Application Materials Checklist

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

- ✔ Application Form, complete with your signature and date.
- ✔ Enclose your (Non-Refundable) Application Fee of $75. We do not accept personal checks.
- ✔ Please make sure your cashier’s check or money order is payable to “Bates Technical College”, or provide a Visa or MasterCard with information for payment.
- ✔ DD214 if claiming Veterans Preference- Submit a copy of your DD214 to be reviewed for Veterans Preference. Points will be added to your score by the departments on their end. If you are still in the military, your DD214 must be submitted by May 1, 2015.

If you have any of the following certificates, please provide copies with your application.

- ✔ Copy of a FF1 Certification it must be State Sealed with a certificate number.
- ✔ Copy of EMT Certification not the course diploma.
- ✔ Copy of Paramedic Certification not the course diploma.

**Application forms must be complete when submitted to the college.**

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 the time and place of the examination. If you **do not** receive a notice of the time and place for your exam by Feb. 25, 2015, it is your responsibility to call the office at 253.680.7466 or email sjarboe@bates.ctc.edu.

Please type your application using the fillable PDF, or print legibly when completing the application. If we can’t read the application it won’t be sent through the process.

If your address, email, or phone number changes for any reason during this process, you must notify the Fire Fighter Testing Department immediately.

If you have a documented disability that requires reasonable accommodations, please notify our Disability Support Services at 253.680.7012 or email rsample@bates.ctc.edu for assistance.

**RETURNING APPLICATION PACKETS:** Return completed application packets to Bates Technical College, South Campus, Building A, Fire Fighter Testing Department by Feb. 6, 2015. It must be post marked by 5 p.m. or it will be discarded— no exceptions.

**Applications may be hand-delivered from 7:30 a.m. to 4:30 p.m., Monday-Friday, or submitted by mail to:**

**Bates Technical College**  
**Fire Fighter Testing, South Campus Building A**  
**Attn: Shelly Jarboe**  
**2201 S. 78th St**  
**Tacoma, WA 98409**