

# San Antonio Fire Department Application Instructions

## How to Apply:

1. When on [www.governmentjobs.com/careers/sanantoniotx](http://www.governmentjobs.com/careers/sanantoniotx) search for and then click on “**Fire Fighter Trainee**”
2. Click the **Apply** link.
3. **Create an account** or if you have already created an account with Governmentjobs.com, **login** with your Username and Password.
4. **Make note of your username and password!** You will need them to access your account to check your application status and apply for additional jobs in the future.
5. **Complete all information** to fill out your application. Information with a red asterisk (\*) is required.  
**\*\*Note: You should not have to complete the following sections, which may save some time:**
  - a. Work Experience
  - b. Education
  - c. Additional Information
  - d. References
  - e. Text Resume
6. **Upload any attachments** you would like to include, such as your DD-214. Uploading attachments is not required, but veterans who would like to be considered for receiving the five (5) Veteran’s Preference Points on the entrance exam must upload an original or certified true and exact copy of their DD-214.
7. **Answer** any Agency Questions and the Supplemental Questions. Questions with a red asterisk (\*) are required.
8. **Review** your responses and click the “**Proceed to Certify and Submit**” button.  
*\*\*Note: Please make sure to review all of your responses. Once you submit your application, you cannot make changes to your answers.*
9. **Submit** your application by reading the certification statement and clicking the “**Accept & Submit**” button.