

**HOUSTON FIRE DEPARTMENT**  
**Non-Certified Firefighter/EMT Trainee**  
**Processing Documents**

1. Part A questionnaire completely filled out – available online @ [www.hfdcareers.org](http://www.hfdcareers.org)  
**(one sided copy only, do not print two sided)**

2. City of Houston Neogov online application that you completed online - 2 copies

**How to print your Neogov online application:**

- a. Go to [https://www.governmentjobs.com/js\\_login.cfm](https://www.governmentjobs.com/js_login.cfm)
- b. Enter your username and password and CLICK login.
- c. Click Application Status
- d. Under the job title you will see Non-Certified Firefighter/EMT Trainee, CLICK view under View App.
- e. At the very top CLICK the click here for a printable version of this application.
- f. The application will have the City of Houston logo on the upward left had side. **(print 2 copies)**

3. Sealed College Transcripts from each and every college attended

**Note: You must have 60 transferrable semester college hours on or before August 29, 2014 with a minimum grade of “C” or better in each college level course taken from an accredited college/university.**

4. DD-214 Member 4 – 2 copies **(former military applicants only)**

5. Valid Driver’s License + 2 copies **(also bring original license to each step of the hiring process)**

6. Original Birth Certificate + 2 copies

7. Original Social Security Card + 2 copies

8. DPS Driving Record of all driving violations in the last 3 years

**Note: If you have no driving violations in the last 3 years, no driving record is needed**

9. Letter of Disposition from court on all criminal violations (juvenile and adult)

**Note: If you’ve never been arrested, no disposition is needed.**

10. Receipt from Fingerprint Applicant Services of Texas (FAST), that will confirm you were fingerprinted – available online @ [www.hfdcareers.org](http://www.hfdcareers.org)

11. One (1) photo size 2x2 – locations to take photo are Walgreens, CVS, etc. **Tape photo in the center of an 8x11 sheet of paper and print name and rank on paper.**

12. Proof of the Hepatitis-B Injection 1.

**Note: Each copy of all processing documents must be on a separate sheet of paper**