

Shoreline Fire Department Application Instructions

Please read instructions carefully.

- ✓ Go to National Testing Network at www.nationaltestingnetwork.com , open an account, and choose **Shoreline Fire Department** under firefighter jobs.
- ✓ Complete FireTEAM testing through National Testing Network within the previous year (between 9/1/2017 and 8/31/2018).
- ✓ Complete the Personal History Questionnaire (PHQ) through National Testing Network, within the previous year (between 9/1/2017 and 8/31/2018). You can access the questionnaire through your NTN candidate account.
- ✓ Complete a valid CPAT test within the previous year (between 9/1/2017 and 8/31/2018) – Verification required
- ✓ **All testing must be completed by August 31, 2018.**
- ✓ Pickup or download application packet at the address below or at www.shorelinefire.com
- ✓ Submit application packet following the directions below by 8/31/18

Application Packet Directions:

1. Complete the "[Shoreline Fire Department Employment Application](#)"
2. Write a one page [letter of interest](#) stating *your desire to apply and why you feel that you would be a good candidate for a position with the Shoreline Fire Department.*
3. Submit a [resume](#) summarizing your experience, skills, and abilities to meet the stated minimum requirements, desired qualifications and qualities for the position of firefighter. Resume shall be limited to 3 pages.
4. Include **OPTIONAL** - [Letter of reference](#) – 1 page max
5. Include [documentation of valid CPAT](#) within the previous year (between 9/1/2017 and 8/31/2018)
6. Complete the "[Release for Background Check](#)" form
7. Complete the "[Interview Availability Form](#)"
8. Include "[Form DD214](#)" *if you are a Veteran requesting Veteran's Preference credits*
9. Combine all documents, in order listed, using a paperclip or binder clip.
10. Submit application packet in person or by mail to:

Shoreline Fire Department
Attn: Human Resources – FF Hire
17525 Aurora Ave N.
Shoreline, WA 98133

Application Packets must be received by 4 p.m., August 31st, 2018

All application packets will receive email confirmation of receipt to email address provided on Department Application.