



# MIAMI-DADE COUNTY HUMAN RESOURCES



**Integrated Financial Resources Management System**

**Applying For Firefighter Trainee Position  
with Miami-Dade County**

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## How to get to Miami-Dade County Jobs

Go to [www.miamidade.gov/jobs](http://www.miamidade.gov/jobs) website, scroll down and click on one of the three options below.

- If you have not created an account, select Create Your Account and then go to **Page 2** of this application guide.
- If you have an existing account, you may either select County Employees or Non-County Employees and enter your credentials to login then go to **Page 6** of this application guide.

The screenshot shows the Miami-Dade County website's navigation bar with the following items: MIAMI-DADE COUNTY logo, Services & Information, News & Social Media, Your Government, and Employees. Below the navigation bar are links for County Jobs, Working for the County, and About Us. The main content area features a breadcrumb trail: Home > Human Resources > County Jobs. The heading is "Miami-Dade County Jobs" with social sharing icons for Facebook and Twitter. The text describes the county as a diverse workplace with two of the largest ports in the nation, Zoo Miami, and a tropical climate. It mentions 2 million residents and 16 million yearly visitors. It states that job opportunities range from skilled trades to professional services. It also notes that Miami-Dade County is an Equal Opportunity Employer. At the bottom, there are three buttons: "COUNTY EMPLOYEES", "NON-COUNTY EMPLOYEES", and "CREATE YOUR ACCOUNT".

## How to Create Your Miami-Dade County Jobs Account

For Non-County Employees, click [Registration Process for Non-County Employees](#)

[Home](#) > [Human Resources](#) > [County Jobs](#) > [Create Jobs Account](#)

### Create Your Miami-Dade County Jobs Account

Share:  

By submitting your profile, we'll have all the details we need to consider your application. Creating your Miami-Dade County jobs account also saves you time: once your basic information is in the system, you'll need to answer fewer questions on future job applications.

[Registration Process for Current County Employees](#)

[Registration Process for Non-County Employees](#)

### Apply for a job

To get started, first create your account. Once you've created your account, you can even set up a job agent that'll send opportunities directly to your email.

If you created an applicant profile before June 15, 2022, please register and create a new profile to apply for available positions. Miami-Dade County has implemented a new system, and applicant profiles created in the previous platform have not been transferred. We apologize for the inconvenience.

Learn more about requirements and County employment policies:

- [Create Your Account](#)
- [Written Exam Testing](#)
- [Veterans' Preference](#)
- [Fair Employment](#)
- [Accommodations for People with Disabilities](#)

### TECHNICAL ASSISTANCE

For help submitting an application, submit a [Technical Assistance Form](#).

County employees in need of technical assistance can call the Help Desk at 305-596-HELP from 8 a.m. to 5 p.m.

#### TECHNICAL ASSISTANCE FORM



#### PEOPLE AND INTERNAL OPERATIONS

Raymond Hall  
Director

**Stephen P. Clark Center**  
111 NW 1st Street,  
Suite 2401  
Miami, FL 33128  
[305-375-5893](tel:305-375-5893)

[Request Public Records](#)

Select New User on the top right side.

## Careers

**Search Jobs**

»

**Welcome**

[Sign In](#) | 
[New User](#)

**To search for all current job openings:**

Click the *View All Jobs* button without entering any keywords.

**To apply for current job openings:**

You must first login to apply for a current job opening.

If you do not have a login yet, please [Register Now, New User](#) .

**If you created an applicant profile before June 15, 2022, please register and create a new profile to apply for available positions. Miami Dade County implemented a new system and prior applicant profiles have not been transferred. We apologize for the inconvenience.**

**To file an application when there is no current job opening of interest to you:**

You may complete an application to be kept on file in our database for a minimum of two years for future review by our recruiters. You may be contacted to apply for a specific job opening.

Click here: [Apply now without a job](#)

You may also setup a Job Search to be notified of future job openings. [Create Job Search](#).

If you are claiming **Veterans' Preference** you must complete the Veterans' Preference section of the job application and submit Veterans' Preference Documentation within **five calendar days** of the position's **closing date** - four if Monday is a legal County holiday. Preference will not be awarded unless the documentation is received. Documents that arrive after the deadline will not be accepted. For detailed information click here [Veterans' Preference](#).

