



APPLICATION MATERIALS CHECKLIST

Your application is complete only if you have submitted the following:

- Application Form—complete with signature and date.
- Enclose your (non-refundable) application fee: **We are unable to accept personal checks.** Please make cashier checks and money orders payable to Bates Technical College. Provide Visa or MasterCard information for payment.
- DD214, if claiming veteran preference. Please submit a copy of your DD214 to be reviewed for Veterans Preference. If you are still in the military, you must submit your DD214 by March 27, 2010.
- **If you have any of the following certificates please provide copies with your application.**
 - *Copy of Firefighter I certificate.
 - *Copy of EMT certificate.
 - *Copy of Paramedic certification.
 - *Copy of current CPAT letter.

Application forms must be complete when returned. Applicants will *not* be notified of an incomplete application form. Only those applicants returning complete application forms, and who are otherwise qualified for an examination, will be notified as to time and place of the examination. If you do not receive a notice of the time and place for your exam by **March 15, 2010**, it is your responsibility to call this office at 253.680.7460.

- Please type or print legibly when completing your application.
- If your address changes, you must immediately notify Bates' Fire Service Training in writing at the address below.

How to submit application materials

Return completed application materials to **Bates Technical College, Fire Service Training, Room D104, 8 a.m.-5 p.m., Monday-Friday** by Feb. 19, 2010. Agency sites will not accept applications. Applicants can also mail completed materials to:

Bates Technical College
Fire Service Training, D104
2201 S 78th St.
Tacoma, WA 98409

Applications must be submitted to the office or postmarked by Feb. 19, 2010.