



Terrell Hills Fire/Rescue
5100 North New Braunfels Avenue
San Antonio, Texas 78209
210-824-7401



Full-Time Firefighter / EMT-Paramedic

March 15th, 2017

The City of Terrell Hills is currently accepting applications for Firefighter / EMT-Paramedic. Responsibilities include firefighting, EMS first responses, fire prevention activities, assistance in fire inspection and code enforcement, and other duties related to the fire service such as swift water rescue, hazmat, technical rescue, and other duties that may be assigned. This position requires shift work on a 24/48 rotating basis.

All perspective employees **MUST** pass an extensive medical / physical examination, drug screen, and an extensive background check.

Any candidate that can obtain their Texas Department of State Health Services EMT-Paramedic Certification within their initial 6 months of employment will be considered.

Minimum Qualifications Requirements:

- High School diploma or equivalent
- Certified Firefighter by the Texas Commission on Fire Protection
- Texas certified EMT- Paramedic or ability to be certified in 6 months.
- Minimum of a Class "B" driver's license or able to obtain within the probationary period of employment
- **No** Driving while intoxicated or impaired or under the influence of drugs within the previous five years preceding the date of the written examination
- Acceptable driving record that conforms to city policy
- Must pass a pre-employment physical and drug screen

Pay and Benefits:

Base Salary for Probationary FF / EMT-Paramedic - \$3,448.93 monthly.

After 6 months of employment - \$3,975.38 monthly equaling - \$44,545.86 for year 1.

Base Salary with longevity FF II / EMT-P after 1 year of employment - \$48,658.65

Base Salary with longevity FF II / EMT-P after 5 years of employment- \$51,520.92

Overtime paid out annually in December

Paid Vacation (5 shifts after 6 months, 10 shifts per year after 1st full year of employment)

Paid Sick Leave (accumulated at ½ a shift per month)

TMRS retirement 6% Employee contribution - City matches at 2 to 1 match

Voluntary 457 deferred compensation plan available

Employee Health/Dental/Life Insurance - City Paid

Longevity pay X 2% of base pay years 1-3, 1% of base years 4-7, and ½% years 8 and forward.



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New employees that have prior full time fire service experience as a TCFP firefighter with a TCFP regulated department are eligible for up to an 8% increase in base salary based on their number of completed years of fire service experience.

Education/Certification Incentive:

FF Intermediate Certification	\$600 /year
FF Advanced Certification	\$900 /year
FF Master Certification	\$1200 /year
Associates Degree	\$900 / year
Bachelor's Degree	\$1800 / year
Master's Degree	\$2400 / year
Fire Instructor	\$300 / year
EMS Instructor	\$600 / year
Fire Inspector	\$600 / year

Application Acceptance:

- Applications will be accepted in person until **Friday, April 7th** at the close of the business day. Applications will also be accepted through the mail and email with the same stipulations as noted above (Must be received at the close of the business day on April 7th). Completed applications can be emailed to jseibert@terrell-hills.com
- Applications may be obtained at the Terrell Hills City Hall from the Human Resources manager at 5100 North New Braunfels, San Antonio, Texas 78209 or via the Internet at www.terrell-hills.com under the fire department link.
- All applications **must** include copies of a current Texas Driver's license, TCFP documentation, Texas DR1 form and Department of State Health Services certificate, High School Diploma as well as a copy of the DD214 for prior military service.
- You must provide a valid email on the application. All correspondences from us will be sent to the email on your application.
- **Applications will be considered incomplete unless all instructions have been followed.**

Testing Process:

1. Qualified applicants whom are contacted will perform a written and skills test on **Tuesday, April 25th at 0700.**



Terrell Hills Fire/Rescue
5100 North New Braunfels Avenue
San Antonio, Texas 78209
210-824-7401



2. The testing process will consist of up to three phases. Phase one will be a 100 question written exam over basic fire and EMS knowledge. The fire knowledge exam will be based on the 5th edition of “Essentials of Fire Fighting and Fire Department Operations” published by IFSTA. Phase two will be a firefighting/EMT skills verification exam. Phase three will be an oral interview.

