



Guadalupe County Fire/Rescue

Employment Application

An Equal Opportunity Employer

Important Instructions for completing the application:

Please TYPE or PRINT in INK

- Applications are accepted only for job 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. No Blanks Use N/A
- This application form and its attachments are official property of Guadalupe County Fire Rescue 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, social security number and job title applied for. Staple attachments to the application.
- Only United States citizens or individuals who are legally entitled to work in the United States are eligible for employment.
- Guadalupe County Fire Rescue 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 830-305-8605
- Reimbursement for travel expenditures during a testing or interview process is not available.
- Please make sure you meet the minimum qualifications and the application deadline.
- Applications must be submitted by mail or Email to our office.

Section A: Answer all questions.

1. Position Applying For		2. Date of Application	
3. Social Security #		4. Date of Birth	
5. Last Name	6. First Name		7. Middle Name
8. Mailing Address	9. City	10. State	11. Zip

12. Cell Phone #		13. Home Phone #		14. Email Address	
15. Driver's License #			16. State Issuing License		17. Class or Type of License
18. Can you, upon employment, submit documentation verifying your identity and your legal right to work in the United States?					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
19. Check the schedules you are willing to work:					
<input type="checkbox"/> Other than 9AM-6PM <input type="checkbox"/> Weekends/Holidays <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time					
20. Are you presently employed? If yes, specify where					
<input type="checkbox"/> Yes <input type="checkbox"/> No		Specify:			
21. Have you ever been terminated or asked to resign from a previous employer?					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
22. Are you over the age of 18? If yes, can you provide proof of your eligibility to work?					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
23. Are you related to any Guadalupe County employees? If yes, specify names, relationship and department:					
24. Are you able to perform all the essential functions of the job for which you are applying, with or without, reasonable accommodation?					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
25. If you have been employed or attended school under other names, list names and dates of use:					
26. Dates of Military Service			Branch of Service		
From:		To:			
Section B: Answer all questions.					
27. Have you ever been convicted of a crime (misdemeanor, felony, or military court martial)?					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
28. Have you ever been placed on probation?					
<input type="checkbox"/> Yes <input type="checkbox"/> No					

29. Have you ever been placed on deferred adjudication?

Yes No

30. Are there criminal charges currently pending against you?

Yes No

31. For any yes answer to questions 29 - 30, list type or offense, location and fine or sentenced received.

Convictions do NOT necessarily disqualify an applicant from employment consideration.

Section C: Education, Certification, Licenses & Additional Skills

Do you have a High School Diploma or GED?

Yes No

Check highest level of completion:

Some HS HS/GED Some College Associate

Bachelor Master Doctoral

College or University Name	From	To	Major	Degree earned	Sem. Hours
1.					
2.					
3.					

License or Certifications	Date Earned	Expiration Date
1.		
2		
3.		
4.		
5.		

In what language(s) other than English are you proficient?

1. Speak Read Write

2. Speak Read Write

Additional Skills: List equipment, software, specialized systems or other skills that are related to the job for which you are applying.

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Section D: List jobs in reverse order starting with your most recent job. List your work history for the last 10 years including volunteer, part-time, temporary, self-employment and military jobs. Provide a detailed description of duties performed. Do NOT substitute a resume for completion of this section. You may attach additional pages in the same format if more space is needed.

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Employer	Address	City, State and Zip Code
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Job Title	From (Month/Year)	To (Month/Year)
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Hourly or Salary Rate	Hours per Week	Reason for Leaving
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Supervisor's Name	Supervisor Phone #	May we contact this supervisor?
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		<input type="checkbox"/> Yes <input type="checkbox"/> No
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Duties:

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Employer	Address	City, State and Zip Code
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Job Title	From (Month/Year)	To (Month/Year)
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Hourly or Salary Rate	Hours per Week	Reason for Leaving
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Supervisor's Name	Supervisor Phone #	May we contact this supervisor?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Duties:		

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Employer	Address	City, State and Zip Code
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Job Title	From (Month/Year)	To (Month/Year)
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Hourly or Salary Rate	Hours per Week	Reason for Leaving
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Supervisor's Name	Supervisor Phone #	May we contact this supervisor?
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		<input type="checkbox"/> Yes <input type="checkbox"/> No
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Duties:		
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Employer	Address	City, State and Zip Code
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Job Title	From (Month/Year)	To (Month/Year)
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Hourly or Salary Rate	Hours per Week	Reason for Leaving
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Supervisor's Name	Supervisor Phone #	May we contact this supervisor?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Duties:		
Employer	Address	City, State and Zip Code
Job Title	From (Month/Year)	To (Month/Year)
Hourly or Salary Rate	Hours per Week	Reason for Leaving
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Duties:		
References: Name	Relationship/ Occupation	Phone #
1.		
2.		
3.		

