

APPLICATION FOR EMPLOYMENT



PORTLAND FIRE DEPARTMENT
595 Buddy Ganem
Portland, Texas 78374
(361) 643-0155
www.portlandtx.com

APPLICATION FOR FIRE MARSHAL / ASSISTANT CHIEF

INSTRUCTIONS TO APPLICANTS

Thank you for your interest in employment with the City of Portland. This application form is an important step in a process that will allow the Fire Department to select a qualified individual for employment. It is very important that you complete the form accurately and completely. Print legibly or type your application.

The City of Portland is an equal opportunity employer. The City complies with Title VII of the Civil Rights Act of 1964, as amended, and does not discriminate on the basis of race, religion, color, sex, or national origin. The City complies with all provisions of the Americans with Disabilities Act. If, because of a disability, you require assistance in completing this application or require special assistance during the application process, you may contact the fire department at (361) 643-0155.

The selection process is designed to be fair to all applicants. Applicants for some positions may undergo written testing and/or oral interviews depending on the position.

The City may reject an applicant or terminate an employee for falsifying an employment application at any time after the falsification is discovered. Omission of pertinent information with the intent to conceal a fact is considered a falsification.

The City reserves the right to abandon the application process at any time and to re-advertise for new or additional applicants.

If an advertisement for a position includes a return deadline for applications, no application will be accepted after the deadline. Applicants returning an application packet by mail should mail early to insure arrival by the deadline. The City assumes no liability for delays in delivery by the U. S. Postal Service or other parcel delivery service.



Application Requirements

You must meet the following minimum requirements to apply for this job

- Must meet the job description requirements for the position applied for.
- Minimum Qualifications:
 - Associate's Degree;
 - At least 4 years of related experience
 - Have a valid class "B" Firefighters exempt Texas driver's license;
 - Possess a Texas Commission on Fire Protection - Firefighter Certification; Possess a Texas Commission on Fire Protection - Inspector Certification;
 - Possess a Texas Commission on Fire Protection - Fire Investigator Certification;
 - Have a current Texas Department of State Health Services - EMT Certification;
 - Be a U.S. Citizen;
 - Be of good moral character and integrity;
 - See outline of fire marshal position for additional responsibilities.
- Preferred Certifications:
 - Possess a Texas Commission on Law Enforcement - Basic Peace Officer
- Must possess a high school diploma or G.E.D.
- Must successfully pass an investigation of personal history and background to determine suitability for the position of fire fighter with the Portland Fire Department.
- Must pass a drug screening examination.
- Must pass an oral interview board.
- Must have knowledge in Fire Inspection procedures, including NFPA 101, International Fire Code, NFPA 13 and NFPA 72.
- Ability to work with business owners, develop plans for compliance, and apply the codes and ordinances as appropriate.



Portland Fire Department Job Description

JOB TITLE: Fire Marshal / Assistant Chief

Purpose of Position:

May perform any of the essential duties described in the specifications of a Captain in the Fire Department, City of Portland. The Fire Marshal / Assistant Chief will assume administrative and operational duties in the absence of the Fire Chief. Plan, organize, direct and supervise the Fire Prevention program consisting of inspection and code compliance; enforce State and Federal criminal laws and regulations; supervise inspection of all commercial buildings within limits of assigned authority; interpret codes, ordinances and standards; review public education programs for content and comprehension; review and approve fire protection system plans; make recommendations for improving existing codes and ordinances relevant to the protection of life and property; provide monthly and annual reports concerning operation of the inspection and investigation programs; be responsible for the efficient performance of the personnel and initiate disciplinary actions as necessary; initiate research projects as necessary; act as liaison with other departments, industries, and law enforcement officials impacted by Fire Marshal's area of jurisdiction; assist in preparation of legal cases; ensures compliance with all applicable department policies and programs; assist in budget preparation; performs other activities as required.

