



# GUADALUPE COUNTY FIRE RESCUE

2700 N. GUADALUPE STREET SEGUIN, TEXAS 78155  
BUSINESS (830) 305-8605 - FAX (830) 401-0998  
DISPATCH (830) 379-1224 – EMERGENCY 9-1-1  
WEBSITE CO.GUADALUPE.TX.US

**Guadalupe County Fire Rescue is currently accepting applications for the following positions**

## **Firefighter/EMT-Basic and Fire Apparatus Operator/EMT-Basic**

*GCFR is seeking highly motivated personnel who are dedicated to providing public service in the areas of fire protection, emergency medical service, fire prevention, public education and emergency management.*

*Guadalupe County Fire Rescue was established in 2020 by the County Judge and Commissioners Court to provide a certified professional service to the citizens residing and passing through Guadalupe County. GCFR began with one part time fire administrator, 2 full time personnel and a list of 10 part time personnel providing coverage Monday through Friday 7a-7p. GCFR currently operates with 3 shifts (A, B, C) consisting of 4 full-time and 1 part-time personnel 24/7 working a 48/96 shift schedule.*

*Commissioner's court approved the hiring of 3 additional staff to bring the shifts to 5 full-time personnel beginning April of 2024.*

*Current fleet includes, 2-Ram 5500 Squads outfitted with a 400 gallon skid unit which responds to Medical calls, Grass/Brush fires, Vehicle fires and support roles, 1-2021 Pierce Enforcer PUC Pumper, 1-2024 Pierce 2100 gallon Tender, and 1-2023 Chevy Tahoe Command Unit*

*Current apparatus on order include, 1-Pierce Enforcer PUC Pumper, 1-Pierce 3000 gallon BX Tender and 1- BME Type 3 Wildland Engine*

*Guadalupe County has contracted an architect and is currently in the design process for fire station builds and a new EOC, with a deadline for completion by the end of 2026*

*Advancement Opportunities due to department growth and station builds.*

### **APPLICANT INFORMATION:**

*Applications Due: March 8, 2024 before 5:00pm*

*Applicants will receive an invite for the testing process via email following review of application, qualifications and background investigation.*

*Invite will include dates, times and details pertaining to the Written Test, PAT and Interview*

*Followed by a conditional job offer*

*HR Physical and Drug Screen*



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Dear Applicant,

*Guadalupe County Fire Rescue is a newly formed department which was created to provide the citizens of Guadalupe County with a consistent and immediate professional service. Currently the unincorporated areas of the county receive fire and emergency service protection from 8 volunteer organizations, Lake Dunlap, McQueeney, Marion, New Berlin, Geronimo, York Creek, Kingsbury and Sand Hills VFD's. While these organizations provide an excellent service, there are times when our volunteers also need assistance. This is where GCFR will serve, by providing paid certified personnel and apparatus. GCFR firefighters will respond when help is needed.*

***Firefighter pay is \$18.00 per hour, estimated \$57,384 annually (includes scheduled OT)***

***Fire Apparatus Operator pay is \$20.00 estimated \$63,760 annually (includes scheduled OT)***

*Full-time staff receive paid vacation according to the following chart;*

<i>1st through 5th year of employment</i>	<i>3.0769 hours every pay period</i>	<i>5 years 1 month</i>
<i>through 10th year</i>	<i>3.8462 hours every pay period</i>	<i>10 years 1 month</i>
<i>through 15th year</i>	<i>4.6154 hours every pay period</i>	<i>15 years 1 month</i>
<i>through 20th year</i>	<i>6.1538 hours every pay period</i>	<i>20 years 1 month</i>
<i>forward</i>	<i>7.6923 hours every pay period</i>	

***Guadalupe County offers 100% Salary Continuation for injuries in place of workers' comp***

***Sick leave is available for full-time and part-time employees after 60-day waiting period.***

***Unused sick leave accumulates and is available in succeeding years, up to a maximum of 480 hours for Full-time and 240 hours for part-time employees.***

***11-14 paid holidays (varies by year)***

***TCDRS 7% 2-1 match retirement, longevity pay***

***100% Employee Health Insurance, \$20,000 Basic Life Insurance for Employee with Accidental Death and Dismemberment as well as additional supplemental insurance***

