



# Village Fire Department

## Part-Time Dispatcher

- **2 part-time positions available, anticipated start date: May 2024**
- Starting pay: \$27.83 per hour
- Hours: variable, regularly no more than 20 hours per week
  - Will regularly cover Open Monday shift 0600-1400. Additional coverage/hours as needed.
- Part-time employees are **not** eligible for benefits.

### Job Description:

The Dispatcher provides front-line contact for citizens in need of emergency and non-emergency services. These services are achieved by receiving and screening incoming calls, transferring calls to appropriate departments within the fire department or other agencies, and speaking with public safety personnel.

### Examples of Duties:

- Read, write, and comprehend English clearly and in a professional and courteous manner.
- Answer multiple business and emergency telephone lines in a timely manner.
- Operate multi-radio, multi-channel radio systems efficiently.
- Comprehend and decipher both telephone and radio communications in high stress situations.
- Gather, receive, and record information pertinent to emergency and non-emergency calls.
- Dispatch emergency and non-emergency calls for fire and EMS services in a timely manner.
- Accurately multi-task during stressful situations independently.
- Maintain situational awareness and self-control during highly stressful situations.
- Monitor station security via CCTV.
- Data input into logs.
- Assist with the day-to-day running of the Communications Office independently.
- Have a working knowledge of computers and Microsoft Word and be able to type accurately and efficiently.

### Physical Demands:

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, reaching with hands and arms.
- Duties involve extended time at a workstation in an office without other personnel.
- Daily use of household chemicals to maintain the Communications Office.

### Minimum Qualifications:

- 1 year or more experience dispatching
- High School Diploma or GED equivalent
- EMD certification
- Valid Texas Driver's License

# Village Fire Department Employment Application



## **Dear Applicant,**

Thank you for your interest in employment with the Village Fire Department.

We have prepared the following information to assist you in the application process and to answer whatever questions you may have. Continuation in this process is contingent upon successful completion of all required information and documents. It is your responsibility to provide copies and other documents required. Applications are accepted by email, mail, or in person Monday through Friday 8am to 3pm.



# Village Fire Department

## Prerequisites & General Information

### Prerequisites

The prerequisites for the position of Dispatcher are established by the Village Fire Department.

The following documents must be submitted for consideration. You are responsible for assuring that the copies are legible for review and that all certificates are current. Attach all copies of the required documents to your application submittal. If all required copies of documents are not attached, the application will not be processed. **You are responsible for your own copies.**

1. **Application** - Completely fill out the application. 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.
2. **Valid Texas Driver's License**
3. **Social Security Card**
4. **Birth Certificate or Valid Passport**
5. **High School Diploma or GED**
6. **College Diploma, if applicable**
7. **Certification(s) related to the position, if applicable**

### General Information

Applications are accepted by email, mail, or in person Monday through Friday 8am to 3pm.

#### **Application can be mailed to:**

Village Fire Department  
Human Resources  
901 Corbindale Road  
Houston, TX 77024

#### **Contact Information**

☎ 713-468-7941  
📠 713-468-5039  
✉ [careers@villagefire.org](mailto:careers@villagefire.org)  
🌐 [www.villagefire.org](http://www.villagefire.org)



# Village Fire Department

## Instructions for Completing the Application

- Please TYPE or PRINT in INK
- **All information** requested **must be completed** on the application. Incomplete or illegible applications will not be processed.
- This application form and its attachments are the official property of the VFD 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.
- If more space is needed to give full answers or explanations, attach additional sheets referencing the item number, your name, and the job title applied for.
- Only United States citizens or aliens who are legally entitled to work in the United States are eligible for employment.
- Village Fire Department is an equal opportunity employer.
- If you require accommodation during the application/interview process, please call Human Resources at 713-468-7941.
- Please make sure you meet the minimum qualifications and the application deadlines (if applicable).
- Applications are accepted by email, mail, or in person Monday through Friday 8am to 3pm.

### Application can be mailed to:

Village Fire Department  
Human Resources  
901 Corbindale Road  
Houston, TX 77024

### Contact Information

☎ 713-468-7941  
📠 713-468-5039  
✉ [careers@villagefire.org](mailto:careers@villagefire.org)  
🌐 [www.villagefire.org](http://www.villagefire.org)

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: **Part-Time Dispatcher**

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**References**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Village Fire Department 5 An Equal Opportunity Employer

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

\_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

\_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

## Disclaimer and Signature

**Drug-Free Environment:** The Village Fire Department 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 the Village Fire Department.

**Verification of Information:** I authorize the Village Fire Department 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. I understand that employment processing may include a criminal background check, drug screening, and/or review of the driving record. I hereby release the Village Fire Department and its agents from all liability in making any investigation and inquiry relative to the 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.

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The City 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 have read and agree to the above statements

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