



**CITY OF BELTON  
FIRE DEPARTMENT**

**ELIGIBILITY REQUIREMENTS FOR FIREFIGHTER**

1. Candidate must hold a valid certification by the Texas Commission on Fire Protection (TCFP) as a Basic Firefighter, AND, you must have a current EMS certification of either an EMT-Basic or an EMT-Paramedic issued by the Texas Department of State Health Services (TDSHS).
2. Per Civil Service rules and regulations governed by Chapter 143 of the Texas Local Government Code, a person may not take an entrance exam for a beginning position in the Fire department if the person is 36 years of age or older.
3. Must be a United States of American citizen.
4. Must be at least 21 years of age.
5. Must have a High School diploma or GED.
6. Read, write, and speak fluent English.
7. Must possess a valid State of Texas Class C driver's license, with a good driving record.
8. Must pass the civil service written exam and physical fitness assessment.
9. Must pass pre-employment testing including drug screen and back strength exam.
10. Any of the following statements noted below may disqualify the applicant from further consideration at any stage of the employment process. This list is not all-inclusive.

**Civil Service  
Texas Local Government Code  
Chapter 143**

*§ 143.023. ELIGIBILITY FOR BEGINNING POSITION.*

*(b) A person may not be certified as eligible for a beginning position in a fire department if the person is 36 years of age or older.*



## **CITY OF BELTON FIRE DEPARTMENT DISQUALIFICATIONS**

**NOTE:** Conviction or Convicted – A person is convicted if he/she has pled guilty, no contest (nolo contendere), or been found guilty in a trial, regardless of whether the following has transpired:

- The sentence is subsequently probated, and the person is discharged from probation;
  - The defendant has received an un-adjudicated or deferred adjudication, probation, pre-trial diversion or similar deferred disposition for a criminal offense;
  - The case has been made the subject of an expunction order; or
  - The person is pardoned, unless the pardon is expressly granted for subsequent proof of innocence.
1. Failure to meet the minimum requirements for the position applied.
  2. Conviction of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years.
  3. Have been or currently on court-ordered community supervision or probation for any criminal offense above the grade of a Class B misdemeanor, or a Class B misdemeanor within the last ten (10) years from the date of the court order.
  4. Currently under indictment for any criminal offense.
  5. Convicted, received deferred judgment, placed on court-ordered probation or community supervision for any felony offense.
  6. Convicted of and/or received a deferred judgment for any family violence offense.
  7. Prohibited by state or federal law from operating a motor vehicle.
  8. Discharged from any military service under less than honorable conditions including, specifically:
    - Under other than honorable conditions;
    - Bad conduct;
    - Dishonorable; or
    - Any other characterization of service indicating bad character.

**(BFD DISQUALIFICATION Continued)**

- 9. Texas Commission on Fire Protection (TCFP) certification denied by final order or revoked, currently on suspension, or has a voluntary surrender of certification currently in effect.
- 10. Failure to cooperate fully with and keep all scheduled appointments with fire staff personnel involved in the selection process. Failure to provide added personal information as needed or failure to submit information update/changes within ten (10) business days of the change.
- 11. Failure to follow directions in detail on the application. Acts of dishonesty, incompetency, or deception during the application process.
- 12. Not being of good moral character or being known to habitually associate with those of questionable moral character.
- 13. History of sustained Internal Affairs complaints or behavior that indicates negative job performance.
- 14. Driver’s license suspension with the past five (5) years (suspensions older than 5 years will be reviewed on a case by case basis.)
- 15. Any use of marijuana within the last three (3) years from the time of application. Other factors, such as age and frequency at the time of use will be reviewed for eligibility.
- 16. Must not have any defects or any physical condition that would interfere with the duties and performance of a Firefighter. This would include visible body piercing or tooth jewelry.
- 17. Must not use any drugs or narcotics. Any prior use of a Schedule I controlled substance, including but not limited to heroin, cocaine, crack cocaine, opium, and methamphetamine is an automatic disqualifier.
- 18. Must not have an excessive record of traffic violations or negligent traffic collisions. This is defined as having three (3) or more driving violations within three (3) years prior to the date of application, or during the hiring process. Payment, defensive driving, and deferred adjudication are all forms of convictions. Conviction of a DWI within five (5) years of application is an automatic disqualification.
- 19. Any applicant who has been involuntarily terminated by the City of Belton is permanently disqualified from employment by this agency.
- 20. Failure to pass any portion of the hiring process, including the Oral Review Board.