***Employee Assistance Program (EAP), Tuition Reimbursement, Paid training Opportunities, Uniform Allowance***

***All positions will have a probationary period of twelve months from date of hire***

*See link for benefits information*

*<https://www.co.quadalupe.tx.us/hr/hr.php>*



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*We have prepared the following information to assist you in the application process to answer any questions you may have. Continuation in this process is contingent upon successful completion of all required information, documents and testing. It is your responsibility to provide copies (staff cannot make copies for you) and other documents requested, incomplete applications are subject to rejection. This application packet should contain a job application, a waiver form, public information release form, copies of your driver's license and required certifications. If you cannot obtain and/or complete these items, your application will be removed from the process, and you will not be considered for employment at this time.*

**Completed applications must be returned or dropped off by 5pm on Friday  
March 8, 2024 and addressed to:**

Heath Lipke  
Fire Chief  
101 E. Court Street, Suite 208  
Seguin, TX 78155

## **APPLICATION PROCESS:**

*Applicants for FIREFIGHTER will be graded on three phases of process: Application, Written Exam, and Panel Interview.*

*Applicants for FIRE APPARATUS OPERATOR will be graded on four phases of process: Application, Written Exam, Operational Assessment and Panel Interview.*

***You will not be scheduled for the process unless all prerequisites have been completed.  
There will be no make-up tests.***

**Testing process will be as follows;**

### **1) Written Test**

*The written test will be administered by the Fire Chief. This test will be 75 questions, candidates will have one (1) hour to take the written test. If there are any changes, you will be notified.*

*The PAT will take place following the written test, applicant is encouraged to wear athletic clothing.*



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## **2) Physical Agility Test (PAT)**

*The physical agility test will consist of 8 stations including hose bundle carry, hose hoist, equipment carry, charged hoseline drag, keiser sled, roof ladder carry, pike pole simulation, and dummy drag*

*Candidates will be contacted to schedule their Interview following the evaluation of the written and PAT scores.*

## **3) Panel Interview**

*The Fire Chief will coordinate this interview. A three to five member panel will conduct the interview. Questions will pertain to technical knowledge, attitude, general appearance and relevance of past training and work experience. Interviews will be schedule according to available time.*

## **PRE-REQUISITES**

*Guadalupe County Fire Rescue establishes the prerequisites for each position within the department.*

- **FIREFIGHTER/EMT CERTIFICATES AND REQUIRMENTS**

*Texas Department of State Health Services EMT Certification*

*Texas Commission on Fire Protection Basic Structural Firefighter Certification*

*Traffic Incident Management Program/Courage to Be Safe Program*

*NIMS ICS 100, 200, 700, 800*

*Must have a valid Texas Driver's License with the ability to obtain a Class B Exempt license within 180 days (6 months) from date of hire.*

### **CERTIFICATES AND LICENSES PREFERED**

*Texas Commission on Fire Protection Driver/Operator*

*Texas Commission on Fire Protection Instructor I*

*Swift Water Rescue*

*Texas Commission on Fire Protection Basic Wildland Firefighter or NWCG S130/S190 Course*



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- **FIRE APPARATUS OPERATOR CERTIFICATES AND REQUIREMENTS**

*Texas Department of State Health Services EMT-Basic Certification*

*Texas Commission on Fire Protection Intermediate Structural Firefighter Certification or (Minimum 2 years as Firefighter rank with paid or combination department or held the rank of Driver Operator)*

*Texas Commission on Fire Protection Driver Operator Certification*

*Texas Commission on Fire Protection Basic Wildland Firefighter or NWCG S130/S190 Course*

*NIMS ICS 100, 200, 700, 800*

*Minimum of a Class B Exempt driver license*

*Courage to Be Safe Course Certificate/Traffic Incident Safety Course*

*Swift Water Rescue*

*If all minimum qualification are not met, candidate (if chosen for the job) will have 6 (six) months to 1 (one) year to obtain the required certifications. All decisions will be at the Fire Chiefs discretion*

## **CERTIFICATES AND LICENSES PREFERRED**

*Texas Commission on Fire Protection Instructor I*

*Texas Commission on Fire Protection Fire Officer I*

*Texas Commission on Fire Protection HAZMAT Technician*

***Applicant must attach copy of all certifications with application.***

*Copies of documents and completed forms along with the completed application must be provided for all the items listed below before you enter the application process.*

- ***High School Diploma or GED*** - You must provide a copy of either a high school diploma or General Equivalency Diploma.
- ***TXDPS Driver's license***- Minimum of class B license required. TX issued DL must not be expired. Applicants who do not hold a Texas DL shall submit their currently issued DL from the registered State.



