Brazos County Precinct 3
Volunteer Fire Department
P.O. Box 5453
Bryan, TX 77805
www.pct3vfd.com
Fighting Fires and Saving Lives, Since 1977

Dear Applicant:

Thank you for your interest in becoming a member of the Brazos County Precinct 3 Volunteer Fire Department. Our success as a community service organization depends on knowledgeable, dedicated, and dependable people who are willing to give time and effort for a common goal. We are pleased to see your interest in joining our family.

The process of becoming a member is straightforward. A department mentor will guide you through the application, orientation, and hiring processes. You must complete the following requirements to become eligible for a membership interview:

1. **Attend** official department trainings on Thursday evenings
2. Have a currently valid driver's license, class C or higher, and a reliable form of transportation
3. Complete and submit an **application <u>in its entirety</u>**
    - Applications can be physically handed in or submitted via email
    - Incomplete applications will stall the hiring process
    - A background investigation will be conducted from this information
4. Complete the **Prospective Member Orientation (PMO)** with a department mentor
5. Schedule and submit Identigo Fingerprint **background check** (See attached instruction sheet)

After the above has been completed by the prospective member and turned in to the Hiring Coordinator (currently Capt. Bouchery), the department will take a week to process paperwork before an interview is scheduled. Following the successful completion of your interview, you will be known as a probationary member. Probationary members must complete tasks including, but not limited to, a new member course, policy acknowledgements, prerequisite trainings, and a New Member Orientation (NMO) within 90 days of hire. After probationary tasks are completed, the department will pay to enroll non-certified members in certification courses for either fire or EMS. New members must be able to obtain certification in either fire or EMS within 1 year. Members certified in EMS or fire must complete a task book relating to their certification before being cleared for call response.

Department trainings or business meetings occur every Thursday at 6:45 p.m. at our Station 2 at 5725 Elmo Weedon Rd., College Station, TX 77845 (unless otherwise scheduled or announced). If you have any questions regarding membership or training, feel free to contact us at the station at (979) 776-6430.

On behalf of the membership, we look forward to having you as a member of the Brazos County Precinct 3 Volunteer Fire Department.

Capt. Rosa Bouchery
Hiring Coordinator
Membership@pct3vfd.com

Brazos County Precinct 3
Volunteer Fire Department
P.O. Box 5453
Bryan, TX 77805
www.pct3vfd.com
Fighting Fires and Saving Lives, Since 1977

APPLICATION INSTRUCTIONS

Read these instructions carefully before proceeding. They are provided as a guide to assist you in properly completing your application. It is essential that all information be accurate in all respects as it will be used as the basis for a background investigation that will determine your eligibility for employment. One of the criteria evaluated is a person's ability to follow instructions.

1. Your application should be printed in your own handwriting, legibly and in ink. Answer all questions to the best of your ability.
2. If a question is not applicable to you, **enter "N/A" in the space**.
3. Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is correct and in sequence before you begin.
4. You are responsible for obtaining correct address and telephone numbers. Be sure to include the area codes and zip codes. If you are not sure of an address or telephone number, check it by personal verification.
5. If there is insufficient space on the form for you to include all the information required, attach extra sheets to the Application. Be sure to reference the relevant sections and question numbers before continuing your answer.
6. An accurate and complete form will help expedite your background investigation. **Omissions, misrepresentations or falsifications will result in disqualification**.
7. You are not required to furnish any information which is prohibited by Federal, State or local law.

Brazos County Precinct 3
Volunteer Fire Department
P.O. Box 5453
Bryan, TX 77805
www.pct3vfd.com

Fighting Fires and Saving Lives, Since 1977

Application for Membership

Member Information

Name:	Last	First	Middle	Name you prefer to be called
Home Address:	Street Address			Apartment/Lot #
	City	State	ZIP	
Sex	Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Widowed	SSN*	Hair Color	Eye Color
Ethnicity	Race	Second Language (if fluent)		
DOB	Place of Birth	Height	Weight	Are you a U.S. Citizen? / Blood Type
Date of Last Tetanus	Allergies	Cell Type: ☐ iPhone ☐ Android ☐ Other:		
Phones:	Cell	Work	Home	Cell Service Provider

Do you request that any of your phone numbers remain private (are not listed on roster?): ☐ Home ☐ Work ☐ Cell

Employment Information

Employer		Occupation	
Supervisor		Supervisor's Phone	
Work Address:	Street Address		Suite/Mail Stop #
	City	State	ZIP

How long with present employer? Years Months	Work Schedule: ☐ Days ☐ Evenings ☐ Nights ☐ Rotating Shifts ☐ Part-Time	Shift Length: ☐ 8 Hour ☐ 10 Hour ☐ 12 Hour ☐ 24 Hour ☐ Other:	Are you currently a student? If so, where?