I have read the eligibility requirements and disqualifiers for the position of Firefighter with the City of Belton, and I attest that I meet the requirements for this position.

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_

Print Name

Sign Name

Date



## Belton Fire Department Steps in the Hiring Process

The testing procedure for applicants with the Belton Fire Department consists of five sections. Each section must be passed to move on in the process. Applicants who pass all five areas, based on availability of open positions, will be offered employment as a probationary firefighter. The probationary period is a non-civil service position and is complete one (1) year from the date of hire. After completion, employee will be a Civil Service employee.

(1) **Written Examination:** The Civil Service written exam is multiple choice and is designed to assess the knowledge, skills, abilities and personal characteristics necessary for success. *No prior training or experience is assumed of candidates taking this entry level exam.* Applicants must pass the exam with a grade of 70 or higher in order to have a passing score. A study guide is not necessary to pass the exam; however, if the candidate wishes to purchase a study guide, this can be done through the following website address. <http://www.publicsafetycompass.com/product/entry-level-firefighter-2nd-edition/>

(2) **Physical Assessment:** The physical fitness test has four areas of testing. Each activity must be passed or the applicant fails the entire test. The areas of the test along with their requirements are as follows.

- **Obstacle Course:** The applicant will participate in a course that consists of the following requirements - hose crawl, hose carry, hose lift, beam drive, hose advance, and victim recovery. This process has a time limit of 4 minutes and 40 seconds.
- **1/2 Mile Run:** 4 minutes and 15 seconds.

(3) **Background investigation:** A thorough investigation into each applicant's background will be conducted by Belton Fire Department personnel. The background packet will be issued by the Civil Service Director to the applicant and will advise the deadline for return of this material.

(4) **Oral Board Interview:** Each applicant who passes the above tests will be subject to an interview by a board comprised of selected Belton Fire Department personnel and the Civil Service Director. If a position is open, and the board passes the applicant, he/she will be given a conditional job offer as a probationary employee with the department, contingent on the applicant passing the required drug and back strength testing.

(5) **Drug Screen and back strength exam:** Each applicant passed by the board must complete a drug screen and a back strength exam.

# City of Belton

## Application for Employment

**Submit to:**  
 City of Belton- HR  
 100 S. Davis  
 P.O. Box 120  
 Belton, Texas 76513-0120  
 Tel: (254) 933-5805 Fax: (254) 933-5859  
[hr@beltontexas.gov](mailto:hr@beltontexas.gov)

<b>Position applied for</b>		<b>Date of application</b>	
<b>Name</b> (last, first, middle)		<b>E-mail Address</b>	
<b>Address</b>	Street/Route/P.O. Box	City	State Zip Code
<b>Cell Phone</b>		<b>Alternate Phone</b>	
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No State _____ Lic.# _____ Exp. Date _____ Type _____		Are you related by kinship or marriage to any City of Belton employee or City Council member? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, give name and relationship.	
Can you show proof of eligibility to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you been employed under any other names? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list all:		Have you been convicted of any felony or misdemeanor (excluding minor traffic violations but including DWI)? If yes, please explain (will not necessarily disqualify applicant for employment) :	
Have you ever been employed by the City of Belton? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list dates:		Date available for work:	
If currently employed, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of work: (Full-time / Part-time / Temporary)	
<b>EDUCATION AND TRAINING</b>			
Are you a high school graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No   School Name _____ City/State _____ Do you have a GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No   City/State _____			
<b>College(s) Attended</b>	<b>Location</b>	<b>Major</b>	<b>Degree Obtained</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Please list any other training and education including Trade School, Business College, etc., which would further qualify you for the position.			
_____ _____			
<b>REFERENCES</b> (Provide the information requested on three persons not related to you and who have not been your previous employer.)			
<b>Name &amp; Relationship</b>	<b>Address</b>	<b>City/State/Zip</b>	<b>Telephone</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The City of Belton is an Equal Opportunity/Reasonable Accommodation/At Will employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or veteran status.