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- **Waiver and Release** - *It is very important that you read this form and write the statement indicated legibly in the space provided then sign. This form must be completed in order to participate in the physical assessment test.*
- **Application:** *Completely fill out the application, use N/A for fields that do not pertain. Do not leave any blanks. Use full names, addresses, zip codes and telephone numbers. An incomplete application may slow down or terminate the application process.*
- **Consent of Information Release:** *This form must be filled out to give GCFR the authority to complete a background check on the individual applying. Failure to complete this form will terminate the application process.*

## REASONS FOR REJECTION

*The following are **some** areas or activities that may cause an application to be denied.*

- *The applicant is physically or mentally unfit to perform the duties of a Firefighter.*
- *The applicant has a recent history of excessive use of alcohol, or use of narcotics or other drugs that may affect job performance.*
- *The applicant has a history of convictions that relates to fitness to perform the required duties of a Firefighter, or a record of conviction for any crime involving moral turpitude.*
- *The applicant has a record of unsatisfactory employment.*
- *The applicant has made false statements of any material fact or has practiced or attempted to practice deception or fraud in the application.*
- *The applicant has used political pressure or bribery to secure an advantage in employment.*
- *The applicant advocates or knowingly belongs to any organization, which advocates the overthrow of the U.S. Government by force or violence.*
- *The applicant fails to meet minimum expectations set forth by the department.*
- *If all required copies of documents are not attached, the application will not be processed*



# Guadalupe County Fire/Rescue

## Employment Application

An Equal Opportunity Employer

### Important Instructions for completing the application:

#### Please TYPE or PRINT in INK

- Applications are accepted only for job titles for which recruitment is currently being conducted.
- All information requested must be completed on the application. Incomplete or illegible applications will not be processed. No Blanks Use N/A
- This application form and its attachments are official property of Guadalupe County Fire Rescue and will not be returned, reused or copied for you after being submitted. You should retain a copy of this application for future use or reference.
- Excessive or nonessential attachments will not be referred to the hiring department. Only information necessary to complete the application should be attached. Examples of work, awards, letters, etc., may be taken to interview.
- If more space is needed to give full answers or explanations, attach additional sheets referencing the item number, your name, social security number and job title applied for. Staple attachments to the application.
- Only United States citizens or individuals who are legally entitled to work in the United States are eligible for employment.
- Guadalupe County Fire Rescue affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, qualified disability status or veteran status.
- If you require an accommodation during the application/interview process, please call 830-305-8605
- Reimbursement for travel expenditures during a testing or interview process is not available.
- Please make sure you meet the minimum qualifications and the application deadline.
- Applications must be submitted by mail or Email to our office.

### Section A: Answer all questions.

<b>1. Position Applying For</b>		<b>2. Date of Application</b>	
<b>3. Social Security #</b>		<b>4. Date of Birth</b>	
<b>5. Last Name</b>	<b>6. First Name</b>		<b>7. Middle Name</b>
<b>8. Mailing Address</b>	<b>9. City</b>	<b>10. State</b>	<b>11. Zip</b>



