

CITY OF SAN ANGELO



FIRE DEPARTMENT

EMPLOYMENT APPLICATION PACKET

**THE CIVIL SERVICE COMMISSION
HUMAN RESOURCE DEPARTMENT
72 W. COLLEGE AVENUE SUITE 201
SAN ANGELO, TEXAS 76903
PHONE (325) 657-4221
FAX (325) 657-4530**

City of San Angelo

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

January 8, 2024

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 or 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 but is currently \$48,855/year. **The next examination has not been scheduled yet.** Applications are accepted throughout the year. Applications currently on file will be notified via e-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.

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,

Veronica Sanchez

Veronica Sanchez
Civil Service Director

Revised 01/08/2024

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.

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.

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.

- _____ 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

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.

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 to be hired.

EDUCATION: All new hires must have the equivalent of a high school education and be able to intelligently read and write the English language.

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. Additional sheets should be attached to explain items on the form where you do not have enough space. Under employment, you must include all employment for the last ten years.
3. A copy of your high school diploma or GED certificate.
4. A copy of your high school transcript(s).
5. A copy of your college degree(s).
6. A copy of your college transcript(s).
7. A copy of your technical school certificate(s).
8. 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.
9. 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.
10. 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.*
11. Copy of driver's license.
12. Copy of social security card.

All items listed above must be completed and turned in before your application will be accepted. A typing test will be emailed to you after you turn in your application for completion before the exam.

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.

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/MEDICAL EXAMS: The City's Human Resource Department will schedule physical and medical examinations. A candidate who does not pass the physical or medical examination will be dropped from the roster.

PSYCHOLOGICAL EVALUATION: All applicants for beginning positions who have successfully passed all phases will undergo a psychological and an emotional health examination.

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

**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.**



Employment Application

San Angelo Fire Department



An Equal Opportunity Employer
 Visit us on the Web at 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 denied bond? _____ Yes _____ No

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

Title of Position: _____ Department: _____

Dates of Employment: _____ Reason for Separation: _____

Do you have any relatives, by blood or by marriage, working for or holding elected office for the City of San Angelo?

Yes No If yes, please indicate:

Name: _____ Relationship: _____

Department: _____ Position: _____

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

Have you ever served in the U.S. Military? Yes No.

If yes, please 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 _____

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. Please attach additional copies of this form if necessary.

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

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

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

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 Ave. Suite 201, San Angelo, TX 76903
2. Mail to Human Resources, 72 W. College Ave. Suite 201, San Angelo, TX 76903
3. **Applications must be received by the deadline date.**

For Administrative Services Use Only				
Notes:				
Date of App	Time of App	Application received by	Application Complete	PHS
Oral Interview	WTRC	EHC	Hire Date	Rev. 9/19/2022