



April 25, 2013

Dear Applicant,

Thank you for your interest in the position of **Firefighter/Paramedic** with the City of Leon Valley. To ensure the proper processing of your application, the following should be submitted with your completed application:

1. Completed "Notice of Job Requirements";
2. Listing of any volunteer work history that pertains to this position;
3. Completed "Information Release Authorization to Obtain Criminal Records";
4. Completed "Authorization to Release Information (Private Person or Organization) to the City of Leon Valley";
5. Completed "Driver's Employment Background" Record;
6. Completed "Authorization to Conduct Reference Check for Commercial Vehicle Drivers" if you have had a CDL within the past three years; and
7. Copies of all certifications, transcripts, and/or licenses you wish to have considered with your application. This may include your Texas Commission on Fire Protection (TCFP) Basic or higher Firefighter Certificate or proof that you are immediately certifiable as a firefighter by TCFP; and your Texas Department of State Health Services Paramedic certificate/License. You may also wish to include any training certificates obtained in the last five years.

This position is open until filled. Applications that are incomplete and/or do not contain all of the required materials will not be considered further.

Again, thank you for your interest in employment with the City of Leon Valley.

Sincerely,

Crystal Caldera
Human Resources Director
6400 El Verde Rd
Leon Valley, Texas 78238-2399
210.684.1391 ext 212 phone
210.684.1515 fax
c.caldera@leonvalleytexas.gov



JOB ANNOUNCEMENT

Firefighter/Paramedic

The City of Leon Valley is recruiting qualified individuals for the position of **Firefighter / Paramedic** who will be responsible for providing fire, EMS, rescue and hazardous materials services to the community.

REQUIRES: Minimum qualifications include: High school diploma or GED equivalent, certified or immediately certifiable as a Structural Fire Fighter by the Texas Commission on Fire Protection, Texas Department of State Health Services certified Paramedic or Licensed Paramedic, and hold a valid Texas Driver's license.

PREFER: Current Texas Class B-CDL or must be able to obtain one within 1 year of hire date.

STARTING SALARY: \$1273.65 bi-weekly, \$160.00 Paramedic certification pay bi-weekly, plus great benefits!

Employment applications are available at the Leon Valley City Hall, 6400 El Verde, Leon Valley, TX 78238 or on the City's website at www.LeonValleyTexas.gov. A complete application must be returned to the Human Resources office at the above address or e-mailed to c.caldera@LeonValleyTexas.gov AA/EOE/ADA.



APPLICATION FOR EMPLOYMENT
(PLEASE TYPE OR PRINT CLEARLY)

PERSONAL

Date _____
Name _____ Social Security No. _____

Present address _____

Telephone No. (H): _____ (W): _____ (Mobile): _____

Are you legally eligible for employment in the U.S.A.? Yes ___ No ____ (Proof of citizenship or immigration status will be required upon employment.)

Are you of the legal age to work? _____

Position(s) applied for: **Firefighter/Paramedic**

Were you previously employed by us? _____ If yes, when? _____

Is any additional information relative to your use of another name necessary to enable a check on your work record? If yes, please explain. _____

If your application is considered favorably, on what date will you be available for work? _____, 2013.

Are there any other experiences, skills, training or qualifications which will be of special benefit in the job for which you are applying? _____

RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE ?	LIST DIPLOMA OR DEGREE
			1	2	3	4		
HIGH								
COLLEGE							Credit Hrs Completed:	
							Degree Obtained:	
OTHER								

LIST BELOW **ALL** PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT. **For additional employer listings, please use separate sheet of paper.**

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

I hereby give permission to contact the employers listed above about my prior work experience. _____

Signature

If there is a particular employer(s), you do not wish us to contact, please indicate which one(s). _____

Have you ever been discharged or forced to resign for misconduct or unsatisfactory performance from any job?

