

HOUSTON FIRE DEPARTMENT

Certified Paramedic Trainee Processing Documents

1. Original Texas Department of State Health Services Paramedic certification basic or higher + 2 copies.
 - **Note: Certification must be active on or before August 29, 2014 and you must maintain an active certification throughout the process**
2. Part (A) questionnaire completely filled out - see email sent by your recruiter for link to Part A (one sided copy only, do not print 2-sided)
3. City of Houston Neogov Application that you completed online (2 copies)
How to Print Your Neogov Application:
 - 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 two (2) copies.
4. Sealed College Transcript(s) from each and every college that you've attended
 - **Note: You must have 15 transferable 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. A "Course Completion Certificate" will not be accepted.**
5. DD – 214 Member 4 - (2) copies (former military applicants only)
6. Valid Driver's License + 2 copies (also bring license to the physical ability test)
7. Original Birth Certificate + 2 copies
8. Original Social Security Card + 2 copies
9. 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
10. Letter of Disposition from court on all criminal violations (juvenile and adult)
Note: If you've never been arrested, no disposition is needed
11. Receipt from Fingerprint Applicant Services of Texas (FAST), that will confirm you were fingerprinted – see email sent by your recruiter for link to the FAST form
12. 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 number on paper.
13. Proof of the Hepatitis-B Series 1, 2 & 3 and quantitative titer if series is older than 2 months

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