The Firefighting Skills Verification will consist of up to 5 stations. Four stations will be skills stations taken from the Texas Commission on Fire Protection state skills exam and 1 station will be a basic EMS skill taken from NREMT basic skill exam. The 5 skills stations are:

Basic Structure Fire Suppression: Ladders # FFI-9
Basic Structure Fire Suppression: SCBA # FFI-4
Basic Structure Fire Suppression: Hose # FFI-3
Basic Structure Fire Suppression: Ropes #FFI-5 and FFI-3
NREMT, Psychomotor Examination: Long Bone Immobilization

The Performance Standards can be found on the Texas Commission on Fire Protection web site and NREMT web site.

After phase one and two are scored a list will be established to invite candidates back for Phase three - an Oral Interview. The number of candidates selected will be established by the interview board as to fill all empty positions.

3. The selected candidates will be contacted to set a time for the Oral Interview.

The Terrell Hills Fire Department is an equal employment opportunity employer. For further information, please contact:

Assistant Fire Chief Justin Seibert jseibert@terrell-hills.com or (210)-824-7401



Terrell Hills Fire/Rescue
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******* SCROLL DOWN FOR APPLICATION*******

Section 3 Fire Department
Section 3.03 Job Descriptions
Subsection A Firefighter I

FLSA STATUS: Non-Exempt

A.1 JOB SUMMARY:

All new employees of the fire department shall be considered a Firefighter I. This shall be a training and evaluation period and shall not exceed six months. The Firefighter I position must, under supervision, respond to fire related calls to include structural, vehicle, and any other type of fire as requested. The Firefighter I must also respond to calls for swift water rescue, Hazardous materials incidents, and incidents involving terrorism and Weapons of Mass Destruction (WMD). These individuals must also respond to emergency medical incidents and any other type of rescue related call encountered.

A.2 Essential Job Functions:

1. Receive and follow specific orders / instructions from your supervising officer as outlined in the chain of command.
2. Check and inspect equipment and apparatus at the start of each duty shift.
3. Report any missing or damaged equipment to his or her supervisor when found
4. Respond to fire alarms
5. Respond to structure fires in both residential and commercial occupancies in Terrell Hills and other cities that request aid.
6. To perform complex rescue operations involving low to high angles with rope and other rope related rescue tools
7. To perform other related fire duties such as ventilating roofs, salvage and overhaul, deploying hoses and directing fire streams.
8. To operate city fire apparatus in a safe and efficient manner
9. To provide aid on emergency medical calls of the sick and injured
10. To assist in the care and transport of the sick and injured to area hospitals when needed
11. Work in outdoor weather to include extremes in both hot and cold environments as well as other inclement weather as arises
12. Must also be able to work in enclosed or confined spaces during confined space rescue operations and conditions that are dusty, noisy, and smoky
13. Must be able to maintain physical activity over extended periods of time including standing, stooping in awkward positions, attacking fires, kneeling, lying down, climbing / carrying ladders, and lifting heavy objects up to 100 pounds.



Terrell Hills Fire/Rescue
5100 North New Braunfels Avenue
San Antonio, Texas 78209
210-824-7401



14. Must maintain a neat and professional appearance at all times.
15. Must be able to learn and demonstrate to supervisory officers the safe and efficient use of all pieces of equipment on fire apparatus and around the fire station
16. Must be able to assist in the maintenance of the equipment and the quarters of the station / city hall
17. Must be able to demonstrate a working knowledge of the Fire Department's rules and regulations.
18. Must be able to carry out all other duties as may be assigned by his / her supervising officers.
19. New employees must obtain EMT-Paramedic certification within six months of hire date. Extensions to this timeframe may be granted by the Fire Chief due to extenuating circumstances.
20. Must attend other training / certification classes as required for changes to state rules and regulations and for newly promoted employees.
21. Must participate in all department training drills and exercises as required.
22. Must participate in the inspection process of both commercial properties and residential dwellings.

