

City of Beaumont Firefighter

Thank you for your interest in Beaumont Fire/Rescue Services. Information concerning our hiring process for probationary Firefighter positions is attached. The minimum qualifications for employment are:

- ✓ Must be age 18 on date of hire
- ✓ Must have not reached his/her 36th birthday at the time of taking the oath of office
- ✓ Must be a U.S. citizen
- ✓ Must possess a valid driver's license and attain a Class B license within one year of employment.
- ✓ Must be certified or certifiable¹ in the State of Texas as a Firefighter and EMT
- ✓ Must pass a written examination, including a behavioral personnel assessment
- ✓ Must pass a thorough background check and polygraph examination
- ✓ Must pass an oral board interview and interview with the Fire Chief
- ✓ Must pass a job related abilities test (CPAT)
- ✓ Must pass a medical physical examination

The attached informational materials outline the hiring process. Review them carefully. If you believe that you qualify, the first step is to complete the City's employment application. Submit your application with supporting documents to the City of Beaumont Human Resources Department no later than the posted deadline for review of your eligibility.

★★★ Starting Salary \$3,675/month ★★★
Effective Date: 10/01/08

For more information, contact Human Resources at
(409) 880-3777 or view the website at
www.cityofbeaumont.com

Beaumont Fire/Rescue Services is an equal employment opportunity employer.

¹ "Certifiable" as prescribed by the Texas Commission of Fire Protection Standards Manual, Chapter 423 and the Texas Department of Health Emergency Service Rules, rule number 157.46.

Beaumont Fire/Rescue Services Hiring Process Flowchart

Request and Submit Application

to Human Resources 6/02/08 - 8/01/08 excluding holidays.

You may apply online at www.cityofbeaumont.com.

→ *Receive Informational Packet*

→ *Must submit proof of Firefighter & EMT certifications*

Written Exam

August 13, 2008, 9:00 a.m. Beaumont Civic Center

→ *Attend CPAT orientation in the afternoon if you pass the exam.*

License & Criminal History Check

→ *If you pass the written exam, receive Applicant Screening Packet on test date.*

Return to Human Resources by 09/02/08 with supporting documentation.

Oral Board Interview

→ *Not yet scheduled.*

Candidate Physical Abilities Test (CPAT)

→ *Approximately eight weeks from test date.*

Re-Ranking

→ *Considering additional credits.*

Polygraph Exam

Interview with Fire Chief

→ *Conditional job offer.*

Medical Physical Exam

→ *Includes drug screen.*

Beaumont Fire/Rescue Services

Hiring Process

Applicants must meet or exceed the minimum passing score for each step of the hiring process to remain eligible for the next step. The list of successful applicants, once established, will remain valid for twelve (12) months. The steps to complete the entire process are as follows:

Steps in Hiring Process	Minimum Score
① Submit Application	n/a
② Written Examination	70%
③ License & Criminal History Check	Pass/Fail
④ Oral Board Interview	70%
⑤ Candidate Physical Abilities Test	Pass/Fail
⑥ Additional Credits	n/a
⑦ Polygraph Exam	Pass/Fail
⑧ Interview with Fire Chief	Pass/Fail
⑨ Medical Physical Examination	Pass/Fail

Steps in the Hiring Process

① *Submit Application to Human Resources*

Persons interested in a career with Beaumont Fire/Rescue Services must submit an application at the City of Beaumont Human Resources Department. You may submit online at www.cityofbeaumont.com. When the application is submitted, an informational packet will be distributed to the applicant outlining position requirements and steps involved in the hiring process. Proof of minimum certification requirements must be submitted by the applicant along with their application. If you apply online, you may print the informational packet. You may also mail the certifications or fax to (409) 880-3108.

② *Written Examination*

Eligible applicants will be invited to take the written examination. A minimum score of 70% is required in this category to continue in the hiring process.

Those who pass the written examination will be issued an Applicant Screening Packet (ASP), to be completed and submitted to Human Resources no later than September 02, 2008. Supporting documentation must be included (copies of all applicable certifications, college transcripts, birth certificate or naturalization papers, DD214, social security card, driver's license, proof of residence, etc.). The ASP must contain truthful and complete responses. *Write "N/A" in each blank that does not apply.* The ASP must be completed by the individual applying.

Applicants may return the ASP and supporting documents in person or by mail to the Human Resources Department, P.O. Box 3827, Beaumont, TX, 77704. If mailing, it is *suggested* that the ASP and required documents be mailed "return receipt" to ensure that they have been received.

Those who pass the written examination may attend an orientation for the Candidate Physical Abilities

Test (step 5) on the day of the written examination.

③ License and Criminal History Check

A review of the applicant's driving history and a criminal history check will be conducted.

④ Oral Board Interview

Applicants who successfully complete the background investigation will participate in an Oral Board Interview. The interview is designed to assess the mental and emotional fitness to function successfully as a Beaumont Firefighter. The interview may include information obtained from the applicant's ASP or the background investigation. The applicant will be asked questions to demonstrate certain knowledge, skills, and abilities considered to be basic in effective performance as a firefighter.

⑤ Candidate Physical Abilities Test (CPAT)

Applicants who pass the Oral Board Interview will be scheduled for the Candidate Physical Abilities Test. The applicant must successfully complete all stages of the CPAT within the specified time frame to remain eligible. The CPAT will be given approximately eight weeks after the written test.

⑥ Additional Credits

If an applicant submits the appropriate documentation, he/she will be given additional credits based on a defined list of categories. These include applicable military service, higher education, upper level emergency medical or structure firefighter certifications, other Texas Commission on Fire Protection certifications, Beaumont residency.

