**FEMS Job Fair**

**Registration and Application Job Aide**

**Profile Registration**

1. Visit careers.dc.gov
2. Click “Register”
3. Complete “Login Information” form (your email address will be your user name). Please be advised that the form is case sensitive
4. Once on the resume section, please select the **“PASTE”** option, and simply type in the following:
   1. Highest Level of Education (Example: High School Diploma/GED/or higher)
   2. Year Received
   3. School or Institution where the level of education was received
   4. City and State of School/Institution
5. If you have your resume available and wish to provide it, please select the “Upload” option, and select your resume from your local browser
6. You would receive an email confirming a successful registration

**Job Application**

1. Visit careers.dc.gov
2. Log-in using your email address that you registered and password
3. Search Openings via Agency
4. Agency: **Fire and Emerg. Medical Svcs**
5. Scroll to the bottom of the page
6. Click Apply for the Firefighter EMT position
7. Once on the resume section, please select the **“PASTE”** option, and simply type in the following:
   1. Highest Level of Education (Example: High School Diploma/GED/or higher)
   2. Year Received
   3. School or Institution where the level of education was received
   4. City and State of School/Institution
8. If you have your resume available and wish to provide it, please select the “Upload” option, and select your resume from your local browser
9. Skip the additional documents section by hitting continue
10. Complete employment and application questions
11. Hit Submit
12. You would receive an email confirming a successful application
13. If you receive an error message when you click “Submit”, clear your browser history files and resubmit your application

**Troubleshooting**

1. If you forgot your password, click “Forgot Password” at the bottom of the log-in page
2. Provide the email address you used for registration
3. You would receive an email with your new temporary password