Driving Information

Driver's License Number	Driver's License State	Driver's License Class	Driver's License Expiration Date	
Vehicle Model Year	Vehicle Make	Vehicle Model	Vehicle Color	License Plate State
Vehicle License Plate Number	Vehicle Registration Expiration	Vehicle Insurance Issued - Current Policy Period	Vehicle Insurance Expiration	

Family / Emergency Contact Information

Primary Emergency Contact	Relationship	Cell Phone	Work Phone
Secondary Emergency Contact	Relationship	Cell Phone	Work Phone

Preferred Hospital ☐ St. Joseph's Hospital ☐ College Station Medical Center ☐ Scott & White Hospital	Personal Physician	Physician's Phone

*** SOCIAL SECURITY NUMBER DISCLOSURE**

Mandatory disclosure of your social security number (SSN) is required of you in order for The Brazos County Precinct Three Volunteer Fire Department to collect and maintain employment, payroll, insurance, and retirement account information about you. Employee and non-employee social security numbers may also be used for internal administrative purposes, security background checks, verification of authorization to work, and verification of employment with other State agencies. The Brazos County Precinct Three Volunteer Fire Department reports social security numbers to Federal and State agencies or their contractors as authorized or required by law and for benefits purposes. Your Social Security Number will also be furnished to the State Firemens' and Fire Marshal's Association of Texas to maintain your training records. Further disclosure of your social security number is governed by the Public Information Act (Chapter 552 of the Texas Government Code) and other applicable law.

Military Service

Military Service: Branch: From: To:	Type of discharge:

Employment History

If less than three (3) years with present employer, list previous employer(s). Most recent first:

Employer Name:	Address:	Phone:	Reason for Leaving:
Employer Name:	Address:	Phone:	Reason for Leaving:

Criminal History

Have you ever been convicted of a crime? (Except traffic violations)
☐ Yes ☐ No If yes, give the following information.

Offense Charged	City / County	State	Date	Disposition of Case

Are you now, or have you ever been under investigation, indictment, or probation for a felony or misdemeanor?
☐ Yes ☐ No If yes, list below.

Offense Charged	City / County	State	Date	Disposition of Case

Traffic Record

Vehicle Insurance Company	Agent	Phone

Has your driver's license ever been suspended or revoked? ☐ Yes ☐ No If yes, give date, location, and reason:

Offense Charged	City / County	State	Date	Disposition of Case

List all traffic citations you have received in the last three (3) years (excluding parking tickets):

Offense Charged	City / County	State	Date

List any accidents within the last three (3) years; give approximate date and locations:

Location	Date	At Fault
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No

Education

Institution name	State	Date of attendance From	Until	Did you graduate?
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No

If you did not graduate from high school, did you attain a GED? ☐ Yes ☐ No

Firefighting Experience and Training

Have you previously been a member of a fire department? ☐ Yes ☐ No If yes, list departments below:

Department Name	Address	From	Until

Are you certified through SFFMA?	☐ Yes ☐ No	What level?	Date received?
Are you certified through TCFP?	☐ Yes ☐ No	What level?	Date received?

Have you attended any firefighting schools?	☐ Yes ☐ No	Do you have any firefighting-related training or certifications?	☐ Yes ☐ No

Attach copies of any certificates you have received

References

Have you ever applied for membership with the Brazos County Precinct Three Volunteer Fire Department? ☐ Yes ☐ No

Are you currently a member of another volunteer fire department? ☐ Yes ☐ No	Do you currently work for a paid fire department? ☐ Yes ☐ No

List any members of the Brazos County Precinct Three Volunteer Fire Department with whom you are acquainted:

Name	Phone

List three (3) references, other than relatives and others named above:

Name	Email Address	Phone	Relationship

Membership Interest

Why do you want to become a member of the Brazos County Precinct Three Volunteer Fire Department?

How long do you intend to stay a member of Brazos County Precinct Three Volunteer Fire Department if hired?

Year(s) Month(s)	Why?	

The Brazos County Precinct 3 Volunteer Fire Department prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.

