Houston Fire Department

Applicant Roadmap

1 Apply Online
- Scan code to access online application

2 Receive Document Request Email
- Send unofficial College Transcripts and/or Military Service Form DD-214 to: hfdhiringprocess@houstontx.gov

3 Schedule Civil Service Exam through MS Bookings
- Receive email meeting pre-screening requirements & MS Bookings link

4 Schedule Fingerprints Appointment
- Appointment date must be within 7 calendar days of Civil Service Exam
- Scan code to schedule:

5 Schedule & Take Physical Ability Test
- MS Bookings link sent after receiving confirmation of Civil Service Exam
- Scan code to get the Physical Ability Test Packet:

6 Take Civil Service Exam

7 Complete & Submit Immunization Packet
- Scan code to download packet.
- Submit packets to:
- hfdinfectioncontrol@houstontx.gov

8 Complete Fingerprints

9 Receive Applicant Welcome Packet

10 Complete Applicant Questionnaire within 7 days

11 Complete Telephone Interview with Recruiter
- Accept Outlook Calendar Invitation from Recruiter
- Discussion focus is preparation for Polygraph Examination and scheduling exam

12 Complete Psychological Evaluation

13 Obtain CPR Certification

14 Complete Background Check

15 Receive Conditional Job Offer

16 Attend Academy Orientation
- Academy expectations, textbooks, Physical Training demonstration, and Academy tour
- **Download** the Academy Cadet Job Requirements Packet:

17 Complete Academy Training within 8 to 10 months



18 Graduate from the Houston Fire Academy