



DeSoto County Fire Rescue

122 N. Hillsborough Ave.

Arcadia, FL 34266

INSTRUCTIONS FOR ASSEMBLING YOUR DOCUMENTS

The application packet must be completed and returned prior to the candidate being eligible for the application employment process to begin. Along with the application-required paperwork, the candidate must also provide one (1) copy of each of the following documents:

1. Photocopy of your High School Diploma or GED certification.
2. Photocopy of DD-214 or other military record, if any.
3. Photocopy of your State Minimum Standards Fire Certificate.
4. Photocopy of your State EMS Certificate, CPR, and ACLS if Paramedic.
5. Photocopy of 16 hour EVOC or CEVO.
6. Certified copy of the last three years of your motor vehicle/driving record.
7. At this time **DO NOT** include a copy of your driver's license or social security card.

Please follow these directions when assembling your documents.

- Please assemble your documents in the order listed above.
- **DO NOT STAPLE, BEND, or BIND** your personal materials in notebooks, sheet covers or other materials.
- Make sure your name is written clearly on each page.
- All pages must be standard 8.5" x 11" and paper clipped together.
- If you cannot get a copy of your High School Diploma, you may submit a copy of your transcript, which indicates a date of graduation.
- Please print in black or blue ink. Pencil is not acceptable. If an item does not apply to you, write in the letters "N/A" or Not Applicable.
- All application paperwork may be delivered to CareerSource Heartland, 2160 NE Roan Street, Arcadia, FL 34266, faxed to (863) 993-1046.