

# BURNET COUNTY ESD9 SPICEWOOD FIRE



## Membership Application & Personal History Information Packet

The attached information contains the Spicewood Fire Department's **Minimum Selection Standards** AND your **Personal History Information (PHI)** packet. It is very important that you review this information carefully and understand its contents. Failure to disclose information shall be considered as an act of dishonesty and will result in permanent disqualification for consideration of membership as a Firefighter for BCESD9 Spicewood Fire Department (SFD).

### **MINIMUM MEMBERSHIP STANDARDS:**

1. **AGE**  
An applicant must be at least 18 years of age at the time of application.
2. **EDUCATION**  
Applicants must possess a high school diploma or have obtained a GED certificate.
3. **PHYSICAL FITNESS**  
Applicants must be able to perform emergency response functions.
4. **CITIZENSHIP**  
Applicants must be a U.S. citizen (birth or naturalized).
5. **MILITARY RECORD (when applicable)**  
If the applicant was in the military, they must have been, or will be, discharged under honorable conditions (fair employment laws apply).
6. **DRIVER LICENSE**  
The applicant must have a current and valid Texas driver license.
7. **COMMITMENT TO PARTICIPATE**: at least 10 hours per month.

# DUE MAY 14, 2020

## INSTRUCTIONS TO THE APPLICANT:

Please fill out this PHI completely and accurately. Keep in mind that:

1. The completion of this questionnaire is mandatory.
2. All statements are subject to verification.
3. Any evidence of dishonesty or failure to provide complete and accurate information on any portion of the hiring process can result in an automatic disqualification not subject to appeal.
4. All information contained on the Personal History Information questionnaire and any other information you provide may be reviewed with you during the selection process.

*It is to your advantage to respond openly and honestly.* Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence, and its degree of relevance to the position of Firefighter. For example, being fired from a job or having an arrest record is not in itself grounds for disqualification. During the review, the background investigator will inquire into the facts surrounding such an occurrence. An evaluation will then be made of the relevance of these facts to the requirements of the job.

**If a question does not apply to you, write "N/A" (not applicable) in the space provided for your answer.**

The information provided by the applicant will be reviewed by the Fire Chief and Assistant Chief for the purposes of selecting members of the Department and may be re-disclosed only as authorized and mandated by law.

## **ADDITIONAL HIRING STANDARDS and INFORMATION:**

Applicants should understand that the Department is most interested in an applicant's life history as a complete picture and understands that, at times, people encounter challenges in their lives. SFD is interested in learning greater detail about those challenges, as well as the lessons the applicant has learned and the changes the applicant has made as a result.

Please be forthcoming in your responses, as SFD expects honesty throughout the selection process.

### 1. **CRIMINAL ACTIVITY**

An applicant's criminal record, including all arrests, prosecutions, deferred adjudication, and non-conviction information will be thoroughly assessed and may be grounds for disqualification. Examples of criminal activity that may be grounds for disqualification include, but are not limited to:

- a. Any juvenile or adult felony conviction(s).
- b. Any domestic violence conviction(s).

### 2. **TRAFFIC RECORD**

An applicant's driving record will be thoroughly assessed and may be a factor for disqualification. Examples of infractions/traffic offenses that may be grounds for disqualification include, but are not limited to:

- a. Multiple traffic offenses.
- b. Suspension of your driver's license within 3 years of the date of application.

### 3. **EMPLOYMENT HISTORY**

An applicant's employment history, including any terminations or leaving an employer in lieu of termination, will be thoroughly assessed and may be grounds for disqualification.

### 4. **FINANCIAL**

An applicant's related decision-making issues may be grounds for disqualification. Examples of an applicant's financial history that may be grounds for disqualification include, but are not limited to:

- a. Failure to pay spousal or child support.

## DOCUMENTS

The following documents will be requested to be submitted by all SFD applicants:

- Photocopy of current Driver's License
- Photocopy of current automotive insurance
- Photocopy Naturalization papers, if foreign-born
- Photocopy of All DD-214s, if military service.
- Photocopy of any medical care provider certifications (EMS, EMT).
- Photocopy of any SFFMA certifications.
- Photocopy of Texas Commission on Fire Protection FIDO page.

