



Austin Fire Department Fire Cadet Application Information

PLEASE PRINT THESE INSTRUCTIONS

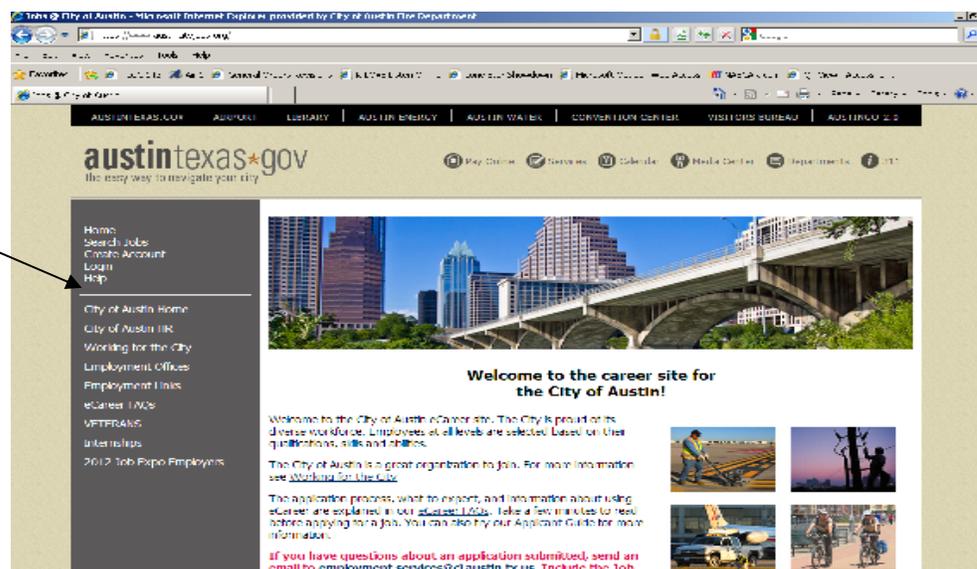
Applications for Fire Cadet will only be available online through the City of Austin's Employment website (eCareer). Paper applications will NOT be available or accepted. This page is designed to give applicants a preview of what to expect when they visit the City of Austin eCareer site.

Please review the following information prior to applying for the job.

- Applicants will complete the City of Austin's standard application. Some parts of the application are optional; however we request that applicants complete the education and work experience sections of the application.
- Assistance is available to applicants through the City of Austin Employment Services Offices. For questions regarding eCareer and technical assistance with submitting the application, please call 512-974-3210 during regular business hours. You can also email questions to Employment.services@ci.austin.tx.us. These will be answered during regular business hours. *Please note that we will be unable to answer any questions about the recruitment process or eligibility requirements.*
- Computers are available for applicants to use at the City of Austin Employment Offices (click [here](#) for locations and hours) and at public libraries.
- Allow yourself sufficient time to complete the application process.

Here is a preview of the web pages you will see when using the online application system. When you click Apply Now, you will see the following Welcome to the career site for the City of Austin Page:

Use the links on the left side to navigate through the site.



Here is a closer look at the navigation tools that you will see on the upper left side of the screen when in the eCareer system.

Welcome Page Links

Home
 Search Jobs
 Create Account
 Login
 Help

City of Austin Home
 City of Austin HR
 Working for the City
 Employment Offices
 Employment Links
 eCareer FAQs
 VETERANS
 Internships
 2012 Job Expo Employers

Connect With Us
 Facebook

Application Status Page Links

Home
 Search Jobs
 Bookmarked Jobs
 Your Applications
 Your Documents

Account Settings
 Logout
 Help

City of Austin Home
 City of Austin HR
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 Employment Offices
 Employment Links
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Connect With Us
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- If you have already created a login, click on “Login” to access the system.
- If you have not created a login, click on “Create Account” to begin your application.
- Click on “Search Jobs” to find the Fire Cadet posting and apply for the job.
- Read the instructions on each screen carefully to avoid mistakes.

On the Search Postings page, search by Posting Title only. Search for the Posting Title “Fire Cadet”. Leave other search functions at the default setting of “Any”.

1. Click on “View” to see the Job Posting.
2. The Job Details page will appear on the screen.

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the **Apply to this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. To email this position to a friend, click on the **Email to a Friend** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

[Bookmark this Job](#) | [Email this Listing to a Friend](#) | [Print Preview](#) | [Apply to this Job](#)

Position Information

Position Information

Posting Title	Contract Compliance Specialist Senior
Job Requisition Number	AFD300011
Position Number	113681
Job Type	Full-Time

Select Print Preview and print the details BEFORE applying.

3. Read the Position Information before applying for the job.
4. You can click on Print Preview to print out a copy of the Position Information.
5. When you click on "Apply to this Job", you will be given the option of editing your application or creating one if you have not already created it.
6. **Be sure to read and follow the instructions on each screen completely before going to the next screen.**
7. Next, the Supplemental Questions page will appear.
8. Read the supplemental questions carefully and answer as honestly as you can. Review your answers to these questions before submitting your application.
9. **ATTN:** Your application is not complete until you certify and submit. A confirmation email will be sent to you when you have completed the application process.

✓ Referral Information

Referral Information

How did you hear about this opportunity?

Certify and Submit

PAY ONLINE CALENDAR MEDIA CENTER FAQ CONTACT US SITE MAP LEGAL NOTICES PRIVACY POLICY

- There are instructions and helpful hints throughout the eCareer system. Read and follow the instructions for using this system. If you have difficulty with the system, contact the City of Austin Employment Services office.
- Visit the Hiring Process website frequently for updates on the process.
<http://austingo.austintexas.gov/department/fire-employment>

Click below to go the City of Austin Employment webpage and apply.

<https://www.austincityjobs.org/>