B series (3 doses or blood test), Flu shot and TB test.
11. MILITARY SERVICE - DD FORM 214 - A copy of discharge papers. If currently in the reserves, a letter from your commanding officer indicating good standing must be submitted. *This information will determine if you are eligible for veteran's points.*
12. Copy of driver's license.
13. Copy of social security card.

All items listed above must be completed and turned in before your application will be accepted.

Applications once filed remain the property of the City and are not returned under any circumstances. Do not submit original documents - copies will suffice or bring the original and have Human Resource staff make copies.

#### **\*\* Notice \*\***

You will be notified of the date of the entrance exam, if available, when you submit your application. If the date is not available, notification will be mailed by the Human Resources Department.

Your application **must be received by or submitted to** the Human Resources Department by 5:00 p.m. on the deadline to be considered for the next scheduled examination. Exam announcement will be posted in the Human Resources Department or City Hall Lobby.

**WRITTEN EXAMINATION:** The written examination tests applicants in reading comprehension and writing skills. Each applicant's grade on the written examination is to be based on a maximum grade of 100% determined entirely by the correctness of answers to the questions. Minimum passing grade is 70% and each applicant must pass the examination in order to be placed on the eligibility list. The grade that goes on the eligibility list is computed by the applicant's written examination grade being added to any veterans' preference points earned. Your

exam will be graded within a week of the exam and you will be notified by mail.

**PHYSICAL ABILITY TEST:** The physical ability test is a course which consists of eight (8) separate stations that simulate fire ground activity. This test will consist of exercises to test cardiovascular strength and endurance; arm, back, leg and grip strength. These 8 stations will be performed in sequence. The entire course must be completed within the required time limit. This is a pass or fail test only. This means a passing time will not change your standing on the Eligibility List; but, a failing time will remove your name from the Eligibility List. All participants will be furnished the required protective equipment. All participants should be dressed in some type of suitable exercise clothing, preferably long pants or sweat pants. The Fire Department will only test the estimated number of applicants needed to fill vacancies.

**BACKGROUND INVESTIGATION:** Each candidate will have a complete background check by the police department's background investigators. The results of the background investigation will go before a review committee to analyze the information developed during the investigation. The review committee consists of the Fire Chief, Assistant Chiefs and the Civil Service Director. If the committee determines the background unfavorable or unacceptable according to the Civil Service Law, City of San Angelo, or Fire Department standards, the applicants may be rejected at this step.

**CREDIT CHECK:** Each applicant will have their credit checked by a background investigator. If you have any problems with your credit, it is suggested that you talk with the credit bureau and try to resolve the problem.

**CRIMINAL RECORD:** Candidate must not have been convicted of a misdemeanor offense above the grade of Class C Misdemeanor within the last five years.

**POLYGRAPH EXAMINATION:** A polygraph examination will be administered to all fire recruit finalists to verify application and background information.

**ORAL INTERVIEW:** After successfully passing the written examination, physical ability, credit check, and background investigation an oral interview will be scheduled.

**PHYSICAL:** The City's Human Resource Department will schedule physical examinations. A candidate who does not pass the physical examination will be dropped from the roster.

#### **HIRING PROCEDURES**

**ELIGIBILITY ROSTER:** After successfully completing the written examination, you become a candidate and your name is placed on the Eligibility Roster. The candidate's placement on this roster is determined by the total points accumulated from the written examination and veteran's preference points...five (5) extra points are given to veterans of the armed forces with an honorable discharge; or active reserves indicating good standing from their commanding officer. The candidate with most points is listed first on the Eligibility Roster and so-forth in descending order of total points. This Eligibility Roster is good for one (1) year unless exhausted before that time. If at any point you fail the credit check, background investigation, or oral examination you will be dropped from the roster and notified.

**HIRE DATE:** As the chief needs new personnel, the chief selects the candidate to be hired from the Eligibility Roster. Normally, the individual with the highest score is selected first. A candidate may be "bypassed" by the chief. If a candidate is "bypassed" three times, they will be dropped from the roster. When a candidate is selected he or she will be notified by the civil service director to report for duty on a specified date.

#### **EQUAL OPPORTUNITY EMPLOYER**

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**ANYONE WHO DOES NOT PASS PART OF THIS ENTRY PROCESS  
MAY APPLY AGAIN WHEN THE NEXT EXAMINATION IS  
ANNOUNCED; HOWEVER, THOSE WHO WISH TO TRY AGAIN  
MUST BEGIN WITH FILING ANOTHER APPLICATION.**

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# Employment Application

## *San Angelo Fire Department*

*An Equal Opportunity Employer*

Visit us on the Web at [www.cosatx.us](http://www.cosatx.us)

72 W. College Avenue, San Angelo TX 76903 Phone: (325)657-4221

Instructions: PLEASE PRINT AND USE BLACK INK ONLY. Complete ALL necessary information. You may be asked to provide additional information on another form. If a section does not apply, indicate "Not Applicable". Be sure to sign and date the application.

### PERSONAL DATA

Name: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  

*Last*
*First*
*Middle*
Social Security Number

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

*Number & Street*
*City*
*State*
*Zip*

Phone: (a/c) \_\_\_\_\_ Message Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Where is your present legal residence? County \_\_\_\_\_ State \_\_\_\_\_

For how long? \_\_\_\_\_ If your legal residence has been elsewhere within the past two years, give the county, state, and date of each residence \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age at time of application \_\_\_\_\_

### GENERAL INFORMATION

Driver's License: State \_\_\_\_\_ Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Type of Driver's License:

- Class A  Class B  Class C  Class M  Class A Commercial  Class B Commercial  Class C Commercial  
 CDL Endorsements \_\_\_\_\_

Have you ever been convicted of a MISDEMEANOR or FELONY and/or placed on probation, fined or given a suspended sentence such as deferred adjudication in court? List all cases other than minor traffic violations. PLEASE NOTE: Your record does not constitute an automatic disqualification of employment. FAILURE TO ADMIT CONVICTIONS WILL RESULT IN DISQUALIFICATION OF YOUR APPLICATION.