<b>12. Cell Phone #</b>		<b>13. Home Phone #</b>		<b>14. Email Address</b>	
<b>15. Driver's License #</b>			<b>16. State Issuing License</b>		<b>17. Class or Type of License</b>
<b>18. Can you, upon employment, submit documentation verifying your identity and your legal right to work in the United States?</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>19. Check the schedules you are willing to work:</b>					
<input type="checkbox"/> Other than 9AM-6PM <input type="checkbox"/> Weekends/Holidays <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time					
<b>20. Are you presently employed? If yes, specify where</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No		Specify:			
<b>21. Have you ever been terminated or asked to resign from a previous employer?</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>22. Are you over the age of 18? If yes, can you provide proof of your eligibility to work?</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>23. Are you related to any Guadalupe County employees? If yes, specify names, relationship and department:</b>					
<b>24. Are you able to perform all the essential functions of the job for which you are applying, with or without, reasonable accommodation?</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>25. If you have been employed or attended school under other names, list names and dates of use:</b>					
<b>26. Dates of Military Service</b>			<b>Branch of Service</b>		
From:		To:			
<b>Section B: Answer all questions.</b>					
<b>27. Have you ever been convicted of a crime (misdemeanor, felony, or military court martial)?</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>28. Have you ever been placed on probation?</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No					



**29. Have you ever been placed on deferred adjudication?**

Yes  No

**30. Are there criminal charges currently pending against you?**

Yes  No

**31. For any yes answer to questions 29 - 30, list type or offense, location and fine or sentenced received.**

**Convictions do NOT necessarily disqualify an applicant from employment consideration.**

**Section C: Education, Certification, Licenses & Additional Skills**

**Do you have a High School Diploma or GED?**

Yes  No

**Check highest level of completion:**

Some HS  HS/GED  Some College  Associate

Bachelor  Master  Doctoral

College or University Name	From	To	Major	Degree earned	Sem. Hours
1.					
2.					
3.					

License or Certifications	Date Earned	Expiration Date
1.		
2		
3.		
4.		
5.		

**In what language(s) other than English are you proficient?**

1.	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write
2.	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

**Additional Skills: List equipment, software, specialized systems or other skills that are related to the job for which you are applying.**

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**Section D:** List jobs in reverse order starting with your most recent job. List your work history for the last 10 years

including volunteer, part-time, temporary, self-employment and military jobs. Provide a detailed description of duties performed. Do NOT substitute a resume for completion of this section. You may attach additional pages in the same format if more space is needed.

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Employer	Address	City, State and Zip Code
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Job Title	From (Month/Year)	To (Month/Year)
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Hourly or Salary Rate	Hours per Week	Reason for Leaving
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Supervisor's Name	Supervisor Phone #	May we contact this supervisor?
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		<input type="checkbox"/> Yes <input type="checkbox"/> No
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Duties:
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Employer	Address	City, State and Zip Code
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Job Title	From (Month/Year)	To (Month/Year)
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Hourly or Salary Rate	Hours per Week	Reason for Leaving
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Supervisor's Name	Supervisor Phone #	May we contact this supervisor?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Duties:</b>		

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Employer	Address	City, State and Zip Code
Job Title	From (Month/Year)	To (Month/Year)
Hourly or Salary Rate	Hours per Week	Reason for Leaving
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Duties:</b>		

Employer	Address	City, State and Zip Code
Job Title	From (Month/Year)	To (Month/Year)
Hourly or Salary Rate	Hours per Week	Reason for Leaving

Supervisor's Name	Supervisor Phone #	May we contact this supervisor?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Duties:</b>		
Employer	Address	City, State and Zip Code
Job Title	From (Month/Year)	To (Month/Year)
Hourly or Salary Rate	Hours per Week	Reason for Leaving
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Duties:</b>		
References: Name	Relationship/ Occupation	Phone #
1.		
2.		
3.		

**Drug Free Work Environment:** Guadalupe County Fire Rescue is committed to providing a safe, efficient, drug-free work environment for all employees. In keeping with this commitment, finalists for all job openings will be required to provide body fluids (blood or urine) to determine the use of alcohol, illegal or controlled substances. Failure of the drug/alcohol screen will result in denial of employment.

**Falsification of Information:** I hereby certify that all statements made on this application and attachments are true and correct to the best of my knowledge and belief. I understand that any false statement, misrepresentation or omission made by me on this application or subsequent interview(s) could cause me to be ineligible for employment or terminated from employment. Further I understand that I am required to abide by all rules and regulations of Guadalupe County Fire Rescue.

