

## **APPLICATION/TESTING PROCESS FOR EXTERNAL APPLICANTS FOR THE RANK OF DRIVER / PUMP OPERATOR:**

**F3.01 Driver/Pump Operator      Annual Base Salary \$52,419.12**  
**Position requires a minimum of 3 years of related experience or training.**

**THE FOLLOWING MATERIALS MUST BE SUBMITTED IN A SEALED 9" x 12" ENVELOPE FOR CONSIDERATION FOR THE POSITION:**

- **City of Leander Application**
  - **Proof (copies) of Qualifications**
  - **Criminal History Information**
  - **Education Transcripts (5 points may be granted if applicable.)**
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### **Application Process:**

- 1) Applicants shall complete the attached City of Leander Employment Application.
- 2) Applicants shall provide proof (copies) that candidate meets minimum qualifications. Each requirement below must be submitted separately from the other requirements (i.e. – do not copy multiple ID sized cards or certificates onto one page). Minimum qualifications for the position of Fire Department Driver/Pump Operator are:
  - High School Diploma or GED (Proof of this through demonstration of an accredited higher level of education official transcript is acceptable)
  - Valid State of Texas Class B Driver's License
  - TCFP Basic Firefighter Certification
  - TCFP Driver/Pump Operator Certification
  - Texas Department of Health EMT Certification
  - Successful completion of: NIMS ICS 100.b, 200.b, 700.a, 800.b
  - Courage to be Safe Certificate. More information may be found at: <http://www.tcfp.texas.gov/certification/ctbs.asp>
  - 3 years of related experience or training demonstrated by a copy of the Texas Commission on Fire Protection FIDO full history under "My Status" or for out of state applicants an applicable State record or work history on City of Leander Application.
- 3) Applicants shall provide a copy of their criminal background, with fingerprint card, and their Texas Driving Record, obtained from the Texas Department of Public Safety. The background packet shall have been obtained within 60 days of submission.

The applicant's Texas Criminal History Record can be obtained through the Texas Department of Public Safety. Call the Crime Records Service in Austin at (512) 424-5079; choose option "5" for hours, locations, and fees.

Austin DPS office – 108 Denson Dr., Austin, TX 78752

Request a certified copy of criminal history and print and go. Takes approximately 2 days to get your history at this location.

If you schedule an appointment with IndentoGo you need to be sure you are scheduling the appointment with a print and go. IndentoGo sites not at 108 Denson Dr. all do certified copies of criminal history records. When scheduling the Service code is 11ft12.

We do not accept criminal history checks mailed to us. They need to be included with the application packet. Any issues with criminal history checks call the number above as we cannot help you. You are requesting a Texas Personal Review so we do not have anything to give you or to help you with to get this done.

The applicant's Texas Driving Record can be obtained online through the Texas Department of Public Safety website. Applicants should obtain the "**List of All Accidents and Violations in Record (Type 3).**"

Applicants can use the following URL to obtain the driving record:

<https://www.texasonline.state.tx.us/tolapp/txldr/cdr/TXDPSLicenseeManager>

Please note: It can take up to two weeks to obtain these documents.

- 4) Applicants shall submit all of the required documentation as one packet in a **SEALED 9" x 12" ENVELOPE** to Leander Fire Administration. The applicants name must be written in the top left corner of the envelope and the envelope must be labeled Driver / Pump Operator Hiring Process in the center of the envelope. **Fire administration is located at 101 E Sonny Drive, Leander, TX, 78641.**
- 5) All packets will be stamped with a date of delivery to the office. No packet will be reviewed upon receipt.

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**Testing Process:**

- 1) Applicants meeting minimum qualifications will be notified and will continue to the Firefighter Physical Ability Examination.
  - 2) Applicants successfully completing the Firefighter Physical Ability Examination will continue on with the Pump Skill, Written (Be advised that external Driver / Pump Operator tests are taking both the Firefighter and Drive / Pump Operator written tests) and Ergometrics video exams.
  - 3) Applicants successfully passing the Pumping Skill, Written and Ergometrics video examination will continue on to the Oral Interview Panel.
  - 4) Applicants successfully completing the Oral Interview will continue on to the hiring eligibility list to be used for available openings.
  - 5) Prior to appointment with the Leander Fire Department, applicants must successfully complete the Chief of Department Interview, doctor's physical exam, and drug screening exam.
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**Information:**