Yes ___ No ___ If yes, give the name of the employer in each instance and the reason(s). _____

LIST BELOW PRESENT AND PAST VOLUNTEER POSITIONS AS RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING WITH THE CITY OF LEON VALLEY

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		REASON FOR LEAVING VOLUNTEER POSITION	NAME OF SUPERVISOR	
	MO	YR	MO	YR			
	Volunteer Job Title Duty Description:						
TELEPHONE:							

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		REASON FOR LEAVING VOLUNTEER POSITION	NAME OF SUPERVISOR	
	MO	YR	MO	YR			
	Volunteer Job Title Duty Description:						
TELEPHONE:							

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		REASON FOR LEAVING VOLUNTEER POSITION	NAME OF SUPERVISOR	
	MO	YR	MO	YR			
	Volunteer Job Title Duty Description:						
TELEPHONE:							

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		REASON FOR LEAVING VOLUNTEER POSITION	NAME OF SUPERVISOR	
	MO	YR	MO	YR			
	Volunteer Job Title Duty Description:						
TELEPHONE:							

PERSONAL REFERENCES (NO FORMER EMPLOYERS, SUPERVISORS, OR RELATIVES)

(These individuals should have known you for several years)

NAME & OCCUPATION	FULL MAILING ADDRESS	PHONE NUMBER
		H/Cell: W:
		H/Cell: W:
		H/Cell: W:

PLEASE READ AND SIGN BELOW

The facts set forth in my application (and accompanying resume, if any) for employment are true and complete. I understand that if employed, any false statement on this application may result in my disqualification or discharge when discovered. I further understand that this application or anything conveyed during an interview is not and is not intended to be a contract of employment, nor does this application obligate the City of Leon Valley in any way if the City decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than the City Manager has authority to enter into an agreement for employment for any specified period of time or to make an agreement contrary to the foregoing, and then only in writing by the City Manager.

In making this application for employment I authorize the City of Leon Valley or its designated individuals to make an investigative report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

In consideration of my being considered for employment and/or being employed I hereby agree to and submit to physical examinations and tests as may be required by the City, and I do hereby (1) grant release and assign unto the City, all right, title and interest that I may subsequently acquire in all records and reports arising out of or in connection with said examinations and tests and (2) waive all rights to be advised on the content of said records and reports or to receive copies thereof, without the prior written consent of the City.

I also authorize the City of Leon Valley to furnish to any future employer or prospective employer any and all information they may request concerning my application for employment or employment with the City of Leon Valley. I hereby direct the City of Leon Valley to release such information upon request from a bearer of an authorization to release information. This release is executed with the full knowledge and understanding that this information is for the official use of the City of Leon Valley.

I also understand that this application for employment will be kept on file for a period of 6 months from the date of my application. I also understand that if I want to be considered for future employment at the end of this period of time that I will have to file a new application.

I hereby release the City of Leon Valley, as custodian of such records from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with a valid authorization and request for information or any other attempt to comply with it.

Authorizing Signature

Printed Name

Date



NOTICE OF JOB REQUIREMENTS

The City of Leon Valley requires that each applicant be informed of what is expected of employees in each position with the City. Attached to this notice is a job description for the position of “**Firefighter/Paramedic**” with the City of Leon Valley, for which you are applying.

The City of Leon Valley is concerned with the safety, health, and well-being of all its employees. The use or misuse of alcohol, drugs, narcotics, and/or controlled substances is inconsistent with this concern and, therefore, the City requires applicants to undergo pre-employment drug screening for drugs and illegal substances. A positive test result will cause rejection of the application, unless there are extenuating circumstances, e.g., medication causing the positive result if the medication is legally prescribed by a physician as part of an approved treatment.

The City of Leon Valley is an at-will employer and does not waive the right, at any time, including in the event the applicant is employed, to discharge the employee at any time, for any reason, with or without notice, and with or without cause.

I have read the attached job description and understand the City of Leon Valley's policies regarding drug testing and employment-at-will.

