



Nehalem Bay Fire & Rescue District

36375 Hwy 101 N.
Nehalem, OR 97131
(503) 368-7590 Bus.
(503) 368-7580 Fax

July 23, 2018

Dear Applicant:

Thank you for your participation in the search for the Division Chief - Training Officer position at the Nehalem Bay Fire & Rescue District, Nehalem Oregon. An instruction sheet is attached.

A few suggestions that could improve your chances of being selected to participate in the next phase of the process include the following:

- Do not send a boilerplate resume. Study the position announcement in the application packet and develop a resume that demonstrates how you meet the specific requirements for the position you are seeking.
- Keep the resume short and readable; three or four pages should be more than adequate to illustrate your qualifications for this position.
- Fill out the employment application completely, truthfully and sign it.
- Your application must include copies of your certificates/licenses for proof of job requirements as listed in the announcement, e.g. EMS license level, college degree(s), military service, fire, instructor and officer certification etc.

It is important that you provide work, home, cell, numbers and an email that we can use to reach you. If for any reason you will be out of town, or not available at the numbers listed on your application during the hiring process, it is your responsibility to contact us to provide a number where you can be reached.

After the initial application review, qualified applicants will be asked to attend an all-day assessment center on Tuesday October 30, 2018 at the District's main station. This date cannot be changed, so it's important if invited you keep that date open.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Perry Sherbaugh".

Perry Sherbaugh
Fire Chief