### I. IDENTIFYING INFORMATION:

LAST NAME	FIRST	MIDDLE	SOCIAL SECURITY NO.
List any other name, alias, or nickname by which you have been known, including maiden name.			
HOME PHONE:		WORK PHONE:	
CELL PHONE:		EMAIL:	
CURRENT DRIVERS LICENSE #			
STATE:			
DATE OF BIRTH: / /	HEIGHT: feet inches		WEIGHT:
BIRTH CITY:	COUNTY:	STATE:	
ARE YOU A US CITIZEN? No <input type="checkbox"/> Yes <input type="checkbox"/> If naturalized citizen of the U.S., complete info below:			
Certificate Number:	Date:	Court:	City: State:

## II. RESIDENCE RECORD

Please list your last three residences. List your **present** address first and then work backwards with past addresses.

	Street	City	State	Zip Code	Dates of Occupancy	
					From	To
1.	<i>Current Address</i>					
2.	<i>Previous Address(es)</i>					
3.						

## III. FAMILY RECORD / HISTORY / EMERGENCY CONTACTS

Spouse or Partner: (will be the first contact in case of emergency)		
Name:	Relationship	Phone number
Other Emergency Contact?		
Are you responsible for support payments? <b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> If yes, Explain:		
Are you current with all child support or other supportive financial obligations? <b>No</b> <input type="checkbox"/> If no, Explain <b>Yes</b> <input type="checkbox"/>		

## IV. EMPLOYMENT

Begin with your most recent job. List your complete employment history for the past five (5) years, including temporary or seasonal employment, all public safety and/or volunteer jobs, and all periods of unemployment, schooling, or military service. Include the complete address and phone number of the employer. If unknown, enter "UNK".

**SFD reserves the right to contact all current and former employers for reference information.**

### Employer #1

May we contact this Employer?      Yes      No <b>NOT contact this Employer</b>		
Employer Name		Employer Phone
City	State	Zip      Start Date
Job Title		End Date
Supervisor's Name (first and last name)	Phone (required)	
Coworker's Name (first and last name)	Phone (required)	Hours per Week <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer

### Employer #2

May we contact this Employer?      Yes      No <b>NOT contact this Employer</b>		
Employer Name		Employer Phone
City	State	Zip      Start Date
Job Title		End Date
Supervisor's Name (first and last name)	Phone (required)	
Coworker's Name (first and last name)	Phone (required)	Hours per Week <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer

**In your previous employment, at school or in the military, or with another volunteer organization:**

Have you ever been suspended, relieved of duty, fired, asked to resign, resigned, discharged, or subjected to disciplinary action (to include verbal counseling, warnings, memos, written notice, suspension, etc.)?

**No**       **Yes**  If yes, describe where (job, school, etc...) and if it was documented:

Have you ever committed, been accused of committing, or investigated, for any complaint including physical harm, threats of physical harm, personality conflict with peer or supervisor, sexual harassment, rudeness, bullying, etc.?

**No**       **Yes**  If yes, where did this occur (job, school, etc), what was the outcome and was it documented?

**V. EDUCATION**

**High School**

	Name	City	State	Dates Attended		Graduation Date
				From	To	
1.						
2.						
3.						

	Name	City	State	Dates Attended		Graduation Date
				From	To	
1.						
	Major:					GPA:
2.						
	Major:					GPA:
3.						
	Major:					GPA:

Higher Education: Any college, technical schools, business schools and/or universities.

## VI. PRIOR APPLICATIONS

Have you previously applied with Spicewood Fire?  No  Yes, When:

Have you applied with any other Fire Departments in the last 3 years?

No  Yes  If yes, list them and include **ALL** previous applications (including volunteer work).

Public Safety Department Name	City	State	Date Applied	Status

## VII. AFFILIATIONS

Group/Organization/Memberships	Type

Social Media Sites (ex. Facebook, Twitter, LinkedIn, etc.)	Type (ex. Personal, work, church, etc.)



## VIII. CRIMINAL HISTORY/ DRIVING RECORD

Please list **ALL** arrests and/or convictions even if you received a release or a pardon. If the case has been sealed or expunged, you are not required to disclose this information. However, if evidence is revealed that a criminal event occurred you may be required to explain.

NOTE: Any information of a criminal nature provided herein and/or otherwise during your background investigation with SFD may be reported to the appropriate authorities.

	Yes, No or #
Have you ever been questioned as a suspect in any crime?	
How many times have you been arrested, for any reason?	
How many times have you been convicted, pleaded guilty, or pleaded no contest to a felony?	
Have you ever been on court probation as an adult (age 18 or older)?	
Have you ever had to appear before a juvenile court for an act which would have been a crime if it had been committed by an adult?	
Have you ever been involved as a plaintiff, defendant, petitioner, or respondent in any civil court action?	
Have you ever applied for a permit to carry a concealed weapon?	

