



MEDFORD FIRE-RESCUE

www.medfordfirerescue.org

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Tips for a Successful Application

This guide is provided as a courtesy to aid you in submitting a successful application. **Please read it, in its entirety, before beginning the application process.**

First Things, First:

Before you sit down at your computer to fill out the Medford Fire-Rescue Firefighter application on the [City of Medford's Career Opportunities page](#), verify you have all the information you need. Prepare electronic copies of all documentation (certificates, licenses, degrees, etc.) to easily upload during the application process.

Items Needed to Meet Minimum Requirements:

- EMT certification of EMT – Basic or higher
- Firefighter I certification
 - **MUST** be recognized by NFPA, DPSST, or IFSAC, ProBoard, or any state or nationally accredited certifying body
 - A certificate from a college or technical school does **NOT** meet the minimum requirement
- **BOTH** of the above requirements must be met, with certificates as proof, in order to meet minimum requirements and be considered for this position.
 - Medford Fire-Rescue encourages you to continue your studies and apply when you have met the minimum requirements.

Additional Items:

- Detailed list of current and previous employers
- Driver's license number
- DD214 and disability letter (if applicable), *if you have served in the military*
- Education details
- AA or BS degree
- Certificates and licenses
 - **Only submit the certificates and licenses listed in Supplemental Question #5**
 - Do NOT submit additional certifications
- Reference details including email addresses. Must provide three references.

Beginning the On-line Application:

Once you have determined you meet or exceed the minimum requirements, and have all your documents available, you are ready to proceed to the online application.

Tips for a Successful Application *(continued)*

Considerations when completing the Application and Supplemental Questions:

- **General**
 - All applications must be completed on-line through the [City of Medford's Career Opportunities page](#).
 - Printed, faxed, or e-mailed applications will not be accepted
 - Read and follow all instructions exactly
 - Be thorough and complete
 - Be accurate and truthful
 - All items will be verified before a job offer is made
 - Be timely
 - Be sure that you give yourself plenty of time to complete the application and submit before the deadline
 - No applications will be accepted after the deadline
- **Minimum Requirements:**
 - Attachments of both minimum requirement documents must be included before submission
 - Attachments will not be accepted separate from the application
- **Certificates:**
 - You must possess the actual hard copy of any certificate or degree you include in your application, *at the time the application is submitted*.
 - Certificates you “almost” have do not count
- **Work Experience**
 - Include Volunteer experience in the Work Experience section
 - Include any military service

Important: *If you require technical assistance during the application process or are unable to attach your documents, please call the **NeoGov Help Line at (855)524-5624**. For all other questions regarding this recruitment, please call Human Resources at (541) 774-2010.*