



FIREFIGHTER / MEDIC APPLICANT INFORMATION PACKET



(Candidates May Keep This Cover Sheet)

For this Applicant Information Packet to be complete, you are required to obtain and attach the following documents:

1. Copy of **High School Diploma** or **GED**. (A college/university diploma or official transcript may be substituted for high school/GED diploma.)
2. **Certified Transcript** of your driving record from the Division of Motor Vehicles in the state that currently holds your operator's license(s).
3. Copies of any **CURRENT EMS-related certifications** you possess, such as EMT-Intermediate, EMT-Paramedic, EMT, ACLS, BTLS, CPR, etc.
4. Copies of **CURRENT fire-related certificates** for any schools, courses, and academies attended and completed.

Candidates must also **sign** the Truth Disclosure (page 7), **and** the Authorization for Release of Information. **For those with Military Service, please include a copy of DD-214 Service Record.**

The completed Applicant Information Packet should be returned in-person, or mailed* to:

Newport News Fire Department
Attn: Recruitment Officer
Training Bureau
17300 Warwick Blvd.
Newport News, VA 23603

Deadline for receipt of Applicant Information Packet is:

No later than **5 PM,**

Tuesday, October 4, 2011

***NOTE:** Packets that become lost or delayed in the mail will not be considered. Therefore, personal delivery is encouraged. Failure to submit all requested information with the packet will result in disqualification in the Selection Process.

The City of Newport News is an Equal Opportunity Employer.