CITY OF HOUSTON

FIRE DEPARTMENT

Annise D. Parker, Mayor

500 Jefferson, Houston, Texas 77002 713/495-4266

Council Members: Brenda Stardig Jarvis Johnson Anne Clutterbuck Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez James G. Rodriguez Stephen C. Costello Sue Lovell Melissa Noriega C. O. Bradford Jolanda Jones

CITY CONTROLLER: Ronald C. Green

Terry Garrison
Fire Chief

January 26, 2011

Dear Applicant:

The purpose of this letter is to notify you of the physical ability test for **Certified Firefighter** scheduled for:

Friday, February 4, 2011 @ the Training Academy, 8030 Braniff, Houston, TX 77061

- **Ranks 301 to 315 @ 6:30 a.m.**
- **Ranks 316 to 332 @ 10:00 a.m.**
- **Ranks 333 to 350 @ 2:00 p.m.**

YOU MUST BRING ALL THE ATTACHED DOCUMENTS WITH YOU TO THE PHYSICAL ABILITY TEST in order to proceed through the application process.

Please note that our Communicable Disease Office has requested, that all applicants provide them with immunization records at the time of their prescreen interview. It is therefore imperative, that you locate your immunization records prior to your initial interview, and be prepared to provide them to the Communicable Disease Office at that time. **An applicant will not be made an offer of employment, until all immunizations are cleared through the Communicable Disease Office.** If you have any questions regarding immunizations, please call 713-495-4212.

The Houston Fire Department Classified Recruiting Division looks forward to assisting you in any way we can during the recruitment process. **If you are not interested in this position, please contact the Recruiting office immediately at 713-495-4266.** Once the recruitment process begins, if you have any questions or concerns please contact your Recruiter.

Sincerely,

Lisa L Campbell

Lisa L. Campbell
Assistant Fire Chief

COMMAND STAFF: Executive Chiefs: Rick Flanagan Richard Galvan Carl Matejka Deputy Director: Neil DePascal
Assistant Chiefs: David Almaguer William Barry Lisa Campbell Herbert Griffin Donna McLeod Thomas Munoz Daniel Snell

HOUSTON FIRE DEPARTMENT
CLASSIFIED RECRUITING DIVISION

Certified Firefighter
Processing Documents

1. Original Texas Commission on Fire Protection Certification (FIRE) Basic or Higher plus 3 copies
2. Original Texas Department of State Health Services (EMT) Basic or Higher plus 3 copies
3. Part (A) application completely filled out - available online @ www.HFDCareers.org
4. Part (B) application completely filled out - available online @ www.HFDCareers.org
5. Part (C) application completely filled out - available online @ www.HFDCareers.org
6. City of Houston Application that you completed online (2 copies)
7. DD – 214 Members 4 (2) copies (former military applicants only)
8. Valid Driver's License plus 3 copies (also bring license to the physical ability test)
9. Original Birth Certificate plus 3 copies
10. Original Social Security Card plus 3 copies
11. Sealed College Transcript(s) from each and every college that you've attended
12. Certificates of Disposition on all driving violations in the last 3 years or DPS driving record
13. Certificates of Disposition on all criminal violations
14. Proof of the Hepatitis-B Series 1, 2, & 3 and a quantitative titer if series is older than 2 months
15. Two (2) Passport Photos taped to separate sheets of 8x11 paper and print name and rank number on each paper
16. Receipt from Fingerprint Applicant Services of Texas (FAST), that will confirm you were fingerprinted (form attached that you need to take to the FAST agency) – 1 copy

FAST

Fingerprint Applicant Services of Texas

APPLICANT

Houston Fire Department

This document is your *FAST Fingerprint Pass* for a state and national criminal history record check. Please schedule a fingerprint appointment by visiting **www.L1enrollment.com** or by calling 1-888-467-2080. **When scheduling an appointment you will be prompted by L-1 Enrollment Services for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address. During your Fingerprint appointment you will also be prompted for Social Security Number and Driver License Number. Requested data is required by the Texas Department of Public Safety to process your background check.** These data elements have been omitted from this document in order to better protect the security of your personal information. You may pay for *FAST* services online with a credit card or onsite with a check or money order only. Your fingerprints will be submitted to the Texas Department of Public Safety and the Federal Bureau of Investigation.

1. Logon to **www.L1enrollment.com**
2. Select: ***Texas***
3. Select: ***Online Scheduling***
4. Select: ***English or Espanol***
5. Enter: ***First and Last Name***
6. Select: ***All Others***
7. Select: ***Option A – Electronic Submission***
8. Select: ***Yes, I have a FAST Fingerprint Pass***
9. Enter: ***TX921070Z***
10. Follow the prompts to enter requested information.
11. Bring this completed form with you to your appointment.

Section One: Qualified Entity Information

ORI#: TX921070Z

Original TCN: _____
(If resubmission for rejected fingerprints)

Agency/Entity/Organization Name: _Houston Fire Department_____

Section Two: Applicant Name (To be completed by applicant)

Last: _____ (Please print)

First: _____ (Please print)

Middle: _____ (Please print)

Section Three: Waiver Information (To be completed and signed by applicant)

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)). I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed.

Signature: _____ Date: _____

Section Four: Service Center Information (To be completed by *FAST* Enrollment Officer)

Date Prints Taken _____ Amount Charged For Service: _**$44.20**__

Paid by: ☐ Check ☐ Money Order ☐ Visa ☐ MasterCard ☐ Billing Acct _____

TCN: _____

☐ I HAVE COMPARED THE GOVERNMENT-ISSUED IDENTIFICATION PRESENTED BY THE APPLICANT AND ATTEST THAT TO MY BEST DETERMINATION; I HAVE FINGERPRINTED THE SAME PERSON.

E.O. Name: _____ (Please print) E.O. Signature: _____

Revised 12/09