EMS Certifications

Please list the Month/Year Received for any of the following EMS certifications you currently hold:

CPR	ECA (EMR)	EMT-B	EMT-P	EMT-LP	EMS Instructor	Other:

CPR Certification Expiration	EMS Certification Expiration	EMS Instructor Certification Expiration

Do you currently work for a paid EMS Agency?	Are you certified through TXDSHS?	Are you certified through National Registry?
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Attach copies of any certificates you have received

Website & Email Preferences

To facilitate communications within the department and with the community, Precinct 3 email addresses are available at no cost to members and are used for official department correspondence. The email addresses will take the form of: jdoe@pct3vfd.com. Members' personal email addresses will not be publicized; however, Precinct 3 email addresses may be listed on the website. For the purposes of contact before and following employment, please list your personal email address.

Personal Email Address:

The Precinct 3 VFD website, http://www.pct3vfd.com features brief profiles of our administrative and operations officers with the possibility of other members being listed. Please indicate your preference for which information about you may be displayed on the web site below:

May we display the following on the website: your years of service with the department, your firefighting/EMS certification level, and your fire department ID photo? ☐ Yes ☐ No

Statement of Veracity

Review your answers carefully and read the statement below before signing.

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions, nor that I have withheld information. I am aware that the information given by me in this application will be investigated with my full permission and that any misrepresentation will cause my application for membership to be rejected. If such misrepresentation, omission, or falsification is discovered after being appointed to the Brazos County Precinct Three Volunteer Fire Department, this will subject me to dismissal from the department.

I authorize the Brazos County Precinct Three Volunteer Fire Department to obtain Driving and Criminal Records, Training Records, and Medical Information about me for purposes of appointment to a position in the fire department.

I further understand that appointments to the Brazos County Precinct Three Volunteer Fire Department are made by the general membership of the department, upon recommendation by the Membership Committee.

Printed Name	Date of Birth
Signature	**Date**

For Membership Committee Use Only

Date Received Application	Interview Date	Approved for Membership
		☐ Yes ☐ No Date:

Criminal History Check	Driving History Check	Medical History Statement
☐ Satisfactory ☐ Unsatisfactory	☐ Satisfactory ☐ Unsatisfactory	☐ Satisfactory ☐ Unsatisfactory

INSTRUCTIONS TO REQUEST CRIMINAL HISTORY RECORD

1. Visit L-1 Identity Solutions online at https://uenroll.identogo.com
2. Use Service Code **11FT12**.
3. Select "Schedule an Appointment"
4. Select "Name / Method of Contact" and fill in your personal information.
5. Under "Additional Information" >> "Agency Identifiers"
    - Select "Yes" for the question "Would you like this record returned electronically?"
    - When asked to provide an email address: Enter "membership@pct3vfd.com"
6. Enter your information under the Citizenship, Personal Questions, Personal Info, and Address tabs.
7. Select an identifying document that you will be able to bring with you to your appointment.
8. Under Location, enter the Zip Code "77803" (unless you need to be printed elsewhere).
9. Select a testing center.
    - The local center is in College Station next to Burdett & Son, across from campus (in the same office as Brazos Valley Computers).
10. Select a date and time for your appointment. Hit "Submit".
11. When you have completed the entire process, you will be given an appointment "UE ID" number. Keep this number. You will need it at your appointment and if you need to reschedule your appointment. We will also need this number to access your record.
    - Before your appointment, email your UE ID number to "membership@pct3vfd.com"

Reminder: At your appointment, your fingerprints will be taken electronically and transmitted to the Texas Department of Public Safety. The documentation will be sent to the fire department. Remember to bring your selected valid identification document.

CRIMINAL HISTORY ELIGIBILITY INFORMATION

The following requirements must be met to be eligible for membership:

- Individual has not been convicted of a misdemeanor offense of a Class B within the last five (5) years; deferred adjudication is considered a conviction.
- Individual is not currently on community supervision or probation for any criminal offense.
- Individual has never been convicted of a felony offense or Class A Misdemeanor.
- Individual has never been convicted of a family violence offense.
- Individual is not under indictment for any criminal offense.
- Individual has not been convicted of a misdemeanor offense of a Class C involving moral turpitude within the last five (5) years.
- Individual must not have been discharged from any military service under less than honorable conditions.

If accepted for membership, you are eligible to have the criminal history fee reimbursed to you by the department after 6 months of active membership in good standing.