ESSENTIAL FUNCTIONS:

1. Administrative Duties: Assist with the daily task assigned to fire administration. Works with the station Captains assisting with operational needs as requested. Supports the response effort on scenes as needed. Follows the incident managements system fulfilling operational roles as needed.
2. Fire/Arson Investigation: Begins immediate investigation as to the causative factors surrounding an incident; ensures proper control of the scene and preservation of physical evidence; sketches and photographs the incident scene; identifies clues and collects physical evidence necessary to prove the facts surrounding the incident; determines the cause to be incendiary or accidental; interviews all persons known to be connected with the initiation, discovery or extinguishment of the incident; identifies possible motives and/or suspects; interviews and interrogates suspects; makes investigative notes and written reports, including follow-up investigations; prepares assigned cases for court and testifies as directed by the proper authority; functions as a law

enforcement officer and uses the powers of arrest; provides technical assistance to other agencies; completes other duties as assigned.

3. Prepares Written Reports: Prepares numerous reports such as incident reports, inventory reports, accident reports, monthly activity reports, station log, efficiency reports and ensures the accuracy of those reports and that they are prepared within established time frames. Must be able to communicate in writing with the Fire Chief, City Officials and fellow officers. Required to sit and write for one or two hours at a time.
4. Communications: As the need arises, monitor radio traffic during emergency incidents. Communicate with Dispatch recognizing needs as related by the incident at hand. Assure incident crews have resources they need or establish communication channels with the appropriate personnel and try to fulfill the needs.
5. Training: When necessary, may function as an instructor in fire or other types of training. Must utilize communication skills to present training material by various methods such as oral presentation, video, overhead projector, flip chart, etc.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the Fire Marshal / Assistant Chief (employee) is regularly required to use hands and fingers, handle or feel, reach with hands and arms, talk or hear, and smell. The employee is frequently required to stand, walk, sit and stoop, kneel, crouch or crawl, and are required to climb and balance. The employee must frequently lift and/or move 10 pounds and occasionally lift and/or move 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the abilities of this job, the employee may be exposed to fumes or airborne particles, toxic or caustic chemicals and outside weather conditions.

When performing fire cause investigations or other fire prevention activities, the employee will be required to work in an outdoor environment that may involve adverse weather conditions or potential personal danger. Field work is required as necessary to perform inspections or investigations. Field work sites may include buildings in various stages of construction, deterioration, or disrepair. The employee must be able to move debris and dirt or other material using a shovel or rake, walk over rough, uneven or rocky surfaces, work at heights greater than 10 feet, climb ladders or steps to reach objects, wear a self-contained breathing apparatus. The employee may be required to work in small, cramped areas, and use common hand tools.

ENVIROMENTAL FACTORS:

Five eight-hour shifts; field conditions; exposure to extreme weather conditions, individuals with contagious diseases and hazards associated with emergency driving. The Fire Marshal / Assistant Chief is exposed to a number of hazards including: chemical, toxic wastes, fumes, mechanical, explosive and extreme temperature swings.

Because of the element of danger present in fighting fires or emergency rescue there is a high stress level which must be coped with.

VEHICLES, MACHINERY, EQUIPMENT, TOOLS, AND TECHNOLOGY USED TO DO THIS JOB:

1. Drive emergency vehicles under emergency conditions.
2. Power plants
3. Saws
4. Extrication tools
5. Ladders
6. Ventilation equipment
7. Breathing apparatus
8. Light and electrical cords
9. Axes
10. Fire hoses
11. Radios
12. Computers

KNOWLEDGE, SKILLS, ABILITIES:

1. Read, Write, and Communicate: The Fire Marshal / Assistant Chief should be proficient in the primary ability to read, write, and communicate in the English language. The ability to communicate in a secondary language is always an advantage.
2. Demonstrate Integrity: A Fire Marshal / Assistant Chief must have high moral character. A Fire Marshal / Assistant Chief is required to be completely trustworthy. On and off duty, a Fire Marshal / Assistant Chief must behave in such a manner that creates community respect. A Fire Marshal / Assistant Chief must refrain from using the position or authority for personal gain and cannot succumb to temptations to take surreptitious advantage of the position. The Fire Marshal / Assistant Chief's personal and professional behavior must be exemplary so as not to detract from their credibility or veracity. The Fire Marshal / Assistant Chief must be free from a history of chronic or habitual drug abuse, involvement in the illegal sale of drugs or crimes of moral

turpitude, all of which would tend to cast doubt on the Fire Marshal / Assistant Chief's integrity and honesty.

3. Demonstrate Self Control: A Fire Marshal / Assistant Chief is required to control all emotions in order to act quickly and calmly in emergency situations. The Fire Marshal / Assistant Chief must not overreact to verbal abuse but control anger, fear or the desire to retaliate in order to take sound actions which will restore order. The Fire Marshal / Assistant Chief must maintain a high level of composure when involved in stressful or provocative situations. Under highly stressful and emotional situations, the Fire Marshal / Assistant Chief must remain calm and decisively make lucid decisions and take reasonable actions.
4. Demonstrate Situational Reasoning Ability: A Fire Marshal / Assistant Chief is required to demonstrate "Common Sense". The Fire Marshal / Assistant Chief must analyze situations, assess potential consequences of alternatives, and then make a logical decision without undue delay. When confronted with a dangerous situation, the Fire Marshal / Assistant Chief must be able to perform those functions quickly and decisively.
5. Demonstrate Interpersonal Skills: A Fire Marshal / Assistant Chief is required to anticipate how people will act in given situations and take action to encourage positive behavior. The Fire Marshal / Assistant Chief must be able to consider individual differences within a similar framework of facts. The Fire Marshal / Assistant Chief must be able to interact with a wide variety of people without arousing antagonism and be able to persuade others to behave in an alternative manner without giving offense. The Fire Marshal / Assistant Chief must be assertive when necessary without being overly abrasive but cooperative enough to work as a member of a team.
6. Demonstrate Fire Fighting Techniques: A Fire Marshal / Assistant Chief is required to have a thorough working knowledge of modern fire fighting methods and apparatus; thorough knowledge of department rules and regulations; general knowledge of state laws and ordinances pertaining to the operations of the Fire Department; State of Texas Penal Code and Code of Criminal Procedures; a thorough knowledge of the geography of the City and mutual aid areas and particular fire hazards in those areas and the ability to instruct fire fighters in proper fire fighting methods.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Fire Administration, Fire Science, or related field
- Have a valid class "B" Firefighters exempt Texas driver's license
- Possess a Texas Commission on Fire Protection - Firefighter certification
- Possess a Texas Commission on Fire Protection - Inspector certification
- Possess a Texas Commission on Fire Protection – Arson Investigator certification
- Have a current Texas Department of State Health Services - EMT certification
- Be a U.S. citizen
- Be of good moral character and integrity
- See outline of fire marshal position for additional responsibilities

PREFERRED CERTIFICATIONS:

- Possess Texas Commission on Law Enforcement - Basic Peace Officer

Prepared by Portland Fire Department

December 12, 2018

Approved:

Randy L. Wright

City Manager

Jeff Morris

Fire Chief



Portland Fire Department
Application and Personal History Statement



Applicant's Name: _____

Important! Read these Instructions Carefully

These instructions are provided as a guide to assist you in properly completing your Application and Personal History Statement. IT IS ESSENTIAL THAT THE INFORMATION BE CORRECT AND COMPLETE!

Your Application and Personal History Statement will be used as the basis for a background investigation that will determine your eligibility for the position for which you are applying.