**Firefighter Physical Ability Examination**

The applicant must complete the Firefighter Physical Ability Examination. See the Candidate Study Guide for further information about the exam. The Firefighter Physical Ability Examination is pass or fail. **The applicant must pass the course to continue in the hiring process.**

**Written Multiple Choice Exam**

Applicants will take a multiple choice exam covering material taken from the texts listed in the reference page for hiring process test materials. This exam is utilized to give the applicant the opportunity to show an understanding of basic job skills. External Driver / Pump Operator positions are taking a Firefighter written exam and a Driver / Pump Operator written exam. **Applicants must make a minimum of 75% on the Firefighter exam to continue in the testing process. Applicants must make a minimum of 70% on the Driver / Pump Operator exam to continue in the testing process.**

**Ergometrics Testing**

Ergometrics testing assists in determining the applicant's ability to:

- Motivate Excellent Performance
- Receive Coaching and Counseling
- Delegate and Team Build
- Manage Change
- Work with Other Levels of Management
- Communicate Effectively
- Make Decisions
- Utilize Basic Reading and Math Skills
- Mechanical Aptitude

This testing will be via video-based scenarios and written multiple choice testing designed for the position. **Applicants must pass all portions in order to continue in the process.**

**Oral Interview**

Applicants will be asked a series of questions by a panel made up of representatives of the organization. The Fire Chief will select interview teams. It is recommended candidates review "*The Leander Way Document*", available for download on the City of Leander website.

Applicants can find the document at the following URL:

[http://www.leandertx.gov/sites/default/files/fileattachments/fire\\_department/page/210/the\\_leander\\_fire\\_department\\_way.pdf](http://www.leandertx.gov/sites/default/files/fileattachments/fire_department/page/210/the_leander_fire_department_way.pdf)

**Scoring Values**

The final score for the applicants will be determined using the following percentages:

- Written Multiple Choice Exams            50%
- Ergometrics                                    30%
- Oral Interview                                 20%

**Chief of Department Interview**

The Chief of Department will interview the top scored applicants to ensure they meet department criteria and minimum expectations.

## **Applicant Submission Checklist**

For applicant use only to ensure you are turning in the required paperwork.

- \_\_\_ Completed city application.
- \_\_\_ Texas DPS Criminal History check with finger print card, and a Texas DPS driving record. (Records cannot be older than 60 days upon submission.)
- \_\_\_ Proof of completion of a High School diploma, G.E.D. or an official transcript from an accredited higher education institute demonstrating completion of H.S. or G.E.D.
- \_\_\_ Proof of 3 years related experience or training demonstrated through TCFP FIDO records for in state applicants or work history on application for out of state.
- \_\_\_ Texas DPS Class B Driver's license
- \_\_\_ Texas Department of State Health Services Emergency Medical Technician Certification
- \_\_\_ Texas Commission on Fire Protection Fire Fighter Certification
- \_\_\_ Texas Commission on Fire Protection Driver/Pump Operator Certification
- \_\_\_ NIMS IS-100.b, IS-200.b, IS-700.a, IS-800.b
- \_\_\_ Courage to be Safe Course Completion

## TEST SCHEDULE

**The following is the schedule for testing for the Leander Fire Department 2015 Driver / Pump Operator position:**

1. Position Posting June 17, 2016  
Applications are now being accepted for Driver / Pump Operator positions.
2. Posting Closes July 15, 2016  
Completed application packets must be returned to: Fire Administration no later than 5:00 p.m.
3. Candidates that meet the requirements will be **invited** to the Job Task Course.
  - The Job Task Course and DPO Pump Skill are scheduled for July 25 & 26, 2016. Alternate dates if needed for a large process will be July 21 & 22, 2016.
  - Candidates will be given a specific reporting time
  - Candidates arriving after their reporting time will be disqualified
4. Candidates passing the Job Task Course and Pump Skill will be **invited** to the Written and Ergometrics exam portion.
  - The Written and Ergometrics exam is scheduled for July 27, 2016 at 8:00 a.m.
  - Applicant testing should take approximately 7 to 8 hours
  - Candidates arriving after 8:00 a.m. will be disqualified
5. Candidates passing the Written Exams will be **invited** to attend the interview process
  - Interview scheduling to begin on July 29, 2016 and August 1, 2016.
  - Candidates will be given a specific reporting time
  - Candidates arriving after their reporting time will be disqualified

Candidates can expect to be contacted by either email or phone number that they provide on the application to be notified of their status during the hiring process. Time and dates are based on expected number of applicants. Application numbers greater than expected could result in schedule adjustments.