### ARRESTS / OFFENSES - Juvenile and Adult (other than traffic violations)

Date	City, State, Country	Details of Arrests/Offenses/Disposition. Was there only a report written? Deferred Prosecution? Deferred Adjudication?

Have you ever been named in any legal restraining order?

No  Yes  If yes, please explain:

List ALL incidents where you were a defendant, complainant or a witness in any criminal, civil, juvenile court or administrative/investigative hearing by a City/County/State/Federal Agency or a Grand Jury?

(Driving and traffic violations belong in section X. Driving Record)

Date	Type of Participant	Type of Proceeding	Agency type

**DRIVING RECORD** List all in the Past 5 years

CURRENT DRIVERS LICENSE #	STATE:
PRIOR DRIVERS LICENSE #	STATE:
PRIOR DRIVERS LICENSE #	STATE:
PRIOR DRIVERS LICENSE #	STATE:

Has your driver's license ever been suspended or revoked?

No  Yes  If yes, list dates suspension, reason, state, etc...

Date of Suspension	State	Reason

## TRAFFIC VIOLATIONS and ACCIDENTS

In the tables below, list the date, place and full details of each incident you have been involved in (a ticket, arrest or conviction record will not necessarily disqualify you for employment).

Date	Location	Details

**Note: Applicants can also submit a Type 3A Complete Driving Record, ordered on line from the Texas Department of Public Safety at <https://www.dps.texas.gov/DriverLicense/driverrecords.htm>**

## IX. MILITARY STATUS

Have you ever served in the United States military?

No  Yes  Active?

**Branch of Service**  
(Army, Navy, etc.)

**Rank**

**Occupational Specialty**

Branch of Service (Army, Navy, etc.)	Rank	Occupational Specialty

While in the military, were you ever charged with an offense which resulted in a trial or by summary, special or general court martial; or resulted in an Article 15, Page 11; Captain's Mast; or other company or non-judicial punishment?

No  Yes  Please list and explain ALL:

## X. ILLEGAL DRUG USE

Please complete the following table by writing your responses in the boxes below each inquiry specific to each illegal drug (including prescription drugs illegally used) listed. Illegal drug usage includes any drug use that would be illegal under Texas law. Example: Marijuana is legal in some states, but not in Texas or under Texas law. Indicate whether you have used any drug(s) listed below recreationally or experimentally. Mark “Y” for each drug used or mark “N/A” for each drug not used.

	N/A or Yes	Which Substance?	Most recent date used mm/dd/yyyy
Marijuana, Hashish Cannabis			
Cocaine, Crack			
Club Drugs: Ecstasy, MDMA, Ketamine, GHB, Rohypnol			
Hallucinogens, LSD, Mushrooms, Psilocybin			
PCP, Angel Dust, Wet, Phencyclidine			
Opium, Morphine, Heroin			
Methamphetamine, Crank			
Crystal, Ice, Speed			
Synthetic Cannabinoids “spice”, “K2”			
Inhaled aerosols, Huffing, Whippits or Khat.			

## XI. PROFESSIONAL APPEARANCE

Any and all tattoos, branding (intentional burning of skin to create a design), voluntary disfigurement (marring or spoiling of the appearance or shape of a body part), shall be carefully reviewed by SFD on a case by-case basis. At a minimum, these items must be coverable while wearing the SFD issued uniform. The only exceptions may be tattooed wedding or commitment bands.

Please list all tattoos, brandings, voluntary disfigurements or scarifications that would be visible if wearing a short sleeve shirt.

Description	Location/Body Part
<i>Example: Tattoo of USMC Shield</i>	<i>Left Arm</i>

## XII. CERTIFICATION - APPLICANT SIGNATURE

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the above entries made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that if any of the above information contains any misrepresentations or falsification, or if any material information has been omitted, I may be discharged by the SFD.

I understand that this application, and any or all related materials submitted to and collected by the Spicewood Fire, shall remain strictly in the possession of the Spicewood Fire Department to the fullest extent permitted by law.

\_\_\_\_\_(initial) I understand BCESD9 may elect to perform investigative consumer reports that may include criminal history and arrest records, motor vehicle records, employment and unemployment records and/or military records. I further authorize law enforcement agencies, information service bureaus, learning institutions, past and present employers and other sources to furnish any and all information that is requested by BCESD9.

Name: \_\_\_\_\_

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