



<b>FOR H.R. USE ONLY</b>					
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<input type="checkbox"/>	F.F.	<input type="checkbox"/>	DD214		

\_\_\_\_\_  
Last Name, First Name

Human Resource Department  
City of Big Spring  
310 Nolan Street  
Big Spring, Texas 79720  
(432) 264-2347

Dear Applicant:

Thank you for your time and interest in applying for a position with the Big Spring Fire Department. We are excited about receiving more information from you and would like you to complete the enclosed firefighter employment application packet.

Please follow all the instructions in the application packet and make sure that the application is fully completed using blue ink. Please initial each page of this packet to indicate that you have read and understand each page. Pages that require notarization must be notarized BEFORE you return the application to the Human Resources office. Please return the completed packet to the Human Resource Department by the application deadline listed on page six of this packet or sooner.

In this application packet, you will find a **DECLARATION OF MEDICAL CONDITION** form. This form must be completed by a physician of your choice and returned with the firefighter application in order to be able to take the physical ability test in the event that you pass the written test. You **WILL NOT** be allowed to take the physical agility test of the exam without a signed Declaration of Medical Condition. On the test date, you must present a valid photo ID in order to gain admittance into the testing site.

**Please note that you MUST SUBMIT THE FOLLOWING WITH YOUR APPLICATION PACKET:**

- Photocopy of your birth certificate.
- Photocopy of your state issued Driver's License.
- Photocopy of your Social Security card.
- Proof of highest education i.e. photocopies of high school diploma, General Educational Development (GED) certificate, college degree(s) and/or transcript(s).
- Photocopies of **ALL** firefighter certifications. If you are currently enrolled in a fire academy, please attach proof that you are attending to be certified as a firefighter.
- Photocopies of any Emergency Medical Technician (EMT) certifications, if applicable.
- Copy of DD-214 Member 4 (long form) if you have served in the military.
- A copy of NGB Form 22 if you have served in the National Guard.
- Declaration of Medical Condition Form signed by a physician in order to take the Physical Ability Test.

Again, thank you for your interest in a career with the City of Big Spring Fire Department.

Sincerely,

John Medina  
Human Resource Director  
City of Big Spring  
[www.mybigspring.com](http://www.mybigspring.com)

Applicant's Initials\_\_\_\_\_

**City of Big Spring Human Resources Department**  
**City Hall, 310 Nolan Street**  
**Big Spring, Texas 79720**  
**Phone: 432.264.2346 Fax: 432.264.2387**  
[www.mybigspring.com](http://www.mybigspring.com)

**APPLICANTS WILL BE REQUIRED TO UNDERGO AND PASS A CONTROLLED SUBSTANCE TEST IF A CONDITIONAL OFFER OF EMPLOYMENT IS EXTENDED.** Applicants will be required to undergo reference checks, motor vehicle report (MVR), criminal history background and polygraph examinations. If a conditional job offer is made, a drug screen, medical physical, Work Steps physical and psychological evaluation will be required. Some convictions or deferred adjudication may be considered a contraindication for employment with the City of Big Spring. Employees who are required to possess a commercial driver's license (CDL) and/or other employees as specified within the City are required to undergo alcohol and controlled substance testing which include pre-employment (controlled substance only), post-accident, reasonable suspicion, return to duty, follow-up and random testing. The City of Big Spring is an Equal Opportunity Employer and a drug & tobacco free workplace. Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions. We ask that you not contact the personnel responsible for interviewing the position of which you are applying. Please ensure the Human Resources Department has your current points of contact. Due to the volume of applications for positions, there is NO requirement to interview all applicants.

**City of Big Spring - BENEFITS FACT SHEET**

**Firefighters Pension Commission** – The employee deposits 13% of their gross salary and the City contributes 12% into the firefighter's pension account. The amount of income payable upon retirement is dependent upon the member's age at retirement and years of service.

**Deferred Compensation Retirement** – (In lieu of Social Security) – 6.7 % of the employee's adjusted gross salary is matched by the City as follows: 5.51% into the deferred compensation retirement plan and 2.19% for a life and disability insurance package (see below) for a total matched funds of 7.70%. This is a tax-sheltered program.

**Life Insurance & Disability Package** – The City provides a life insurance package for full time, permanent employees. The life insurance benefit is equal to four (4) times the employee's annual salary. An additional life insurance option is available at a cost to the employee. The disability package ensures that, in the event of a permanent disability, 60% of the monthly salary is paid up to a maximum of \$3,000.00 per month.

**Health Insurance** – The City of Big Spring pays the premium for employee's health insurance and supplements the cost of the dependent health insurance. Pharmacy cards are Included in the health package for employees and covered dependents. Dependent coverage is available to the employee at a cost of:

- **Child/Children**                 \$175.16/month
- **Spouse**                             \$283.86/month
- **Family**                             \$383.00/month

**Longevity Pay** – Longevity is payment for years of service. Payments begin after one year of service based on the following schedule:

<u>Years of Service</u>	<u>Annually</u>	<u>Biweekly</u>
1-9 years	\$72.00	\$2.77
10-14 years	\$96.00	\$3.70
15-19 years	\$120.00	\$4.62
20+ years	\$144.00	\$5.54

**Dental Insurance** – Available to employees at a cost of:

- **Employee**                         \$20.06/month
- **Spouse**                             \$40.71/month
- **Children**                         \$45.13/month
- **Family**                             \$65.82/month

**Workers' Compensation** – The city meets standard state requirements for Workers' Compensation. If you are injured on the job, you must report the incident to your supervisor immediately.

**Uniforms** – For uniformed personnel, three to five uniforms are furnished. Fire personnel may have different benefits.

**Paid Vacation and Sick Leave-**

**Firefighters Vacation Accrual**

0-9 years	15 days/year
10-14 years	17 days/year
15-19 years	18 days/year
20-24 years	19 days/year
25 plus years	20 days/year

**Firefighters Sick Time Accrual**

15 days/year

**Funeral Leave** – Sick leave hours equal to one shift per calendar year may be granted for funeral leave if the death is outside the employee's household. Two shifts of funeral leave may be granted if the deceased lived in the employee's household or is classified as immediate family (see Personnel Policies).

**Cafeteria Plan** – The city provides a Cafeteria Plan to allow employees to tax shelter day care and certain medical expenses. This program provides a tax savings by increasing the employee's take home pay.

**Recreation Privileges -**

- Free admission to Moss Lake for employee and their dependents.
- Reduced fees at the Comanche Trail Golf Course. Fees are as follows:

Green Fees	\$5.42 per pay period
Trail Fees	\$8.34 per pay period
Shed Fees	\$15.00 per pay period
Golf Course	\$130.00 annually per employee

**Tuition Reimbursement Program** – The City will reimburse eligible employees for college tuition and book fees. Reimbursement amounts vary based on grades. Employees must complete the probationary period before they are eligible to apply for the Tuition Reimbursement program.