\*All elements of the process will be held at Fire Administration at 101 E Sonny, Leander, TX 78641 unless otherwise specified.



**Job Title:** Driver/Pump Operator

**Job Number:** F3.01

**Department:** Fire

**FLSA Category:** Non-Exempt

**Range:** F3

**Approved Date:** 7/1/13

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**Summary:** Drives and operates fire apparatus in response to fire and other emergency calls to render emergency medical care, suppress fires and perform related work of a firefighter.

**Organizational Relationships:**

Reports to: Fire Lieutenant, Battalion Chief, Assistant Fire Chief, Chief of the Department

Other: Has regular contact with volunteer firefighters, other city departments, the general public, civic groups, and outside agencies and departments concerned with fire suppression and prevention.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Respond to fire and other emergency alarms by driving fire apparatus and personnel to the scene of the emergency.
- Operate pumping and aerial ladder equipment and assist in the suppression of fires and in the protection of life and property.
- Maintain fire equipment, apparatus, hydrants, quarters and grounds to include performing motor tests on apparatus.
- Instruct other fire personnel in the operation and maintenance of fire equipment.
- Prepare and maintain records and reports relevant to operations to include maintaining service records on fire equipment and apparatus.
- Perform other related work as required.
- Participate in continuing study, training and drill activity to achieve and maintain required skills to include regular fitness program to maintain good health and physical strength.
- Participate in fire prevention, inspections, drills, and demonstrations.
- May perform duties of Firefighter or Lieutenant when assigned.
- Perform other related work as required.

**Marginal Duties and Responsibilities** include the following. Other duties may be assigned.

- None.

**Supervisory Responsibilities:**

None.

**Required Education and/or Experience:**

High School Graduation or G.E.D.; and three to four years related experience or training; or equivalent combination of education and experience.

**Preferred Education and/or Experience:**

Associate's degree (A.A.) or equivalent from two-year college or technical school; and three to four years related experience and/or training; or equivalent combination of education and experience. Texas Commission on Fire Protection Fire Officer 1 Certification.

**Certificates, Licenses, Registrations:**

Texas Certified Emergency Medical Technician or higher, Texas Commission on Fire Protection Basic Firefighter or Higher Certification, Texas Commission on Fire Protection Driver/Pump Operator Certification, valid State of Texas Class B Driver's License or equivalent CDL. Proof of Successful completion of : NIMS ICS 100.b, 200.b, 700.a, 800b. Candidates for positions in this class must pass a post-employment offer physical examination and drug screen.

**Core Competencies:**

**Customer Service:** Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

**Dependability:** Responds to requests for service and assistance. Follows instructions, responds to management direction. Takes responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality guidelines.

**Job Knowledge:** Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.

**Quality:** Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

**Teamwork:** Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests.

**Specialized Competencies:**

**Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

**Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.

**Safety and Security:** Observes safety and security procedures. Determines appropriate action beyond

guidelines. Uses equipment and materials properly. Reports potentially unsafe conditions.

**Knowledge, Skills, and Abilities:**

Basic reading, writing, and math skills, basic computer skills including Microsoft Office software, previous experience as a driver/pump operator, must be able to be certified on the operation of all department apparatus within 30 days of promotion, must meet the requirements and specifications of the ranks they will supersede, knowledge of use of Mapsco, Inc. material and ability to read maps used to find locations in the City of Leander and the surrounding area with specific familiarity to company's territory, conditions of routes and locations of all water supplies; knowledge of firefighting principles, techniques and principles of hydraulics applied to fire suppression; ability to drive under emergency conditions at speeds consistent with safety, traffic, weather, and road conditions; skill in calculating engine pressures required for various size nozzles, length of hose, vertical distances of nozzle above or below pumper level, for Siamese lines and other hook-ups; skill in regulating and operating pumper and in operating aerial ladders; skill in performing strenuous work under adverse conditions for a sustained period of time to include ability to react quickly and calmly in emergency situations; ability to perform duties of regular firefighter or as acting Lieutenant. Candidates for positions in this class must pass a post-employment offer physical examination and drug screen.

