

Travis County Emergency Services District No. 2

203 East Pecan Street
Pflugerville, Texas 78660

(512) 251-2801
(512) 990-1125 (fax)



Because We Care

EMPLOYMENT APPLICATION

Travis County Emergency Services District No. 2 is an equal opportunity employer. We encourage all qualified individuals to apply for employment. If you require accommodations to complete the application, testing or interview process, please contact Staff Services at (512) 251-2801.

(PLEASE PRINT)

DATE: _____

Name: _____
Last First Middle

Home Telephone: _____ Cell Number: _____

Present Address: _____
Number Street City State Zip County

Permanent Address if different from present address:

Number Street City State Zip County

E-mail: _____

EMPLOYMENT DESIRED

Position applying for: _____

Referral source: _____

List any knowledge, skills, and abilities that qualify you for the position you are seeking:

List any licenses or certifications (including issue, authority, and expiration date) which qualify you for the position you are seeking:

Last Name: _____

PERSONAL HISTORY STATEMENT

Are you at least 18 years old? yes no

Are you eligible for employment in the United States? yes no

Have you had military service? yes no

If YES, state period of service: _____

List any other names, including nicknames, by which you may be known:

Have you ever been convicted of a criminal charge? Or have you ever been adjudicated with regard to (including an adjudication of delinquent conduct), pled guilty to, or pled no contest to a criminal charge? Or have you ever received probation or deferred adjudication for a criminal charge? [“Conviction” includes sentenced to confinement, paid fine, served time, placed on probation (including deferred adjudication) and paid court-ordered restitution.]

yes no

If YES, explain. (Note, you will not automatically be disqualified from employment if you answer “yes.” Each case will be considered.) You can attach an additional sheet if necessary.

Has your driver’s license ever been suspended or revoked? yes no denied

If YES, explain:

List all moving violations within the past five (5) years.

Last Name: _____

Do you have a valid Texas driver's license? yes no

EDUCATION RECORD

High School	NAME AND LOCATION OF HIGH SCHOOL LAST ATTENDED	Did you graduate?		If you have not graduated, check highest level completed.			
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>
GED	IF YOU HAVE NOT GRADUATED FROM HIGH SCHOOL, HAVE YOU PASSED THE GED TEST? <input type="checkbox"/> Yes <input type="checkbox"/> No PLACE:						
BUSINESS ***** TECHNICAL ***** FIRE ACADEMY	NAME AND LOCATION OF SCHOOL	COURSES COMPLETED		CERTIFICATION RECEIVED			
COLLEGES OR UNIVERSITIES	LOCATION	HOURS COMPLETED TO DATE	GRADUATED		DEGREE RECEIVED		
			Yes <input type="checkbox"/>	No <input type="checkbox"/>			
			Yes <input type="checkbox"/>	No <input type="checkbox"/>			
			Yes <input type="checkbox"/>	No <input type="checkbox"/>			
GRADUATE OR PROFESSIONAL SCHOOLS			Yes <input type="checkbox"/>	No <input type="checkbox"/>			
			Yes <input type="checkbox"/>	No <input type="checkbox"/>			
			Yes <input type="checkbox"/>	No <input type="checkbox"/>			

PLEASE INCLUDE HIGH SCHOOL DIPLOMA, GED CERTIFICATE, OR COLLEGE TRANSCRIPTS.

AWARDS. RECOGNITION.

List any awards, recognition, and years of Fire Department experience, including Volunteer, that you have received related to the position you are seeking:

Last Name: _____

EMPLOYMENT HISTORY

Are you currently employed? yes no

Please list all present and past employment starting with your most recent employer (last twenty (20) years is sufficient). **You must complete this section even if attaching a resume.** If additional pages are needed, please attach.

Your job title: _____	From: _____	To: _____
	Month Day Year	Month Day Year
Name of business or organization: _____	Phone: _____	
Business address: _____		
Street	City	State Zip
Name and title of your supervisor: _____		
Final salary \$ _____ per _____	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time <i>Average hours worked, if part-time:</i> _____
Describe duties of your position in order of importance:		
Reason for leaving: _____		

Your job title: _____	From: _____	To: _____
	Month Day Year	Month Day Year
Name of business or organization: _____	Phone: _____	
Business address: _____		
Street	City	State Zip
Name and title of your supervisor: _____		
Final salary \$ _____ per _____	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time <i>Average hours worked if part-time:</i> _____
Describe duties of your position in order of importance:		
Reason for leaving: _____		

Last Name: _____

Your job title: _____ From: _____ To: _____
Month Day Year Month Day Year

Name of business or organization: _____ Phone: _____

Business address: _____
Street City State Zip

Name and title of your supervisor: _____

Final salary \$ _____ per _____ Full-Time Part-Time *Average hours worked if part-time:* _____

Describe duties of your position in order of importance:

Reason for leaving: _____

Your job title: _____ From: _____ To: _____
Month Day Year Month Day Year

Name of business or organization: _____ Phone: _____

Business address: _____
Street City State Zip

Name and title of your supervisor: _____

Final salary \$ _____ per _____ Full-Time Part-Time *Average hours worked if part-time:* _____

Describe duties of your position in order of importance:

Reason for leaving: _____

MAKE ADDITIONAL COPIES OF THIS PAGE AS NEEDED.

PERSONAL DECLARATION

In your own handwriting, state the reason for your interest in this position with the District. Also, address how you meet the required and/or preferred qualifications for the position.

Signature (DO NOT PRINT) _____ Date _____

REFERENCES

List at least three (3) supervisory references. Do not list personal references or relatives. You must include title, address, and phone number for each reference.

NAME	COMPLETE ADDRESS	TELEPHONE NUMBERS
		HOME: _____ WORK: _____ YEARS KNOWN: _____
		HOME: _____ WORK: _____ YEARS KNOWN: _____
		HOME: _____ WORK: _____ YEARS KNOWN: _____
		HOME: _____ WORK: _____ YEARS KNOWN: _____

Last Name: _____

ACKNOWLEDGEMENT

Please read carefully, initial each paragraph, and sign below.

_____ I understand that this application for employment and any attachment(s) are the property of the District and will become part of my personnel file if I am hired.

_____ I hereby certify that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification or omission of information from this application or any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Travis County Emergency Services District No. 2 and its agents to thoroughly investigate the information on my application, my references, work record, education and other matters related to my suitability for employment and, further authorize the references I have listed to disclose to the District all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Travis County Emergency Services District No. 2, my former employers, my current employers and all other persons or entities from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

_____ If employed by the District, I agree to abide by its rules and regulations. Further, I understand and agree that employment is at will and may be terminated at any time, with or without cause or reason and with or without notice. This application cannot be construed as a contract or as a guarantee of employment or continued employment and no agreement to the contrary will be effective.

Thank you for completing the application form and for your interest with Travis County ESD No. 2. Please notify us should your contact information change during this recruitment.

Applicant's Signature

Date

Printed Name

Last Name: _____

Application 11-2013