

HOUSTON FIRE DEPARTMENT

Certified Firefighter & EMT Trainee Processing Documents

1. Original Texas Commission on Fire Protection Fire certification basic or higher + 3 copies.
 - **Note: Certification must be active on or before April 10, 2013 and you must maintain an active certification throughout the process; therefore check with TCFP to ensure certification is active prior to orientation.**
2. Original Texas Department of State Health Services EMT certification basic or higher + 3 copies.
 - **Note: Certification must be active on or before April 10, 2013 and you must maintain an active certification throughout the process; therefore check with TDSHS to ensure certification is active prior to orientation.**
3. Part (A) questionnaire completely filled out - available online @ www.HFDCareers.org (one sided copy only, do not print 2-sided; look under Civil Service Exam 04/10/13)
4. Part (B) questionnaire completely filled out - available online @ www.HFDCareers.org (one sided copy only, do not print 2-sided; look under Civil Service Exam 04/10/13)
5. City of Houston Neogov Application that you completed online (2 copies)
 - How to Print Your Neogov Application:
 - a. Go to https://www.governmentjobs.com/js_login.cfm
 - b. Enter your Username and Password and **CLICK** Login.
 - c. Click Application Status.
 - d. Under Job Title you will see Certified Fire Trainee, **CLICK** View under View App.
 - e. At the very top **CLICK** the Click here for a printable version of this application.
 - f. The application will have the City of Houston logo on the upward left hand side. Print two (2) copies.
6. Sealed College Transcript(s) from each and every college that you've attended
 - **Note: You must have 15 transferable semester college hours on or before April 10, 2013 with a minimum grade of "C" or better in each college level course taken from an accredited college/university. A "Course Completion Certificate" will not be accepted.**
7. DD – 214 Member 4 - (2) copies (former military applicants only)
8. Valid Driver's License + 3 copies (also bring license to the physical ability test)
9. Original Birth Certificate + 3 copies
10. Original Social Security Card + 3 copies
11. Letter of Disposition from court on all driving violations in the last 3 years
Note: If you have no driving violations in the last 3 years, no disposition is needed
12. Letter of Disposition from court on all criminal violations (juvenile and adult)
Note: If you've never been arrested, no disposition is needed
13. Receipt from Fingerprint Applicant Services of Texas (FAST), that will confirm you were fingerprinted - available online @ www.HFDCareers.org
14. One (1) Photo size 2x2 - locations to take photo are Walgreens, CVS, etc. Tape photo in the center of an 8x11 sheet of paper and print name and rank number on paper.
15. Proof of the Hepatitis-B Series 1, 2 & 3 and quantitative titer if series is older than 2 months

Note: Each copy of all processing documents must be on a separate sheet of paper