1. Your Application and Personal History Statement should be typewritten if possible. (This is a fillable form)
2. Answer all questions completely. If a question does not apply to you, enter "N/A" in the space provided.
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 addresses (including zip codes). If you are not sure of an address, check it by personal verification. Your local library may have directory service or copies of the required directories. Include the area code on all telephone numbers.
5. If there is insufficient space on the Application and Personal History Statement form, attach extra sheets. Be sure your name is on the page and reference the relevant section and question the information refers to.
6. **Print a copy of the completed Application and Personal History Statement and have it notarized before turning it in at the Portland Fire Department at 595 Buddy Ganem, Portland, Texas 78374.**

Your failure to complete this document accurately and thoroughly may result in the rejection of your application. Any misstatement or misrepresentations, including omitted information, given in the Application and Personal History Statement or interview(s) may result in the rejection of your application and/or immediate termination, without right of appeal, unless subject to an appeal pursuant to the City's Personnel Rules.

If you have any questions regarding the required information, contact the Administrative Assistant's office prior to returning the document. You may reach that office from 8a.m. to 5p.m., Monday through Friday by contacting Ana Mooney at (361) 643-0155.

Attach copies (not originals) of the following documents to your completed Application and Personal History Statement.

1. Driver's License (For Identification Purposes Only) and Social Security Card
2. Copy of High School Diploma or Equivalency Certification and/or College Diploma
3. Licenses and/or proof of certification
4. DD214
5. Training documentation

Information provided in this section is used for identification purposes only and will not be used against you in the employment process.

Name: _____
Last First Middle

Other Names Used: Maiden, Adoption, Etc. _____

Home Address: _____
Street Name City State Zip

Home Phone No.: _____

Social Security No.: _____ Are you legal to work in the U.S.? Yes No

Driver's License: _____
Number State of Issue Expiration Date

Telephone Number where you can be reached between 8 a.m. and 5 p.m. M/F:

Email Address: _____

EDUCATIONAL HISTORY

High School Attended:

School Name	Location (City and State)	Dates Attended	Diploma

Colleges attended:

Name of College	Dates Attended	Credit Hours	Degree Type

Have you ever been expelled for disciplinary reasons from any school you have attended? Yes No

School: _____ Dates: _____

Reason:

Have you ever been placed on academic probation? Yes No

School: _____ Dates: _____

School: _____ Dates: _____

School activities: (Clubs, Sports, Etc.).

Positions of Leadership: (Indicate position / organization / dates held)

EMPLOYMENT HISTORY

Beginning with your present or most recent job, list all of the jobs you have had since the age of 17. Include all part-time, temporary or seasonal positions. Attach additional pages, if necessary.

A JOB IS ANY POSITION YOU ACCEPTED REGARDLESS OF HOW LONG YOU ACTUALLY WORKED!!!

POSITION 1

Check appropriate job description(s) Full-Time Part-Time Temporary Seasonal

Employer: _____

Employer's Address: _____

Employer's Phone No.: _____

Employment began on _____ Date Ended on _____ Date =Total Time _____

Name of Co-Worker _____

Position held with company / duties and responsibilities:

Title _____

Duties / Responsibilities:

Time in position(s): _____

Did you receive job performance evaluations while at this company? Yes No

Name of final supervisor: _____ Are you eligible for rehire? Yes No

Reason for leaving this position:

INVESTIGATOR'S NOTES:

POSITION 2

Check appropriate job description(s) Full-Time Part-Time Temporary Seasonal

Employer: _____

Employer's Address: _____

Employer's Phone No.: _____

Employment began on _____ Date Ended on _____ Date =Total Time _____

Name of Co-Worker _____

Position held with company / duties and responsibilities:

Title _____

Duties / Responsibilities:

Time in position(s): _____

Did you receive job performance evaluations while at this company? Yes No

Name of final supervisor: _____ Are you eligible for rehire? Yes No

Reason for leaving this position:

INVESTIGATOR'S NOTES:

POSITION 3

Check appropriate job description(s) Full-Time Part-Time Temporary Seasonal

Employer: _____

Employer's Address: _____

Employer's Phone No.: _____

Employment began on _____ Date Ended on _____ Date =Total Time _____

Name of Co-Worker _____

Position held with company / duties and responsibilities:

Title _____

Duties / Responsibilities:

Time in position(s): _____

Did you receive job performance evaluations while at this company? Yes No

Name of final supervisor: _____ Are you eligible for rehire? Yes No

Reason for leaving this position:

INVESTIGATOR'S NOTES:

POSITION 4

Check appropriate job description(s) Full-Time Part-Time Temporary Seasonal

Employer: _____

Employer's Address: _____

Employer's Phone No.: _____

Employment began on _____ Date Ended on _____ Date =Total Time _____

Name of Co-Worker _____

Position held with company / duties and responsibilities:

Title _____

Duties / Responsibilities:

Time in position(s): _____

Did you receive job performance evaluations while at this company? Yes No

Name of final supervisor: _____ Are you eligible for rehire? Yes No

Reason for leaving this position:

INVESTIGATOR'S NOTES:

PERIODS OF UNEMPLOYMENT

Record any periods of unemployment, since graduating from high school. (A period of unemployment is any time you did not have a job.)

From (Mo. / Yr.)	To (Mo. / Yr.)	Length of Unemployment

If you were a full-time college student and held only seasonal employment during school breaks, just indicate your beginning and ending school dates.

Indicate that you were a full-time student, and do not give a length of time for your unemployment. In the work history section, list the jobs you worked.

MILITARY SERVICE

Have you registered with selective service? Yes No When? _____

Have you ever been a member of any branch of the U.S. Armed Forces? Yes No

Branch of Service: _____ Highest Rank Obtained: _____

Induction date: _____ Discharge date: _____

Type of Discharge: _____

A dishonorable discharge is not an absolute bar to employment and other factors will affect the decision to hire or not to hire a civilian candidate. Officer candidates must have an honorable discharge or serve under honorable conditions to be considered for employment.

Awards: (Type and Date)

Special Schools / Training:

Have you ever been reduced in rank? Yes No When? _____

Reason: _____

While in the military service, were you ever arrested for an offense, which resulted in a trial by captain's mast, or by summary, special or general court-martial? Yes No

If yes, give date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident.

Charge: _____ Date: _____

Results: _____

Charge: _____ Date: _____

Results: _____

Last duty station and name of commanding officer:

Are you currently a member of a U.S. Reserve or National or State Guard organization? Yes No

Branch of service: _____ Grade and Service # _____ Are you: Inactive Standby

Organization / Station / Unit and Location: _____

CRIMINAL CONVICTIONS

Have you ever been convicted of any crime, or received deferred adjudication, community supervision or probation for any offense including, but not limited to, driving while intoxicated or driving while under the influence? (All applicants, unless otherwise prohibited by law, will be subject to a criminal history check. Convictions or other criminal history may be relevant if job related, but does not necessarily bar you from employment.)

If yes to any of the above, explain each incident (list juvenile as well as adult occurrences).

DRIVING RECORD

How many moving citations have you received since you began driving? _____

How many moving citations have you received in the past three years? _____

Have you ever driven a motor vehicle, since your 17th birthday, without a valid driver's license?
Yes No

Have you ever driven a motor vehicle, within the past three years, without proper insurance?
Yes No

Have you ever had your driver's license suspended? Yes No

Date of Suspension: _____ Type of Suspension: _____ Date Lifted: _____

List, to the best of your memory, all driving citations you have received.

Date	Location	Brief Description	Disposition (Paid, N.G., Etc.)

