



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 (e-Career). 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 e-Career 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. Phone support is available by calling 512-974-3210. You can also email questions to Employment.services@austintexas.gov.
- 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:

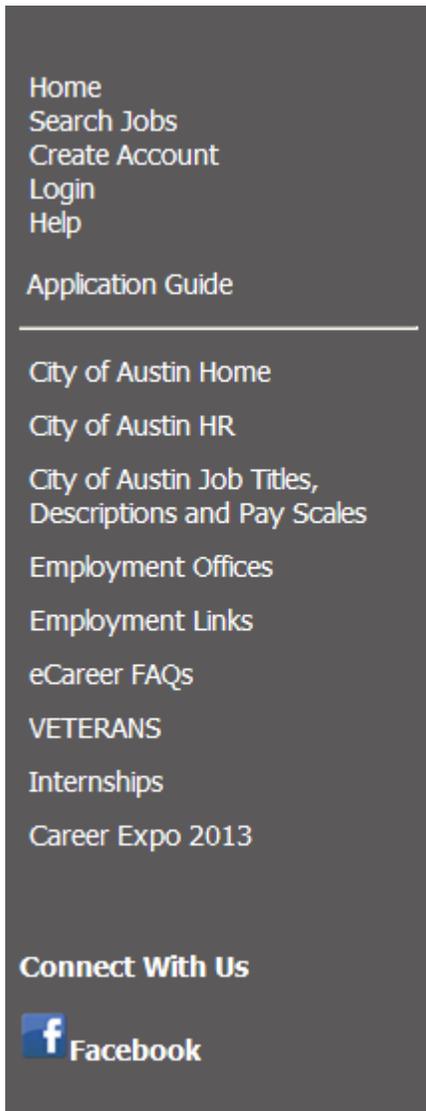
Use the links on the left side to navigate through the site.



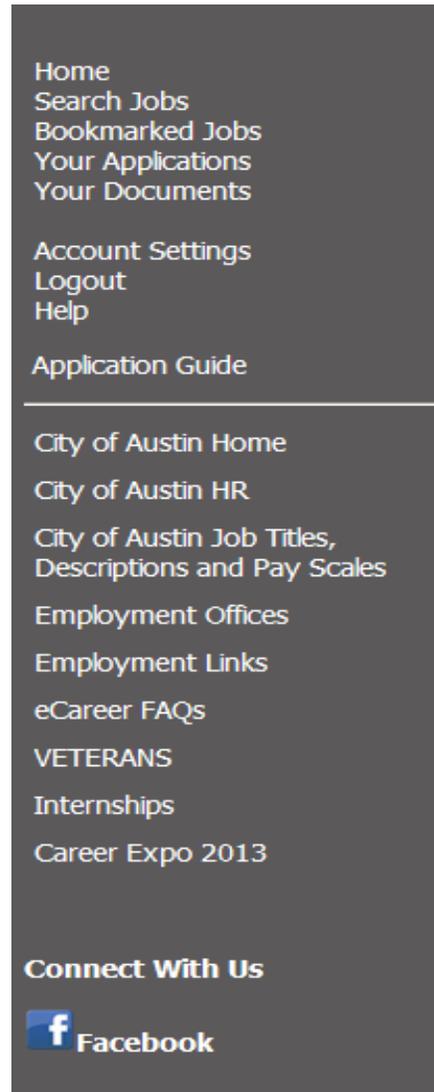
- You will not be able to use your browser's "Back" "Forward" or "Refresh" buttons to navigate the e-Career site. Use the navigational buttons within the site.

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

Welcome Page Links



Application Status Page Links



- If you have already created a login, click on “Login” to access the system.
- If you have not created a login, click on “Create Application” to begin your application.
- Click on “Search Postings” to find the Fire Cadet and/or Fire Cadet Senior 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.

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Accountant

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.

PLEASE NOTE: Mozilla Firefox® is the preferred Browser, version 3.5 and later

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

Please see Special Instructions for more details.

Please be thorough in completing the employment application and list all relevant experience. Be sure to include your specific work experience that relates to both the minimum and preferred qualifications for the position. The information provided in your resume must match the information in the job application. Your resume will not substitute for a complete employment application.

Position Information

Position Information

| | |
|------------------------|------------|
| Posting Title | Accountant |
| Job Requisition Number | COA070816 |
| Position Number | 114809 |
| Job Type | Full-Time |

3. Read the Position Information before applying for the job.
4. You can click on Printer-Friendly version to print out a copy of the Position Information.
5. When you click on "Apply for This Posting", 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.

- There are instructions and helpful hints throughout the e-Career 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 and to check out the FAQ's. <http://www.austintexas.gov/department/fire-employment>

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

<https://www.austincityjobs.org/applicants/jsp/shared/frameset/Frameset.jsp?time=1291152512636>)