Hutto Fire Rescue

Williamson County Emergency Services District #3
P.O. Box 175, Hutto, TX 78634
Phone (512) 759-2616 FAX (512) 846-1946

PROCESS INFORMATION AND INSTRUCTIONS
FOR
APPLICATION FOR UNIFORMED FIREFIGHTER/EMT EMPLOYMENT

Please read all information provided to you in the application packet as well as that provided herein. *Applications that are improperly completed or incomplete will be rejected and the applicant will not be allowed to proceed in the candidate selection process!*

All potential candidates must complete a comprehensive application. Completion of the application and acceptance by Hutto Fire Rescue is merely the beginning of the process for selection of firefighters. Applications are only accepted during specified time periods when Hutto Fire Rescue initiates a new eligibility process.

Applicant's minimum qualifications include:

1) TCFP *Structure Firefighter – Basic*;
2) TDSHS *Emergency Medical Technician – Basic*;
3) FF Cancer Support Network *Cancer Awareness Course;*
4) NFFF *Courage To Be Safe*;
5) NHI *Traffic Incident Management*;
6) Possess a clear criminal record;
7) Possess an acceptable driving record. (Criminal and driving records will be verified by internal staff.)

Before you begin the on-line application, the following is a list of absolutes which must be uploaded with your application. You will not be able to submit your application without these documents attached. You will have the option to save your application and return to complete it at another time.

- Texas Commission on Fire Protection - Structure Firefighter-Basic
- Texas Department State Health Services - Emergency Medical Technician - Basic
- FF Cancer Support Network - Cancer Awareness Course
- National Fallen Firefighter Foundation - Courage to be Safe Certificate
- National Highway Institute - Traffic Incident Management Responder Training Certificate
- Copy of your Personal Criminal History Record (must be within 90 days of position posting) https://www.dps.texas.gov/internetforms/Forms/CR-63.pdf (Review of Personal Criminal History)
- Copy of your 3 year driving history (Type 2 - must be within 90 days of position posting) https://txapps.texas.gov/tolapp/txldrcdr/TXDPSLicenseeManager
- Copy of Driver's License
- If applicable, military – Copy of DD214

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Any of the following may also disqualify an applicant from further consideration in the current selection process:

Criminal History

- Having a conviction for; under indictment for; or, currently charged with any felony offense, (Application will automatically be rejected).
- Having a conviction for; under indictment for; or, currently charged with any offense under the Texas Penal Code; Title 6; Chapter25: Offenses Against the Family, (Application will automatically be rejected).
- Having a conviction for; under indictment for; or, currently charged with any offense under the Texas Penal Code; Title 5; Chapter22; Section 22.01 (a) (1); Assault, (Application will automatically be rejected).
- Having a conviction for; under indictment for; or, currently charged with any other Class A or Class B misdemeanor offense on or after a date that is within 3-years of the application closing date for the current selection process.

Driving Record

- Having a record that shows excessive traffic convictions or negligent traffic collisions on or after a date that is within 3-years of the application closing date for the current selection process.
- Having a record that indicates more than two moving violations on or after a date that is within 3-years of the application closing date for the current selection process.
- Having driver's license suspended for reasons of indicating poor driving on or after a date that is within 3-years of the application closing date for the current selection process.

Military

- Having been discharged from the military service with a dishonorable discharge or a general discharge characterized as bad conduct.

Drug Use

- Illegal use of a controlled substance on or after a date that is within 3-year of the application closing date for the current selection process.
- Having any record of illegal and excessive use and possession of controlled substance; or having furnished illegal controlled substance to another individual(s).
- See attached *Substance Abuse Policy*.