



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 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 an 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.



A Home > Human Resources > County Jobs

Miami-Dade County Jobs







Miami-Dade County is a workplace like no other. It features two of the largest and busiest ports in the nation -Port Miami and Miami International Airport - as well as Zoo Miami, the only tropical zoo in the continental United States.

Its borders also include sunny beaches, the wide open-spaces of the Everglades and an urban metropolis, so it's no surprise that it takes a diverse set of backgrounds and skillsets to deliver excellent service to our 2 million residents - and 16 million yearly visitors.

From skilled trades to professional services, job opportunities at the County include just about every industry and every interest. Explore our offerings and find your fit at Miami-Dade County.

Miami-Dade County is an Equal Opportunity Employer. Applicants and employees are protected from discrimination based on certain categories protected by local and federal law.

Learn about the amazing benefits Miami-Dade County offers. Questions? Check out the FAQ for some helpful answers.







COUNTY EMPLOYEES

NON-COUNTY **EMPLOYEES**

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





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



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

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

Request Public Records



Select New User on the top right side.

Search Jobs	
Search by job title, location, or keyword	

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 applicate 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 <u>Veterans' Preference</u>.

For additional help click on FAQ- Jobs.

To view a list of job descriptions and pay ranges click on Job Descriptions/ Pay Plan



Register

Return to Previous Page

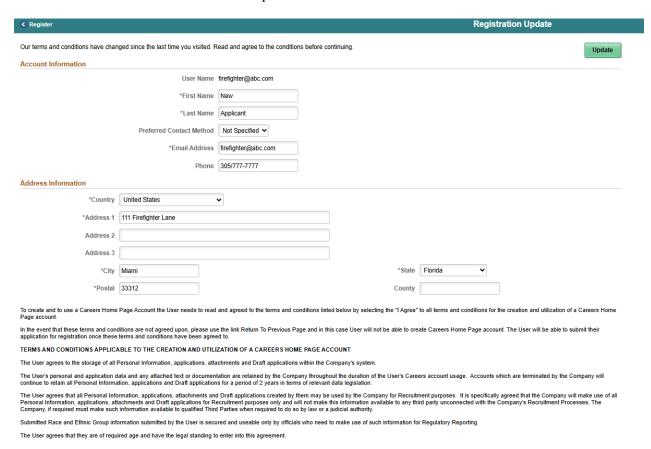
Ensure to complete the information as requested and then click register.

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 <u>Frequently Asked Questions</u> for assistance. Help can also be obtained by calling (305) 375-JOBS (5627) or by submitting a <u>Technical Assistance Form</u>. All fields marked with (*) must be completed. Name Q Name Prefix *First Name Fire Middle Name Applicant *Last Name Q Name Suffix Phone (At minimum one phone number is required) Preferred 305/777-7777 **Business Phone Business Phone Ext** ☐ Preferred **Cellular Phone** ☐ Preferred Home Phone **Enter Registration Information** *Email Address firefighter@abc.com *Confirm Email Address | firefighter@abc.com *Date of Birth 07/11/2022 *User Password *Confirm Password ------*Last 5 digits of SSN 95642 Why must I provide my Social Security Number? Passwords are case sensitive. Address United States Country 111 Firefighter Lane Address 1 Address 2 Address 3 City Miami State 33312 Postal





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."





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



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:

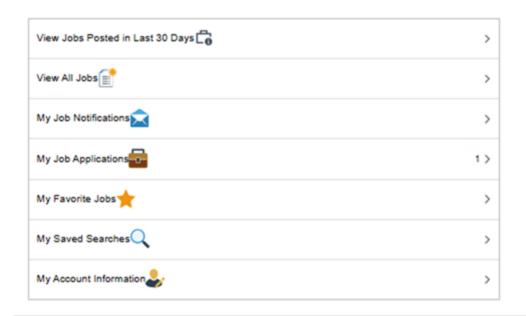
You may complete an application to be kept on file in our database for a minimum of two years for future review by our recruiters. You may be contacted to apply for a specific job opening. Click here: Apply now without a job

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.