**Equipment, Machines, Tools and Work Aids:**

Experience in using computer, typewriter, calculator, telephone, tape recorder, fax machine, copier, phones and postage machine.

Skill in the operation and care of fire apparatus and equipment. Ability to learn how to work with sophisticated electrical, mechanical, and motorized firefighting equipment and operations, and medical equipment and gear for emergency medical response.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and/or move up to 30 pounds and occasionally lift and/or move up to 165 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Working Environment:**

While performing the duties of this job, the employee may be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils; risk of electrical shock and explosives. The noise level in the work environment is usually moderate except in emergency situations. Uses protective personal equipment. May be exposed to blood-borne pathogens and other infectious materials in the course of their duties. This position is subject to call out.



# Leander Fire Department

## External Hiring Process Test Materials List

Re-evaluation time of posted materials are listed with each rank

### Firefighter (April 2016-CHANGES TO BE CONSIDERED AFTER 2016 FF PROCESS)

- Essentials of Fire Fighting, 5<sup>th</sup> Edition (2008), IFSTA (ISBN: 978-0-87939-284-0)
- Emergency Care and Transportation of the Sick and Injured, 10<sup>th</sup> Edition (2011), Jones & Bartlett (ISBN: 978-1-2840-3284-0)

### Driver / Pump Operator (April 2017)

- Aerial Apparatus Driver/Operator Handbook, 2<sup>nd</sup> Edition (2009), IFSTA (ISBN: 978-0-87939-359-5)
- Pumping Apparatus Driver/Operator Handbook, 2<sup>nd</sup> Edition (2006), IFSTA (ISBN: 978-0-87939-278-9)
- Essentials of Fire Fighting, 5<sup>th</sup> Edition (2008), IFSTA (ISBN: 978-0-87939-284-0)
- Emergency Care and Transportation of the Sick and Injured, 10<sup>th</sup> Edition (2011), Jones & Bartlett (ISBN: 978-1-2840-3284-0)

### Lieutenant (April 2018)

- Fire & Emergency Services Instructor, 7<sup>th</sup> Edition (2006), IFSTA (ISBN: 978-0-87939-271-1) – Only Chapters 1 - 13
- Fire and Emergency Service Company Officer, 4<sup>th</sup> Edition (2007), IFSTA (ISBN: 978-0-87939-281-9) – Only Chapters 1 – 21
- Essentials of Fire Fighting, 5<sup>th</sup> Edition (2008), IFSTA (ISBN: 978-0-87939-284-0)
- Emergency Care and Transportation of the Sick and Injured, 10<sup>th</sup> Edition (2011), Jones & Bartlett (ISBN: 978-1-2840-3284-0)

### Battalion Chief (April 2019)

- Chief Officer, 2<sup>nd</sup> Edition (2004), IFSTA (ISBN: 978-0-87939-242-0)
- Fire and Emergency Service Company Officer, 4<sup>th</sup> Edition (2007), IFSTA (ISBN: 978-0-87939-281-9) – Only Chapters 22-32
- Building Construction Related to the Fire Service, 2<sup>nd</sup> Edition (1998), IFSTA (ISBN: 978-0-87939-162-1)
- Fire Department Safety Officer, 1<sup>st</sup> Edition (2001), IFSTA (ISBN: 978-0-87939-191-1)
- Essentials of Fire Fighting, 5<sup>th</sup> Edition (2008), IFSTA (ISBN: 978-0-87939-284-0)
- Emergency Care and Transportation of the Sick and Injured, 10<sup>th</sup> Edition (2011), Jones & Bartlett (ISBN: 978-1-2840-3284-0)

# Leander, Texas Fire Department

## Firefighter Physical Ability

### Examination Candidate Study Guide



## **INTRODUCTION**

This study guide is designed to describe the physical tasks you will be required to perform for the Leander, Texas Firefighter Physical Ability Examination. You will increase your chances of obtaining a passing score if you spend a fair amount of time preparing for the test. This includes thoroughly reviewing this study guide, following the specific directions regarding attire, paying proper attention to your physical well-being before the test and taking care to avoid becoming overly anxious about the test.