**Employee Wellness Program**

- Gym Memberships
- Tobacco Cessation Program
- Employee Assistance Program

**CITY OF BIG SPRING, TEXAS**  
**FIRE DEPARTMENT**  
**JOB VACANCY ANNOUNCEMENT**

**Job Class Title:** Firefighter  
**Starting Salary:** \$31,225.37 - \$37,245 DOE\*

**Testing date:** Saturday, February 18, 2012 at 9 a.m.  
**Testing location:** Dora Roberts Community Center, 100 Whipkey Drive, Big Spring, Texas 79720  
**Application deadline:** 5 p.m. on Monday February 13, 2012

\*Additional pay is provided for those employees that hold certificates from the Texas Commission on Fire Protection (TCFP) and/or the Department of State Health Services (DSHS)

**SUMMARY OF JOB RESPONSIBILITIES:**

This position is responsible for suppressing fires and maintaining fire apparatus and equipment. This position is also required to serve as an Emergency Medical Technician (EMT) after completion of EMT certification.

**MINIMUM QUALIFICATIONS**

- Must be a high school graduate or possess a GED Equivalency Certificate.
- Must have reached at least eighteen (18) years of age as of the date of the written test and not have reached thirty-six (36) years of age as of the date of appointment .
- Must be able to read, write and speak English.
- Must possess a valid state issued driver's license and, on date of hire or within three (3) months of date of hire, must have obtained a Commercial Texas Driver's License, either a Class A or Class B, for the type of vehicle or equipment operated.
- If applicable, you must submit a Form DD-214-4 (long form) to verify an honorable or general discharge under honorable conditions from the military.
- Must receive a minimum passing grade of seventy percent (70%) on the Civil Service written examination for an entry level firefighter.
- Applicants must satisfactorily complete the physical agility course set out by the department in one (1) attempt.
- Must pass a comprehensive background investigation and not have any of the disqualifiers established by the department.
- Ability to meet current requirements set forth by the National Fire Protection Association and the Texas Commission on Fire Protection to obtain certification as a Firefighter.
- Ability to obtain appropriate state Emergency Medical Technician (EMT) certification within twelve (12) months of the date of hire (DOH) and maintain certification(s) through continuing education throughout employment with the City.
- The Commission on Fire Protection Personnel Standards and Education may not certify an applicant as eligible for a beginning position with the fire department unless the applicant meets all legal requirements necessary to become eligible for future certification.

**ELIGIBILITY FOR PREFERENCE**

Applicants must receive a minimum passing grade of seventy (70) percent on the entry level Civil Service written examination to be eligible to receive any of the following additional points added to their final examination grade.

- An applicant who has served in the Armed Forces of the United States and who received an honorable discharge shall receive five (5) points added to their final examination score.
- An applicant who is the natural-born or adopted child of a fire fighter who previously suffered a line-of-duty death shall be ranked on top of the eligibility list so long as he scores a 70 or better on the entry level exam. The

Applicant's Initials\_\_\_\_\_

deceased firefighter's applicant child must otherwise satisfy all of the requirements for eligibility [Chapter 143.025 (j) of the Texas Local Government Code].

- An applicant who holds certain certification with the appropriate agency (Department of State Health Services of Texas Commission on Fire Protection) at the time of the examination shall receive the points indicated below added to their final examination score.

Structural Fire Fighter TCFP – 5 points

Emergency Medical Technician DSHS – 5 points

Emergency Medical Technician Intermediate DSHS – 8 points

Emergency Medical Technician Paramedic DSHA – 10 points

Applicants who pass the entry level Civil Service written examination and the physical agility test will be placed on the department eligibility list. Fire department eligibility lists remain active for a period of one (1) year. The City Manager will make appointments from the current eligibility list unless there is a valid and verifiable reason why the applicant should not be appointed. Any applicant on the eligibility list whose DSHS or TCFP status changes must notify the City of Big Spring Human Resources department, in writing, and supply a copy of a current DSHS or TCFP certificate.

### **ESSENTIAL TASKS (include but are not limited to the following)**

- Assists and/or participates in training exercises to maintain certification(s).
- Assists in hydrant, plug and line maintenance.
- Washes, cleans, fuels and services assigned vehicles, equipment including water pumps; disinfects assigned vehicle and equipment after each use of the assigned vehicle(s).
- Requests repairs and service of apparatus and equipment as necessary.
- Completes necessary local paperwork including reports; maintains departmental files and records.
- Ensures that an adequate inventory of supplies is aboard emergency vehicles through regular checks.
- Ensures the proper functioning of all emergency medical equipment and vehicles through regular inspection.
- Responds to sites of life threatening or other emergency medical situations.
- Extrication of victims of accidents, when necessary.
- Renders emergency and life-saving medical assistance to those in need.
- Transports injured or sick persons to the appropriate care facility.
- Inspects buildings; completes pre-fire plans.
- Inspects the working condition of fire equipment on a daily basis.
- Performs housekeeping and grounds keeping duties at the station.
- Provides fire safety information and educational programs to school, church and civic groups.
- Performs other related tasks/duties as assigned by the chain of command.

### **SKILLS, KNOWLEDGE AND ABILITIES REQUIRED BY THE POSITION**

- Experience sufficient to thoroughly understand the work of the position and be able to answer questions and resolve problems.
- Knowledge and level of competency commonly associated with completion of specialized training in the field of work in addition to basic skills typically associated with a high school education or GED.
- Knowledge of basic emergency medical and life-sustaining techniques, including cardiac care, trauma and shock care and ventilation and other CPR techniques.
- Knowledge of departmental rules, regulations, policies and procedures.
- Knowledge and skill in the operation and use of fire equipment and apparatus.
- Knowledge of fire suppression and rescue techniques.
- Knowledge of hazardous materials.
- Knowledge of hydraulics and fire streams.
- Knowledge of State and local fire codes.
- Knowledge of radio communications.
- Knowledge of streets and other local geography.

Applicant's Initials\_\_\_\_\_

- Knowledge of universal precautions relating to infection control.
- Skill in driving in emergency situations.
- Skill in extrication techniques and equipment.
- Skill in oral, verbal and written communication.
- Skill in patient assessment.
- Skill in the administration of emergency medical techniques and the use of specialized equipment.
- Skill in the use of a computer.

**SUPERVISORY CONTROLS**

The Lieutenant assigns work in terms of general instructions. Completed work is reviewed for compliance with procedures, accuracy and the nature and propriety of the final results.

**GUIDELINES**

Guidelines include State laws, medical protocol, city ordinances, building codes and departmental rules, regulations, policies and procedures. These guidelines are generally clear and specific, but require some interpretation in application.

**COMPLEXITY**

The work consists of duties related to fire suppression, fire equipment operation, patient care and transportation. The variety of emergency situations encountered at fire scenes and the need to determine appropriate medical procedures for a wide variety of situations contributes to the complexity of the work.

**SCOPE AND EFFECT**

The purpose of this position is to suppress fires and administer emergency medical care to victims as an agent of the physician. Successful performance helps ensure the protection of life and property by ensuring the timely arrival of personnel and equipment.

**PERSONAL CONTACTS**

Contacts are typically with co-workers, other city employees, other emergency service providers including but not limited to hospital personnel, victims of accidents and their families, students and the general public.

**PURPOSE OF CONTACTS**

The purpose of contacts is typically to exchange information, resolve problems and provide services.

