



For Immediate Distribution | May 19, 2023 | info@tcfp.texas.gov

Possible Scam: Remote Work Opportunities with TCFP

AUSTIN – The Texas Commission on Fire Protection (TCFP) wants to alert its stakeholders and the public of a possible employment scam. The TCFP is aware of at least one incident of someone pretending to be the “Operating Manager” of the TCFP who made a false offer of employment for a remote-only position with the agency. This may or may not be an isolated incident.

Following is an example of a letter with a fake offer of employment:



Texas Commission On Fire Protection

Date : May, 18th 2023

PROJECT OFFER LETTER

Dear [REDACTED],

We are pleased to offer you the position of Remote Proofreader with Texas Commission On Fire Protection based on our recent discussions

We have already discussed key aspects and the role of our organization. By joining us, you will become a part of a fast-paced and dedicated team that works together to provide our clients with the best service and advice possible.

We ask for your commitment as a member of the Texas Commission On Fire Protection team to deliver exceptional quality and results that exceed client expectations. Furthermore, we expect you to take personal responsibility for all Texas Commission On Fire Protection administrative and proofreading concerns. In exchange, we pledge to provide you with every opportunity to learn, grow, and stretch to the best of your ability and potentials

We are confident that this new opportunity will be both challenging and rewarding for you. The points below outline the terms and conditions that we are proposing.

Title: Remote Proofreader
Date: 05/18/2023
Salary: \$35 USD / per hour

GROUPBENEFITS: Work/Life Balance, Community Involvement/ Matching Gifts Program, Tuition Reimbursement Assistance& Education Life Works, Employee Stock Purchase Plan.



HOURS OF WORK: You will be required to work at preferred intervals weekly, the timing schedule is also flexible.

Texas Commission On Fire Protection

REPORTING RELATIONSHIP: You are to report to your assigned supervisor for daily instructions ([REDACTED])

EMPLOYEE VERIFICATION: This offer is subject to your satisfactory completion of all required documentation, which we will assist you with. Any employee verification process that must be completed, from the I-9 form to the 1099, in order for every important detail to be documented and every required form of benefit as an independent contractor to be reported to the revenue department upon acceptance of this offer.

AGREEMENT: As an employee, you are required to keep any information provided to you confidential. This agreement may be terminated by either party with written notice that complies with your province's employment standards (or labor standards)..

Regards

[REDACTED]

Operating Manager
Texas Commission On Fire Protection
1701 N. Congress Ave., Suite 1-105 | Austin, TX 78701

The Texas Commission on Fire Protection is not currently hiring, nor does this agency hire for remote-only positions. The TCFP will never request that a prospective employee deposit a check into a candidate's personal account for equipment fees. The agency would also like to remind job seekers that employment opportunities with this agency are always posted on the agency's official website: <https://tcfp.texas.gov>.

Anyone with questions about employment with the Texas Commission on Fire Protection is encouraged to send an email to hr@tcfp.texas.gov.