List all accidents in which you were involved as a driver:

Date	Location	Brief Description

DRIVING RECORD (continued)

Have you ever had your driver's license placed on probation for receiving an excessive number of traffic violations? Yes No

Have you ever had a hearing for probation / suspension, etc? Yes No

Have you ever had your insurance revoked, due to the number of traffic citations you have received? Yes No

Have you ever knowingly driven a motor vehicle, after your driver's license was suspended /or after it had been revoked? Yes No

Do you have a valid driver's license in more than one state? If so, list:

Have you ever been denied a driver's license for any reason? Yes No

Have you ever been involved in an accident and then left the accident scene without identifying yourself? Yes No

Have you ever been involved in an accident, when you were driving, after you had been drinking any type of alcoholic beverage? Yes No

Have you ever been arrested for driving while intoxicated in this or any other state? Yes No

Have you ever struck an unattended vehicle, and then left without leaving identification?
Yes No

PERSONAL DECLARATIONS (SINCE 17-YEARS OF AGE)

Drug use covers all descriptive terms used to describe the ingestion of any of the listed types into a person's system. Example: experimented, tried, etc.

Have you ever used:

	YES	NO	Approx. First Date Used	Approx. Last Date Used	Have you ever possessed in any way?
PCP					
Angel Dust					
Marijuana					
LSD					
Peyote					
Mescaline					
Heroin					
Cocaine/Crack					
Quaaludes					
Downers					
Tranquilizers					
Amphetamines/ Methamphetamines Speed/Crank					
Biphetamine					
Ecstasy/XTC Ice					
Preludin					
Dilaudid					
Talwin/PBZ					
Inhalants (glue/paint)					
Mushrooms (Psilocybin)					
Others					
Designer Drugs					
Anabolic Steroids					
Rohypnol (date- rape drug)					

PERSONAL DECLARATIONS (Cont.)

Have you ever sold any of the items specified on the previous page? Yes No

Which _____ When _____ # Times _____

Have you ever bought any of the items specified on the previous page? Yes No

Which _____ When _____ # Times _____

Have you ever deliberately inhaled (paint, glue, any petroleum product)? Yes No
When was the last time? _____

Have you ever been involved, in any way, in the manufacturing of an illegal drug? Yes No

What drug? _____

How were you involved? _____

Have you ever been involved in the sale or delivery of any illegal drugs to another person with or without profit to you? Yes No

Have you ever transported illegal drugs across a state or U.S. border? Yes No

Have you ever transported any illegal drug as a favor to someone else, or help in any manner in delivering any illegal drugs? Yes No

Have you ever participated in the manufacture of any illegal drugs? Yes No

Have you ever cultivated or grown any illegal drug or substance? Yes No

Alcohol Use:

Do you use alcohol products? Yes No

Have you ever been under the influence or drank alcohol during work, in violation of company policy or procedures? Yes No

Have you ever used over-the-counter medication for any purpose other than those listed in the directions? Yes No

Have you ever taken prescription medication not prescribed for you? Yes No

If yes, what type? _____

From whom (relation)? _____

When? _____

PERSONAL REFERENCES

List four (4) persons who know you well enough to provide current information about you. **Do not list relatives or past/present employers.**

Name		Occupation
Home Address		
Home phone #		
Work Phone#		
Years known	Briefly describe your relationship with this person	
Name		Occupation
Home Address		
Home phone #		
Work Phone#		
Years known	Briefly describe your relationship with this person	
Name		Occupation
Home Address		
Home phone #		
Work Phone#		
Years known	Briefly describe your relationship with this person	
Name		Occupation
Home Address		
Home phone #		
Work Phone#		
Years known	Briefly describe your relationship with this person	

MISCELLANEOUS INFORMATION

List your professional work-related memberships in groups, associations, or clubs:

Official Name of Organization	TYPE: (E.g. Trade, Business or job-related)	Office(s) Held	Dates of Membership	
			FROM	TO

Community Activities
Awards, Commendations or Items of Special Recognition:

Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to do or which require further explanation?

Yes No

If yes, explain

MISCELLANEOUS INFORMATION (Continued)

If you are fluent in a foreign language, indicate, in each area, your degree of fluency (excellent, good, and fair).

Language	Reading	Speaking	Understanding	Writing

List any other special skills or qualifications you may possess.