**PHYSICAL DEMANDS**

The work is typically performed while sitting, standing, walking, bending, crouching or stooping. At emergency scenes, the employee must lift light, heavy and very heavy objects, climb many types of ladders, use tools and equipment requiring a high degree of dexterity and be able to distinguish between shades of color.

**WORK ENVIRONMENT**

The work is typically performed at a station house except while at a fire or emergency scene. At a fire scene, the employee may be exposed to EXTREME noise, dust, dirt, irritating chemicals, inclement weather, extreme temperatures and hazardous situations. The work requires the use of protective clothing and devices.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY THE HUMAN RESOURCES OFFICE NO LATER THAN 5 P.M. ON MONDAY, FEBRUARY 13, 2012.**

THE CITY OF BIG SPRING IS AN EQUAL OPPORTUNITY EMPLOYER



## BIG SPRING FIRE DEPARTMENT APPLICANT'S PACKET CHECKLIST

TODAY'S DATE \_\_\_\_\_

APPLICANT'S FULL LEGAL NAME (LAST, FIRST, MIDDLE) \_\_\_\_\_

OTHER NAMES USED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initials

- Completed and initialed all pages of Big Spring Fire Department Employment Application \_\_\_\_\_
- Photocopy of Birth Certificate \_\_\_\_\_
- Photocopy of high school diploma or GED equivalency certificate \_\_\_\_\_
- Photocopy of college transcripts, if applicable. \_\_\_\_\_
- Photocopy of applicant's valid state driver's license \_\_\_\_\_
- Photocopy of applicant's Social Security card \_\_\_\_\_
- Photocopies of applicant's Texas Commission on Fire Protection (TCFP) certificates, if applicable \_\_\_\_\_
- Photocopies of Department of State Health Services (DSHS) certificates, if applicable. \_\_\_\_\_
- Photocopy of DD214-4 long form (military) or NGB form 22 (National Guard), if applicable. \_\_\_\_\_
- Pages twenty (20) and twenty-two (22) of this application must be notarized. \_\_\_\_\_
- Declaration of Medical Condition completed by a physician. This form must be submitted before you will be allowed to take the physical ability test. \_\_\_\_\_

**THESE ITEMS MUST BE SUBMITTED WITH YOUR FIRE DEPARTMENT APPLICATION.**

Applicant's Initials \_\_\_\_\_



City of Big Spring  
310 Nolan  
Big Spring, Texas 79720  
Phone (432) 264-2346  
Fax (432) 264-2387

This packet contains information regarding the Big Spring Fire Department's recruiting process, minimum qualifications and applicable disqualifications. Please read all the information and job description carefully before completing the application. You must meet the minimum qualifications and not relate to any of the listed disqualifications. The completed application must be signed, notarized and returned, by the posted deadline, in person or by mail to the City of Big Spring Human Resources office. Incomplete applications will not be considered. Please print or type all information so it may be easily read. In order to gain a better understanding of your background and work history, we ask that you answer all questions completely and to the best of your knowledge.

Upon receipt, your application will be reviewed to determine if you qualify for the next step in the application process. You will be notified of this decision by mail or telephone.

**Applicants are required to inform the Human Resources Department of any changes (address, phone number, application with other departments, change in certification status, etc.).** Failure to do so may result in disqualification of your application. It is not necessary for you to contact the City of Big Spring Human Resource Department regarding any firefighter openings after you have completed and submitted your application packet. If you are among the applicants that are eligible to take the firefighter exam, a representative from the Human Resources office will contact you to confirm the date and time that you will need to report for the exam.

Your interest in employment with the Big Spring Fire Department is appreciated. Employment decisions are made solely on the basis of qualifications to perform the work for which you are applying. Qualifications include education, training, work experience and other factors which are relevant in determining job performance. All information provided in this application may be verified through federal, state, law enforcement agencies, schools, universities, former employers, licensing/certification agencies and/or other sources/agencies as required.

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## CITY OF BIG SPRING TEXAS FIRE DEPARTMENT APPLICANT PROCESS

The City of Big Spring Fire Department is a civil service organization governed by the Texas Local Government Code, Chapter 143. All applicants seeking an entry-level position must successfully complete the written Civil Service entrance examination which is conducted as necessary to maintain a hiring eligibility list. The following is an outline of the hiring process. Each stage must be successfully completed before proceeding to the next step.

### **APPLICATION**

To be considered for employment with the Big Spring Fire Department, a candidate must submit a complete Fire Department Application for Employment packet to the Human Resources department by the application deadline. The applications must be typed or printed and all information must be legible. All required documentation must be submitted with the application.

### **WRITTEN EXAMINATION**

Applicants must receive a minimum passing grade of at least seventy percent (70%) on the written Civil Service examination for

Applicant's Initials\_\_\_\_\_

an entry level position as a firefighter.

### **PHYSICAL ABILITY TEST**

Applicants who pass the written examination are required to satisfactorily complete the Physical Ability Test. Depending on the number of applicants who pass the written test, the physical ability test will be given on the same day as the written test or at a date to be announced. You must have submitted the Declaration of Medical Condition Form with your application in order to take the Physical Ability Test. If you have not submitted the Declaration of Medical Condition you will not be permitted to take the Physical Ability Test. See attachment for the requirements for this test. Applicants who successfully complete both the written examination and the physical ability test will be placed on the department eligibility list.

### **ELIGIBILITY LIST**

An entry-level, firefighter eligibility list will be created from those applicants who pass the written examination and the physical agility test. Eligible applicants will be listed in order of their score on the examination. Each eligibility list shall be in effect for one year from the date of the examination, unless exhausted earlier. The City Manager will make appointments from the current eligibility list.

Any applicant on the current hiring eligibility list, whose DSHS or TCFP status changes must notify, in writing, the City of Big Spring Human Resources department located at City Hall, 310 Nolan Street, Big Spring, Texas 79720. Candidates will be required to provide a copy of a current DSHS or TCFP certificate(s).

### **BACKGROUND INVESTIGATION**

A thorough background investigation is conducted to verify information received in your application packet. If applicable, a follow-up interview may be conducted to clarify information received during the background investigation.

### **POLYGRAPH**

Polygraph examinations are performed on all candidates to ensure truthfulness of all information provided in the application process.

### **ORAL INTERVIEW**

Applicants, who successfully complete the background investigation and polygraph examination, will be required to appear before a panel of fire department and other City of Big Spring management staff for interview. The interview will cover information obtained about the applicant during the previous stages. The applicant will be asked questions designed to demonstrate certain knowledge, skills and abilities considered basic for effective performance as a firefighter/EMS Technician with the Big Spring Fire Department.

### **CONDITIONAL JOB OFFER**

A conditional job offer will be extended to eligible applicants by the Human Resource Department. Applicants will be given a schedule of appointments to complete their medical assessment. Failure of any portion of the medical assessment will result in an automatic withdrawal of any conditional offer of employment made by the City of Big Spring.

### **MEDICAL ASSESSMENT**

Applicants, who receive a conditional job offer must complete a drug screen, work steps/job specific agility test, a psychological examination and a physical examination conducted by a designated physician or certified medical provider. The physician or certified medical provider will assess each candidate's physical and mental condition to ensure that he or she can function safely as a Big Spring Firefighter.