For additional help click on [FAQ- Jobs](#).

To view a list of job descriptions and pay ranges click on [Job Descriptions/ Pay Plan](#)

**Ensure to complete the information as requested and then click register.**

## New Applicant Registration

Please provide information as requested. You will not be able to register without an email address. If you do not have email and need help setting up an account, please click on [Frequently Asked Questions](#), for assistance. Help can also be obtained by calling (305) 375-JOBS (5627) or by submitting a [Technical Assistance Form](#). All fields marked with (\*) must be completed.


### Name

Name Prefix	<input type="text" value=""/>
*First Name	<input type="text" value="New"/>
Middle Name	<input type="text" value="Fire"/>
*Last Name	<input type="text" value="Applicant"/>
Name Suffix	<input type="text" value=""/>

### Phone (At minimum one phone number is required)

Business Phone	<input type="text" value="305/777-7777"/>	Business Phone Ext	<input type="text" value=""/>	<input checked="" type="checkbox"/> Preferred
Cellular Phone	<input type="text" value=""/>			<input type="checkbox"/> Preferred
Home Phone	<input type="text" value=""/>			<input type="checkbox"/> Preferred

### Enter Registration Information

*Email Address	<input type="text" value="firefighter@abc.com"/>		
*Confirm Email Address	<input type="text" value="firefighter@abc.com"/>		
*User Password	<input type="password" value="*****"/>	*Date of Birth	<input type="text" value="07/11/2022"/> 
*Confirm Password	<input type="password" value="*****"/>	*Last 5 digits of SSN	<input type="text" value="95642"/>

Passwords are case sensitive.
[Why must I provide my Social Security Number?](#)

### Address

Country	<input type="text" value="United States"/>
Address 1	<input type="text" value="111 Firefighter Lane"/>
Address 2	<input type="text" value=""/>
Address 3	<input type="text" value=""/>
City	<input type="text" value="Miami"/>
State	<input type="text" value="Florida"/>
Postal	<input type="text" value="33312"/>
County	<input type="text" value=""/>

Kindly review your registration details. After reading the Terms and Conditions, please select "I Agree" at the bottom of the screen and then click "Update."

< Register Registration Update

Our terms and conditions have changed since the last time you visited. Read and agree to the conditions before continuing.

Update

**Account Information**

User Name firefighter@abc.com

\*First Name

\*Last Name

Preferred Contact Method

\*Email Address

Phone

**Address Information**

\*Country

\*Address 1

Address 2

Address 3

\*City  \*State

\*Postal  County

To create and to use a Careers Home Page Account the User needs to read and agreed to the terms and conditions listed below by selecting the "I Agree" to all terms and conditions for the creation and utilization of a Careers Home Page account.

In the event that these terms and conditions are not agreed upon, please use the link Return To Previous Page and in this case User will not be able to create Careers Home Page account. The User will be able to submit their application for registration once these terms and conditions have been agreed to.

**TERMS AND CONDITIONS APPLICABLE TO THE CREATION AND UTILIZATION OF A CAREERS HOME PAGE ACCOUNT**

The User agrees to the storage of all Personal Information, applications, attachments and Draft applications within the Company's system.

The User's personal and application data and any attached text or documentation are retained by the Company throughout the duration of the User's Careers account usage. Accounts which are terminated by the Company will continue to retain all Personal Information, applications and Draft applications for a period of 2 years in terms of relevant data legislation.

The User agrees that all Personal Information, applications, attachments and Draft applications created by them may be used by the Company for Recruitment purposes. It is specifically agreed that the Company will make use of all Personal Information, applications, attachments and Draft applications for Recruitment purposes only and will not make this information available to any third party unconnected with the Company's Recruitment Processes. The Company, if required must make such information available to qualified Third Parties when required to do so by law or a judicial authority.

Submitted Race and Ethnic Group information submitted by the User is secured and useable only by officials who need to make use of such information for Regulatory Reporting.

The User agrees that they are of required age and have the legal standing to enter into this agreement.

