

## TOP FIVE WAYS TO SPEED UP YOUR

### EOT APPLICATION PROCESS

1. **MOST IMPORTANT:** Ensure that each section is filled clearly and legibly. This information is uploaded into the State of Florida database, so we must ensure that we can clearly read it.
2. Fill each line out correctly, especially in the former employer and training academy sections. We are required to contact them directly to verify the information you have given us to ensure that you meet the qualifications to apply for the EOT program. Simply listing a generic main phone number or email will slow down the process of this verification. Do the extra legwork and find the exact contact information (**phone number and most importantly email**) of an actual person who is responsible for employment and/or training records. This will greatly speed up the process. It is a good idea to also let them know to look out for my email.
3. Ensure you make your check or money out to: **Florida State College of Jacksonville** and remember to sign it.
4. Remember that I need the original EOT Application Form, Driver's License Affidavit of Possession Form, your Skills Demonstration of Proficiency Form, and CJSTC Form 58 all signed and notarized. Either mail them back or hand deliver them.
5. Double check your entire EOT application as well as the required forms to make sure you have answered each section and that everything is legible.