## **OVERVIEW OF THE TESTING PROCESS**

An analysis of the physical requirements of the Leander Fire Department jobs was conducted and included personnel from the ranks/positions of Firefighter, Driver/Pump Operator, Lieutenant and Battalion Chief. The analysis provided the background information necessary to validate the job-related physical ability examination. It allowed for the identification of the essential physical functions required of the job, and these essential functions are included in the physical ability test.

Among other physical tasks, Firefighters in the Leander, Texas Fire Department must be able to perform the following: complete an aerial ladder climb; carry a length of hose up 2 flights of stairs; connect a hose line to standpipes and hydrants; descend stairs; crawl through a tight, darkened passage; fully advance a charged hose line and discharge the nozzle; carry a ladder; raise a ladder to a building and extend the fly section; and drag a victim to safety.

This examination is equally valid for assessing the physical skills of candidates with firefighting experience and those without. For example, one portion of the test requires the candidate to drag a dummy 100 feet. It is not necessary to have prior experience as a firefighter to possess the physical ability to drag a heavy object.

Preparation instructions and a description of the physical ability test are provided below.

## **TEST PREPARATION**

The following suggestions should help you prepare yourself physically for the test:

- Avoid junk food and maintain a well-balanced diet for several days before the test.
- Avoid tranquilizers and stimulants such as caffeinated beverages, especially on the day of the test.
- Get a good night's sleep before the test.
- Do not drink a lot of liquids or eat a large meal before the test.
- Avoid alcohol several days prior to and especially on the day of the test.

## **WHAT TO WEAR**

Participants should wear the following during the test:

- Structural firefighting helmet with chin strap\*\*
- Long or short pants
- Closed-toe/heel shoes or boots
- Work gloves\*\*
- SCBA (without mask)\*\*
- Candidates should NOT wear watches, rings or other items which could harm them while taking the test. These items should be removed before testing for safety purposes.

**\*\*Note:** Leander Fire Department will provide candidates with the indicated gear and equipment necessary to participate in the testing process. An assortment of sizes should be available to ensure a reasonable fit for all candidates. Candidates can wear personal gloves if approved by the proctors during the walk through.

## **DESCRIPTION OF THE TEST**

The test will require a candidate to complete several physical tasks in sequence within an allotted time frame, as well as to complete one untimed task. All applicants will be given an orientation and walk through prior to taking the test. No one will be allowed to take the test unless he/she is fully aware of what he/she is expected to do.

During the sequence of timed events, it is extremely important to pace yourself. Over-exerting yourself early in the test may reduce the amount of energy you have left for exercises at the end of the test, such as the victim rescue. Additionally, candidates are not permitted to run between events for safety reasons.

## **TEST EVENTS**

**UNTIMED EVENT:** Candidates will wear helmet and gloves but not the SCBA apparatus for the aerial climb.

1. **Aerial Climb.** The fire Department's aerial apparatus is to be extended approximately 75 feet off the ground at an angle of about 70 degrees. A belay line will be strung through the top rung of the ladder to serve as a safety line. Candidates will be tethered to the belay line and, upon instruction, will ascend and descend the ladder without stopping. Two test administrators will secure the line to ensure safety. Candidates will be given 5 minutes to complete this exercise, not to hurry them, but to allow adequate time to ascend and descend the ladder at a safe pace and to ensure they do not stop for an extended period of time. If it is clear the candidate is not able to complete this exercise after 5 minutes, or takes breaks in excess of 10 seconds, the candidate will be considered to have failed this exercise. No time will be recorded unless the candidate fails.

**TIMED EVENTS:** Candidates will wear Helmet, Gloves, and SCBA (candidate will wear a helmet, gloves and SCBA (not breathing air or masked up). Page 5 contains a sample map illustrating the entire test sequence. Each event listed below corresponds to a particular point on the attached map.

