



### **Notice of Hiring Process**

The Kyle Fire Department is currently establishing an employee eligibility list for the period of August 2011 through September 2012 to fill, at the Fire Chief Discretion, all current and future operational staffing needs. It is therefore incumbent on all interested parties seeking employment with Kyle Fire Department to apply using the following procedures, recommendations and testing requirements.

**Applications will be accepted until September 6, 2011 at 5:00pm.**

**Written, Physical and Skills testing will be conducted at Kyle Fire Station #2, 150 Bunton Creek Rd. Kyle, TX 78640 at a date and time to be announced.**

**Application and further information are available at Kyle Fire Station #1, M-F 8a to 5p or online at: [www.kylefire.com](http://www.kylefire.com)**

**MINIMUM QUALIFICATIONS:** Must be at least **21** years of age at time of application deadline. Must have a High School Diploma or GED. Must be a citizen of the United States. Must pass an extensive, confidential, background investigation. Must be in good physical and emotional health. Must be fluent in English, both written and spoken and have legible handwriting. Must have no felonies on criminal record. Must have a good driving record.

**CERTIFICATES, LICENSES, REGISTRATIONS** Must possess minimum of current Texas Class C driver's license and be eligible to obtain Texas Class B driver's license. Must be certified or immediately certifiable through the Texas Commission on Fire Protection as a Firefighter Basic or higher. Must be certified or certifiable through the Texas Department of State Health Services as an Emergency Medical Technician or higher. All of these licenses and/or certifications must be maintained throughout employment.

### **COMPETITIVE SALARY AND BENEFITS**

**SEEKING CANDIDATES FOR;  
Firefighter EMT (B or I), Firefighter Paramedic, Fire Lieutenant**

*Kyle Fire Department is an Equal Opportunity Employer*

## Application for Employment

Kyle Volunteer Fire Department  
210 W Moore St  
Kyle TX 78640-5683  
512-268-6339 | [www.kylefire.com](http://www.kylefire.com)

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

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## Application for Employment

The Kyle Volunteer Fire Department considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legal protected status.

Please write your name on the top of each page of your application. Carefully complete each area of the application. If a particular section does not apply to you, enter "N/A" into the blank. Do not leave questions blank. When you have completed this application, including signing it and the associated Authority for Release of Information and Waiver, have it notarized and return it along with any supporting documentation to:

Kyle Volunteer Fire Department  
Attention:  
Rick Beaman, Deputy Chief of Administration  
210 W Moore St  
Kyle TX 78640-5683

Applications will be accepted by mail, must be postmarked no later than **Friday, Sept. 6<sup>th</sup>, 2011**, fax - 512-268-6162 (originals must be provided if called for an interview), email . [admin@kylefire.com](mailto:admin@kylefire.com) (originals must be provided if called for an interview).

**Important Information:** Persons applying for the all positions, at the time of their application, must:

- be at least 21 years old,
- have, at a minimum, an active Texas Commission on Fire Protection (TCFP) Firefighter Basic Certification, and
- have, TDSHS . EMT Basic or higher

Incomplete applications, including those missing the Notary Public signature, will not be considered.

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512-268-6339 | www.kylefire.com*

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

**General Information**

\_\_\_\_\_  
Position for which you are applying

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Secondary Phone Number

Have you ever been convicted of a felony?     Yes     No

If your answer is ~~Yes~~, explain in concise detail on a separate sheet of paper, giving dates and nature of the offense, the name and location of the court, and the disposition of the case(s). A conviction may not necessarily disqualify you, but a false statement will.

Note: The Kyle Volunteer Fire Department reserves the right to conduct a personal history background investigation on each applicant for employment. Please see the Authority for Release of Information and Waiver which is included as part of this Application for Employment.

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

**Education Information**

School	Name and City of School	Course of Study	Years or Course Hours Completed	Diploma/Degree Achieved
High School				
College (Undergraduate)				
Post Graduate				
Other (Specify)				

**Work Experience Information**

Start with your present or last job. List your last three (3) employers or employment for the last five (5) years. Attached additional pages as needed.

Employer	Dates Employed
Address	Job Title Final Salary/Hourly Rate
Phone number	Supervisor
Reason for leaving	May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Summary of Work Performed	

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

**Work Experience Information (continued)**

Employer	Dates Employed
Address	Job Title Final Salary/Hourly Rate
Phone number	Supervisor
Reason for leaving	May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Summary of Work Performed	

Employer	Dates Employed
Address	Job Title Final Salary/Hourly Rate
Phone number	Supervisor
Reason for leaving	May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Summary of Work Performed	

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**Work Experience Information (continued)**

Employer	Dates Employed
Address	Job Title Final Salary/Hourly Rate
Phone number	Supervisor
Reason for leaving	May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Summary of Work Performed	

Employer	Dates Employed
Address	Job Title Final Salary/Hourly Rate
Phone number	Supervisor
Reason for leaving	May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Summary of Work Performed	

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**Employment History Comments:**

Include explanation of any significant gaps in employment.

**Additional Relevant Qualifications or Information:**

Summarize special relevant job-related skills and qualifications you have which are not previously mentioned in this application.

**List any professional trade, business, or civic activities an/or offices held.**

You may exclude membership which could reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.

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

**Personal/Professional References:**

Provide complete and accurate information for at least three (3) people, not including family members.

Name	Occupation	Relationship to You	Phone Number

**Applicant's Statement**

Carefully read the following three (3) statements. Indicate your understanding and acceptance of these statements by signing in the space provided. Failure to sign this application will cause the applicant to be eliminated from consideration for employment.

1. I certify that all the information provided by me in connection with my application, whether on this document or not is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.
2. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
3. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from liability from any damages which may result from furnishing such information to you.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

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**Release of Liability**

I, and my heirs, in consideration of my participation in the Physical Agility Testing at Kyle Volunteer Fire Department, hereby release the Kyle Volunteer Fire Department, its Board of Directors, Hays County Emergency Services District #5, its commissioners, officers, employees and agents, and any other people officially connected with this event, from any and all liability for damage to or loss of personal property, sickness or injury from whatever source, legal entanglements, imprisonment, death, or loss of limb or mobility, which might occur while participating in said testing.

I am aware of the risks of participation, which include, but are not limited to, the possibility of sprained muscles and ligaments, broken bones and fatigue. I hereby state that I am in sufficient physical condition to accept a rigorous level of physical activity. I understand that participation in this program is strictly voluntary and I freely chose to participate. I understand that the Kyle Volunteer Fire Department, nor any of its affiliates, provides medical coverage for me during any testing or hiring processes. I further affirm that I will be financially responsible for any medical costs incurred by me as a result of my participation in the Physical Agility Testing.

\_\_\_\_\_  
Participant Name

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
(Date)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary of Public

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

**Authority of Release of Information and Waiver**

I, \_\_\_\_\_ do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Kyle Volunteer Fire Department whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of loans, employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me; and the records and recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Kyle Volunteer Fire Department. I also certify that any person(s) who may furnish such information and I do hereby release said person(s) from any liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

\_\_\_\_\_  
Full Name (Print, include maiden name)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Address

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
City, State ZIP Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary of Public