Signature

Date

CITY OF LEON VALLEY

JOB DESCRIPTION

JOB TITLE: Fire Fighter/Paramedic

DEPARTMENT: Fire Department

EXEMPT STATUS: Non-Exempt

EFFECTIVE DATE: December 18, 2008

JOB SUMMARY:

Under the direct supervision of the Incident Commander, shift Captain and/or medical director, control and extinguish fires, protect life and property, and administer emergency medical treatment by providing definitive care at the scene of an accident or illness; and perform other related duties as assigned.

ESSENTIAL JOB FUNCTIONS:

Respond to fires, fire alarms, emergency medical services calls and other emergency calls;

Provide emergency medical care at the scene of illness or injury;

Prepare to respond and respond to emergencies;

Triage and assure safe transport;

Operate emergency medical and rescue equipment including safe driving skills of the ambulance;

Work in and perform rescue and emergency care at hazardous materials scenes, disasters, mass casualty situations, or where weapons of mass destruction have been used or may be present.

Perform rescue or rescue support functions at scenes requiring technical rescue, such as water/swift water rescue, confined space rescue, trench rescue, vehicle extrication, vertical rescue, building collapse, or rescue from other types of entrapment;

Works as a member of a hazardous materials response team under the direction of a team leader or Incident Commander, utilizing highly technical and specialized equipment for the identification, containment, stabilization and mitigation of emergencies involving hazardous and toxic substances;

Perform hazardous tasks under emergency conditions which may require strenuous exertion while

caring for critically ill and injured people;

Perform fire suppression functions including rescue, deploy and operate hose, ventilate roofs, perform salvage work after fires, and other related tasks associated with fire suppression;

Work in an out-of-door environment subject to extremes of temperature, inclement weather, and intermittent exposure to dust, fumes and loud noise intensity;

Maintain physical activity over prolonged periods of time including standing, attacking a fire, walking, kneeling and stooping in awkward positions, and moving/lifting heavy objects up to 100 pounds;

Climb ladders and work at considerable height while supported by ladders or ropes;

Work in close/confined spaces safely;

Wear/use self contained breathing apparatus and/or air purifying respirators and other personal protective and chemical protective equipment as required;

Work 24 hours on and 48 hours off;

May be required to work holidays and respond to emergencies while off duty and "fill-in" on other shifts as needed;

Inspect, clean, and maintain apparatus, equipment, quarters, and grounds;

Inspects, maintains and repairs special hazardous materials incident equipment;

Conduct inspections of businesses and fire hydrants to ensure compliance with City ordinances pertaining to fire prevention codes;

Participate in and occasionally conduct fire and EMS training classes and drills;

Study technical materials on equipment operation, fire suppression, rescue, EMS, hazardous materials, and fire prevention to improve or maintain an effective level of performance;

Perform related duties such as physical training each shift;

Study maps to learn the district assigned as necessary;

Use and maintain safety equipment as required by departmental regulations;

Converse fluently in English and read English;

Use tact, diplomacy and discretion as required;

Read, write, and understand written and verbal instructions, reports, documents and plans;

Use good judgment and coordinate safe and cooperative work environment;

Work effectively as a team member;

Maintain the appropriate uniform and acceptable personal hygiene;

Must have the ability to report to work on time and remain on duty for the duration of the workday;

Must have the ability to attend work regularly and predictably; and

Must not pose a threat to the health and safety of self or others.

OTHER JOB FUNCTIONS:

May be required to relieve the Engineer to include driving and operation of fire apparatus, to include operation of pump, ladder operation, and assigned equipment;

Operates special computers, instruments and communications equipment;

Conduct station tours and other lectures/demonstrations; and

Conduct pre-incident evaluations and develop plans for emergency response to those properties.

EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:

High School diploma or GED equivalent is required;

Associates Degree in Fire Science/EMS/Emergency Management is preferred;

Must be certified or immediately certifiable as a Firefighter by the Texas Commission on Fire Protection;

Current Texas Department of State Health Services Paramedic certification or Texas Paramedic license is required;

A valid Texas Motor Vehicle License and the ability to remain eligible to drive under the City's driver evaluation program is required;

A Class B commercial vehicle operator's license is required before the completion of the probationary period; and

All licenses and certifications must be current and valid.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

Must have knowledge of: the human body and its systems, applicable traffic laws, medical-legal aspects of for this position and clients' rights; safety and security procedures to allow duties to be carried out in hostile environments; territory within the service area; medical facility locations and classifications; emergency and defensive driving techniques; maintenance and use of supplies; principles, equipment, technical information and practices in fighting residential, commercial, industrial, and open space fires; knowledge of operation and maintenance of fire fighting equipment and other specialized equipment used by the department.