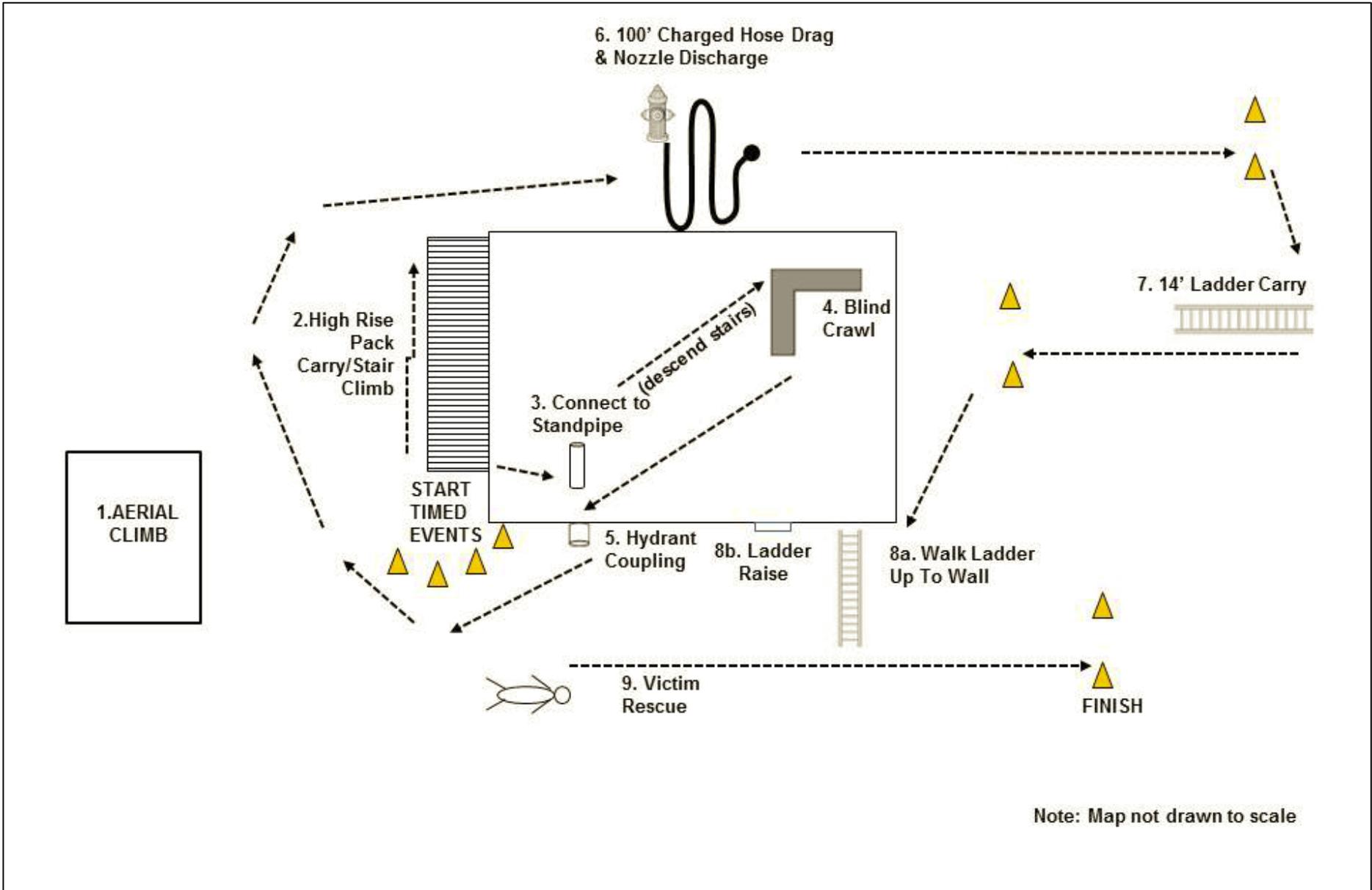
2. **High Rise Pack Carry/Stair Climb.** The high rise pack should include 100 feet of 1 ¾" hose, with wye & nozzle and will be located at the bottom of the flight of stairs at the start line. Candidates will carry the high rise pack up two flights of stairs to the third floor.
3. **Connect to Standpipe.** Candidate will connect a hose to the standpipe on the 3rd floor.
4. **Blind Crawl.** Candidates will descend one flight of stairs to the second floor and move to the interior stairs before descending to the first floor and perform a blind crawl. Candidates must crawl through a distance of enclosed space.
5. **Hydrant Coupling.** Candidate will move to the exterior and approach the hose connection on the building and attach a 5" hose to the connection.
6. **Charged Hose Advance.** A 150 foot section of 1 ¾" hose charged to 100 psi will be advanced 100 feet for this component. At the end of the 100 feet, candidates will discharge the nozzle of the hose towards a target.
7. **Ladder Carry.** Candidates will carry a 14' roof ladder a distance of 50 feet and set it down once the end of the ladder has crossed the 50' mark.

