



## Jarrell Fire Rescue

Williamson County Emergency Services District No.5  
212 N 5<sup>th</sup> St, Jarrell, TX 76537 | (512) 746-2505 | [HRAdmin@wilcoesd5.org](mailto:HRAdmin@wilcoesd5.org)



### Employment Application Information

Minimum qualification for applicants:

- Texas Commission on Fire Protection Structural Firefighter – Basic
  - *Must be certified by date of job offer*
- Texas Department of State Health Services Emergency Medical Technician – Basic
  - *Must be certified by date of job offer*
- Acceptable criminal record (*defined below*)
- Acceptable driving record (*defined below*)

Preferred Qualifications

- NIMS 100, 200, 700, 800
- State of Texas Class B driver's license
- National Fallen Firefighter Foundation: Courage to Be Safe
- National Highway Traffic Incident Management
- Ability to speak Spanish
- Veterans & prior fire service experience

#### **VETERANS**

For applicants that can provide a DD-214, showing a discharge under honorable conditions, five (5) bonus points will be applied to their exam score. Applicants must, at a minimum, score a 70 on their exam for the bonus points to be awarded.

#### **PRIOR FIRE SERVICE EXPERIENCE**

For applicants that can provide written verifiable proof of 5 years full-time "Career" fire experience five (5) bonus points will be applied to their exam score. Applicants must, at a minimum, score a 70 on their exam for the bonus points to be awarded.

All applications will be reviewed using an Applicant Check Sheet. The following minimum factors will be checked:

- Completed application
- Release of employment records
- Verification of minimum qualifications
  - TCFP certifications
  - TDSHS certifications

Once the application has been received, reviewed, and accepted, a four-part applicant selection process will be scheduled. The applicant selection process includes an online exam, physical agility test, virtual or in-person panel interview (based on applicant preference), and a Fire Chief's interview.

The online exam is designed to test the applicant's general knowledge. It will test the applicant's spelling, vocabulary, logical sequence skills, mathematics, and mechanical aptitude. Applicants must obtain a minimum score of 70% or above to proceed onto the next phase of the section process. Applicants will be ranked at this point based on their exam score and any bonus points. The top 25% will be invited to the second phase of the applicant selection process; the physical agility test. The applicants invited to the physical agility test will be notified of the test date and time along with any

practice sessions. In the event WCESD #5 does not obtain enough candidates following the initial physical agility test the remaining applicants will be invited to a second round.

*Applicants are required to sign a release of liability form prior to participating in the physical agility test.*

The physical agility test consists of:

- Charged hose drag;
- Equipment carries;
- Keiser sled;
- Rescue mannequin drag;
- Fixed ladder raise (x2)

The applicant must complete the tasks within a 4-minute timeframe to pass the physical agility test. Applicants will receive a walkthrough of the physical agility test and be given a chance to ask any questions prior to attempting the test. The physical agility test will be graded as PASS or FAIL

Applicants who pass both the written and physical agility test will proceed to the panel interview portion of the applicant selections process. Applicants will be informed of dates and times available for their panel interview. The panel interview can be conducted either in-person or virtually at the applicant's discretion. The decision to conduct the panel interview in-person or virtually will not affect the applicants scoring.

The panel interview will be scored using an "Interview Score Sheet" and based on a scale of 1 to 4, with 1 being the lowest score and 4 being the highest score. The panel will consist of five (5) scorers with a maximum score of 100.

The applicant's exam score will be multiplied by .5 then added to the applicants panel interview score which will also be multiplied by .5 giving their final score. The applicant's exam is worth 50% of their overall score and their interview panel is worth 50% of their overall score.

All applicants will be ranked based on score from highest to lowest. Based on the number of available positions, those applicants with the highest scores will be invited to proceed to the final phase, the Chief's Interview.

Should the applicant successfully complete all four phases and be provided a contingent job offer, they will be required to provide copies of criminal history (not less than 90 days old), driving record (not less than 90 days old), TCFP certifications, TDSHS certifications, and proof of education documents if applicable. Those candidates with contingent job offers will be informed of all necessary steps to achieve employment based on their circumstances.

### **APPLICATION INSTRUCTIONS AND REQUIREMENTS**

Please read all information provided herein. Applications that are improperly completed or incomplete may be rejected and the applicant may not be allowed to proceed in the candidate selection process.