Must have the ability to: maintain paramedic level certification; give and receive verbal and written communication; deal appropriately with people in stressful situations; maintain emotional stability and display good judgment under stress; keep records and prepare reports; principles, equipment, technical information and practices in fighting residential, commercial, industrial, and open space fires and performing hazardous material related duties; understand oral and written instructions and directions; and establish and maintain cooperative relationships with fellow employees and with the general public.

OTHER REQUIREMENTS

Must not have any history of criminal or improper conduct which may affect suitability for fire service/EMS work;

Must not have been convicted, placed on deferred adjudication, probation or any type of court ordered supervision for any felony under the laws of Texas, another state or the United States;

At the time of application, must not be on probation, community supervision, deferred adjudication or any type of court ordered supervision for any criminal offense;

All other arrests and convictions are evaluated on an individual basis based on the nature and gravity of the offense, time passed since the conviction and/or completion of sentence; and

Any and all prior military service is required to have resulted in at least an under honorable conditions discharge.



**AUTHORIZATION TO RELEASE INFORMATION
(PRIVATE PERSON OR ORGANIZATION)
TO THE CITY OF LEON VALLEY**

TO WHOM IT MAY CONCERN:

I, _____, an applicant for employment with the City of Leon Valley, hereby authorize you to furnish the City of Leon Valley with any and all information they may request concerning my employment; educational records, including but not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records; juvenile, police, Department of Public Safety driving and court records; military records, for determination of my potential for employment and for eligibility for certain security clearances. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Leon Valley. I also understand that neither the City nor its agent shall be violating my right to privacy in any manner and I hereby release them from all liability whatsoever for actions related to this investigation.

I hereby release you, as custodian of such records, any school, college, university, or other educational institution; hospital or other repository of medical records; credit bureau; lending institution; consumer reporting agency; or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request for information or any other attempt to comply with it.

Authorizing Signature

Printed Name

Date

LEON VALLEY



T E X A S

To Applicant: **READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.**

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, national origin or disability. Federal law also prohibits other types of discrimination such as age and citizenship. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

1. How long have you lived at present address? _____
2. Previous address _____

3. How long did you live there? _____
4. Are you over the age of eighteen? Yes _____ No _____
If no, hire is subject to verification that you are of minimum legal age.
5. Have you been bonded? _____ If yes, on what jobs? _____
6. Have you ever been convicted of a crime, **including** misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court? _____
If yes, describe in full: _____

7. List any friends or relatives working for us, other than spouse. How do you know them and for how long?
 - a. _____
 - b. _____
 - c. _____
8. Will you work overtime if scheduled or requested? _____
9. Will you work weekends if scheduled or requested? _____
10. Will you be able to get to work on time each day and when called in? _____
11. How did you hear about this job opening? _____

INFORMATION RELEASE AUTHORIZATION
Criminal Background Check

Applicant's Name (Print): _____

Date of Birth: _____

Race: _____

Social Security Number: _____

I, _____, do hereby authorize any law enforcement agency to furnish the City of Leon Valley or its agent information related to my criminal history. I hereby release the City of Leon Valley and all of its agents and employees, the law enforcement agency and all employees of law enforcement agencies furnishing information, from all liability, resulting from the furnishing of this information to the City of Leon Valley. I certify that the statements made by me on this form and on all pages of the City of Leon Valley Employment Application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void my consideration for employment/continued employment, and could result in disciplinary action including termination.