### **FINAL OFFER OF EMPLOYMENT**

A final offer of employment and start date will be made by the City of Big Spring after satisfactory completion of all portions of the Conditional Offer and pre-employment selection process.

### **PROBATIONARY PERIOD OF EMPLOYMENT**

Fire department employees must complete a twelve (12) month probationary period or must have worked/performed assigned duties for a minimum of 2912 hours (not including holidays, vacation, workers' compensation, sick leave or other paid hours), whichever is longer.

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## **DISQUALIFICATIONS**

Any of the following will disqualify an applicant from further consideration at any stage of the process:

- Failure to meet minimum preliminary requirements.
  - Failure of the pre-employment drug test. (Disqualification for two years.)
  - Has failed to receive the required recommendation for employment by the examining psychologist, psychiatrist or medical doctor. (Temporary or permanent rejection based on nature of the rejection.)
  - Has failed to meet and/or provide documentation of the minimal educational requirements in accordance with TCFP rules. (Temporary disqualification until next examination.)
  - Has been convicted of conduct that constitutes a felony under State or Federal Law.
  - Has admitted to conduct involving a crime or act of moral turpitude. Candidates will be considered on a case by case basis with factors considered including the nature of the event and the potential for the conduct impacting the applicant's ability to perform Public Safety duties and uphold the expected conduct and image required of a firefighter. Individuals registered as "sex offenders" will be permanently disqualified.
  - Has made a false statement in any material fact; withheld information, practiced or attempted to practice deception or fraud in his or her application, examination, background investigation, polygraph examination or medical examination. (Permanent disqualification).
  - Dishonorable or less than honorable discharge from any branch of the Armed Forces of the United States.
  - Addiction to narcotics or excessive use of intoxicants.
  - Conviction for DUI/DWI within the past ten (10) years or has a driving record incompatible with the safe operation of emergency vehicles based on the determination that the applicant is a habitual traffic violator per the guidelines established in the Personnel Policies and Procedures Manual of the City of Big Spring.
  - Membership in any organization that promotes or encourages the overthrow of the United States Government.
  - Has failed to complete or satisfactorily meet the employment process requirement of the Fire Department including, but not limited to, missed appointments, failure to return necessary paperwork, failure to promptly notify the Fire Department of changes in address or telephone numbers or who otherwise fail to complete the application process.
  - Failure or refusal to provide any information required.
- 
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**Applicants may voluntarily withdraw their application at anytime during the hiring process; however any withdrawal must be in writing. Failing to withdraw in writing will result in the need for the Department to do a formal rejection which may not appear favorable in future applications with this or other Departments.**

City of Big Spring Human Resources  
 310 Nolan Street, Big Spring, Texas 79720  
 PHONE: (432) 264-2346 FAX: (432) 264-2387

The city of Big Spring is an Equal Opportunity Employer and encourages applications from eligible and qualified persons regardless of race, color, religion, sex, age, national origin or physical disability.

Your interest in employment with the City of Big Spring is appreciated. In order to gain a better understanding of your background and work history, we ask that you answer all questions completely in your own handwriting and to the best of your knowledge. Information provided is subject to verification.

**Incomplete applications will not be considered.**

DATE / /

PERSONAL INFORMATION		
Last Name	First	Middle
Street Address		Social Security #
City	State	Zip Code
Phone	Alt. Phone	Email:
Are you at least 18 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you over 35 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you legally eligible for employment in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you ever been convicted of, plead guilty to, received deferred adjudication, or any form of court supervision for any criminal offense (misdemeanors and felonies, including DWI, DUI, more than two speeding tickets) other than a minor traffic violation (i.e. parking, speeding) within the last ten (10) years? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain _____		
<small>NOTE: Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as it relates to the job under consideration. Providing false information or omitting information will result in immediate disqualification for employment consideration.</small>		
Have you ever been discharged from the Armed Forces under other than Honorable circumstances? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain _____		
<b>Must attach a copy of DD 214 long form or NGB Form 22.</b>		

**EDUCATION, TRAINING, and SKILLS**

Do you have a High School diploma or GED? Yes  No  (ATTACH A COPY)

Diploma or GED received from: \_\_\_\_\_ City and State \_\_\_\_\_ Date Received: \_\_\_\_\_

College, Post Graduate, Technical or Vocational School (please attach transcripts, diplomas, degrees, if applicable.)

Name	Address, City, State, Zip	Course of Study	Years	Degree

Please complete the following for any certificates held from the Texas Fire Commission and/or Department of State Health Services or National Registry. Attach copies of certificate(s).

Certificate	Currently undergoing class work (indicate expected completion date)	Completed class work (indicate testing date)	Hold certificate (indicate expiration date)
Firefighter Basic			
EMT Basic			
EMT Intermediate			
EMT Paramedic			

List any specialized equipment or machinery that you can operate and/or other skills related to the job for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have a valid state issued Driver's License? Yes  No  License # \_\_\_\_\_ State \_\_\_\_\_

Type of License: Class C  Class M  Class A CDL  Class B CDL  Class C CDL   
 Expiration Date: \_\_\_\_\_

Have you ever had your driver's license suspended or revoked? Yes  No  If yes, please explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY** – List your employment history for your past five (5) employers. If your five (5) listed employers do not cover a time period of at least ten (10) years, please use a supplemental employment page to record your remaining employment history. You may use as many additional pages as necessary, but the format must include all requested information.

<u>Employer</u>	<u>Address, City, State and Phone Number</u> ----- ----- -----	<u>Type of Business</u>	<u>Employment Dates</u> _____ to _____
<u>Position Held</u>	<u>Name of Supervisor</u>	<u>Salary</u>	May we contact this employer? Yes ( ) No ( )
<b>Brief Description of Duties:</b> _____ _____			
<b>Reason for Leaving:</b> _____			

<u>Employer</u>	<u>Address, City, State and Phone Number</u> ----- ----- -----	<u>Type of Business</u>	<u>Employment Dates</u> _____ to _____
<u>Position Held</u>	<u>Name of Supervisor</u>	<u>Salary</u>	May we contact this employer? Yes ( ) No ( )
<b>Brief Description of Duties:</b> _____ _____			
<b>Reason for Leaving:</b> _____			

<u>Employer</u>	<u>Address, City, State and Phone Number</u> ----- ----- -----	<u>Type of Business</u>	<u>Employment Dates</u> _____ to _____
<u>Position Held</u>	<u>Name of Supervisor</u>	<u>Salary</u>	May we contact this employer? Yes ( ) No ( )
<b>Brief Description of Duties:</b> _____ _____			
<b>Reason for Leaving:</b> _____			

Applicant's Initials\_\_\_\_\_

<u>Employer</u>	<u>Address, City, State and Phone Number</u> ----- ----- -----	<u>Type of Business</u>	<u>Employment Dates</u> _____ to _____
<u>Position Held</u>	<u>Name of Supervisor</u>	<u>Salary</u>	<b>May we contact this employer?</b> Yes ( ) No ( )
<b>Brief Description of Duties:</b> _____ _____			
<b>Reason for Leaving:</b> _____			