Drug Free Work Environment: Guadalupe County Fire Rescue is committed to providing a safe, efficient, drug-free work environment for all employees. In keeping with this commitment, finalists for all job openings will be required to provide body fluids (blood or urine) to determine the use of alcohol, illegal or controlled 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 Guadalupe County Fire Rescue.

Verification of Information: I authorize Guadalupe County Fire Rescue 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 by Guadalupe County Fire Rescue. I understand that employment processing may include a criminal background check, drug screening and/or review of the driving record. I hereby release Guadalupe County Fire Rescue and its 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. I agree to submit to medical examination and drug screening, if required.

Guadalupe County Fire Rescue participates in all State and Federal law, requiring all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Guadalupe County Fire Rescue 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 understand that, if accepted, this application does not constitute a contract of employment for any specific period of time. I further understand that all employment is at will and may be terminated by notification from either party at any time, with or without cause, and without prior notice.

I have read and agree to the above statements

Signature:

Date:

FIREFIGHTER WAIVER AND RELEASE

In consideration of my being permitted to take the Physical Assessment required in connection with my application for the position, and having been advised that as a part of this assessment, 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 Guadalupe County Fire Rescue and their respective officials 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 heirs, my executors, administrators, and myself.

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.”

DATE

SIGNATURE OF APPLICANT

Authorization and Consent for Release of Personal and Employment Information

I, _____, consent and authorize Guadalupe County Fire Rescue and its authorized agents, to conduct a pre-employment background search on me. You are hereby authorized and requested to reveal and discuss with Guadalupe County Fire Rescue, or its authorized representatives, any and all information you have concerning my employment history, credit history, criminal history, academic history, medical condition, driving record, personal habits, general demeanor, or any other information deemed pertinent to my background.

I further understand that an Investigative consumer report concerning me may include information about my character, general reputation, personal characteristics, and mode of living. Under Federal Trade Commission, Fair Credit Reporting Act, and Federal and State Law, I am entitled to receive a free copy of any consumer report containing public information obtained directly by the employer; or all of the information obtained by the Investigative reporting agency within three days of the time the report is released to the employer along with a copy of "Your Rights Under the Fair Credit Reporting Act". State and Federal laws also require the employer to give me notice, if adverse action is taken based upon the contents either wholly or partly because of information contained in an investigative consumer report, along with a copy of the investigative report. I understand I have the right to dispute directly with the consumer reporting agency any findings within any consumer/investigative report, if the dispute is made in writing by me within 60 days of the date of the adverse action.

I understand that the information you may release is personal and confidential so, I release you, the persons, individuals, companies, corporations, and entities, as well as Guadalupe County Fire Rescue from any liability for obtaining and providing all such information for preparing this personal and/or employment background evaluation only.

I hereby waive all claims for damage or injury because of obtaining and providing this information as to Guadalupe County Fire Rescue. I further agree to indemnify and hold harmless Guadalupe County Fire Rescue and the individual companies releasing this information for all claims, costs, damages, or injury, which may occur as a result of obtaining and providing such personal and confidential information. This authorization is to remain in effect during my entire employment if selected for employment.

I have read the foregoing and agree to be bound by the terms of this authorization and release.

Please Print Clearly Using Blue or Black Ink Only

Full Legal Name: _____

Other Names Used: _____

Current Address: _____

Previous Addresses for last 7 years:

Social Security Number: ____ - ____ - ____ Birthday MM/DD/YYYY (ID purposes only): ____ / ____ / ____

Driver's License Number: _____ State: _____

I have read this Authorization and Consent for Release of information and fully understand the terms of this release:

Signature: _____ Date: _____

It is possible that Guadalupe County Fire Rescue may not interview or offer employment to all applicants for vacancies. All applicants chosen to be interviewed will be contacted. Applications will be considered "Active" for 90 days following their submission. Thereafter, applicants who desire to be considered further must submit a new application.