

MID-COLUMBIA



FIRE & RESCUE

1400 West Eighth Street
The Dalles, Oregon 97058
541-296-9445 • Fax: 541-296-8656

Dear Applicant:

Thank you for your interest in the Division Chief of Operations position for Mid-Columbia Fire and Rescue in The Dalles, Oregon. An instruction sheet is attached.

We wish you the best as you participate in the selection process. A few suggestions that may be helpful to you in preparing your application package include:

- Customizing your resume to the position requirements rather than a "file" copy approach.
- Ensure the resume is readable, concise, and complete.
- Ensure the supplemental questions are concise, but complete.
- Complete the entire application and please be sure to sign it.

ONLY send copies of certificates/licenses for proof of job requirements as listed in the announcement, officer certifications, college degree(s), required training courses, etc. **These items will not be returned.**

The application materials list all dates for the process. Those dates cannot be changed. Leave important dates open so you can participate in the final process, if selected. The onsite testing and assessment are scheduled for **November 14 (Written Exam) and 15 (Assessment Center) 2018** in The Dalles, Oregon.

Return resume/application/supplemental questions to:

Mid-Columbia Fire and Rescue
1400 W. 8th Street
The Dalles, Oregon 97058

Resume/application materials must be received at the address above no later than **November 2, 2018 at 12:01 PM.**

Good Luck,

Robert Palmer, Fire Chief