I Agree



## How to search and apply for the FIREFIGHTER TRAINEE position

Under Search Jobs, type in “Firefighter Trainee” or 95513, and click on the box to the right of the search bar



Welcome [New](#)

[Sign Out](#)

### To search for all current job openings:

Click the [View All Jobs](#) button without entering any keywords.

### To apply for current job openings:

You must first login to apply for a current job opening.

If you do not have a login yet, please [Register Now, New User](#).

If you created an applicant profile before June 15, 2022, please register and create a new profile to apply for available positions. Miami Dade County implemented a new system and prior applicant profiles have not been transferred. We apologize for the inconvenience.

### To file an application when there is no current job opening of interest to you:

You may complete an application to be kept on file in our database for a minimum of two years for future review by our recruiters. You may be contacted to apply for a specific job opening.








Click here: [Apply now without a job](#)

You may also setup a Job Search to be notified of future job openings. [Create Job Search](#).

If you are claiming **Veterans' Preference** you must complete the Veterans' Preference section of the job application and submit Veterans' Preference Documentation within **five calendar days** of the position's closing date - four if Monday is a legal County holiday. Preference will not be awarded unless the documentation is received. Documents that arrive after the deadline will not be accepted. For detailed information click here [Veterans' Preference](#).

For additional help click on [FAQ- Jobs](#).

To view a list of job descriptions and pay ranges click on [Job Descriptions/ Pay Plan](#)

View Jobs Posted in Last 30 Days 	>
View All Jobs 	>
My Job Notifications 	>
My Job Applications 	1 >
My Favorite Jobs 	>
My Saved Searches 	>
My Account Information 	>



Select FIREFIGHTER TRAINEE to review the advertisement and ensure to print or save the content on this page, as it has vital information.

The screenshot shows a 'Search Jobs' interface. On the left, there are filters for 'Business Unit' and 'Department'. The 'Business Unit' filter is expanded, showing options like 'Parks, Recreation & Open Spcs (42)', 'Transportation & Public Works (12)', 'Fire Rescue (11)', etc. The 'Fire Rescue' filter is selected. Below the filters, there is a search bar with the text 'Search by job title, location, or keyword' and a search button. There are also 'Clear Search' and 'Save Search' buttons. Below the search bar, there is a button for 'Fire Rescue' and a link for 'Apply Without a Job'. The main content area shows '11 latest jobs found.' and a job listing for 'FIREFIGHTER TRAINEE' which is highlighted with a red box. The job details are as follows:

Job ID	95513
Location	Downtown
Department	RECRUIT HIRING UNIT
Job Family	
Business Unit	Fire Rescue
Posted Date	07/21/2025
Close Date	08/11/2025

**You will need to complete the five (5) step process to successfully submit the application.**

**Step 1 – Start:** If you agree to the Terms and Conditions, click on the box (I agree.....) and select ‘Next’ on the top right corner.

The screenshot shows the application process steps for 'FIREFIGHTER TRAINEE'. The steps are:

- 1 Start (In Progress)
- 2 Resume (Not Started)
- 3 Complete Application (Not Started)
- 4 Self-Identify (Not Started)
- 5 Review and Submit (Not Started)

The 'Step 1 of 5: Start' section contains the following text:

We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

Below the text, there is a yellow box containing a link for 'View Terms and Conditions' and a checkbox labeled 'I agree to the Terms and Conditions'. The checkbox is checked and highlighted with a red box.

**Step 2 – Resume:** Applicants who possess a State of Florida Firefighter Certification, State of Florida Paramedic or Emergency Medical Technician (EMT) Certification, a Miami-Dade Fire Rescue Junior Cadet Certificate, or a Miami-Dade Fire Rescue Emergency Medical Technician Scholarship Certificate, and resume are encouraged to upload the relevant documentation under the ‘Resume and Cover Letter’ section of the application, as shown below.

The screenshot shows the application interface for a 'FIREFIGHTER TRAINEE' position. The top navigation bar includes an 'Exit' button and an 'Apply for Job' button. A progress indicator on the left shows five steps: 1. Start Complete, 2. Resume In Progress, 3. Complete Application Not Started, 4. Self-Identify Not Started, and 5. Review and Submit Not Started. The main content area is titled 'Step 2 of 5: Resume' and is divided into two sections: 'Resume Attachment' and 'Cover Letter Attachment'. Under 'Resume Attachment', it states 'You have not provided a resume.' and offers two buttons: 'Attach Resume' and 'Use Existing Resume'. Under 'Cover Letter Attachment', it states 'You have not provided a cover letter.' and offers one button: 'Attach Cover Letter'.

