

City of Balch Springs Fire Department



Pre - Employment Application

12500 Elam Road
Balch Springs, TX, 75180
(972) 557-6040



AN EQUAL OPPORTUNITY, DRUG FREE WORK PLACE

Position Applying For : **Fire Fighter**

The City of Balch Springs Fire Department is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, national origin, veteran status, or any disability as provided in the American with Disabilities Act.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered. This application must be completed in ink or type and note that neatness is important. Resumes may be attached, however, this application MUST be completed in it's entirety. If an item doesn't apply to you, please enter "NA".

Date Social Security #

Last Name First Name Middle Name

Street Address City State ZIP Code

Primary Phone # Work or Cell# E-Mail

Are you a citizen of the United States Yes No If not, do you have legal right to be employed in the U.S. Yes No

Have you ever worked for the City of Balch Springs? Yes No

If yes, please provide the following: Title

Department

Are you or your spouse related to a Balch Springs city employee, Council Member, or Mayor? Yes No

Year

If yes, please give name, department, and relationship

Education

Name of High School and Highest Grade Comp. Did you graduate?

College Name Degree Type Did you graduate?

Grad. School Name Degree Type Did you graduate?

Trade School Name Degree Type Did you graduate?

Describe any course or programs which relate to this position:

Certifications and Licenses

List any Licenses and Certifications acquired or Professional Associations to which you currently belong:

Are you 18 years old or older? Yes No If no, give date of birth

Driver's License #

Class

State

Texas Commission on Fire Protection Certification Level

Texas Dept. of State Health Services Certification Level

Name of Fire Academy & Date Completed

Military

Have you ever served in the military? Yes No

Were you honorably discharged? Yes No

Service Branch

Date Separated

Final Rank

Date Entered

Capability / Reliability

Do you have the ability, with or without reasonable accommodations, to work overtime, if overtime is required by the job for which you are applying? Yes No

Would you be willing to perform all the tasks required by the job you are applying for? Yes No

Will you abide by the rules and regulations of the city? Yes No

Have you ever been disciplined for violating company safety rules or regulations? Yes No

How many days of work or school have you missed in the last 2 years?

How many times have you been late for work or school in the last 2 years?

Will you be willing and able to report to work on time every day on a regular and consistent basis? Yes No

Have you filed any type of fraudulent claim against any of your present or past employers?

Yes No

Special Skills

Do you type? Yes No

If yes, what is the words per minute?

Have you had any computer or word processing experience or training? Yes No

If yes, please describe.

What languages do you speak fluently?

Have you operated any machinery or special equipment?

In the last 3 years, has your driver's license been suspended, revoked, placed on probation or denied insurance?

If yes, please explain.

Have you had any convictions, probations or deferred adjudications for traffic citations in the last 3 years?

If yes, please explain.

In the last 3 years have you been convicted of Driving while Intoxicated (DWI) or Driving Under the Influence of Drugs?

If yes, please explain.

Work History

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. DO NOT REFERENCE YOUR RESUME.

Name of Employer Job Title

Address City State ZIP Code

Phone Number Dates Employed Supervisor

Starting Pay Ending Pay Reason For Leaving

Duties

Name of Employer Job Title

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Duties

References (Give three references, not relatives or former employers)

Name Home Phone Work Phone

Complete Address Occupation

Name Home Phone Work Phone

Complete Address Occupation

Name Home Phone Work Phone

Complete Address Occupation

Affidavit

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if i am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews, may be grounds for my immediate discharge.

I hereby authorize the city of Balch Springs to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statement.

I agree that, if I am employed, I will abide by all the rules and regulation of the City of Balch Springs. I understand that the taking of drug tests, alcohol tests, and other applicable tests, when given pursuant to City of Balch Springs Policy, are a condition of employment and refusal to take such tests when asked will be grounds for my immediate termination. I further understand that nobody in the City of Balch Springs is authorized to enter into any written or verbal employment contracts with me for any definite period of time. I also understand that my employment is "at-will" and my be terminated by myself or by the City of Balch Springs at any time for any reason or no reason at all, with or without prior notice.

APPLICANT SIGNATURE

DATE