**Employment Record**

Instructions: Beginning with your most recent job, list below jobs you have held, specifically describing duties performed. Include any job-related military service assignments or volunteer work. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status. You may attach a résumé, but must still complete this section in full. If you need additional space, please continue on a separate sheet of paper.

LIST NAME, ADDRESS, AND PHONE NUMBER OF PREVIOUS EMPLOYERS WITH MOST RECENT EMPLOYER FIRST	FROM	TO	ENDING SALARY
Job Title			
Employer Name	Immediate Supervisor		
Address City/State	Phone		
Duties			
Reason For Leaving			

	FROM	TO	ENDING SALARY
Job Title			
Employer Name	Immediate Supervisor		
Address City/State	Phone		
Duties			
Reason For Leaving			

	FROM	TO	ENDING SALARY
Job Title			
Employer Name	Immediate Supervisor		
Address City/State	Phone		
Duties			
Reason For Leaving			

	FROM	TO	ENDING SALARY
Job Title			
Employer Name	Immediate Supervisor		
Address City/State	Phone		
Duties			
Reason For Leaving			

**SPECIAL SKILLS/QUALIFICATIONS**  
 List any additional special job-related skills or qualifications you may have received from your experiences (e.g., licenses/certifications, office/computer skills).

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**APPLICANT'S STATEMENT (PLEASE READ AND SIGN BELOW)**  
 I certify that all answers in this application are true and complete to the best of my knowledge. I also understand that any offer of employment may be conditional on the satisfactory results of a drug screening, driver's license check, and/or medical examination. I authorize investigation of all statements contained in this application for employment, as may be necessary in arriving at an employment decision and do not hold the City or any other individual involved in this investigation liable for information obtained in the process. I also understand that false or misleading information given in an interview or within this application may result in elimination from consideration for employment or discharge from employment should I be hired. I further understand that, if employed, I will abide by all City of Belton rules and procedures.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# CITY OF BELTON

## APPLICANT INFORMATION SHEET

The following information is requested for record keeping purposes in compliance with state and federal employment laws. The information will not be used for making employment decisions and will be separated from your application.

PERSONAL DATA	Date
Name (Last, First, Middle Initial)	
Street/Route/P.O. Box	
City, State, Zip Code	
Home Phone	Other Phone
Date of Birth	
Social Security # (xxx-xx-xxxx)	

### ETHNICITY/GENDER

The following ethnic categories have been determined by the Equal Employment Opportunity Commission. You must indicate one of the following:

- |  |  |
|--|--|
| <input type="checkbox"/> American Indian/Aleutian Female | <input type="checkbox"/> Black Male      |
| <input type="checkbox"/> American Indian/Aleutian Male   | <input type="checkbox"/> Hispanic Female |
| <input type="checkbox"/> Asian/Filipino Female           | <input type="checkbox"/> Hispanic Male   |
| <input type="checkbox"/> Asian/Filipino Male             | <input type="checkbox"/> White Female    |
| <input type="checkbox"/> Black Female                    | <input type="checkbox"/> White Male      |

### BACKGROUND

1. Highest level of education completed:

- Grades 1-11
- High School/GED
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Ph.D.

2. Previous or current military service:

Branch of Service \_\_\_\_\_

Dates of Service \_\_\_\_\_

Type of Discharge \_\_\_\_\_

Please indicate below the job title of each position for which you are submitting an application today.

1. \_\_\_\_\_
2. \_\_\_\_\_