A.3 Job Requirements:

Must be certified or certifiable at the time of application by the Texas Commission on Fire Protection as a firefighter basic (Structural Firefighter)

Must be certified at the time of application as an Emergency Medical Technician - Paramedic by the Texas Department of State Health Services or able to obtain the certification within the first 6 months of employment as a Firefighter I

Must be able to work twenty-four (24) hours on and 48 hours off shift schedule on a rotating basis to include weekends and holidays

Must be able to work overtime when necessary

Must be able to respond to emergency events such as fires, hazardous materials incidents, and other emergencies as the need arises during off duty hours

Must have good verbal and written communications skills

Must be able to obtain a commercial class B exempt driver's license prior to or at completion of the firefighter probationary period (six months).



Terrell Hills Fire/Rescue
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To all Firefighter Applicants:

In order for the City of Terrell Hills Fire Department to process this application, it must be complete. All lines must be filled in. If something does not apply to you, then write N/A in that blank. **All Applicants** must fill out the AFFIDAVIT of Military Service sheet. If you have prior military service, a copy of the DD214 must be submitted with your application.

All applicants must also submit a current copy of certification from the Texas Department of State Health Services **AND** a copy of certification (or that the candidate is certifiable) from the Texas Commission on Fire Protection. A copy of a valid Texas Driver's License is also required.

The applicant's signature must be **notarized** on this page as well as the criminal history and records check page. Written consent and signature must also be placed on the enclosed application for a copy of your driving record.

All completed applications must be returned to the above address **PRIOR** to the posted time and date for the job posting. Incomplete applications shall be disqualified from the process.

Please refer to the new hire checklist for further instructions BEFORE proceeding with this application.

STATE OF TEXAS §

COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared, who after being duly sworn, upon his/her oath and said he/she has read the above and foregoing document, that all information submitted for review is true and correct in all respects, of his/her own knowledge.

Applicant: _____

SWORN AND SUBSCRIBED before me this ____ day of _____, A.D. 20__

Notary Public of the State of Texas _____



Terrell Hills Fire/Rescue
5100 North New Braunfels Avenue
San Antonio, Texas 78209
210-824-7401



Request for Criminal History Record Check

The City of Terrell Hills, Texas (“City”) is authorized by section 411.128 of the Texas Government Code to perform criminal history record checks on applicants for employment with the city.

Pursuant to this authority, the city must obtain the following information to perform a criminal history record check. This information will be used only for the purposes of obtaining a criminal conviction history (Complete criminal background check is required for police officer applicants) from the Texas Department of Public Safety or other appropriate Federal, State, or Local Agency.

The information you provide will not be used for evaluating your qualifications for employment with the City of Terrell Hills. However, the city will consider your relevant criminal conviction record in determining your eligibility for employment with the city.

In addition, Applicants must also consent to a driver’s license check from the Texas Department of Public Safety. All applicants must meet the current city driving policy in order to proceed in the hiring process.

Name: _____
 Last First Middle

Sex: Male Female Race: _____

Date of Birth: _____
 Month Day Year

Driver’s License Number: _____ State: _____

Social Security Number: _____

Position Applied For: _____

I understand the purposes for which the above information will be used, and I have voluntarily provided such information to the City of Terrell Hills to be used for all authorized purposes.

I hereby request and authorize the City; acting through any of its officer, employees, and agents to use the information provided by me on this form and for performing a criminal history record check on me.

I understand and agree that the results of the criminal history record check will be used to assist the city in determining my eligibility for employment with the city.



Terrell Hills Fire/Rescue
5100 North New Braunfels Avenue
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I hereby release the City of Terrell Hills, Texas and its officers, employees, and agents from any liability, which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my eligibility for employment with the city.

STATE OF TEXAS ~

COUNTY OF _____ ~

BEFORE ME, the undersigned authority, on this day personally appeared, who after being duly sworn, upon his / her oath and said he / she has read the above and foregoing document that all information submitted for review is true and correct in all respects, of his / her own knowledge.

