



Automatic Employment Disqualifiers

Please read the following disqualifiers carefully. Due to time constraints and manpower limitations, we will not contact applicants who fall within these guidelines for clarification.

Applicants **may** be rejected prior to or during a background investigation for any or all of the following criteria.

PERSONAL HISTORY STATEMENT (PHS)

1. The PHS is not legible, in ink or typewritten, or someone other than the applicant has completed the application or PHS on behalf of the applicant.
2. Failure by the applicant to answer all contact information questions completely, correctly, and in sequence (i.e. addresses with zip codes, telephone numbers with area codes, full names, etc.)
3. Applications will not be processed until ALL required documents are provided. Failure to provide the documents within the required time frame will result in rejection of the application.
 - A. Official high school/college diplomas, GED certificate
 - B. Official high school and college transcripts
 - C. Training documentation
 - D. License or proof of certifications
 - E. Photographic copy of valid Texas Operator's License (or other valid photographic identification for dispatcher applicants only)
 - F. DD214 and discharge papers
4. Any misrepresentations or misstatements, including omission of required information
5. Failure to have PHS documents notarized prior to being returned

DRIVING RECORD

1. 3 or more accidents within the last 3 years
2. Any combination of accidents and moving citations within the last 3 years which total 3 or more

A conviction for any of the following offenses (or their equivalent), within the last ten years of application:

- A. Driving While Intoxicated



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- B. Driving While License Suspended
- C. Unauthorized Use of Motor Vehicle
- D. Failure to Stop and Render Aid (misdemeanor or felony)
- E. Failure to Comply With Requirements on Striking Unattended Vehicle

Note: Insurability for all employees must be confirmed with City insurance carrier.

CRIMINAL HISTORY

1. Applicant cannot be currently awaiting trial, on deferred adjudication, under any court-ordered supervision, or in the appeals process for any Class B or above offense
2. Applicant cannot have any felony conviction
3. No conviction for any Class B misdemeanor offense within the past five years or for any Class A misdemeanor within the past ten years, of application.
4. No convictions for Class C assault within the past five years
5. No conviction for any Class B or higher assault, or of any assault on a family member (family violence), or currently the subject of a protective order.
6. No incarceration time, probations, deferred adjudication agreements, community supervision/service terms, etc, resulting from an arrest on a class B or A misdemeanor within the last 5 years prior to application.

NARCOTIC/DRUG HISTORY - The following disqualifiers refer to use other than under a physician's care. Uses of any substances listed in the Texas Controlled Substance Act under a physician's care will be evaluated on a case by case basis.

1. Applicant must not have used or possessed marijuana outside of medically prescribed purposes within the past five years from date of application.
2. Applicant must not have used or possessed any other narcotics outside of medically prescribed purposes within the last seven years from date of application.
3. Sale/Manufacturing - The sale/manufacture/distribution of any substance subject to control under the Texas Controlled Substance Act anytime during lifetime is an automatic disqualifier.
4. A single use of any substance whose chemical properties promotes storage of residual substance in human fat tissue after initial use and allows the release of the substance after an unknown span of time producing the initial use effect is an automatic disqualifier. (Example: lysergic acid (LSD), Phencyclidine in any form, psilocybin, etc.)



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MISCELLANEOUS DISQUALIFIERS

1. A discharge from any military service under less than honorable conditions
2. Applicant has any pending civil or criminal litigation (excluding traffic offenses) including divorce.
3. Termination from any fire department/agency for reasons of moral character issues (i.e. falsification of documents, false statements during internal affairs investigations/court proceedings, misappropriation of funds/equipment, etc.)
4. Applicants cannot have any family members working for the City of Kennedale.
5. Applicants must possess 20/20 vision (corrected or uncorrected) in both eyes with normal color vision.