

## El Paso Fire Department - Public Safety Communicator Trainee application tips

- ✓ Attach your military discharge documentation (DD214, Member 4)
  - The City of El Paso may apply up to 10 additional points for military service; Your DD214 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
  - Additional experience related to position. It will give you extra credit
- ✓ 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
- ✓ Include Education History
  - Be sure to list your HS Diploma or GED information on your application under education
  - Certifications related to position, an associate's degree, Bachelor's, Master's, or higher will give you additional credit, please be sure to include it
- ✓ Additional tips
  - Check your application for errors and updates. If selected to be interviewed, your application will be reviewed by personnel conducting the oral board interviews