



Montgomery County ESD #1,
200 South Kennedy Street, Willis, Texas 77378-8977
(936) 856-5111 FAX (936) 856-8427
E-mail: Dept9@nmcfd.com
www.nmcfd.com

On behalf of Montgomery County ESD #1 we would like to thank you for your interest in our department. ESD #1 has a long-standing tradition of excellent service and dedication to the residents of Montgomery County. Our mission is to provide the highest level of fire prevention, fire suppression, rescue, emergency medical care and related services to the citizens, businesses and visitors of Emergency Services District #1 through continuous improvement, professional development and dedication to the community.

If you need any additional information or have questions regarding this application, feel free to call us at (936) 856-5111.

Sincerely,

Jason Oliphant
Fire Chief



Montgomery County ESD #1,
200 South Kennedy Street, Willis, Texas 77378-8977
(936) 856-5111 FAX (936) 856-8427
E-mail: Dept9@nmcfd.com
www.nmcfd.com

Instructions for Applying for Employment

Dear Applicant:

Thank you for expressing interest in joining Montgomery County ESD #1. In this packet you should find the following documents:

1. Application for Employment
2. Release of Information Form
3. Texas DPS Criminal History Record Information Form

Please fill out all forms completely. Upon receipt of all of the above-completed forms, a background check will take place, and your application will be processed.

Receipt of your application does not guarantee acceptance as an employee.

Montgomery County ESD #1 firmly believes in respecting the rights and dignity of each individual and in the protection and enhancement of the individual's right to privacy.

REQUIREMENTS TO BE AN EMPLOYEE

1. High school graduate or GED.
2. Completed Application
3. Valid Texas Driver's License.
4. Certified or Certifiable through the Texas Commission on Fire Protection for Structural Firefighting.
5. Hold Current EMT-Basic or higher certification with the Texas Department of Health
6. Successful Completion of the Fire Department Entrance Exam with a passing grade of 80 or greater.
7. Successful Completion of Physical Ability Course.
8. Successful Completion of the Interview Process
9. Positive results of background and reference checks.



Montgomery County ESD #1,
200 South Kennedy Street, Willis, Texas 77378-8977
(936) 856-5111 FAX (936) 856-8427
E-mail: Dept9@nmcfd.com
www.nmcfd.com

An Equal Opportunity Employer

APPLICATION

POSITION OF: () Full Time Employee Date Received _____
 () Part-time Employee

Received By _____

Instructions: Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use additional pages at the end of the application if you do not have enough room in the application blank. ALL APPLICATIONS MUST BE DELIVERED IN PERSON, RECEIVED BY MAIL OR EMAILED BEFORE THE APPLICATION DEADLINE. IF EMAILING APPLICATION A SIGNED HARD MUST ALSO BE MAILED.

PERSONAL DATA

Last Name	First Name	Middle Name
-----------	------------	-------------

Present Street Address	City	State	Zip Code
------------------------	------	-------	----------

Telephone Number (____) _____ - _____ Social Security Number _____

Are you 18 years of age or older? Yes ___ No ___ Date of Birth _____

Do you have a valid driver's license? Yes ___ No ___ Drivers License Number _____

State _____

Emergency Medical Technician Certification _____ Fire Certification _____



Montgomery County ESD #1,
200 South Kennedy Street, Willis, Texas 77378-8977
(936) 856-5111 FAX (936) 856-8427
E-mail: Dept9@nmcfd.com
www.nmcfd.com

EDUCATION

<u>Name, Address, and Location of school</u>	Highest Grade Completed	Did you graduate?
_____	_____	_____
_____	_____	_____
_____	_____	_____

High School: _____

College or University: _____

Major: _____ Degree: _____

College or University: _____

Major: _____ Degree: _____

Additional Education/Vocational/Technical Training Completed

School: _____

School: _____

School: _____



Montgomery County ESD #1,
200 South Kennedy Street, Willis, Texas 77378-8977
(936) 856-5111 FAX (936) 856-8427
E-mail: Dept9@nmcfd.com
www.nmcfd.com

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. If you worked in any position under another name, please give name (s). Please give month and year. Continue additional work history on last page.

