Ponderosa Fire Department
2026 Employment Application

This application must be legible and completed in full.
Failure to provide and complete/provide/answer truthfully all requested information will result in discarding this application and/or termination after employment. Use additional paper if necessary.
PRINT LEGIBLY – SUBJECT TO DISCARDING
This application is for a full-time position

Date of Application: _____ Date PFD Received _____

Last Name:_____First Name: _____ Middle Name: _____

Your Address: _____ Apt. #: _____

City: _____ State: _____ Zip code: _____

Date of Birth: _____-_____-_____ S.S.N.: _____-_____-_____

Gender: (Male/Female) _____ Race (optional): _____

Your e-mail address: _____

Your Phone Numbers:
Home: (_____)-_____-_____
Cell: (_____)-_____-_____ Work: (_____)-_____-_____

Emergency Contact(s): Name and their Relationship to you:
_____
_____

Emergency contact numbers:
Home: (_____)-_____-_____
Cell: (_____)-_____-_____ Work: (_____)-_____-_____

Age:	Height:	Weight:	Eyes:	Hair:
TDL #:		State:	Exp. Date:	Class: A B C
Any TDL Restrictions? Explain:				

Family Information

Spouse		DOB	
Child 1	DOB	Child 2	DOB

Do you use tobacco? Y N Type _____ How Long? ___

Personal Vehicle Information

Make:	Model:	Year:
Insurance Carrier:	Insurance contact and No.	

Employment History

Current Employer

Co. Name:
Address:
Duties: Length of Time: yr mo
May we contact: Y / N Supervisor:
Contact No.:

Previous Employer

Co. Name:
Address:
Duties: Length of Time: yr mo
May we contact: Y / N Supervisor:
Contact No.:

Personal References

Please provide at least two personal references that we may choose to contact.

Name	Relationship	Contact Phone #

Criminal Background Information

Have you ever been arrested? Yes / No If yes, explain:

Have you ever been **charged and/or convicted** of any felony and/or misdemeanor offenses (to include probation or suspended sentences, includes traffic offenses)?
Yes / No
If yes, explain:

Within the past 5 years have you resigned (to avoid being discharged) or been discharged from a job (paid or vol.)? Yes / No If yes, explain:

Have you ever been arrested for DUI/DWI or illegal substance abuse? Yes No If yes, provide detailed information.

Previous Experience

Have you ever been a member of this department? Yes or No, If yes, When?

Do you have previous fire/EMS department experience? Yes or No
If yes, provide information requested, if multiple agencies provide additional information:

Name of former department:	
Name of supervising officer:	Contact No.:
Length of time with that organization: Yrs.	Mo.
Did you leave in good standings? Yes / No	If no, explain:

Training

Please attach a copy of your pertinent certifications.

Educational History

Last level completed?

List of schools attended including years attended with degree if applicable:

High School
College
Technical
Other

Have you previously or are you currently serving in the United States military? Y N
Please explain your service history, deployments, discharge, etc., and provide documentation demonstrating your service to our country.

Please explain your current capabilities of utilizing computers, software, smart phones, etc. Do you consider yourself a novice, normal or advanced user? Can you capably use Microsoft Office applications? Do you have other computer type skills?

Your Pledge To The
Ponderosa Fire Department

The Ponderosa Fire Department will provide quality fire protection and rescue services to the community. Our qualified people demonstrate their professionalism through their training when called upon to execute their skills.

If employed, I hereby pledge my services to the Ponderosa Fire Department to protect the life and property of the citizens of this community to the best of my ability, so help me God.

I agree to permit the Ponderosa Volunteer Fire Association, Inc. to conduct an investigation into my background through available law enforcement resources and previous employment. I also agree to participate in any physical fitness and drug use screening as appropriate with the cost borne by the PVFA, Inc. This information will be held in confidence by the PVFA, Inc. The Ponderosa Volunteer Fire Association, Inc. is an at will and equal opportunity employer.

_____ _____
Signed Print Name

_____
Date

Mail to:
Ponderosa Fire Department
17061 Rolling Creek
Houston, Tx 77090-2411

CHECK LIST OF APPLICABLE REQUIRED DOCUMENTATION
THIS IS AN EMPLOYMENT APPLICATION!

The following items **must be provided with the application**. Any failure of providing the required information will result in immediate discard of the application. Standard copying of a TDL or other documents must have pictures and other important graphics visible for our evaluation purposes. Check each one to verify information provided **and submit this checklist with your application**.

- ☐ Proof of United States citizenship. This can be a birth certificate, passport, or certificate of citizenship Form FS-240. **A work visa is not acceptable**.
- ☐ Texas Driver's License
    - Must be 20 years of age or older at the time of application
- ☐ Proof of vehicle insurance that is currently in force
- ☐ Social Security Card
- ☐ **Texas** DHHS EMS Certification – EMT minimum – must be current or in progress; **National Registry is not sufficient.**
- ☐ Texas Commission on Fire Protection certification Basic Firefighter – must be current
    - **In process of obtaining TCFP and/or EMT? Provide information identifying current progress and expected certification dates**
- ☐ High School Diploma (GED is not acceptable unless circumstances dictate otherwise determined by the PFD – narrative must be provided with application)
- ☐ Higher education and/or technical school with diploma if applicable
- ☐ Military service documentation if applicable

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