<u>Employer</u>	<u>Address, City, State and Phone Number</u> ----- ----- -----	<u>Type of Business</u>	<u>Employment Dates</u> _____ to _____
<u>Position Held</u>	<u>Name of Supervisor</u>	<u>Salary</u>	<b>May we contact this employer?</b> Yes ( ) No ( )
<b>Brief Description of Duties:</b> _____ _____			
<b>Reason for Leaving:</b> _____			

<u>Employer</u>	<u>Address, City, State and Phone Number</u> ----- ----- -----	<u>Type of Business</u>	<u>Employment Dates</u> _____ to _____
<u>Position Held</u>	<u>Name of Supervisor</u>	<u>Salary</u>	<b>May we contact this employer?</b> Yes ( ) No ( )
<b>Brief Description of Duties:</b> _____ _____			
<b>Reason for Leaving:</b> _____			

Please explain any periods of unemployment including dates and reason(s):

<u>Dates</u>	<u>Reason</u>

Have you ever been discharged or asked to resign from a job within the last ten (10) years? Yes  No

If yes, please explain and include: Employer Name, City, State and Zip Code

<u>Dates</u>	<u>Employer Name and Address</u>
Reason:	
<u>Dates</u>	<u>Employer Name and Address</u>
Reason:	
<u>Dates</u>	<u>Employer Name and Address</u>
Reason:	



OTHER	
How did you learn of this job opening? (Check One)	
<input type="checkbox"/> Newspaper Ad (which newspaper) _____	
<input type="checkbox"/> Workforce Commission	<input type="checkbox"/> City of Big Spring Web Page
<input type="checkbox"/> Walk In	<input type="checkbox"/> City Employee
<input type="checkbox"/> Other (explain) _____	

RESIDENCES		
List ALL addresses where you have lived during the past ten (10) years, beginning with your present address. List addresses by date, including month and year. Attach extra page(s) if necessary.		
FROM	TO	ADDRESS, CITY, STATE AND ZIP

**STUDY GUIDES FOR CIVIL SERVICE TESTING**

It has been beneficial for some applicants to acquire firefighter exam study guides to prepare them for the competitive Civil Service Exam. These can be found at some libraries or purchased off the Internet or at a bookstore. One example of a study guide is Norman Hall's **FIREFIGHTER EXAM PREPARATION BOOK**, which can be purchased for about \$15.00 from Barnes and Noble, Amazon or other sources.

**PLEASE READ CAREFULLY BEFORE SIGNING**

1. I certify that all information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, separated. I understand that failure to complete the application may be sufficient cause for rejection of this application or separation after employment. I also understand that if the City employs me, I must comply with its policies, procedures and directives as a condition of employment. I further understand that no employee or representative of the **City of Big Spring**, other than the City Manager, has the authority to enter into any agreement for employment for any specified period of time.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that the **City of Big Spring** will keep the information provided during the employment process confidential to the extent permitted by law; however, Texas is an open records state. This application, along with any attachments, becomes the property of the **City**.
4. It is the policy of the **City of Big Spring** that applicants given a Conditional Job Offer take a drug test to show they are substance free. In order to protect the safety of the workers and the public, any applicant who refuses to take such test and/or whose test shows illegal drug use will not be employed by the **City of Big Spring**.
5. **Compensatory Time Provision:** The Fair Labor Standards Act (FLSA) permits public employers to compensate employees overtime hours in the form of time off. Hours that are not completed in the same workweek will accrue on the basis of time and one-half. Other compensatory provisions apply to public safety personnel in accordance with Section 207(k) of the FLSA.

**THIS APPLICATION MUST BE SIGNED AND DATED:**

\_\_\_\_\_  
Applicant's Legal Signature

\_\_\_\_\_  
Date Signed

Applicant's Initials\_\_\_\_\_

**DRUG AND ALCOHOL POLICY  
APPLICANT'S OVERVIEW FORM**

The City of Big Spring has a commitment to a drug-free workplace as a leader in promoting a drug-free work force.

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All applicants, upon a conditional offer of employment for regular full or part-time positions and temporary positions, will be required to submit a urine sample for the purpose of a drug screen. Any job applicant, who refuses to consent to a drug and/or alcohol test, fails to report to the collection site, or fails (tests positive) for such test will be denied employment for a period of at least two (2) full years.

Any prior/current use of LSD will be reason for disqualification. Any other drug usage will be reviewed on an individual basis to determine acceptability or disqualification depending upon the frequency and recency of usage. Information regarding drug usage will be included in the polygraph.

If a sample is positive the applicant will be given the opportunity to report any medications that have been recently used to the Medical Review Officer (MRO). A positive test result will be confirmed by a second test using a gas chromatography/mass spectrometry (GC/MS) test, using a portion of the same sample. The Human Resource Director will notify by telephone and in writing applicants who are disqualified based upon a positive test result. Applicants may appeal the disqualification by submitting a written statement to the Human Resource Department within seventy-two (72) hours from first notification of disqualification, and providing the necessary funds to complete the second test. If the second test is negative the City will reimburse the applicant.

All employees are subject to a Drug and Alcohol Policy depending upon their jobs, which may include testing under the following conditions: post-vehicle accident, post-incident, reasonable suspicion, random and firearm discharge.

I certify that I have read the above overview of the City of Big Spring Drug and Alcohol Policy and consent to comply with all provisions of the policy.

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Applicant's Initials\_\_\_\_\_

**AGREEMENT AUTHORIZING RELEASE OF INFORMATION**

**TO WHOM IT MAY CONCERN:** I \_\_\_\_\_ am an applicant for a position with the City of Big Spring. I understand that the City of Big Spring needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in my and the public's interest that all relevant information concerning my personal and employment history is disclosed to the above department, except for information covered by the Americans Disabilities Act (ADA)."

I hereby authorize any representative of the City of Big Spring bearing the release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the City of Big Spring, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the City of Big Spring to consider in determining my suitability for employment with the City. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have pertained to me, my work background and reputation, my military service records, educational records, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you as the custodian of such records of the City of Big Spring, including its officers, employees, and other 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 my associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the City of Big Spring regardless of any agreement I may have made with you previously to the contrary. The Personnel Representative requesting the information pursuant to this release may discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the City of Big Spring's acceptance and processing of my application for employment, I agree to hold the City of Big Spring, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the City of Big Spring. I understand that should information of a serious criminal nature surface as a result of this investigation, any such information may be turned over to the proper authorities.

**AGREEMENT AUTHORIZING RELEASE OF INFORMATION (continued)**

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the City of Big Spring in conjunction with employment procedures. I further agree that I shall not have the right to read or otherwise review any information received by the City of Big Spring as a result of inquiries pursuant to this Agreement Authorizing Release of Information.

A photocopy or FAX copy of this release form will be valid, as an original thereof, even though the said photocopy or FAX copy does not contain an original writing or my signature.

This waiver is valid for a period of twelve (12) months from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to indemnify and hold harmless the person to who this request is presented and his employer, agents, and employees from and against all claims, damages, losses and expenses, including reasonable attorney fees, arising out of or by reason of complying with this request.

**THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A NOTARY:**

\_\_\_\_\_  
Printed Name of Person Giving Request

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
City, State, Zip Code

( ) ( )  
\_\_\_\_\_  
Primary Phone Number      Secondary Phone Number

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires:

Applicant's Initials\_\_\_\_\_

**Big Spring Fire Department**  
**WILLINGNESS QUESTIONNAIRE**  
*TO BE COMPLETED BY FIRE FIGHTER APPLICANTS*

Please complete the following questions concerning the Fire Fighter position for which you are applying:

	Yes or No
1. Are you willing to perform physically demanding duties while wearing heavy and restrictive gear in extreme heat?	
2. Are you willing to physically assess a dead body for signs of life and or handle them with professionalism and respect?	
3. Are you willing to work nights, weekends and holidays (Christmas, Thanksgiving, New Years)?	
4. Are you willing to work for long periods of time (24 hour shifts or longer if called upon)?	
5. Are you willing to report for unscheduled duty when needed, sacrificing personal plans?	
6. Are you willing to work in inclement weather such as rain, snow and summer heat?	
7. Are you willing to put the mission of the department and the responsibilities of the job above personal comfort, convenience or friendship?	
8. Are you willing to spend hours on paperwork even after exhausting emergency runs?	
9. Are you willing to risk personal injury if necessary to perform in an emergency situation?	
10. Are you willing to perform duties as instructed even if you disagree with them personally?	
11. Are you willing to subject yourself to intense public scrutiny and criticism?	
12. Are you willing to accept the direction and orders of a superior officer?	
13. Are you willing to maintain your composure when being threatened, insulted or sworn at?	
14. Are you willing to maintain your composure when observing the sometimes-grotesque effects of trauma on the human body?	
15. Are you willing to perform you duties professionally even if they involve protected contact with an individual with a known communicable disease?	
16. Are you willing to inform a patient's family member that their loved one is dead and cannot be helped?	
17. Are you willing to perform in situations involving injured or abused children?	
18. Are you willing to place your trust in the abilities of a fellow firefighter and have them place their trust in yours?	
19. Are you willing to search a dark and potentially hazardous building for victims of a fire or collapse?	
20. Are you willing to determine, in the case of multiple serious injuries, which patients are to be treated and which must wait and possibly die?	
21. Are you willing to risk your life for that of another firefighter or citizen?	
22. Are you willing to dedicate yourself to continuous education so as to maintain your knowledge and skills throughout your career?	
23. Are you willing to present yourself to the public in a professional manner regardless of the circumstances?	
24. Are you willing to maintain a high moral character as a representative of the department and firefighters everywhere even when not on duty?	
25. Are you willing to support the community and its endeavors?	

**If you answered "no" to any of the above questions, please reconsider applying for this position.**

Applicant's Initials\_\_\_\_\_

POST CONDITIONAL JOB OFFER,  
PRE-EMPLOYMENT PSYCHOLOGICAL EVALUATION  
WAIVER OF CONFIDENTIALITY

**THIS PAGE MUST BE COMPLETED IN THE PRESENCE OF A NOTARY:**

I understand that after a conditional offer of employment has been made for a Firefighter, with the City of Big Spring, a physician or qualified psychologist will examine me. The exam will determine any emotional or mental condition that might adversely affect my ability to perform as a Firefighter. Such examination or examinations will include, but not necessarily be limited to, the Minnesota Multiple Personality Inventory (MMPI) and not less than one clinical interview session with the physician or qualified psychologist.

I further understand that the results of my psychological examination or examinations will be reviewed by the Human Resources Director, Fire Retirement Board and the City Manager of the City of Big Spring for determination of the suitability of my mental or emotional condition for Firefighter duties with or without reasonable accommodation with the American's with Disabilities Act (ADA).

Therefore, I waive any privilege of confidentiality of "physician-patient relationship," or psychotherapist-patient relationship," to the extent that the results of the examination herein before described may now or at any future time be released to the City of Big Spring, its officers, or agents, for the purpose of assessing my emotional and mental suitability for firefighter duties and authorize such physicians, psychologists, and other medical providers, their agents or employees, to release such records.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the County of Howard, State of Texas.

\_\_\_\_\_  
Printed name of person giving consent

\_\_\_\_\_  
Signature of the person giving consent  
(Must be notarized)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me, by the said \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to certify which witness my hand and seal of office.

\_\_\_\_\_  
Notary Public

Applicant's Initials\_\_\_\_\_

## **BIG SPRING FIRE DEPARTMENT PHYSICAL ABILITY TEST**

**BIG SPRING FIRE STATION 1 LOCATED AT 1401 APRON DRIVE  
1 P.M. SATURDAY, FEBRUARY 18, 2012**

Only applicants who score a 70 or above on the entry level Civil Service written examination will be allowed to take the Physical Ability test. Please wear appropriate attire i.e. jogging shorts and athletic shoes for the test and report to the testing area thirty minutes prior to the scheduled test time. The Big Spring Fire Department will furnish applicants any apparatus and equipment necessary to take the test. Please carefully note the information which follows so you will be familiar with the requirements of the Physical Ability Test.

### General Procedure

- Applicants will report to a department official at a designated holding area 30 minutes prior to their scheduled test time.
- Applicants must present valid photo identification prior to testing.
- Each applicant will complete a series of events designed to test their ability to perform various department related tasks.
- The department proctors will conduct the course according to established guidelines.
- There will be no more than one candidate on the course at any given time.
- Applicants will be called upon to begin their test from the holding area when proctors have completed the previous test and are ready to begin.
- Each station in the course will be monitored by a proctor whose sole responsibility will be to assure the validity of the event, that appropriate techniques are followed and the safety of the applicant.
- An official timekeeper will accompany each applicant and record the result of each event.
- The official timekeeper and event proctor will witness the final time recorded and the result of each event.
- The course is conducted as one continuous test. A failure at any point is a failure of the entire course.
- Each event will begin on the command of the timekeeper.
- No unnecessary delays will be permitted between events.

### Applicant Preparation

- Each applicant will have the opportunity to watch a video of each event performed prior to their test.
- Each applicant will be given an opportunity to ask questions regarding the testing process prior to their test's onset.
- Applicants will not be permitted to watch other candidates during their course.

### Performance Restrictions

- Each applicant will perform each event in the manner in which it is instructed.
- Applicants will be reminded on the technique to be used prior to each event.
- Applicants who fail to perform the event in the manner indicated will be given one warning by the event proctor.
- Applicants failing to perform the event in the manner indicated after a warning will be judged as failing the course.
- Applicants failing to report 30-minutes prior to their scheduled test time or not being present at the holding area when called upon will not be permitted to test.

### Test Interruptions

- Should weather or other unforeseen conditions render the course unsafe in the opinion of the timekeeper or proctors, the test will be suspended.
- Equipment failure or other similar occurrence that invalidates a given event results in a suspension of the applicant's test.
- An applicant unable to finish their course due to a suspension will be permitted to conduct the test again, in its entirety, at a date scheduled by the department.

### Course Failure

- Applicants failing any event are judged as failing the entire course. Failing applicants will not be permitted to re-test.
- A failure of the physical ability test will remove the applicant from consideration for employment with the Big Spring Fire Department.

Applicant's Initials\_\_\_\_\_

## COURSE EVENTS

### Requirements

The candidate will perform the test wearing a 20 lb. weighted vest and protective helmet and gloves. The event will begin at the command of the timekeeper. The event will start at the base of the stairs on the east side of station 1.

