

# CITY OF BELTON



## MINIMUM REQUIREMENTS

A. Must be certified as:

- (1) EMT-Basic Certification issued by the Texas Department of State Health Services AND possess a Basic Firefighter Certification issued by the Texas Commission on Fire Protection;  
**OR**
- (2) EMT-Paramedic Certification issued by the Texas Department of State Health Services, and be able to complete the Basic Firefighter certification issued by the Texas Commission on Fire Protection after being hired.

B. Must be at least 19 years of age. High School diploma or equivalent required. Must be able to competently read and write the English language.

C. Must possess a valid Class C Texas State driver's license with a good driving record.

D. Must pass written test, physical agility test, and physiological testing. Selected candidate must pass a pre-employment drug screen test.

E. Must submit a DD-214 *on the day of the exam* to verify an honorable discharge from the military, in order to receive an additional five points on the written exam.

### Civil Service Department

*Pursuant to Chapter 143 of the Texas Local Government Code*

*§ 143.023. ELIGIBILITY FOR BEGINNING POSITION.*

*(b) A person may not be certified as eligible for a beginning position in a fire department if the person is 36 years of age or older.*



# Belton Fire Department

## Steps in the Hiring Process

The testing procedure for applicants with the Belton Fire Department consists of five sections. Each section must be passed to move on in the process. Applicants who pass all five areas, based on availability of open positions, will be offered employment as a probationary firefighter. The probationary period is a non-civil service position and is complete one (1) year from the date of hire. After completion, employee will be a Civil Service employee.

(1) **Physical Fitness Assessment:** The physical assessment will be administered on the same day of the written exam, prior to the written exam. Candidates must pass each activity in order to pass this entire test. The basic testing will include: Aerial ladder climb, hose drag, hand over hand box drag, three inch hose roll, forcible entry sled, hose lift, high rise hose bundle carry, rescue dummy drag, and quarter mile assessment.

(2) **Written Examination:** The written examination is an entry-level basic skills test that ensures the candidate possesses the basic cognitive skills necessary to successfully perform the job. The skills measured are logical reasoning, reading comprehension, interpreting tables, situational judgment, reading gauges, applying basic math rules, mechanical aptitude, spatial sense, map reading, and vocabulary. *Applicants must pass each portion of the exam with a score of 70 or higher.*

(3) **Background investigation:** A thorough investigation into each applicant's background will be conducted by Belton Fire Department personnel. The background packet will be issued by the Civil Service Director to the applicant and will advise the deadline for return of this material.

(4) **Oral Board Interview:** Each applicant who passes the physical agility testing, the written exam, and the background investigation will move forward through the process and be scheduled for an Oral Board interview comprised of selected Belton Fire Department personnel and the Civil Service Director. If a position is open, and the board passes the applicant, he/she will be given a conditional job offer as a probationary employee with the department, contingent on the applicant passing the required medical evaluations and drug testing.

(5) **Medical evaluation and Drug Screen:** Each applicant passed by the board must complete a drug screen, back strength test, and a medical examination.



**Employment Record**

Instructions: Beginning with your most recent job, list below jobs you have held, specifically describing duties performed. Include any job-related military service assignments or volunteer work. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status. You may attach a résumé, but must still complete this section in full. If you need additional space, please continue on a separate sheet of paper.

<b>LIST NAME, ADDRESS, AND PHONE NUMBER OF PREVIOUS EMPLOYERS WITH MOST RECENT EMPLOYER FIRST</b>	<b>FROM</b>	<b>TO</b>	<b>ENDING SALARY</b>
Job Title			
Employer Name	Immediate Supervisor		
Address	Phone		
Duties			
Reason For Leaving			

	<b>FROM</b>	<b>TO</b>	<b>ENDING SALARY</b>
Job Title			
Employer Name	Immediate Supervisor		
Address	Phone		
Duties			
Reason For Leaving			

	<b>FROM</b>	<b>TO</b>	<b>ENDING SALARY</b>
Job Title			
Employer Name	Immediate Supervisor		
Address	Phone		
Duties			
Reason For Leaving			

	<b>FROM</b>	<b>TO</b>	<b>ENDING SALARY</b>
Job Title			
Employer Name	Immediate Supervisor		
Address	Phone		
Duties			
Reason For Leaving			

**SPECIAL SKILLS/QUALIFICATIONS**

List any additional special job-related skills or qualifications you may have received from your experiences (e.g., licenses/certifications, office/computer skills).