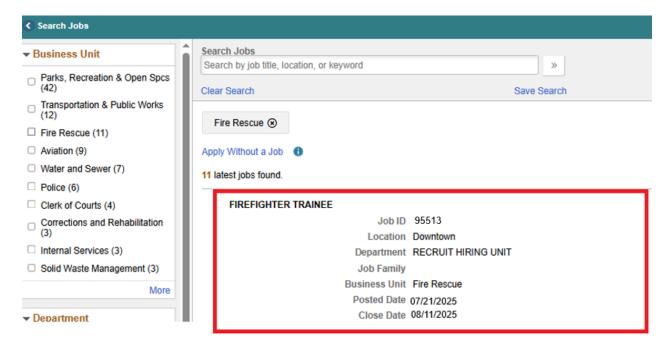
For additional help click on FAQ- Jobs.

To view a list of job descriptions and pay ranges click on Job Descriptions/ Pay Plan



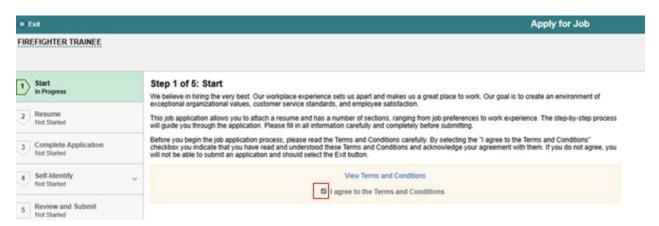


Select FIREFIGHTER TRAINEE to review the advertisement and ensure to print or save the content on this page, as it has vital information.



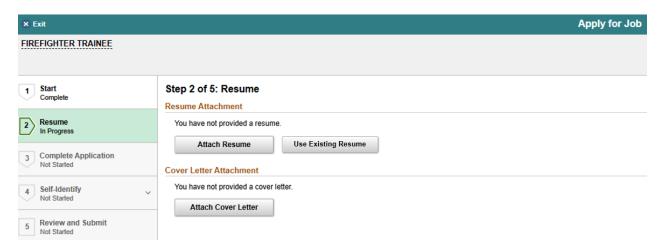
You will need to complete the five (5) step process to successfully submit the application.

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.



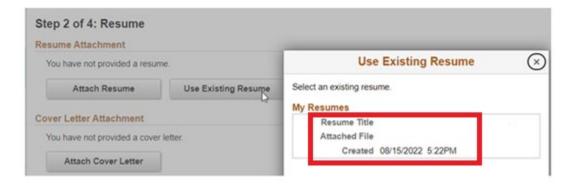


Step 2 – Resume: Applicants who possess a State of Florida Firefighter Certification, State of Florida Paramedic or Emergency Medical Technician (EMT) Certification, a Miami-Dade Fire Rescue Junior Cadet Certificate, or a Miami-Dade Fire Rescue Emergency Medical Technician Scholarship Certificate, and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



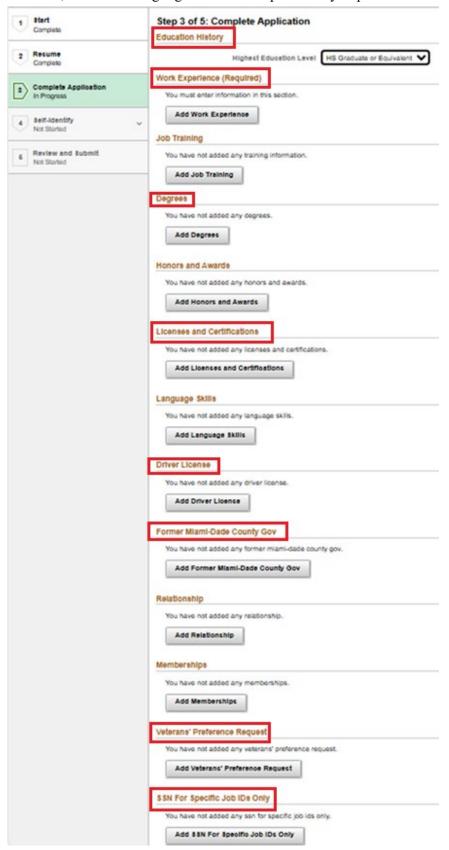
Note: If you have previously applied to another job in the County and added your personal resume, you will have an option to **Use Existing Resume** by clicking on this tab.







