

Tips for Filing Firefighter Applications

Congratulations on your decision to be part of the next generation of firefighters for the City of Columbus Division of Fire. Subscribe to Job Alerts to be notified when the next application filing period begins by going to:



<https://www.governmentjobs.com/careers/columbusoh/jobInterestCards/categories>

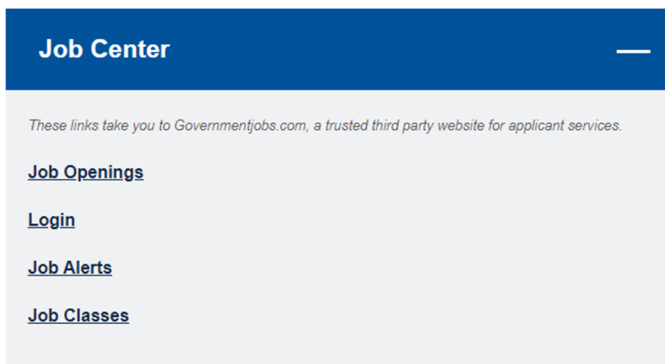
Any additional opportunities to test outside of the scheduled exam dates will be communicated by the Division of Fire Recruiting Unit. To receive their notifications you will need to contact Fire Recruiting at 614-645-6387 and ask to be added to their email list and subscribe to their text alerts by texting “Join CFD” to 888777.

You will **FIRST** need a city applicant profile on the government jobs website.

Below are useful tips for filing your Firefighter application.



If you have **never** set up an applicant **profile**, you may set one up **at any time before submitting your application**. You can include your work history, education, your DD214 (applicable to Military), and additional information. Then, when applying, your city applicant profile information will transfer automatically to the application.



From the Civil Service Commission website:

<https://new.columbus.gov/Government/Jobs>

Go to the job center tab and select “Login”

Tips for Filing Firefighter Applications

If you **have** set up a profile before, but forgot your username and/or password, **do NOT set up another profile**. Instead, use the retrieval process to access the profile you already have. Duplicate profiles may cause you to miss Information Notices that highlight key information and updates.

If you have already created an account you will need your username and password or to create your first city applicant profile click the “create an account” tab.

The screenshot shows a login interface. At the top left is the text "LOG IN" in bold. To its right is a blue link "Create an account". Below this, it says "All fields are required". There are two input fields: "Username or Email" and "Password". Below the fields is a green button labeled "Sign In". At the bottom, there are two links: "Forgot Username" and "Reset Password".

When you create an account for the first time, you will be prompted to complete a basic profile. You may update or add to your profile at any time as this will be your city applicant profile you will continue to use throughout your career with the City of Columbus.

Please note that the two communication features that are used in the applicant exam process are email and text messages. There is an option to *opt-out* of emails. **Please do not do this!** If you opt out of emails you will **NOT** receive test/exam notices, instructions, and/or scores. Secondly, there is an option for text messaging that you must *opt-in* if you would like to receive testing reminder messages. Should you choose to opt-out of emails or not opt-in to test messaging the only way to reverse that selection is to call the software support line.

Keep your contact information in the applicant profile up-to-date, so you are sure to receive each **Information Notice** that the Civil Service Commission sends throughout the testing process.

Please note at the end of the application there are supplemental questions. Read the questions thoroughly and be sure to answer correctly. If you choose the wrong answer, it could cause your application to be rejected and delays in moving your application into the test scheduling phase.

Keep in mind setting up a city applicant profile is not the same as submitting an application.

Questions regarding your journey to becoming a City of Columbus Firefighter may be directed to the Civil Service Commission.

- 614-645-0879
- Policefiretesting@columbus.gov