*Note: If you have previously applied to another job in the County and added your personal resume, you will have an option to **Use Existing Resume** by clicking on this tab.*

## Step 2 of 4: Resume

### Resume Attachment

You have not provided a resume.



This screenshot shows a dialog box titled 'Use Existing Resume' with a close button (X) in the top right corner. The dialog contains the text 'Select an existing resume.' and a section titled 'My Resumes'. Below this title is a table with the following data:

Resume Title	Attached File	Created
		08/15/2022 5:22PM

The table content is highlighted with a red rectangular box.

**Step 3 – Complete Application:** We strongly encourage applicants to complete all applicable sections. However, the sections highlighted in red are particularly important.

<p>1 <b>Start</b> Complete</p>	<p><b>Step 3 of 5: Complete Application</b></p> <p><b>Education History</b></p>
<p>2 <b>Resume</b> Complete</p>	<p>Highest Education Level <span>HS Graduate or Equivalent</span></p>
<p>3 <b>Complete Application</b> In Progress</p>	<p><b>Work Experience (Required)</b></p> <p>You must enter information in this section.</p> <p><a href="#">Add Work Experience</a></p>
<p>4 <b>Self-Identify</b> Not Started</p>	<p><b>Job Training</b></p> <p>You have not added any training information.</p> <p><a href="#">Add Job Training</a></p>
<p>5 <b>Review and Submit</b> Not Started</p>	<p><b>Degrees</b></p> <p>You have not added any degrees.</p> <p><a href="#">Add Degrees</a></p>
	<p><b>Honors and Awards</b></p> <p>You have not added any honors and awards.</p> <p><a href="#">Add Honors and Awards</a></p>
	<p><b>Licenses and Certifications</b></p> <p>You have not added any licenses and certifications.</p> <p><a href="#">Add Licenses and Certifications</a></p>
	<p><b>Language Skills</b></p> <p>You have not added any language skills.</p> <p><a href="#">Add Language Skills</a></p>
	<p><b>Driver License</b></p> <p>You have not added any driver license.</p> <p><a href="#">Add Driver License</a></p>
	<p><b>Former Miami-Dade County Gov</b></p> <p>You have not added any former miami-dade county gov.</p> <p><a href="#">Add Former Miami-Dade County Gov</a></p>
	<p><b>Relationship</b></p> <p>You have not added any relationship.</p> <p><a href="#">Add Relationship</a></p>
	<p><b>Memberships</b></p> <p>You have not added any memberships.</p> <p><a href="#">Add Memberships</a></p>
	<p><b>Veterans' Preference Request</b></p> <p>You have not added any veterans' preference request.</p> <p><a href="#">Add Veterans' Preference Request</a></p>
	<p><b>SSN For Specific Job IDs Only</b></p> <p>You have not added any ssn for specific job ids only.</p> <p><a href="#">Add SSN For Specific Job IDs Only</a></p>

## Work Experience

Complete the work experience section, then, click “Done” to proceed.

Cancel
Add Work Experience
Done

\*Start Date

End Date

\*Employer

\*Ending Job Title

Supervisor

Supervisor Email

Supervisor Phone

OK to contact?  Yes

Description

Country

Address 1

## Degree(s)

Complete the degree section, then, click “Done” to proceed.

Cancel
Add Degrees
Done

\*Date Acquired

\*Degree

Major Code

Country

State

School Code

Other School

Other Major

Average Grade

GPA

Graduated  No

Educator

## Licenses and Certifications

Complete the license(s) and certification(s) section by entering the Content Item ID under 'License', then click “Done” to proceed.

Note: The Firefighter, Paramedic, and Emergency Medical Technician certifications must be issued by the State of Florida. Please refer to the codes provided below to assist with your search.