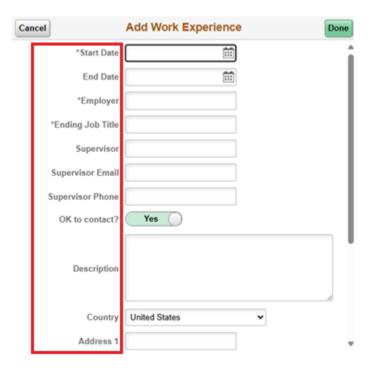
Step 3 – **Complete Application:** We strongly encourage applicants to complete all applicable sections. However, the sections highlighted in red are particularly important.





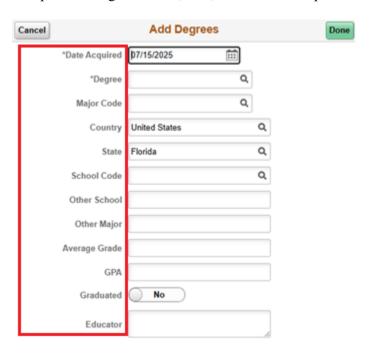
Work Experience

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



Degree(s)

Complete the degree section, then, click "Done" to proceed.





Licenses and Certifications

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

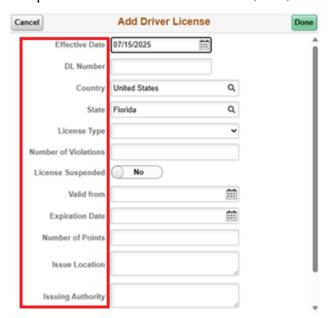
Note: The Firefighter, Paramedic, and Emergency Medical Technician certifications must be issued by the State of Florida. Please refer to the codes provided below to assist with your search.

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	OTHERLC
Fire Rescue Emergency Medical Technician Scholarship Certificate	



Drivers License

Complete the driver's license information, then, click "Done" to proceed.





Former Miami-Dade County Gov

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

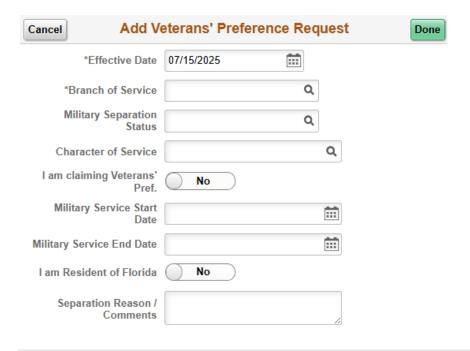


Veteran's Preference Request

Veterans will need to complete this section, then click "Done' to proceed. If claiming perferences, documents may be:

- Scanned and e-mailed to 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





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.



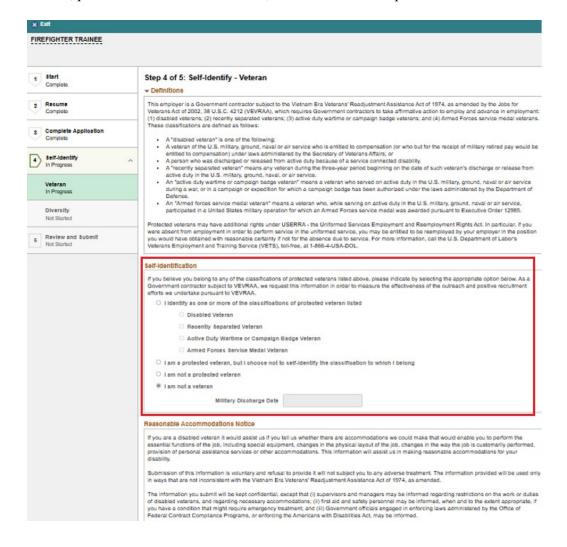
Kindly complete the following section, as it is a required part of your application submission.