(Check one)  Yes  No If Yes, please provide the following:

Date: \_\_\_/\_\_\_/\_\_\_ Charge: \_\_\_\_\_ City/State: \_\_\_\_\_

Disposition: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Charge: \_\_\_\_\_ City/State: \_\_\_\_\_

Disposition: \_\_\_\_\_

Have you ever been denied bond? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been employed by the City of San Angelo?  Yes  No If yes, please indicate:

Title of Position: \_\_\_\_\_ Department: \_\_\_\_\_

Date of Employment: \_\_\_\_\_

May your current employer be contacted by the City:  Yes  No  Not Currently Employed

Are you legally eligible for employment in the United States?  Yes  No

How were you referred to our agency? \_\_\_\_\_

### MILITARY BACKGROUND

List all periods of service. \* Individuals with military service MUST provide a copy of their discharge papers (DD 214 Form) for each period of service indicating HONORABLE to be eligible for Veteran's points. Applicants currently in the reserves/national guard MUST submit a letter from their Commanding Officer indicating good standing to be eligible for Veteran's points.

Active  Yes  No Branch \_\_\_\_\_ Anticipated date of release \_\_\_\_\_

\*Reserve  Yes  No \*National Guard  Yes  No \* Veteran  Yes  No

Type of discharge \_\_\_\_\_ Highest rank \_\_\_\_\_

Date Entered \_\_\_\_\_ Date Discharged \_\_\_\_\_

Date Entered \_\_\_\_\_ Date Discharged \_\_\_\_\_

### EDUCATION AND TRAINING

Circle Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12

Check one:  High School Diploma  GED

Type of School	Name & Location of School	Semester Hours Completed	Graduated		Expected Graduation Date	Type of Diploma or Degree	Major/Minor Field of Study
			Yes	No			
College or University							
Technical, Vocational, or Business School							

If a license, certificate or other authorization is required/related to position for which you are applying, complete the following:

License/Certification (PE, R.N., LVN etc.)	Date Issued	Issued by (state or other authority)	License Number	Location of Issuing Authority (city/state)

Special training or skills: (languages, machine operation, certifications, licenses, etc.) that would benefit you in the job for which you are applying: \_\_\_\_\_

\_\_\_\_\_

### EMPLOYMENT HISTORY

In the space provided below, give your employment history beginning with your present or most recent employer. List each position held (even those with the same employer), including military, part-time, summer, volunteer work, and any periods of unemployment. Attach additional sheets if necessary.

<b>Employer:</b> _____	<b>Start Date</b>	<b>End Date</b>
<b>Address/City/State:</b> _____	<b>Starting Salary</b>	<b>Final Salary</b>
<b>Phone:</b> _____	<b>Job Title:</b> _____	
<b>Supervisor:</b> _____	<b>Title:</b> _____	
<b>Reason for Leaving:</b> _____		
<b>Briefly Describe the Nature and Duties of Your Position</b>		

<b>Employer:</b> _____	<b>Start Date</b>	<b>End Date</b>
<b>Address/City/State:</b> _____	<b>Starting Salary</b>	<b>Final Salary</b>
<b>Phone:</b> _____	<b>Job Title:</b> _____	
<b>Supervisor:</b> _____	<b>Title:</b> _____	
<b>Reason for Leaving:</b> _____		
<b>Briefly Describe the Nature and Duties of Your Position</b>		

<b>Employer:</b> _____		<b>Start Date</b>	<b>End Date</b>
<b>Address/City/State:</b> _____			
<b>Phone:</b> _____	<b>Job Title:</b> _____	<b>Starting Salary</b>	<b>Final Salary</b>
<b>Supervisor:</b> _____	<b>Title:</b> _____		
<b>Reason for Leaving:</b> _____			
<b>Briefly Describe the Nature and Duties of Your Position</b>			

I, the undersigned, certify that I have read and fully understand this application in its entirety and that the information provided is true and complete to the best of my knowledge. I understand that should any statement I have made proves false, misleading, or erroneous, may result in the rejection of my application or discharge from the City of San Angelo. In submitting this application, I authorize the City of San Angelo to verify all data needed to support this application and to obtain references from my present and past employers. I further understand that this application becomes the property of the City of San Angelo and will not be returned.

I also understand that I will have the right to terminate my employment with the City of San Angelo at any time without notice and for any reason. I understand that the City of San Angelo has the same right according to established personnel policies. If required for the position, I also understand that as a condition of employment I will be subject to one or more of the following: driving record check, criminal history investigation, credit check, medical examination and/or a pre-employment drug-alcohol screening test. An employment offer received from the City is contingent upon favorable information received.

All individuals hired must satisfy the requirements of the Immigration Reform & Control Act of 1986. Proof of citizenship status and employment eligibility must be provided by all new hires.

Signature of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

**APPLICATION RETURN PROCESS:**

You may return your application as follows:

1. Return to Human Resources, 72 W. College Avenue, San Angelo, TX 76903
2. Mail to Human Resources, 72 W. College Avenue, San Angelo, TX 76903
3. All applications must be received by the deadline date.

For Administrative Services Use Only				
<b>Notes:</b>				
<b>Date of App</b>	<b>Time of App</b>	<b>Application received by</b>	<b>Application Complete</b>	<b>PHS</b>
Oral Interview	WTRC	EHC	Hire Date	Rev. 3/10/15