

Firefighter Trainee application tips

- ✓ Attach your military discharge documentation (DD214, Member 4)
 - **The City of El Paso may apply up to 12 additional points for military service; Your DD214 member 4 form must be attached for review and determination of eligibility. The additional points will change your ranking on the eligibility list!**

- ✓ List detailed job history for each job held. Make sure to include the following:
 - Start and end dates
 - Duties in position
 - Hours worked per week
 - Monthly Salary

- ✓ Include volunteer experience
 - Volunteer hours can be used as credit for some work experience
 - List details as Job History or in the Additional Information section of the application
 - Include start date-end date, duties, and hours of volunteer work per week

- ✓ Attach college transcripts (official or unofficial)
 - If you qualify for the position with college credit hours. The transcript is required to ensure you meet the 12 college credit hour requirement
 - If you do not have 12 college credit hours, any hours you have may qualify for credit as some work experience.
 - The transcript attached must show the credits awarded and your GPA

- ✓ **Additional tips**
 - Check your application for errors and updates. If selected to be interviewed, your application and resume (if attached to your application) will be reviewed by personnel conducting the oral board interviews
 - Ensure that your Drivers License information is listed on your application correctly AND in the questions when applying for the position. You must list your driver's license number, issuing state, and expiration date.
 - Be sure to list your HS Diploma or GED information on your application under education.