All potential applicants must complete a comprehensive application. Completion of the application and acceptance by Williamson County Emergency Services District No.5 is merely the beginning of the process for selection. Applications are only accepted during specified time periods.

Each application must be completed exactly as specified in the instructions for the application to be accepted.

Applicants must be certified at a minimum by the Texas Commission on Fire Protection as a Structural Firefighter Basic, and by the Texas Department of State Health Services as an Emergency Medical Attendant – Basic by the date of job offer.

The following is a list of absolutes which must be met before and application will be processed:

- All applications must be complete
- Applicants must include detailed explanation of entries on criminal history or driving record
- Applications must be typed or printed in black or blue ink and be legible
- All blanks must be filled in or have "N/A" entered for not applicable fields
- Applications must be turned in by the application closing date
- Applications must be returned by email to [hadmin@wilcoesd5.org](mailto:hadmin@wilcoesd5.org) or mailed to PO Box 88, Jarrell, TX 76537

Applicants that are eligible to take the exam and participate in the selection process will receive notice of the testing date and instructions via email.

Applications that are rejected will NOT be notified.

## **DISQUALIFICATIONS**

### Criminal History

- Having a conviction for; under indictment for; or, currently charged with any felony offense.
  - Previous convictions will be evaluated on a case-by-case basis, but in general the conviction will need to be in excess of 5 years prior.
- Having a conviction for; under indictment for; or, currently charged with any Class A or Class B misdemeanor offense on or after a date that is within 3-years of the application closing date for the current selection process.
- Having a conviction for "Driving While Intoxicated/Driving Under the Influence", (DWI/DUI), on or after a date that is within 3-years of the application closing date for the current selection process.
- Applicant must successfully pass a:
  - A Texas Criminal History Check
    - A name-based search of the Texas Department of Public Safety database of crimes committed in Texas and obtain a fingerprint card. This will be the responsibility of the applicant to pay for.
    - For out of state applicants and FBI fingerprint-based search of both the DPS database of crimes committed in Texas and the Federal Bureau of Investigation database of crimes committed within the United States. This will be the responsibility of the applicant to pay for.

### Driving Record

- Having a record that shows excessive traffic convictions or negligent traffic collisions on or after a date that is within 3-years of the application closing date for the current selection process.
- Having a record that indicates more than two moving violations on or after a date that is within 3-years of the application closing date for the current selection process.
- Having a driver's license that is suspended for reasons indicating poor driving on or after a date that is within 3-years of the application closing date for the current selection process.
- Must be insurable through WCESD #5's auto insurance provider.

### Military

- Having been discharged from the military service with a dishonorable discharge or a general discharge characterized as bad conduct.

#### Drug Use

- Illegal use of a controlled substance on or after a date that is within 3-years of the application closing date for the current selection process.
- Having any record of illegal and excessive use and possession of controlled substance; or having furnished illegal controlled substance to another individual(s).

#### Negative Work History

- Work history that shows that the candidate was irresponsible or unreliable in previous work positions.



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## Employment Application

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

### Home Address

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Mailing Address

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

List all the places where you lived in the past three (3) years below in the format (Street, City, State, Zip).

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Do you have relatives by blood or marriage employed or otherwise associated with Jarrell Fire Rescue / WCESD #5? If "Yes", list the name and relationship on the line below.                      Yes                      No

\_\_\_\_\_

Are you at least 18 years old?                      Yes                      No

Birthplace: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_ Class: \_\_\_\_\_ Restrictions: \_\_\_\_\_

List all moving violations within the past three (3) years below.

Has your driver's license ever been suspended or revoked? If "Yes", explain why below.                      Yes                      No

\_\_\_\_\_

Explain any traffic accident you were involved in within the last three (3) years below.

\_\_\_\_\_

Have you ever been convicted of a felony and/or a class A or B misdemeanor? If "Yes", explain below.      Yes      No

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Military Service? If "Yes", state period of service on the line below.      Yes      No

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Name and location of last high school attended?