Name of Employer, Address, City, State, Zip Code

_____ From _____ To _____

Name of last Supervisor: _____ Telephone: _____

Title: _____

Reason for leaving:

Duties: _____

_____ From _____ To _____



Montgomery County ESD #1,
200 South Kennedy Street, Willis, Texas 77378-8977
(936) 856-5111 FAX (936) 856-8427
E-mail: Dept9@nmcfd.com
www.nmcfd.com

Name of Employer, Address, City, State, Zip Code

_____ From _____ To _____

Name of last Supervisor: _____ Telephone: _____

Title: _____

Reason for leaving:

Duties: _____

_____ From _____ To _____



Montgomery County ESD #1,
200 South Kennedy Street, Willis, Texas 77378-8977
(936) 856-5111 FAX (936) 856-8427
E-mail: Dept9@nmcfd.com
www.nmcfd.com

SKILLS

(Please indicate briefly any job-related skills or additional information you feel may be helpful to us in considering your application)

Give three references, that are not relatives or former employers.

Name	Address	Phone	Occupation
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Fire Department Experience

_____ From _____ To _____
Name of Fire Department

Address, City, State, Zip Code

Name of last Supervisor: _____ Telephone: _____

Title: _____

Reason for leaving:

Duties:



Montgomery County ESD #1,
200 South Kennedy Street, Willis, Texas 77378-8977
(936) 856-5111 FAX (936) 856-8427
E-mail: Dept9@nmcfd.com
www.nmcfd.com

By my signature below, I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected. In addition, I authorize previous employers and references to release information as necessary to verify my qualifications and further give my permission for the agency or their agent (s) to conduct the required background checks including a police records check.

Further, Montgomery County ESD #1 may require a pre-employment physical with a physician retained by the agency. Such physical may include a drug-screening test. My signature below serves as authorization to the physician to release all information relative to the pre-employment physical and drug testing results. If such results indicate inability to perform the job applied for or drug use, I understand my application may be rejected or my employment with the agency terminated.

SIGNATURE _____

DATE _____



Montgomery County ESD #1,
200 South Kennedy Street, Willis, Texas 77378-8977
(936) 856-5111 FAX (936) 856-8427
E-mail: Dept9@nmcfd.com
www.nmcfd.com

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself by any duly authorized agent of MONTGOMERY COUNTY ESD #1, , whether the said records are public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial or credit institutions, medical and psychiatric institutions.

Signature _____

CRIMINAL AND DRIVING RECORDS RELEASE

I, _____, authorize Montgomery County ESD #1, , its agents, servants, and employees to request, receive, review and retain any and all records pertaining to my Texas driving records, criminal records held by the Texas Criminal Information Center or other state agencies, my National Criminal Information Center Records or other Federal agencies.

Signature _____

MEDICAL INFORMATION RELEASE

I, _____, authorize any and all doctors, hospitals, nurses and other medical personnel to release to Montgomery County ESD #1, its agents, servants, and employees any and all of my medical records.

Signature _____



Montgomery County ESD #1,
200 South Kennedy Street, Willis, Texas 77378-8977
(936) 856-5111 FAX (936) 856-8427
E-mail: Dept9@nmcfd.com
www.nmcfd.com

Criminal Background History

The Montgomery County ESD #1 conducts Criminal Background Checks on all Public Safety Personnel. Please fill in the required information, answer the questions, and return this form to the Fire Department. This information is required for the Criminal History Investigation. This Department is an equal opportunity employer.

Full Name: _____

Date of Birth: _____ Sex: Female Male

Driver's License #: _____ State: _____ Class: _____

1. Have you ever been **arrested**? Yes No
2. Have you ever been convicted of a **Class A Misdemeanor, Felony** or **Sex Offense**, including **Indecent Exposure**? Yes No
3. Have you been convicted of a **Class B Misdemeanor** within the last **10 years**? Yes No
4. Do you have any offenses on your **Driving Records**? Yes No

If you answered yes to any of the above, Explain: _____

(Use back of this sheet if more room is needed.)

I understand that this information is provided only for the purpose of conducting a Criminal Background Check and I authorize the Montgomery County Fire Marshal's Office to conduct the check on my behalf. I understand that falsifying information on this form or during any part of the application process may result in rejection of my application.

Applicants Signature
Criminal Background History

Date
Revised 10/10/07