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:

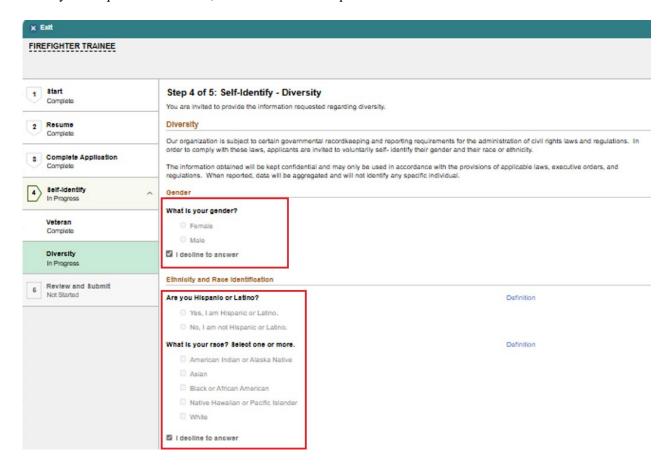
If you are a veteran, please select your status and provide your military discharge date. If you are not a veteran, please select 'I am not a veteran', then click "Next" to proceed.





Step 4 -Self-Identify - Diversity:

Make your respective selections, then click "Next" to proceed.

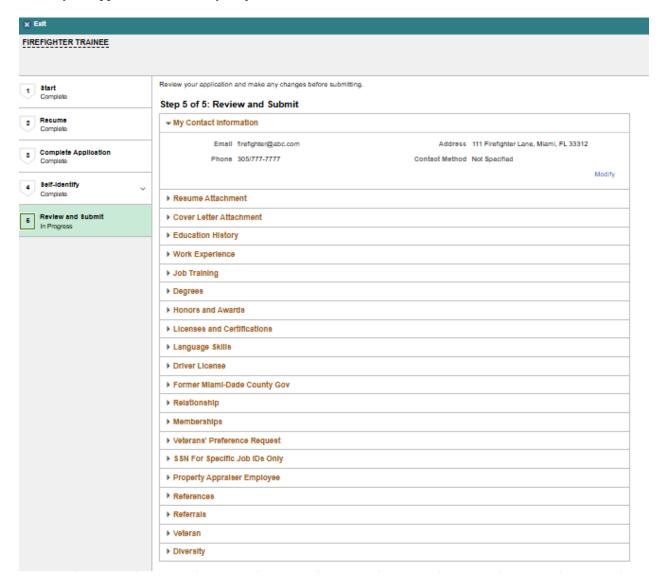




Step 5 – Review and Submit:

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.







How to verify your application was submitted

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

From: MFORMSWF 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.

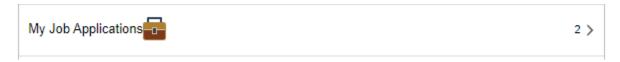
To review your information, use the following link.

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&SiteId=1

This email was automatically generated. Please do not respond.

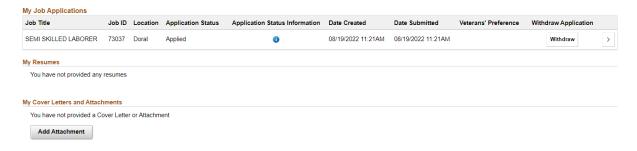
You may also verify that your application has been submitted by going back to the home page of your account by clicking on the HOUSE on the top right hand corner.

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.



MDFR Application Guide



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