Special Qualifications and Skills

List any special licenses you hold (such as pilot, radio operator, scuba, etc.) showing licensing authority original date of issue, and date of expiration.

List any specialized machinery or equipment which you can operate.

Is there anything that would prevent you from fully performing the duties of a firefighter, including working weekends, holidays, evenings, or at night?

ACCURACY OF INFORMATION:

I have reviewed each page to make sure all parts are correct and complete. I understand that my eligibility will be based on the information contained on this application. I also understand that the City of Portland Fire Department is an at-will employer and that this document is not an offer of employment nor does it constitute an employment contract.

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions.

I am fully aware that any such misrepresentations, omissions, or falsifications will be grounds for immediate rejection of my application, or if hired, termination of my employment.

Signature of Applicant

Date

The City of Portland Fire Department is an equal opportunity employer; we do not discriminate based on gender, race, color, national origin, religion, or disability. If you need assistance at any time during the employment process, please notify the Administrative Assistant (Ana Mooney) 48 hours in advance by calling (361) 643-0155.

EMPLOYMENT APPLICATION SUPPLEMENT

TO THE APPLICANT: If you have been convicted (this includes deferred adjudication and/or a probated sentence) for misdemeanor or felony offense(s), please answer the following questions about this conviction. IF YOU HAVE HAD MORE THAN ONE CONVICTION, COMPLETE A SEPARATE FORM FOR EACH CONVICTION.

A conviction is not an absolute bar to employment and other factors will affect the decision to hire or not to hire a candidate.

Name: _____

When were you convicted? _____

Where were you convicted? _____

What were you charged with?

What was the outcome?

Probation: Starting _____ Ending _____

Jail or Prison:

Fine: \$ _____

Other: Explain: _____

If you were sent to a detention facility:

When did you start your sentence? _____

What was the name and location of the detention facility?

When were you released?

Paroled _____

Sentence completed _____

If presently on parole, when will your parole be finished? _____

VERIFICATION OF DOCUMENTATION

Document	Copy Attached (Yes or No)	Verified By Notary
Driver's License (Class _____) For Identification Purposes only		
Social Security Card		
HS Diploma/GED or HS Transcript		
College Diploma		
Military Discharge Papers		

Applicant: Please submit a copy of each of these documents that relate to you when you return your Application and Personal History Statement. Thank you.

Signature

Printed Name and Address

STATE OF TEXAS §

COUNTY OF _____ §

This instrument was acknowledged before me on the _____ day of _____, 20__ by
_____.

Notary Public, State of Texas
My Commission expires:

[SEAL]

(Printed/Typed Name of Notary)



Applicant Data Record

Applicants and employees are considered before and during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status. The City of Portland complies with EEO regulations.

This Data Record is included in your application package to comply with government record keeping, reporting, and other legal requirements. Periodic reports of this information are made to the government. The completion of the Data Record is optional. If you choose to volunteer to supply the requested information, please note that all Applicant Data Records are kept in a confidential file and are not a part of your Application for Employment or personnel file if you are hired.

PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY, INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

Government agencies at times require periodic report on the sex, ethnicity, handicap, veteran and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. SUBMISSION OF THIS INFORMATION IS VOLUNTARY.

(Please Print)

NAME	DATE	
ADDRESS		
CITY	STATE	ZIP
SOCIAL SECURITY NUMBER		

CURRENT JOB:		
CHECK ONE:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
		Age: _____
CHECK ONE OF THE FOLLOWING: (Ethnic Origin)		
<input type="checkbox"/> White	<input type="checkbox"/> Hispanic	<input type="checkbox"/> American Indian/Alaskan Native
<input type="checkbox"/> Black	<input type="checkbox"/> Other	<input type="checkbox"/> Asian/Pacific Islander
CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE		
<input type="checkbox"/> Vietnam Era Veteran	<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Handicapped Individual