Name of Certification	Content Item ID (Code)
Firefighter Certification	SFF
Paramedic Certification	SPC
Emergency Medical Tech Certification	SEMT
Miami-Dade Fire Rescue Junior Cadet Certificate or a Miami-Dade Fire Rescue Emergency Medical Technician Scholarship Certificate	OTHERLC

Cancel
Add Licenses and Certifications
Done

\*Issue Date

\*License

Country

State

License Verified  No

Expiration Date

License/Certification Number

Issued By

## Drivers License

Complete the driver’s license information, then, click “Done” to proceed.

Cancel
Add Driver License
Done

Effective Date

DL Number

Country

State

License Type

Number of Violations

License Suspended  No

Valid from

Expiration Date

Number of Points

Issue Location

Issuing Authority

### Former Miami-Dade County Gov

If you were previously employed by Miami-Dade County, complete this section, then click “Done” to proceed.

Cancel
Add Former Miami-Dade County Gov
Done

Effective Date

Are you a former MDC Employee?

Are you Miami-Dade Ct retiree?

Start Date

End Date

Department

### Veteran’s Preference Request

Veterans will need to complete this section, then click “Done’ to proceed. If claiming preferences, documents may be:

- Scanned and e-mailed to [vets@miamidade.gov](mailto:vets@miamidade.gov)
- Faxed to 305-679-7545
- Hand delivered by the applicant or representative or
- Mailed to:  
 Miami-Dade County Human Resources  
 Veteran Preference Coordinator  
 111 NW 1 Street, Suite 2110, Miami, FL 33128-1906

Cancel
Add Veterans' Preference Request
Done

\*Effective Date

\*Branch of Service

Military Separation Status

Character of Service

I am claiming Veterans' Pref.  No

Military Service Start Date

Military Service End Date

I am Resident of Florida  No

Separation Reason / Comments

## SSN for Specific Job Ids Only (Firefighter Trainee)

\*National ID: Please add your entire social security number with no dashes, then click “Done” to proceed.



Kindly complete the following section, as it is a required part of your application submission.

### Skills Questionnaire

Questions marked with an \* are required. You are required to answer all the mandatory questions.

Please answer the following questions as carefully as possible.

**\*1. On the day that you are submitting your online application, are you at least 18 years of age?**

- Yes
- No

**\*2. Do you have a High school diploma or GED?**

- Yes
- No

**\*3. Do you possess a valid Driver's license?**

- Yes
- No



## Step 4 – Self-Identify – Veteran:

If you are a veteran, please select your status and provide your military discharge date. If you are not a veteran, please select 'I am not a veteran', then click “Next” to proceed.

✕ Exit

**FIREFIGHTER TRAINEE**

**1** Start  
Complete

**2** Resume  
Complete

**3** Complete Application  
Complete

**4** Self-Identify  
In Progress

Veteran  
In Progress

Diversity  
Not Started

**5** Review and Submit  
Not Started

### Step 4 of 5: Self-Identify - Veteran

**Definitions**

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
  - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation for who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - A person who was discharged or released from active duty because of a service connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

**Self-identification**

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

I identify as one or more of the classifications of protected veteran listed

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classification to which I belong

I am not a protected veteran

I am not a veteran

Military Discharge Date

**Reasonable Accommodations Notice**

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

## Step 4 – Self-Identify - Diversity:

Make your respective selections, then click “Next” to proceed.

✕ Exit

**FIREFIGHTER TRAINEE**

1

**Start**  
Complete

2

**Resume**  
Complete

3

**Complete Application**  
Complete

4

**Self-Identify**  
In Progress

5

**Review and Submit**  
Not Started

Veteran

Complete

Diversity

In Progress

### Step 4 of 5: Self-Identify - Diversity

You are invited to provide the information requested regarding diversity.

#### Diversity

Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self-identify their gender and their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

#### Gender

**What is your gender?**

Female  
 Male  
 I decline to answer

#### Ethnicity and Race Identification

**Are you Hispanic or Latino?** Definition

Yes, I am Hispanic or Latino.  
 No, I am not Hispanic or Latino.

**What is your race? Select one or more.** Definition

American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Pacific Islander  
 White  
 I decline to answer

## Step 5 – Review and Submit:

Please review your application to ensure its accuracy. If any changes are needed, you can select "MODIFY" at the top right corner of each section to make the necessary adjustments. If no changes are required, click the "SUBMIT" button at the top right corner.