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Did you graduate from high school?      Yes      No      Year graduated? \_\_\_\_\_  
If "No", what was the last grade you completed?      8      9      10      11  
If "No", did you take and pass a GED test?      Yes      No      Date: \_\_\_\_\_ Location: \_\_\_\_\_

**Business / Trade / Technical Schools**

Name and Location of School	From	To	Courses Completed

**College or University**

Name of School and Location	From	To	Hours Completed	Degrees Received	Date of Degree	Major Subject

**Graduate or Professional School**

Name of School and Location	From	To	Hours Completed	Degrees Received	Date of Degree	Major Subject

List any licenses or certificates which qualify you for the position you are seeking below:

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List any special skills or qualifications which you have:

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List any special tools or equipment which you can use:

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### Employment Records

Give a record of each position held over the last 10 years. Answer all questions clearly and completely. Give all the requested information, including the actual number of hours worked per week if part-time. Give a full description of duties performed so that proper evaluation can be made. Begin with the current or last position held and work back to your first position.

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_ Supervisor's title: \_\_\_\_\_

Did you supervise employees? Yes No If "Yes", how many: \_\_\_\_\_ Their titles: \_\_\_\_\_

Part-Time Full-Time Final Salary: \_\_\_\_\_ Hours worked: \_\_\_\_\_

Describe the duties of your position in order of importance below:

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Reason for leaving: \_\_\_\_\_

May we contact this employer? Yes No

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_ Supervisor's title: \_\_\_\_\_

Did you supervise employees? Yes No If "Yes", how many: \_\_\_\_\_ Their titles: \_\_\_\_\_

Part-Time Full-Time Final Salary: \_\_\_\_\_ Hours worked: \_\_\_\_\_

Describe the duties of your position in order of importance below:

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Reason for leaving: \_\_\_\_\_

May we contact this employer? Yes No

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name of supervisor: \_\_\_\_\_ Supervisor's title: \_\_\_\_\_  
Did you supervise employees? Yes No If "Yes", how many: \_\_\_\_\_ Their titles: \_\_\_\_\_  
Part-Time Full-Time Final Salary: \_\_\_\_\_ Hours worked: \_\_\_\_\_  
Describe the duties of your position in order of importance below:

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Reason for leaving: \_\_\_\_\_  
May we contact this employer? Yes No

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name of supervisor: \_\_\_\_\_ Supervisor's title: \_\_\_\_\_  
Did you supervise employees? Yes No If "Yes", how many: \_\_\_\_\_ Their titles: \_\_\_\_\_  
Part-Time Full-Time Final Salary: \_\_\_\_\_ Hours worked: \_\_\_\_\_  
Describe the duties of your position in order of importance below:

---

Reason for leaving: \_\_\_\_\_  
May we contact this employer? Yes No

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name of supervisor: \_\_\_\_\_ Supervisor's title: \_\_\_\_\_  
Did you supervise employees? Yes No If "Yes", how many: \_\_\_\_\_ Their titles: \_\_\_\_\_  
Part-Time Full-Time Final Salary: \_\_\_\_\_ Hours worked: \_\_\_\_\_  
Describe the duties of your position in order of importance below:

---

Reason for leaving: \_\_\_\_\_  
May we contact this employer? Yes No



Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_ Supervisor's title: \_\_\_\_\_

Did you supervise employees? Yes No If "Yes", how many: \_\_\_\_\_ Their titles: \_\_\_\_\_

Part-Time Full-Time Final Salary: \_\_\_\_\_ Hours worked: \_\_\_\_\_

Describe the duties of your position in order of importance below:

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Reason for leaving: \_\_\_\_\_

May we contact this employer? Yes No

#### Personal Declaration

In your own words, state your reasons for wanting a position with our organization. Address how such a position fits into your long-range career plan.

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References

List four people, including their relationship with you, who know you well enough to provide current information about you. Do not list relatives or your current supervisor. You must include complete addresses and phone numbers.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_

Affidavit

I hereby certify that this application and any attachment's contain no willful or negligent misrepresentations or falsifications of the information provided herein and attest all information given is true, correct, and complete. I understand that should the investigation disclose any such misrepresentations or falsifications; my application will be rejected, and I will be declared ineligible for employment. I authorize Williamson County Emergency Services District No.5 to contact the person(s) and employer(s) named in this application for the purposes of, but not limited to, verifying fact.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Save and email completed application to [hradmin@wilcoesd5.org](mailto:hradmin@wilcoesd5.org)