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**APPLICANT'S STATEMENT (PLEASE READ AND SIGN BELOW)**

I certify that all answers in this application are true and complete to the best of my knowledge. I also understand that any offer of employment may be conditional on the satisfactory results of a drug screening, driver's license check, and/or medical examination. I authorize investigation of all statements contained in this application for employment, as may be necessary in arriving at an employment decision and do not hold the City or any other individual involved in this investigation liable for information obtained in the process. I also understand that false or misleading information given in an interview or within this application may result in elimination from consideration for employment or discharge from employment should I be hired. I further understand that, if employed, I will abide by all City of Belton rules and procedures.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# CITY OF BELTON

## APPLICANT INFORMATION SHEET

The following information is requested for record keeping purposes in compliance with state and federal employment laws. The information will not be used for making employment decisions and will be separated from your application.

<b>PERSONAL DATA</b>	Date
Name (Last, First, Middle Initial)	
Street/Route/P.O. Box	
City, State, Zip Code	
Home Phone	Other Phone
Date of Birth	

### ETHNICITY/GENDER

The following ethnic categories have been determined by the Equal Employment Opportunity Commission. You must indicate one of the following:

- |  |  |
|--|--|
| <input type="checkbox"/> American Indian/Aleutian Female | <input type="checkbox"/> Black Male      |
| <input type="checkbox"/> American Indian/Aleutian Male   | <input type="checkbox"/> Hispanic Female |
| <input type="checkbox"/> Asian/Filipino Female           | <input type="checkbox"/> Hispanic Male   |
| <input type="checkbox"/> Asian/Filipino Male             | <input type="checkbox"/> White Female    |
| <input type="checkbox"/> Black Female                    | <input type="checkbox"/> White Male      |

### BACKGROUND

1. Highest level of education completed:

- Grades 1-11
- High School/GED
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Ph.D.

2. Previous or current military service:

Branch of Service \_\_\_\_\_

Dates of Service \_\_\_\_\_

Type of Discharge \_\_\_\_\_

Please indicate below the job title of each position for which you are submitting an application today.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# The City of Belton



is accepting applications for the following position:

## **Firefighter and/or Paramedic**

Starting Salary - \$44,675

## **Firefighter / EMT**

Starting Salary - \$38,625

**PARAMEDICS PREFERRED – Per the Local Civil Service Rules, Paramedics will move to the top of the Eligibility List, once they have passed the written exam and the physical agility testing.**

*Experienced applicants may also be eligible for higher starting pay levels and hiring incentives of up to \$3,000, depending on certifications and experience.*

The Belton Fire Department is recruiting, per the guidelines of Chapter 143 of the Texas Local Government Code, to establish an Eligibility List for the Civil Service position of Firefighter/EMT, and/or Paramedic. Applicants must be certified as:

(1) EMT-Basic Certification issued by the Texas Department of State Health Services AND possess a Basic Firefighter Certification issued by the Texas Commission on Fire Protection;

**OR**

(2) EMT-Paramedic Certification issued by the Texas Department of State Health Services, and be able to complete the Basic Firefighter certification issued by the Texas Commission on Fire Protection after being hired.

Applicants must have a High School diploma or equivalent, and possess a valid Texas driver's license.

Per Section 143.023(a) of the Texas Local Government Code, a person may not take an entrance examination for a beginning position in the fire department unless the person is at least 19 years of age but not 36 years of age or older.

**Application Deadline: 5:00 pm, Friday, September 9, 2016**  
**Written Exam and Physical Agility Test: 8:00 am, Friday, September 16, 2016**

Visit our website at [www.beltontexas.gov/jobs](http://www.beltontexas.gov/jobs) for more information. Submit in person, by e-mail, fax or mail to:

City of Belton-HR  
P.O. Box 120 \* 100 S. Davis  
Belton, Texas 76513  
Phone: 254-933-5805 Fax: 254-933-5859  
hr@beltontexas.gov

EOE EEOP Short Form may be obtained from HR