

HOUSTON FIRE DEPARTMENT FIRE FIGHTER TRAINEE

Start working on obtaining the following documents and have them ready to turn in during Orientation.

- Passport size Photo – one (1) from CVS, Walgreens, etc.
Note: Tape photo to the center of an 8x11 sheet of paper and print name and rank number underneath the photo
- City of Houston NeoGov application that you completed when you applied online – 1 copy
 - a. Go to https://www.governmentjobs.com/js_login.cfm
 - b. Enter your Username and Password and **CLICK** Login
 - c. Click Application Status
 - d. Under Job Title you will see Certified Fire 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 hand side. Print one (1) copy
- Valid Driver License – original + 1 copy
- Social Security Card – original + 1 copy
- Birth Certificate – original + 1 copy
- Fingerprint Applicant Services of Texas (FAST) - available online @ www.HFDCareers.org
- Active Texas Commission on Fire Protection Certification Fire – 1 copy
Note: You must maintain an active certification throughout the process; therefore check with TCFP to ensure certification is active.
- Active Texas Department of State Health Services Certification (EMT or Paramedic) – 2 copies
Note: You must maintain an active certification throughout the process; therefore check with TDSHS to ensure certification is active.
- Questionnaire Part A – available online @ www.HFDCareers.org
Note: Print one (1) sided only
- Certificates of Disposition on all driving/moving violations in the last 3 years
- Certificates of Disposition on all criminal violations
- College Transcripts (sealed from each and every college that you've attended)
- DD214 Member 4 (military applicants only) – 1 copy
- Proof of Immunization Requirements @ www.HFDCareers.org

EACH COPY OF ALL PROCESSING DOCUMENTS MUST BE ON A SEPARATE SHEET OF PAPER