Applicant: _____ Date: _____

SWORN AND SUBSCRIBED before me on this ____ day of _____, A.D. 20__.

Notary: _____ Date: _____

Notary public of the State of Texas: _____



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210-824-7401



AFFIDAVIT OF MILITARY SERVICE:

I _____ DO HEREBY CERTIFY AND ATTEST
THAT I

> HAVE _____(Initial)*

* Must provide copy of DD214 (Long Form)

> HAVE NOT _____(Initial)

SERVED IN THE MILITARY OF THE UNITED STATES OF AMERICA

PRINTED NAME

SIGNATURE

DATE



Terrell Hills Fire/Rescue
5100 North New Braunfels Avenue
San Antonio, Texas 78209
210-824-7401



NOTICE TO ALL APPLICANTS:

For a complete application you **must** download the **DR-1 form**.

Applicants must sign & date the **Individual's Written Consent** for One Time Release.

The form can be located on the Terrell Hills web site by selecting the link below the Fire Department Application link. The link is named as follows: **Texas DPS Form DR-1**



Terrell Hills Fire/Rescue
 5100 North New Braunfels Avenue
 San Antonio, Texas 78209
 210-824-7401



EMPLOYMENT APPLICATION

**PLEASE PRINT OR TYPE COMPLETE THE ENTIRE APPLICATION (FRONT AND BACK)
 INCOMPLETE APPLICATIONS SHALL DISQUALIFY THE APPLICANT FROM THE PROCESS**
APPLICANT IDENTIFICATION

LAST NAME	FIRST	INITIAL	DATE
PRESENT ADDRESS (Street, City, State, Zip)			PRESENT PHONE Include Area Code
E-MAIL ADDRESS			
PERMANENT ADDRESS (Street, City, State, Zip)			PERMANENT PHONE Include Area Code
SOCIAL SECURITY NUMBER			ARE YOU A UNITED STATES CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO

JOB INTERESTS

POSITION DESIRED	SALARY REQUIREMENT
STATUS PREFERENCE <input type="checkbox"/> FULL-TIME <input type="checkbox"/> RESERVE – NON-PAID	
DATE AVAILABLE FOR WORK	

GENERAL INFORMATION

HOW WERE YOU REFERRED TO US?	HAVE YOU EVER APPLIED HERE BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO
FRIENDS OR RELATIVES NOW EMPLOYED HERE	
HAVE YOU BEEN CONVICTED OF A CRIMINAL OFFENSE? A CONVICTION RECORD WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT. <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, INDICATE COUNTY AND STATE WHERE THE CONVICTION OCCURRED AND EXPLAIN THE CONVICTION.	



Terrell Hills Fire/Rescue
5100 North New Braunfels Avenue
San Antonio, Texas 78209
210-824-7401



The City of Terrell Hills is an Equal Employment Opportunity Employer and maintains a Drug-Free Workplace.

EDUCATION

HIGH SCHOOL	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEGREE
CITY STATE	MAJOR (S)	
COLLEGE	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEGREE
CITY STATE	MAJOR (S)	
COLLEGE	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEGREE
CITY STATE	MAJOR (S)	
GRADUATE SCHOOL	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEGREE
CITY STATE	MAJOR (S)	
BUSINESS/TECHNICAL SCHOOL	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEGREE
CITY STATE	MAJOR (S)	

EXTRA-CURRICULAR ACTIVITIES

List all extra-curricular and community involvement:
(Do not list any organizations which would indicate your age, race, religion, color, sex, national origin, or sexual orientation.)



Terrell Hills Fire/Rescue
 5100 North New Braunfels Avenue
 San Antonio, Texas 78209
 210-824-7401



Starting with your present or last employer, list all jobs held. Include all work experience whether or not it is related to the job for which you are applying. (Attach additional sheets if necessary.)

