

FIRE APPLICANTS:

Step 1 – Application Process: Before filling out the application, completely review the Requirements and Disqualification Factors to be sure you meet these specifications. Applications are not reviewed until after the deadline; therefore, be sure your application packet is complete BEFORE you turn it in, including only the documentation indicated on the application form – no more, no less.

Take time to carefully read all documents and follow instructions in this packet as they will answer most of the questions you might have.

ORIGINAL APPLICATION must be turned in by September 14, 2017!

Step 2 – Study Guide: Study Guides are provided to those whose applications are accepted. They are mailed out after the application deadline.

Step 3 – Written Examination: This occurs on the date specified in the Notice. Your score on the written examination will determine your rank on our Eligibility List (preference will be given to those holding a paramedic certification at the time of the exam). Your rank will remain the same throughout the application process. The Eligibility List is active for six months (unless exhausted sooner).

Step 4 – Physical Ability: Those who pass the written exam will proceed to the physical ability test (the number of candidates who will advance will be announced at the written exam). This test is Pass-Fail and will be explained fully at the time it is administered. Each applicant who successfully completes this step will be required to complete the Step I Survey.

Step 5 – Additional Testing and Background: A comprehensive background check will be performed. The length of time varies. Those candidates who pass the background will sit before the department Interview Board. The successful applicant will be given a conditional offer of employment which is dependent upon the results of a physical exam and drug screen.

Steps 4 thru 5 are repeated whenever positions need to be filled. For example, if a position remains open after the first 10 applicants have gone through the steps, the next applicants on the list will be processed as described above; and so on until openings are filled or until the Eligibility List expires or is exhausted.

CIVIL SERVICE TESTING:

September 23, 2017 – 8:00 am

Howard Junior High

265 Broadhead Road

Waxahachie, TX 75165

REQUIREMENTS FOR APPLICATION

Applicants must:

- Be at least 18 years of age and have not reached their 36th birthday at the test date
- Have a High School Diploma or GED Certificate
- Be a U.S. citizen
- Be able to read and write the English language
- Provide proof of Texas basic firefighting and EMT certification, or take and pass a State of Texas exam within 10 days of passing the City of Waxahachie Civil Service examination

Processing requirements:

- Be physically, mentally, and morally fit for the performance of the duties for the position they are seeking
- Pass the written Civil Service Examination given by the City of Waxahachie

Based on the applicant’s position on the Eligibility List created by the Civil Service exam, the applicant must also:

- Provide physician’s release for participation in the Waxahachie Fire Department physical ability test
- Pass the Waxahachie Fire Department physical ability test and complete each event within the scheduled time limits
- Pass the Step I Survey
- Complete a Personal History Statement
- Pass a thorough background investigation
- Pass the department Interview Board

Please call to request an application or come to City Hall to pick one up:

City of Waxahachie

Belinda Chapman

401 S Rogers

Waxahachie, TX 75165

469-309-4193