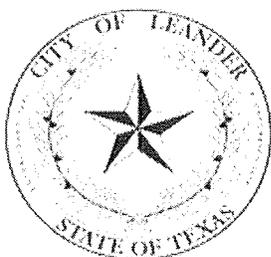
8. Ladder Extension. Candidates will then raise a 24' extension ladder from the ground using a hand over hand motion until the ladder is leaning against a wall. Candidates will then move to a secured and stationary 24' ladder and raise the fly section of the ladder (using a rope strung through the rungs) using a hand over hand technique, and latch it at the top rung.
9. Victim Rescue. The dummy weighs approximately 175 lbs. Candidates may use any form necessary to drag the dummy 100 feet until all parts of the dummy cross a finish line. .

### **CRITERIA FOR PASSING THE EXAM**

Entry-level candidates must successfully complete all timed events in 6 minutes and 0 seconds or less. Incumbent candidates must successfully complete all timed events in 6 minutes and 19 seconds or less. Additionally, all entry-level candidates must successfully complete the Aerial Climb.

Leander, TX Fire Department  
Firefighter Physical Ability Course Layout





# CITY OF LEANDER APPLICATION FOR EMPLOYMENT

200 W WILLIS  
LEANDER, TX 78641  
512 528-2700  
[www.leandertx.gov](http://www.leandertx.gov)

The City of Leander does not discriminate on the basis of disability in its hiring or employment practices. If you need assistance in completing this employment application or will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

Position Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
*A separate application must be completed for each position for which you are applying.*

## APPLICANT INFORMATION

Full Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street: Apt./Unit #*

\_\_\_\_\_ *City State ZIP Code*

Telephone Numbers: \_\_\_\_\_  
*Home Work Cell*

Email Address: \_\_\_\_\_

Have you ever worked here before?  Yes  No If yes, when? \_\_\_\_\_

Date Available to Start Work: \_\_\_\_\_

Type of work:  Full-time  Part-time  Temporary

## EDUCATION

Name of School Attended	City/State	Dates Attended From To	Certificate/Diploma or Degree Received

**WORK AND PROFESSIONAL EXPERIENCE**

Please list your full-time employment information for the past 10 years, beginning with your most recent employer. Please include any other pertinent work history that may be important to the job for which you are applying. If you need additional space, please continue on a separate sheet of paper.

Most recent employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job Title: \_\_\_\_\_  Full-time  Part-time  
Starting Wage: \_\_\_\_\_ per \_\_\_\_\_ Ending Wage: \_\_\_\_\_ per \_\_\_\_\_  
Name and Title of Supervisor: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
"See Resume" is **NOT** acceptable \_\_\_\_\_  
Reasons for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No \_\_\_\_\_  
*Comments*

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job Title: \_\_\_\_\_  Full-time  Part-time  
Starting Wage: \_\_\_\_\_ per \_\_\_\_\_ Ending Wage: \_\_\_\_\_ per \_\_\_\_\_  
Name and Title of Supervisor: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
"See Resume" is **NOT** acceptable \_\_\_\_\_  
Reasons for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

**WORK AND PROFESSIONAL EXPERIENCE *continued...***

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job Title: \_\_\_\_\_  Full-time  Part-time  
Starting Wage: \_\_\_\_\_ per \_\_\_\_\_ Ending Wage: \_\_\_\_\_ per \_\_\_\_\_  
Name and Title of Supervisor: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
"See Resume" is **NOT** acceptable \_\_\_\_\_  
\_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Job Title: \_\_\_\_\_  Full-time  Part-time  
Starting Wage: \_\_\_\_\_ per \_\_\_\_\_ Ending Wage: \_\_\_\_\_ per \_\_\_\_\_  
Name and Title of Supervisor: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
"See Resume" is **NOT** acceptable \_\_\_\_\_  
\_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

Summarize special job-related skills and qualifications acquired from employment or other experience.


State any additional information you feel may be helpful to us in considering your application.


Note any foreign languages that you speak, read and/or write: \_\_\_\_\_

**ADDITIONAL INFORMATION:** By law, you must be authorized to work in the United States in order to be employed by the City of Leander. Are you a citizen of the United States or legally authorized to work in the United States?

