

EMPLOYMENT APPLICATION

Bulverde Spring Branch Fire & EMS

Your interest in employment with Bulverde Spring Branch Fire & EMS is appreciated. 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. The information you provide is subject to verification. Incomplete applications and applicants that do not have all of the required certifications attached will NOT be considered.

POSITION APPLYING FOR: _____ **DATE:** _____

PERSONAL INFORMATION

First Name: _____ **Middle:** _____ **Last Name:** _____

Mailing Address (NOT E-mail): _____

City: _____ **State:** _____ **ZIP:** _____

Phone: _____ **Alternate Phone:** _____ **Email:** _____

Are you at least 18 years of age? YES NO

Are you currently employed elsewhere? YES NO

Are you legally eligible for employment in the United States? YES NO

Do you work for or have you ever worked for Bulverde Spring Branch Emergency Services? YES NO

If yes, please give dates and positions held: _____

Have you filed an application with BSBES before? YES NO **If yes, when?** _____

To comply with our anti-nepotism policy, please list any immediate family members currently employed by BSBES (name/relationship/department).

Name _____ **Relationship** _____ **Position** _____

ATTACHMENTS REQUIRED FOR THIS APPLICATION

- Copy of high school transcript or GED
- Copy of Valid Driver's License
- Copy of college or vocational school transcripts
- EMT-Basic or higher Certification from the Texas Department of State Health Services (TDSHS)
- Intermediate Structural Firefighter certification from the Texas Commission on Fire Protection (TCFP)
- Driver Operator / Pumper certification from the Texas Commission on Fire Protection (TCFP)
- Instructor I certification from the Texas Commission on Fire Protection (TCFP)
- Fire Officer I certification from the Texas Commission on Fire Protection (TCFP)
- If applicant has a Texas Driver's License, include a copy of a Type 3A Certified driving record

OPTIONAL: You may submit any other certifications or degrees that you have that are pertinent to the job.

BACKGROUND

- 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) other than minor traffic violations within the last ten (10) years? Information will only be considered as it relates to job-related requirements and consistent with business necessity. YES NO

If yes, please explain: _____

NOTE: Prior to employment, applicant will be investigated for prior convictions of criminal offenses. A prior conviction will not automatically disqualify an applicant for employment but will be considered only as it relates to the job under consideration.

Check all types of work that you will accept: FULL TIME PART TIME

When are you available to begin work? _____

Have you read and do you understand the requirements of the job for which you have applied? YES NO
Can you perform the essential functions of this job with or without a reasonable accommodation?

YES NO

EDUCATION, TRAINING, AND SKILLS

Do you have a high school diploma? YES NO Do you have a GED? YES NO

Diploma or GED certificate received from City and State

College, Postgraduate, Technical, or Vocational School:

Name	
Location	
Course of Study	
Years Completed	
Degree / Certification Received	

Name	
Location	
Course of Study	
Years Completed	
Degree / Certification Received	

Describe any other specialized training, apprenticeships, professional licenses:

List any other skills related to the job for which you are applying:

Have you ever had any job-related training in the United States Military? YES NO

If yes, please describe: _____

Do you have a valid Texas driver's license? YES NO **License #** _____

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

Has your driver's license ever been suspended or revoked? YES NO

If yes, please explain: _____

EMPLOYMENT HISTORY

Beginning with the most recent, list **all** employment. ALL APPLICABLE BLANKS MUST BE COMPLETED. Resumes may not be submitted in place of employment history but may be attached as a supplement to your application. **Attach additional sheets if necessary.**

#1

List any other names you have used for employment or education verification purposes.

Employer _____

Phone _____

Position Held _____ **Employment Dates** _____

Address _____

Type of Business _____ **Supervisor's Name** _____

May we contact this employer? YES NO

Supervisor's Phone _____ **Supervisor's Email Address** _____

Brief descriptions of duties: _____

Reason for leaving: _____

#2

List any other names you have used for employment or education verification purposes.

Employer _____

Phone _____

Position Held _____ Employment Dates _____

Address _____

Type of Business _____ Supervisor's Name _____

May we contact this employer? YES NO

Supervisor's Phone _____ Supervisor's Email Address _____

Brief descriptions of duties: _____

Reason for leaving: _____

#3

List any other names you have used for employment or education verification purposes.