Signed _____

Date _____



**WRITTEN AUTHORIZATION TO OBTAIN CONSUMER
REPORTS FOR EMPLOYMENT PURPOSES**

TO: The City of Leon Valley

FROM: _____
Printed Name of Applicant for Employment

DATE: _____

I, the undersigned, have received from the City of Leon Valley a disclosure to individuals applying for employment with the City of Leon Valley, Texas. I have read the disclosure and I understand its contents. After reading the disclosure, I give my authorization to the City of Leon Valley to obtain consumer reports for employment purposes. I understand that if I become an employee of the City of Leon Valley, this authorization will continue in effect to authorize the City of Leon Valley to periodically obtain reports for employment purposes for the purpose of evaluating me for promotion, reassignment, or retention as an employee.

Signature of Applicant

.....
**DISCLOSURE TO INDIVIDUALS APPLYING FOR
EMPLOYMENT WITH THE CITY OF LEON VALLEY, TEXAS**

The City of Leon Valley hereby discloses to you that in connection with your application for employment, upon receipt of your written authorization to do so, it may obtain one or more consumer reports for employment purposes.

If the City of Leon Valley employs you, it may periodically obtain consumer reports for employment purposes, for the purpose of evaluating you for promotion, reassignment, or retention as an employee.

In each case, if information in the report influences the City's decision to deny hiring or promotion, it will provide you with appropriate action disclosures in accordance with Section 604(b)(2)(A) of the Fair Credit Reporting Act complete as of January 7, 2002.

DRIVER'S EMPLOYMENT BACKGROUND

NAME: _____
LAST, FIRST MI

SSN: _____ DATE OF BIRTH: _____

PRESENT ADDRESS: _____

PREVIOUS ADDRESSES FOR THE LAST THREE (3) YEARS: _____

CURRENT DRIVER'S LICENSES

STATE	LICENSE NO.	TYPE	EXPIRATION

DRIVING EXPERIENCE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLATBED, ETC.)	DATES OF OPERATION		TOTAL MILES OF OPERATION
		FROM	TO	

ACCIDENT RECORD FOR PAST FIVE(5) YEARS

(ATTACH AN ADDITIONAL SHEET IF NEEDED)	DATE	NATURE (HEAD ON, ETC.)	NO. OF FATALITIES	NO. OF INJURIES
LAST ACCIDENT				
NEXT PREVIOUS				
NEXT PREVIOUS				

TRAFFIC CONVICTIONS FOR THE PAST FIVE (5) YEARS (OTHER THAN PARKING VIOLATIONS)

LOCATION (CITY & STATE)	DATE	CHARGE	PENALTY

- | | | |
|--|--------------------------|--------------------------|
| | YES | NO |
| A. Have you ever been denied a license, permit or privilege to operate a motor vehicle? | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Has any license, permit or privilege to operate a motor vehicle been suspended or revoked?
When and Why: | <input type="checkbox"/> | <input type="checkbox"/> |

IF THE ANSWER TO EITHER "A" OR "B" IS YES, ATTACH A STATEMENT OF EXPLANATION.



VOLUNTARY DATA RECORD SURVEY

Dear Applicant:

Applicants for positions with the City of Leon Valley are treated equally, without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status. At the same time, as an employer with an affirmative action program, the City of Leon Valley complies with government regulations, including affirmative action responsibilities and reports where they apply.

Government agencies periodically require reports on the status of protected employees. The purpose of this Voluntary Data Record is to comply with government record keeping, reporting, and other legal requirements. This data is for statistical analysis with respect to the success of the City of Leon Valley's affirmative action program only.

Completing this Voluntary Data Record Survey is optional. All data records are kept in a confidential file and are not a part of your Application for Employment or Personnel File.

NOTE: THE DECISION TO SUBMIT THIS INFORMATION IS VOLUNTARY.

=====

Date: _____

1. Job Title of Position Applied For: _____

2. Check One:
Male _____ Female _____ Age: _____
Vietnam Era Veteran: _____ Disabled Veteran: _____ Disabled: _____

3. Check one of the following (ethnic/racial background):
White _____ Hispanic _____ Native American: _____
Black: _____ Asian/Pacific Islander: _____ Other: _____