DATES FROM TO	COMPANY NAME		POSITION
	ADDRESS		DUTIES
SALARY	SUPERVISOR'S NAME	PHONE NUMBER	REASON FOR LEAVING
DATES FROM TO	COMPANY NAME		POSITION
	ADDRESS		DUTIES
SALARY	SUPERVISOR'S NAME	PHONE NUMBER	REASON FOR LEAVING
DATES FROM TO	COMPANY NAME		POSITION
	ADDRESS		DUTIES
SALARY	SUPERVISOR'S NAME	PHONE NUMBER	REASON FOR LEAVING
DATES FROM TO	COMPANY NAME		POSITION
	ADDRESS		DUTIES
SALARY	SUPERVISOR'S NAME	PHONE NUMBER	REASON FOR LEAVING

MAY WE CONTACT YOUR PRESENT AND PREVIOUS EMPLOYER (S)?

YES

NO



Terrell Hills Fire/Rescue
5100 North New Braunfels Avenue
San Antonio, Texas 78209
210-824-7401



REFERENCES

List name, address and phone number of least 3 three business or professional references not related to you.

1.

2.

3.

4.

5.

The City of Terrell Hills does not discriminate in hiring or employment on the basis of age, race, religion, color, sex, physical or mental disability, sexual orientation, national origin, Vietnam Era veteran status or disabled veteran status. No question on this application is intended to secure information to be used for such discrimination.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

I certify that all information provided in this application is accurate and complete to the best of my knowledge.

I authorize the verification and release of information and the release of references, grade transcripts, felony conviction background, drug testing, driver's license records, and additional information pertinent to my employment from sources identified in this application. Providing false or misleading information may result in discharge.

I understand that if employed, I may be required to submit proof of citizenship or legal right to remain in the United States.

I understand the City of Terrell Hills may terminate me for the employment for which I am applying at any time and for any reason.

I hereby acknowledge that I have read the above statement and understand the same.

Signature of Applicant: _____ Date: _____



Terrell Hills Fire/Rescue
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210-824-7401



PERSONAL HISTORY STATEMENT

APPLICANT _____

INSTRUCTIONS

READ THESE INSTRUCTIONS CAREFULLY

These instructions are provided as a guide to assist you in properly completing the Personal History Statement. It is essential that the information be accurate in all respects. It will be used as the basis for a background investigation that will determine your eligibility for employment.

1. Your Personal History Statement should be printed in ink by you and no other person. Answer all questions to the best of your ability.
2. If a question is not applicable to you, enter N/A in the space provided.
3. Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is correct and in proper sequence before you begin.
4. You are responsible for obtaining correct names, addresses and telephone numbers. If you are not sure of an address or telephone number, check it by personal verification. Your local library may have a directory service or copies of area telephone directories.
5. If there is insufficient space on the form for you to include all information required, attach extra sheets to the Personal History Statement. Be sure to reference the relevant section and question area on the attached sheets.
6. An accurate and complete form will help expedite your investigation. On the other hand, deliberate omissions or falsifications may result in disqualification.
7. Upon completing the form, re-check each section to ensure that all information requested has been provided, or N/A entered if appropriate.
8. The attached Authorization to Release Information Form shall be filled out and signed.



Terrell Hills Fire/Rescue
 5100 North New Braunfels Avenue
 San Antonio, Texas 78209
 210-824-7401



These instructions must be followed exactly. Fill out application form completely. **If questions are not applicable, enter "N/A." DO NOT LEAVE ANY QUESTIONS BLANK.** Be sure to sign when completed. THE CITY OF TERRELL HILLS is an Equal Opportunity Employer(s) and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

The following information is required of you for verification and contact purposes – please print

Your Name (Last, First, MI) _____

Other names (including nicknames) you have used or been known by

Complete address at which you can be contacted _____

Local telephone numbers at which you can be contacted – you may include cell phone or pager numbers

Home _____
 Pager or Cell _____ Work _____

Birth date _____ Place of Birth _____
 City and State _____

In accordance with the Federal Privacy Act of 1974, disclosure of your Social Security Number is voluntary. The SSN and Place of Birth will be used for identification purposes to ensure that the proper records are obtained. SSN _____

For purposes of identification, please provide the following: **Height** _____
Weight _____ **Hair Color** _____ **Eye Color** _____

Scars, tattoos, other distinguishing marks? _____

Have you ever been convicted of any crime? Yes No

If yes, provide details.

