

INSTRUCTIONS FOR SUBMITTING AN APPLICATION FOR FIREFIGHTER

Applications are **ONLY** accepted when there is an active job listing on www.pbcgov.jobs

Submit application online at www.pbcgov.jobs. Applications submitted by any other method will **NOT** be accepted.

Refer to the [Application Guide](#) (under Quick Links on the Online Employment Application) for instructions on how to complete an Online Employment Application. **Be sure to complete ALL application tabs** (Profile, Education, Experience, Supplemental Questions, Military Service, Skills, Other Information, Attach Documents, etc.)

Please note **additional** instructions regarding these specific application tabs below:

Education Tab

- You **MUST** document if you possess the minimum qualification of graduation from high school/equivalent.
Failure to document this will result in elimination from the hiring process.

Supplemental Questions Tab

- You **MUST** answer all of the supplemental questions.
Failure to respond to all supplemental questions will result in elimination from the hiring process.

Skills Tab

- You **MUST** list your six-digit Florida Firefighter Certificate of Compliance certificate number in section B. **DO NOT ENTER ANY OTHER DATA IN SECTION B OF THIS TAB.**

Attach Documents Tab

You **MUST** upload the following:

A. Required certificates/documents (*Failure to provide the required certificates/documents with the application will result in elimination from the hiring process*).

1. Current Florida Firefighter Minimum Standards Certification (Certificate of Compliance as approved by the State of Florida Bureau of Fire Standards)
NOTE: If you have recently successfully completed the Florida Minimum Standards course but have not received the Certificate of Compliance you must provide your six-digit certificate number by uploading a scanned sheet of paper with your name and certificate number written or typed on it.
2. Current Florida Emergency Medical Technician (EMT) certification **OR**

Florida Paramedic (PMD) certification

3. Certificate of having passed the IAFF-sanctioned, national standard Candidate Physical Ability Test (CPAT) dated within one (1) year of the closing date of the job listing (refer to active job listing on www.pbcgov.jobs for specific dates)
4. Valid Emergency Vehicle Operator Course (EVOC) certification

Do **NOT** upload unspecified, unrequested, or additional certifications/resume/etc. Additional licenses, certifications, education will not be considered at this time. The only exception is for Veterans' Preference documentation or requests for ADA Accommodations (see below).

- B. If applicable: Veterans' Preference documentation or requests for Americans with Disabilities Act (ADA) Accommodations.
1. If you are claiming Veterans' Preference, upload the Florida Veterans' Preference Certification form, DD214, and any other supporting documentation (e.g., disability rating if applicable)
 2. If you are requesting an ADA Accommodation, either upload the request or contact Palm Beach County Human Resources directly

Incomplete applications will result in elimination from the hiring process.