



Village Fire Department

Firefighter / Paramedic (Firemedic) Lateral Transfer Available

- **6 positions available**
- Salary Range: **\$64,792.39 to \$95,555.43***
 - * Lateral Transfer of prior service as a Paramedic with a Fire and/or EMS department is available for qualified applicants as determined by the Department.
- Certification pay:
 - Intermediate - \$810.00
 - Advanced - \$1,260.00
 - Master - \$1,929.00
- Must possess current Texas certifications prior to receiving a job offer

Benefits:

- Medical, Dental, & Vision Insurance – Employee covered at 100%, dependent covered at 75%
- \$50,000 department-paid life insurance policy
- TMRS retirement - 7% employee contribution, 2 to 1 department match
- Nationwide - 2% deposit per service requirement
- Longevity paid at \$4.00 per month, per year of service
- Department-paid meal plan
- Annual paid leave hours: 72 sick, 120 vacation, 120 holiday
- Tuition reimbursement policy
- Social security
- Optional deferred compensation retirement
- Optional AFLAC policies
- Optional pre-paid legal services
- Regular rotation between ambulance, pumper, and ladder truck

An Equal Opportunity Employer

Applications are accepted by email, mail, or in person Monday through Friday 8am to 3pm.

Application can be mailed to:

Village Fire Department
Human Resources
901 Corbindale Road
Houston, TX 77024

Contact Information

☎ 713-468-7941
📠 713-468-5039
✉ careers@villagefire.org
🌐 www.villagefire.org

Village Fire Department Employment Application



Dear Applicant,

Thank you for your interest in employment with the Village Fire Department.

We have prepared the following information to assist you in the application process and to answer whatever questions you may have. Continuation in this process is contingent upon successful completion of all required information, documents, and testing. It is your responsibility to provide copies and other documents required. Applications are accepted by email, mail, or in person Monday through Friday 8am to 3pm.



Village Fire Department

Prerequisites, General Information, Testing, Etc.

Prerequisites

The prerequisites for the position of Firefighter and Firemedic are established by the Village Fire Department.

The following documents must be submitted for consideration. You are responsible for assuring that the copies are legible for review and that all certificates are current. Attach all copies of the required documents to your application submittal. If all required copies of documents are not attached, the application will not be processed. **You are responsible for your own copies. Staff cannot make copies for you.**

1. **Application** - Completely fill out the application. Do not leave any blanks. Use full names, addresses, zip codes, and telephone numbers. An incomplete application may slow down or terminate the application process.
2. **Waiver and Release** – It is very important that you read this form and write the statement indicated legibly in the space provided then sign. This form must be completed in order to participate in the physical assessment test.
3. **Valid Texas Driver's License**
4. **Social Security Card**
5. **Birth Certificate or Valid Passport**
6. **High School Diploma or GED**
7. **College Diploma, if applicable**
8. **Military Discharge, if applicable**
9. **TCFP, FIDO #, and NREMT#**
10. **Current Fire Certification issued by the Texas Commission of Fire Protection**
11. **Current EMS Certification issued by the Texas Commission of State Health Services**

General Information

- Work as a Firefighter/Firemedic is shift work: 48 hours ON, 96 hours OFF
- Work as a Firefighter/Firemedic involves continual study and training.
- Time that you work above your scheduled 180 hours, every 24 days, is paid at the rate of 1.5 times the regular salary.
- A new Firefighter/Firemedic is considered on probation for the first twelve months of employment and may not use any vacation time during this period.

Testing

There are three phases of testing: Written Exam, Physical Assessment, and Panel Interview. You will not be scheduled for any of these tests unless the prerequisites have been completed. **You must pass each phase before going on the next phase. There will be no make-up tests.**

1. Written Test

The written test will be administered by the Village Fire Department staff. You will be given approximately three (3) hours to complete the exam. The exam may have up to 100 multiple choice questions. If there are any changes, you will be notified. Your exam may or may not be graded on-site, please do not assume you will get your grade the same day.

2. Physical Assessment

The physical assessment is administered at the Village Fire Department. You will be scheduled for one of two days. The physical assessment will take approximately four (4) hours. You must complete all events. A copy of the scheduled events will be provided if you pass the written test. In case of inclement weather, contact the department at 713-468-7941.

3. Interview

This interview is coordinated by the Village Fire Department Fire Chief. Questions will pertain to technical knowledge, attitude, general appearance, and relevance of past training and work experience. This will be an individual interview and will last no longer than thirty (30) minutes.