Date _____ Police _____
 Agency _____

Circumstances _____



Terrell Hills Fire/Rescue
 5100 North New Braunfels Avenue
 San Antonio, Texas 78209
 210-824-7401



Have you ever been involved in an incident or occurrence of Domestic Violence, whether it was reported or not?

Yes No If yes, please explain.

Have you ever been placed on court probation, diversion, or deferred prosecution?

Yes No If yes, give details including when, where, why, etc.

Have you ever been involved in the sale or trafficking of any illegal drug (s)

Yes No

If yes, Number of times _____ When was the last time?

Please explain in detail _____

Have you ever used, possessed or experimented with the following substances? (Be specific with number of times)

****Possession is defined as controlling, touching, holding, selling, or trafficking. ****

Amphetamines (uppers)

Yes No Number of times _____

Last time (Month / Year) _____

Methamphetamines (speed)

Yes No Number of times _____

Last time (Month / Year) _____

Barbiturates (downers)

Yes No Number of times _____

Last time (Month / Year) _____

Valium (other than prescribed)

Yes No Number of times _____

Last time (Month / Year) _____



Terrell Hills Fire/Rescue
5100 North New Braunfels Avenue
San Antonio, Texas 78209
210-824-7401



Pain Killers (other than prescribed)

Yes No Number of times _____

Last time (Month / Year) _____

Cocaine

Yes No Number of times _____

Last time (Month / Year) _____

Crack

Yes No Number of times _____

Last time (Month / Year) _____

Hashish

Yes No Number of times _____

Last time (Month / Year) _____

Heroin

Yes No Number of times _____

Last time (Month / Year) _____

LSD "Acid"

Yes No Number of times _____

Last time (Month / Year) _____

Marijuana

Yes No Number of times _____

Last time (Month / Year) _____

PCP "Angel Dust"

Yes No Number of times _____

Last time (Month / Year) _____

Hallucinogenic Mushrooms

Yes No Number of times _____

Last time (Month / Year) _____

"Designer" type drugs (STP, Ice, etc.)

Yes No Number of times _____

Last time (Month / Year) _____



Terrell Hills Fire/Rescue
 5100 North New Braunfels Avenue
 San Antonio, Texas 78209
 210-824-7401



Steroids (other than prescribed)

Yes No Number of times _____

Last time (Month / Year) _____

**** Any other illegal drugs**

Yes No Number of times _____

Last time (Month / Year) _____

**** List and Describe**

Has the use of alcohol/drugs ever affected your attendance or performance while you were at work? Yes No

If yes, please explain _____

“I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT THE FOREGOING FACTS AND INFORMATION CONTAINED HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSIFICATION, MISREPRESENTATION OR OMISSION, AS WELL AS ANY MISLEADING STATEMENTS WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION, REGARDLESS OF WHEN OR HOW DISCOVERED”

 SIGNATURE IN FULL

 DATE



Terrell Hills Fire/Rescue
5100 North New Braunfels Avenue
San Antonio, Texas 78209
210-824-7401



New Applicant Check List

- Signed and notarized firefighter applicants page
- Request for Criminal History Form, Filled out and notarized
- Signed Affidavit of Military Service (whether you have been in the military or not) and a copy of DD214 if applicable. Check the appropriate boxes on this form.
- A signed and dated DR-1 (Texas DPS) form for request of driving records. ***Applicants should fill out and sign the individuals written consent box ONLY.*** Do not sign the very bottom of the DR-1 as this is for the requestor (Terrell Hills) to sign. No fees are required
- Copy of current TDSHS (TDH) Certificate
- Copy of TCFP Certification or paperwork verifying eligibility for certification.
- Copy of current Texas Driver's License
- Cop of High School Diploma
- COMPLETED Employment Application to include signature
- COMPLETED and SIGNED Personal History Statement.
- Valid email address is included on the application