⑦ Polygraph Examination

Selected applicants will be scheduled to take a polygraph examination. The purpose of the examination is to establish evidence of good moral character, a well-adjusted personality, community commitment, fire service adaptability, and a pattern of conduct acceptable to Beaumont Fire/Rescue Services.

⑧ Interview with the Fire Chief

Rankings and information gathered about each applicant who successfully completes all categories of the hiring process to this point will be forwarded to the Fire Chief. The Fire Chief will interview and make selections from the successful applicant pool, giving consideration to all applicant rankings and all other included and pertinent information.

Applicants continuing in the hiring process will then be given a conditional offer of Employment. The offer of employment is conditional upon successfully completing all of the remaining requirements of the hiring process and upon funding authorization by the City of Beaumont.

⑨ Medical Physical Examination

Applicants who are conditionally selected for hire will be given a medical physical examination, including a drug screen, to assess the applicant's physical condition to ensure he/she can perform the essential job functions.

Beaumont Fire/Rescue Services

Hiring Process Disqualifiers

Any of the following will disqualify an applicant from further consideration during any stage of the hiring process:

- ✘ Having a conviction for, or being currently under indictment or charged with any felony offense.
- ✘ Having a conviction for any Class A or B misdemeanor offense within the 36 months preceding the application.
- ✘ Currently be on probation for any offense greater than a Class C misdemeanor.

For the purpose of these requirements, an individual is convicted of an offense when adjudication of guilt on the offense is entered against him/her by a court of competent jurisdiction, or a plea of guilt is entered, including situations where:

① the sentence is subsequently probated and the person is discharged from probation,

② deferred adjudication is granted,

③ and the person is pardoned for the offense, unless the pardon is expressly granted for subsequent proof of innocence.

- ✘ Having an extensive record of controlled substance usage or having illegally furnished any controlled substance or dangerous drug to another.

In this case, *extensive* is defined as:

① Illegal use of marijuana within one (1) year preceding the date of application,

② Illegal use of any controlled substance or dangerous drug other than marijuana within three (3) years preceding the date of application.

- ✘ Having an excessive record of traffic convictions or negligent traffic collisions.

In this case, *excessive* is defined as:

① During the three (3) year period preceding the date of hire, convictions for more than three moving violations,

② During the three (3) year period preceding the date of hire, no DWI or DUID,

③ During the three (3) year period preceding the date of hire, having more than one (1) at fault accident

- ✘ Having a history of failing to maintain financial responsibility (i.e. bankruptcy, foreclosure, debt delinquency, etc.) without extenuating circumstances.
- ✘ Having been discharged from military service with other than an Honorable discharge.
- ✘ Being a member of any organization that advocates/supports the overthrow of a governmental agency by force or violence, or advocates/supports racism.

- ✘ Having been terminated from Beaumont Fire/Rescue Services.
- ✘ Having resigned from Beaumont Fire/Rescue Services for disciplinary reasons, resigning to avoid suspension or discharge or having resigned during a disciplinary investigation without final judgement being rendered.
- ✘ Failing to cooperate fully with and keep all scheduled appointments with City of Beaumont and Beaumont Fire/Rescue personnel involved in the hiring process; failing to provide additional personal information as needed or failing to submit information updates/changes by the required deadline date; refusal to submit to a polygraph examination.
- ✘ Making any deliberate false statement of fact, being deceptive by statement or omission in the employment application and/or Applicant Screening Packet, background investigation information, or by any means in any part of the hiring process.
- ✘ Without being specifically enumerated in the above disqualifications, if circumstances exist that indicate the applicant is clearly unsuited for a career with Beaumont Fire/Rescue Services, the application will be rejected.

All interpretations regarding these rules
will be made by the Fire Chief
or her designee.

Beaumont Fire/Rescue Services Hiring Process Additional Credits

With the proper documentation, additional credits will be given to individuals in the following areas using the point balances indicated:

☆ Military Service

- ⊗ One point for an honorable discharge and one point for each year of active duty military service, with a maximum of five (5) points.

☆ Higher Education

- ⊗ 30+ semester hours ⇒ 1 point
- ⊗ 60+ semester hours ⇒ 2 points
- ⊗ Associate's Degree ⇒ 3 points
- ⊗ Bachelor's Degree ⇒ 4 points
- ⊗ Master's Degree ⇒ 5 points

☆ Texas Department of Health Emergency Medical Certification

- ⊗ E.M.T. Intermediate ⇒ 2 points
- ⊗ E.M.T. Paramedic ⇒ 4 points

☆ Texas Commission on Fire Protection Structure Firefighter Certification

- ⊗ Intermediate Firefighter ⇒ 1 point
- ⊗ Advanced Firefighter ⇒ 2 points
- ⊗ Master Firefighter ⇒ 3 points

☆ Other Texas Commission on Fire Protection Certifications

- ⊗ One point for Texas Commission on Fire Protection Certification (at any level) in each of the following categories:
 - ⇒ Driver/Operator
 - ⇒ Fire Officer I
 - ⇒ Fire Officer II
 - ⇒ Fire Service Instructor
 - ⇒ Fire Inspector
 - ⇒ Cause and Origin Investigator
 - ⇒ Arson Investigator
 - ⇒ Hazardous Materials Technician
 - ⇒ Aircraft Rescue Firefighter
 - ⇒ Marine Firefighter

☆ Beaumont Residency

- ⊗ One point for residing within Beaumont city limits for one year prior to the date of application.

(REVISED 05-29-08)

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