

# HOUSTON FIRE DEPARTMENT

## Firefighter Trainee Processing Documents

1. Part (A) questionnaire completely filled out - available online @ [www.HFDCareers.org](http://www.HFDCareers.org)
2. 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](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 Non-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.
3. DD – 214 Members 4 (2) copies (former military applicants only)
  4. Valid Driver's License plus 3 copies (also bring license to the physical ability test)
  5. Original Birth Certificate plus 3 copies
  6. Original Social Security Card plus 3 copies
  7. Sealed College Transcript(s) from each and every college that you've attended
  8. Certificates of Disposition on all driving violations in the last 3 years or DPS driving record
  9. Certificates of Disposition on all criminal violations
  10. Proof of the Hepatitis-B Injection 1
  11. One (1) Passport Photo taped to a 8x11 paper and print name and rank number on paper
  12. Receipt from Fingerprint Applicant Services of Texas (FAST), that will confirm you were fingerprinted - form available online @ [www.HFDCareers.org](http://www.HFDCareers.org)

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