### Maximum time for this test is 7 minutes

Ladder Climb - This evaluation demonstrates the applicant's basic physical agility and ability to negotiate ladders and elevated operations.

- The applicant will proceed to the ladder on the north side of the drill tower.
- The ladder will be secured to the railing on the third floor of the drill tower and the event proctor or assistant will heel the ladder during the event.
- The applicant will climb the ladder, touching every rung and climb over the third floor railing and stand with both feet on the floor before returning back to the ladder.
- The applicant will return down the ladder, touching every rung.
- **Failing points on this event include:**
  - Failing to touch each rung of the ladder when not in contact with the railing.*
  - Failing to step completely off the ladder onto the 3rd floor of the drill tower.*

35' Extension Ladder Hoist - This evaluation demonstrates the applicant's ability to handle medium length ground ladders.

- The applicant must hoist the fly section of a 35' extension ladder to its maximum and lock it in place then lower the fly section to its original position locked in place.
- The applicant must utilize the technique demonstrated which includes a hand over hand action on the halyard with no use of body weight for assistance.
- The ladder will be secured to a structure or heeled by two certified firefighter assistants during the event.
- **Failing points in this event include:**
  - The ladder is not raised to complete extension.*
  - The halyard is released allowing the fly to slip at any time.*
  - Failing to raise the ladder and lock it in place*
  - The demonstrated technique is not performed after one warning. (Applicant bends knees, waist or allows feet to leave ground.)*

1 ¾" High-rise Hose Carry - This evaluation demonstrates the applicant's ability to handle hose bundles and negotiate stairways.

- The applicant will carry a 1 ¾" high-rise pack of hose to the 5<sup>th</sup> floor of the drill tower, using the exterior fire escape, leave the hose on the 5<sup>th</sup> floor.
- The applicant will carry the pack in the demonstrated manner, over either shoulder.
- The high-rise pack will be configured by the department and maintained to be consistent with every course. The pack should allow applicants taller than 5'7" to carry it in the prescribed manner without dragging either end on the ground.
- The applicant will bring the pack from the ground to the carry as part of the event.
- The applicant will use one hand on the stairway banister as a safety precaution.
- The applicant will touch every step going up and down the stairway.
- A department assistant will accompany the applicant, following immediately behind the applicant, on the ascent up the drill tower to prevent a fall.
- The assistant will indicate to the event proctor when the applicant has reached the 5<sup>th</sup> floor and may return.
- **Failing points in this event include:**
  - Failing to carry the hose pack in the demonstrated manner. (If the hose is dropped from the shoulder the applicant may return it but may not advance while doing so.)*
  - Failing to maintain one hand on the railing after one warning.*
  - Failing to touch each step while climbing and returning.*

2 ½ Dry-Line Slack Pull - This evaluation demonstrates the applicant's ability to handle large diameter hose and hoist heavy objects.

The applicant will pull 150' of uncharged 2 ½" hose and the attached coupling up to the 3<sup>rd</sup> floor landing of the drill tower.

- A lead rope will be attached to the hose line and used to pull the first coupling to the landing.
- The technique mandated by the event will be demonstrated and involves pulling the hose up over either shoulder using one or two hands, and then passing the hose to the rear.
- An assistant will be positioned no closer than 4' behind the applicant to clear hose from the area as it is brought up.
- **Failing points in this event include:**
  - Failure to pass the last coupling over the railing*
  - Failure to utilize the described technique after one warning. (Pulling the hose over the railing to the side and not over the shoulder.)*

20' Roof Ladder Raise - This evaluation demonstrates the applicant's ability to handle small ground ladders.

- The applicant must remove a 20' roof ladder from mounting brackets, carry it 40' and raise it against a wall, within department provided orientation markings. The applicant will use the demonstrated technique to remove the ladder on the brackets that requires a single two-handed motion directly in front of the applicant, lifting the entire ladder at once.
- The applicant will utilize the demonstrated method to carry the ladder.
- The applicant will raise the ladder to the wall utilizing the demonstrated technique and pull the base of the ladder out to the indicated point to stabilize it.
- **Failing points in this event will include:**
  - Dropping the ladder at any time.*
  - Failing to raise the ladder within the orientation markings.*
  - Dragging the ladder while carrying it.*

2 ½" Charged Line Advance - This evaluation demonstrates the applicant's ability to advance large diameter charged hand lines.

- The applicant will advance a charged 2 ½" attack line consisting of 100' of 2 ½" hose with nozzle attached, to the designated point near the water supply.
- The hose will be extended straight out from the attached hydrant and charged to hydrant pressure.
- The nozzle will be positioned over the shoulder (from rear to front, right or left) in the demonstrated manner during the advance.
- **Failing points in this event include:**
  - Not advancing the hose beyond the finish line*
  - Not utilizing the demonstrated method of carry after one warning.*
  - Dropping of the nozzle during or at the conclusion of the advance.*

Rescue Carry - This evaluation demonstrates the applicant's ability to perform rescue.

- The applicant must maneuver a 165 lb dummy 25 yards and return it to the starting point.
- The applicant will utilize the demonstrated technique while maneuvering the dummy. The dummy shall be grasped from behind, under the arms upright, and across the chest. Applicant may use attached straps on the dummy.
- The applicant will maneuver the dummy around a cone at the 25-yard point then return.
- A department assistant will station closely behind the applicant as a safety precaution to prevent a severe fall.
- Should the dummy be dropped or the applicant fall during the event, they must regain their footing and control of the dummy on their own without assistance.
- **Failing points in this event include:**
  - Applicant fails to return the dummy across the finish line*
  - Applicant fails to use the demonstrated technique to advance the dummy after one warning.*

**Time will stop at the conclusion of this event. Any pause during the event for more than 15 seconds will terminate the event, resulting in failure.** Applicants must satisfactorily complete the physical agility test in one attempt. Applicants who fail will not be permitted to retest.



## APPLICANT EEO DATA FORM

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and **WILL NOT BE CONSIDERED** as part of the application for employment. It will be separated from the application.

1. Position Applying For	2. Social Security No.	3. Last Name	First Name	Middle Name
--------------------------	------------------------	--------------	------------	-------------

4. Address	City	State	ZIP Code	5. Home Phone	6. Work Phone
------------	------	-------	----------	---------------	---------------

7. Sex	8. Date of birth	9. Ethnic Origin (Check mark preferred)			
<input type="checkbox"/> Male		<input type="checkbox"/> Asian/Pac.	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic
<input type="checkbox"/> Female		<input type="checkbox"/> American Indian	<input type="checkbox"/> Alaskan	<input type="checkbox"/> Other	<input type="checkbox"/> Islander

10. Veteran?	11. Spouse of Veteran?	12. Orphan of Veteran?
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

13. How did you find out about this job?

<input type="checkbox"/> Other City Employee	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Work In Texas.com
<input type="checkbox"/> Job Fair	<input type="checkbox"/> College/University Career Day	<input type="checkbox"/> Human Resource/Personnel Officer
<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Recruitment Poster	<input type="checkbox"/> Radio
<input type="checkbox"/> Presentation Publication	<input type="checkbox"/> Television	<input type="checkbox"/> City Web Site - Internet

\_\_\_\_\_  
Signature-Applicant

\_\_\_\_\_  
Date

**White (Not of Hispanic origin)** - All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Black (Not of Hispanic origin)** - All persons having origins in any of the Black racial groups of Africa.