A message confirming the successful submission of your job application will appear, and you will receive an email from INFORMS with the same information. If you do not receive an email, please return to submit your application or check your junk mail.

✕ Exit

**FIREFIGHTER TRAINEE**

- 1 **Start**  
Complete
- 2 **Resume**  
Complete
- 3 **Complete Application**  
Complete
- 4 **Self-Identify**  
Complete
- 6 **Review and Submit**  
In Progress

Review your application and make any changes before submitting.

### Step 5 of 5: Review and Submit

**My Contact information**

Email: firefighter@abc.com	Address: 111 Firefighter Lane, Miami, FL 33312
Phone: 305/777-7777	Contact Method: Not Specified

[Modify](#)

- ▶ Resume Attachment
- ▶ Cover Letter Attachment
- ▶ Education History
- ▶ Work Experience
- ▶ Job Training
- ▶ Degrees
- ▶ Honors and Awards
- ▶ Licenses and Certifications
- ▶ Language Skills
- ▶ Driver License
- ▶ Former Miami-Dade County Gov
- ▶ Relationship
- ▶ Memberships
- ▶ Veterans' Preference Request
- ▶ SSN For Specific Job IDs Only
- ▶ Property Appraiser Employee
- ▶ References
- ▶ Referrals
- ▶ Veteran
- ▶ Diversity

**Application Confirmation**

You have successfully submitted your job application

---

Jobs Applied For

Job Title: FIREFIGHTER TRAINEE

Job ID: 95312

Location: Downtown

Posting Date: 07/10/2025

Application Date: 07/14/2025

[Home](#) [Careers](#)

[View Submitted Application](#)

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## How to verify your application was submitted

If you received an email from INFORMS, you have successfully applied to the position of choice (see below sample).

From: [INFORMSWF\\_HCM\\_CG@miamidade.gov](mailto:INFORMSWF_HCM_CG@miamidade.gov) [mailto:[INFORMSWF\\_HCM\\_CG@miamidade.gov](mailto:INFORMSWF_HCM_CG@miamidade.gov)]  
 Sent: Monday, July 4, 2022 8:53 AM  
 To: Applicant  
 Subject: Your online application has been successfully submitted

Dear Applicant,

Thank you for expressing an interest in for the following position(s):


JO# - Name of Position

We will review your application to determine if you are a qualified candidate. If your application passes our initial evaluation, we will contact you.

To review your information, use the following link.

[https://informs.miamidade.gov/psp/EIH91PRD/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_EMP\\_FL.HRS\\_CG\\_SEARCH\\_FL.GBL?FOCUS=Employee&Page=HRS\\_APP\\_SCHJOB&Action=U&FOCUS=Employee&Siteld=1](https://informs.miamidade.gov/psp/EIH91PRD/EMPLOYEE/HRMS/c/HRS_HRAM_EMP_FL.HRS_CG_SEARCH_FL.GBL?FOCUS=Employee&Page=HRS_APP_SCHJOB&Action=U&FOCUS=Employee&Siteld=1)


This email was automatically generated. Please do not respond.

You may also verify that your application has been submitted by going back to the home page of your account by clicking on the HOUSE  on the top right hand corner.



It will redirect you to the page where you search for jobs. Towards the bottom of the page you will see **My Job Applications**.



Select "My Job Applications" to view the job applications you have submitted. Ensure that the application status reads "APPLIED." If it says "DRAFT," the application has not been submitted.

If so, select the arrow  towards the right of **Withdraw** to complete the application.

**My Job Applications**

Job Title	Job ID	Location	Application Status	Application Status Information	Date Created	Date Submitted	Veterans' Preference	Withdraw Application
SEMI SKILLED LABORER	73037	Doral	Applied		08/19/2022 11:21AM	08/19/2022 11:21AM		Withdraw 

**My Resumes**  
 You have not provided any resumes

**My Cover Letters and Attachments**  
 You have not provided a Cover Letter or Attachment

[Add Attachment](#)

For additional information, please contact Recruitment at (786) 331-4705 or send an email to [mdfr.recruitment@miamidade.gov](mailto:mdfr.recruitment@miamidade.gov).