Employer _____

Phone _____

Position Held _____ Employment Dates _____

Address _____

Type of Business _____ Supervisor's Name _____

May we contact this employer? YES NO

Supervisor's Phone _____ Supervisor's Email Address _____

Brief descriptions of duties: _____

Reason for leaving: _____

#4

List any other names you have used for employment or education verification purposes.

Employer _____

Phone _____

Position Held _____ Employment Dates _____

Address _____

Type of Business _____ Supervisor's Name _____

May we contact this employer? YES NO

Supervisor's Phone _____ Supervisor's Email Address _____

Brief descriptions of duties: _____

Reason for leaving: _____

Please explain any periods of unemployment:

Have you ever been discharged or asked to resign from a job? YES NO

If yes, please explain: _____

PERSONAL REFERENCES

List three people whom you have known for at least three years – do **NOT** include relatives or former employers.

#1 Full Name _____

Relationship _____ Phone _____

Email Address _____

How long have you known this person? _____

#2 Full Name _____

Relationship _____ Phone _____

Email Address _____

How long have you known this person? _____

#3

Full Name _____

Relationship _____ Phone _____

Email Address _____

How long have you known this person? _____

OTHER

How did you learn of this job opening? _____

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all information given on this application is true, correct, and complete to the best of my knowledge. I understand that discovery of misrepresentation or omission of facts herein will make me ineligible for employment and is cause for immediate dismissal.

I hereby authorize any corporation, former employer, educational institutions, law enforcement agencies, city, county, state, and federal courts and military services to release information about my background including, but not limited to, information about employment, education, criminal record, driving record and general reputation. I agree to furnish any additional information required to complete the background check. I release all relevant parties from all liability resulting from furnishing such information. I indemnify Bulverde Spring Branch Fire & EMS against any liability which may result from making such inquiries.

I also understand that employment with Bulverde Spring Branch Fire & EMS is contingent upon the results of an employment physical and drug alcohol screen. Any post-offer medical examination and drug/alcohol screening will occur only after a conditional offer of employment and will be consistent across all candidates in the same job category, consistent with the ADA and applicable law.

I further understand that this is an application for employment and that no employment contract, whether express or implied, is being offered. I also understand that, if employed, such employment is for no fixed or definite period and is subject to change in wages, conditions, benefits and operating policies. Employment with BSBES is at-will and not for a definite term, unless otherwise provided by written agreement approved by the Board or required by law. Completion of this application is not a contract or guarantee of employment. If hired, employment will be at-will and may be terminated by either party at any time, with or without cause or notice.

Bulverde Spring Branch Emergency Services (BSBES) provides reasonable accommodations to applicants with disabilities. If you need an accommodation during the application or hiring process, please contact Human Resources at (830) 228-4220 or submit a request at Apply@BSB911.com

BSBES is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other protected characteristic under applicable law.

Signature of Applicant _____ Date _____

Bulverde Spring Branch Fire & EMS

Bulverde Spring Branch Fire & EMS 353 Rodeo Drive, Spring Branch, Texas 78070

AUTHORIZATION TO RELEASE INFORMATION

I hereby request and authorize you to furnish Bulverde Spring Branch Fire & EMS with any and all information they may request concerning my work record, educational history, military record, criminal record, and general reputation. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents requested. The information will be used for the purpose of determining my eligibility for employment as an employee of Bulverde Spring Branch Fire & EMS.

I hereby release you and your organization from any liability, which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as an employee.

Signature _____ **Date and Time** _____

Printed Name _____

VOLUNTARY SURVEY (Optional – Not used for hiring decisions)

To the Applicant: The commitment of Bulverde Spring Branch Fire & EMS to a policy of Equal Employment Opportunity requires that certain information be gathered and maintained for statistical purposes only. This page will be detached before the application is reviewed and stored separately. Providing this information is voluntary.

Job Applied For _____ **Date of Application** _____

Sex: _____

Ethnicity

Hispanic or Latino

Race

American Indian/Alaskan Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or More Races

Military Service Status:

Veteran

Active Duty

Reserves/Guard

Bulverde Spring Branch Fire & EMS 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.