**Verification of Information:** I authorize Guadalupe County Fire Rescue and its agents to investigate and verify the facts claimed by me on this application. I further authorize my former employers to provide any information requested by Guadalupe County Fire Rescue. I understand that employment processing may include a criminal background check, drug screening and/or review of the driving record. I hereby release Guadalupe County Fire Rescue and its agents from all liability in making any investigation and inquiry relative to information contained in the application form.

I understand that nothing in this application or in any prior or subsequent written or oral statement creates a contract of employment or any rights in the nature of a contract. I agree to submit to medical examination and drug screening, if required.

Guadalupe County Fire Rescue participates in all State and Federal law, requiring all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Guadalupe County Fire Rescue will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

I understand that, if accepted, this application does not constitute a contract of employment for any specific period of time. I further understand that all employment is at will and may be terminated by notification from either party at any time, with or without cause, and without prior notice.

I have read and agree to the above statements

**Signature:**

**Date:**

# FIREFIGHTER WAIVER AND RELEASE

In consideration of my being permitted to take the Physical Assessment required in connection with my application for the position, and having been advised that as a part of this assessment, it will be necessary for me to demonstrate my strength, endurance, and physical ability in a series of tests.

I, \_\_\_\_\_ (print name) do hereby release Guadalupe County Fire Rescue and their respective officials and employees from any and all claims, damages, liabilities, actions and causes of action whatsoever which may occur or arise as a result of any injury or damage that I may sustain as a result of participating in such examinations. I make this release for heirs, my executors, administrators, and myself.

PLEASE COPY THE FOLLOWING STATEMENT LEGIBLY AND IN YOUR OWN HANDWRITING:

**“I CERTIFY THAT I HAVE READ THE FOREGOING WAIVER AND RELEASE AND UNDERSTAND ITS PROVISIONS.”**

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**DATE**

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**SIGNATURE OF APPLICANT**

# Authorization and Consent for Release of Personal and Employment Information

I, \_\_\_\_\_, consent and authorize Guadalupe County Fire Rescue and its authorized agents, to conduct a pre-employment background search on me. You are hereby authorized and requested to reveal and discuss with Guadalupe County Fire Rescue, or its authorized representatives, any and all information you have concerning my employment history, credit history, criminal history, academic history, medical condition, driving record, personal habits, general demeanor, or any other information deemed pertinent to my background.

I further understand that an Investigative consumer report concerning me may include information about my character, general reputation, personal characteristics, and mode of living. Under Federal Trade Commission, Fair Credit Reporting Act, and Federal and State Law, I am entitled to receive a free copy of any consumer report containing public information obtained directly by the employer; or all of the information obtained by the Investigative reporting agency within three days of the time the report is released to the employer along with a copy of "Your Rights Under the Fair Credit Reporting Act". State and Federal laws also require the employer to give me notice, if adverse action is taken based upon the contents either wholly or partly because of information contained in an investigative consumer report, along with a copy of the investigative report. I understand I have the right to dispute directly with the consumer reporting agency any findings within any consumer/investigative report, if the dispute is made in writing by me within 60 days of the date of the adverse action.

I understand that the information you may release is personal and confidential so, I release you, the persons, individuals, companies, corporations, and entities, as well as Guadalupe County Fire Rescue from any liability for obtaining and providing all such information for preparing this personal and/or employment background evaluation only.

I hereby waive all claims for damage or injury because of obtaining and providing this information as to Guadalupe County Fire Rescue. I further agree to indemnify and hold harmless Guadalupe County Fire Rescue and the individual companies releasing this information for all claims, costs, damages, or injury, which may occur as a result of obtaining and providing such personal and confidential information. This authorization is to remain in effect during my entire employment if selected for employment.

**I have read the foregoing and agree to be bound by the terms of this authorization and release.**

## Please Print Clearly Using Blue or Black Ink Only

Full Legal Name: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous Addresses for last 7 years:

\_\_\_\_\_

\_\_\_\_\_

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Birthday MM/DD/YYYY (ID purposes only): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

**I have read this Authorization and Consent for Release of information and fully understand the terms of this release:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**It is possible that Guadalupe County Fire Rescue may not interview or offer employment to all applicants for vacancies. All applicants chosen to be interviewed will be contacted. Applications will be considered "Active" for 90 days following their submission. Thereafter, applicants who desire to be considered further must submit a new application**