Career Recruit Application Instructions

The application may be completed by the Head of the Fire Department or a delegate. Before beginning, have the below information available. You cannot save the application form and return later. It must be completed in one session and should take 5-8 minutes per recruit. You are encouraged to visit the Recruit Class Calendars page on the Massachusetts Firefighting Academy's website to see availability in upcoming recruit classes.

1. Recruit's legal name and email address.
2. Chief's preferred phone number and email.
3. Preferred campus location and start date
4. Pages 1 & 8 of the Human Resources Division's (HRD) Initial-Hire Medical Standards Medical Examination Form (Medical Form).
   Completed within twelve (12) months of Day 1 of the Recruit's assigned class.
5. Documentation (email) of passing results of the HRD's Initial Hire Physical Ability Test (PAT) for Firefighter.
   The PAT must be completed within one (1) year of the recruit's appointment to full-time employment.
   Note: The Entry Level PAT (ELPAT) does not meet the requirement.
   The documents in item #4 and #5 must be uploaded separately.

Application Process

1. Follow the link on the Recruit Application page of the MFA website.
2. Complete the online application, including the upload of the following documents:
   a. Pages 1 and 8 of the HRD Medical Form.
   b. The passing PAT results.
3. The "Chief Email Address" and "Your Email Address" will receive a system-generated email to confirm your submission of the form within 60 minutes of submission.

Note: For an application to be considered complete, the online application and all required documents must be received and be valid.

For help with this process, contact the Academy Registration Team at 978-567-3200.