Eligibility List

An eligibility list will be established as soon as all testing has been completed. This list will be used to fill all vacancies until the next testing cycle.

Reasons for Rejection

The following are some areas or activities which may cause an application to be denied.

1. The applicant is physically or mentally unfit to perform the duties of a Firefighter/Firemedic.
2. The applicant has a recent history of excessive use of alcohol or use of narcotics or drugs which may affect job performance.
3. The applicant has a history of convictions which relates to fitness to perform the required duties, or a record of conviction for any crime involving moral turpitude.
4. The applicant has a record of unsatisfactory employment.
5. The applicant has made false statements of any material fact or has practiced or attempted to practice deception or fraud in the application.
6. The applicant has used political pressure or bribery to secure an advantage in employment.
7. The applicant advocates or knowingly belongs to any organization which advocates the overthrow of the U.S. Government by force or violence.



Village Fire Department




Important Instructions for Completing the Application

- Please TYPE or PRINT in INK
- Applications are accepted only for titles for which recruitment is currently being conducted.
- **All information** requested **must be completed** on the application. Incomplete or illegible applications will not be processed.
- This application form and its attachments are official property of the VFD and will not be returned, reused or copied for you after being submitted. You should retain a copy of this application for future use or reference.
- Excessive or nonessential attachments will not be referred to the hiring department. Only information necessary to complete the application should be attached. Examples of work, awards, letters, etc. may be taken to interview.
- If more space is needed to give full answers or explanations, attach additional sheets referencing the item number, your name, and job title applied for.
- Only United States citizens or aliens who are legally entitled to work in the United States are eligible for employment.
- Village Fire Department affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age qualified disability status or veteran status.
- If you require an accommodation during the application/interview process, please call Human Resources at 713-468-7941.
- Reimbursement for travel expenditures during an interview process is not available unless otherwise advised.
- Please make sure you meet the minimum qualifications and the application deadlines (if applicable).
- Applications are accepted by email, mail, or in person Monday through Friday 8am to 3pm.

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Village Fire Department
Human Resources
901 Corbindale Road
Houston, TX 77024

Contact Information

 713-468-7941
 713-468-5039
 careers@villagefire.org
 www.villagefire.org

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

Drug Free Environment: The Village Fire Department is committed to providing a safe, efficient, drug-free work environment for all employees. In keeping with this commitment, finalist for all job openings will be required to provide body fluids (blood or urine) to determine the use of alcohol, illegal or control substances. Failure of the drug alcohol screen will result in denial of employment.

Falsification of Information: I hereby certify that all statements made on this application and attachments are true and correct to the best of my knowledge and belief. I understand that any false statement, misrepresentation or omission made by me on this application or subsequent interview(s) could cause me to be ineligible for employment or terminated from employment., Further I understand that I am required to abide by all rules and regulations of the Village Fire Department.

Verification of Information: I authorize the Village Fire Department and its agents to investigate and verify the facts claimed by me on this application. I further authorize my former employers to provide any information requested. I understand that employment processing may include a criminal background check, drug screening and/or review of the driving record. I hereby release the Village Fire Department and it agents from all liability in making any investigation and inquiry relative to information contained in the application form.

I understand that nothing in this application or in any prior or subsequent written or oral statement creates a contract of employment or any rights in the nature of a contract. IO agree to submit to medical examination and drug screening, if required.

The Village Fire Department participates in eVerify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The City will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

I have read and agree to the above statements

Signature: _____ Date: _____



Village Fire Department

Firefighter / Firemedic Waiver & Release

In consideration of my being permitted to take the Physical Assessment required in connection with my application for the position of **FIREFIGHTER / FIREMEDIC**, it will be necessary for me to demonstrate my strength, endurance, and physical ability in a series of tests.

I, _____ (print name) do hereby release the Village Fire Department and their respective official and employees from any and all claims, damages, liabilities, actions and causes of action whatsoever which may occur or arise as a result of any injury or damage that I may sustain as a result of participating in such examinations. I make this release for myself, my heirs, executors, and administrators.

PLEASE COPY THE FOLLOWING STATEMENT LEGIBLY AND IN YOUR OWN HANDWRITING:

“I CERTIFY THAT I HAVE READ THE FOREGOING WAIVER AND RELEASE AND UNDERSTAND ITS PROVISIONS.”

Signature of Applicant

Date