**Hispanic** - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race.

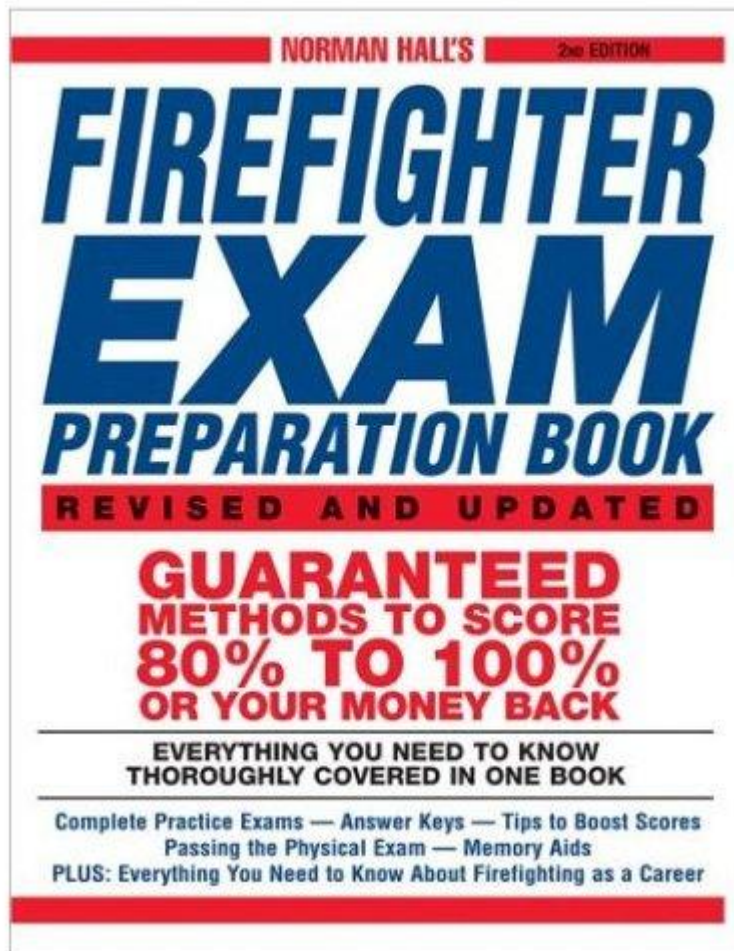
**Asian or Pacific Islander** - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example China, India, Japan, Korea, the Philippine Islands, and Samoa.

**American Indian or Alaskan Native** - All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**THE CITY OF BIG SPRING IS AN EQUAL OPPORTUNITY EMPLOYER**

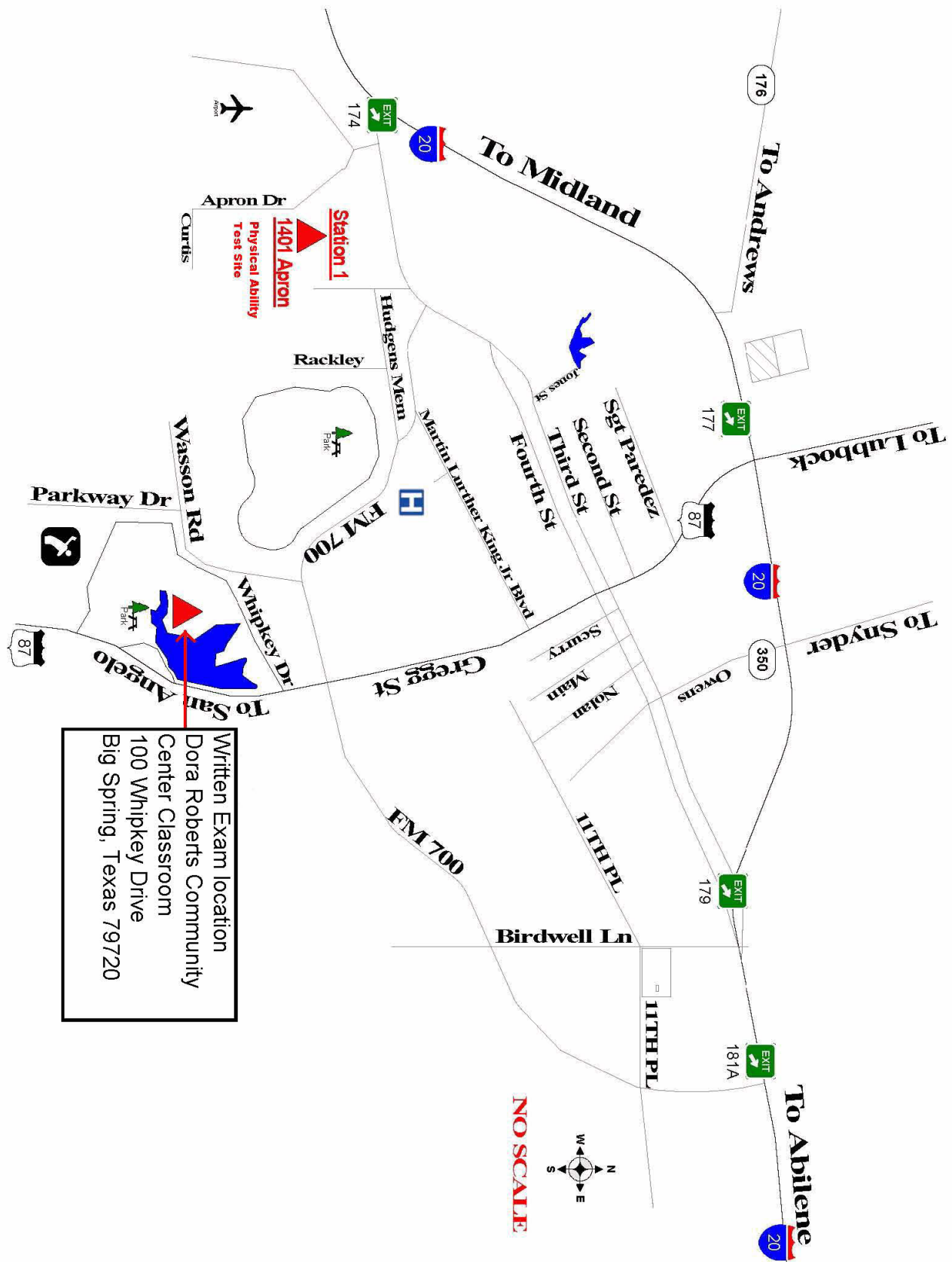
Applicant's Initials\_\_\_\_\_

BIG SPRING FIRE DEPARTMENT  
SUGGESTED READING FOR PREPARATION  
FOR CIVIL SERVICE WRITTEN TEST



Norman Hall's Firefighter Exam Preparation Book

- Paperback: 352 pages
- Publisher: Adams Media Corporation; Revised & Updated edition (January 2004)
- Language: English
- ISBN: 1580629326



Applicant's Initials \_\_\_\_\_