Yes       No

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication?

Yes       No

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

Date of Offense Month/Year	Type of Offense	Level and Degree of Offense			Court Disposition (Convicted, Deferred, Adjudication)
		Felony	Misdemeanor	Other Crime	

Do you have a current Texas Driver's License?     Yes       No

Type of License:     Class C       CDL       Other \_\_\_\_\_

**REFERENCES**

List three (3) persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION

I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Leander any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination. I understand, also, that I am required to abide by all rules and regulations of the employer.

I understand that the City of Leander may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand that appointments are made at the discretion of the City Manager or designated department director and that this application is the property of the City of Leander and will become part of my personnel file if I am accepted for employment.

By submitting this application, I affirm that I have read and agree to all of the disclosures and conditions included in the on-line or hard copy application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

We Consider applicants for all positions without regard to race, religion, sex, national origin, ethnicity, age, martial or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

***The City of Leander is an Equal Opportunity Employer***

FOR OFFICE USE ONLY	
Received _____	Ltr sent _____
Refs chkd _____	Bkgd ck _____
Interview _____	Hired _____



## CITY OF LEANDER APPLICATION FOR EMPLOYMENT

200 W WILLIS  
LEANDER, TX 78641  
512 528-2700  
[www.leandertx.gov](http://www.leandertx.gov)

Applicant's Name \_\_\_\_\_

Position(s) Applying For \_\_\_\_\_

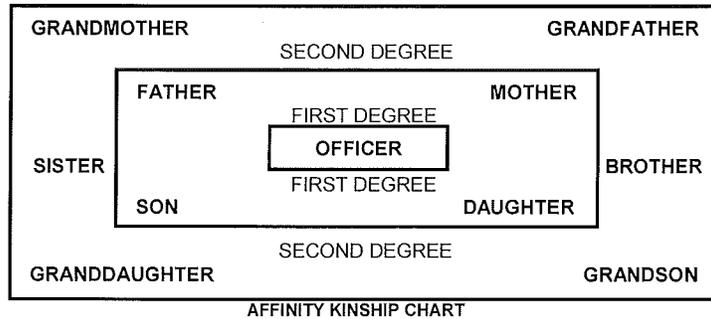
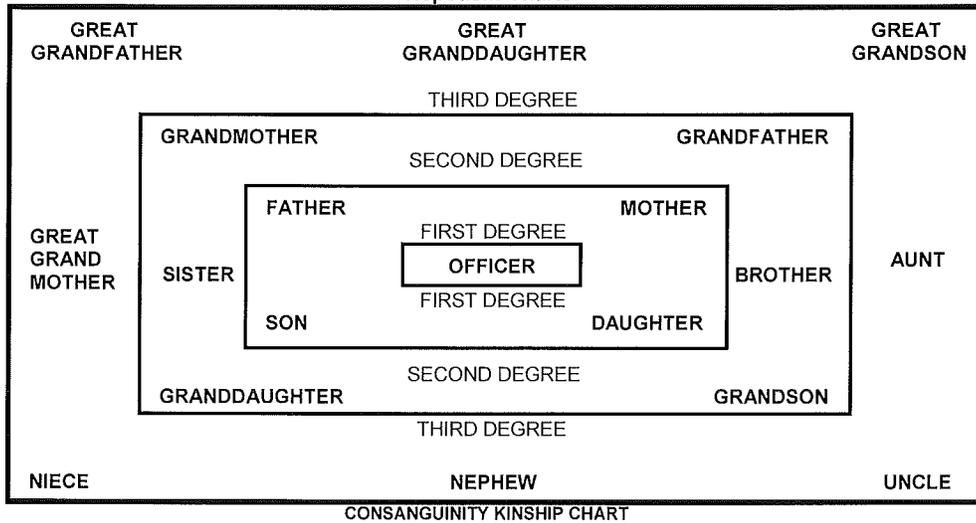
No person may be employed by the City of Leander who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council or City Manager. (See chart below)

No relatives or members of the immediate family of an employee may be employed by the City unless specific written approval has been obtained by the City Manager.

Are you or your spouse related to any of the above parties or to your prospective supervisor?    Yes     No

If yes, please explain. \_\_\_\_\_

### Neptism Charts



\* Spouses of relative within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature \_\_\_\_\_

Date \_\_\_\_\_