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CAREER FIREFIGHTER APPLICATION OVERVIEW



The following process will be used to select new firefighters:

- 1) Competition is posted internally and externally with a firm closing date. Applicants shall be eligible to apply to up to a maximum of three (3) recruitment processes. Each recruitment process will conclude with an eligibility list that will expire after 24 months.
- 2) Applications will be accepted until 16:00 hours on the closing date by the Human Resources Department, City Hall Annex, 238 Franklyn Street. Applicants must ensure that they submit, on or before the closing date, all of the required information to support their application including: application form, certificates verifying courses, etc. Applicants should consult the Application Checklist. Applicants will be evaluated based upon the information they provide as part of their application.
- 3) All applications must include the Career Firefighter Application Form (Series 6). The Application Form can be downloaded from the website at www.nanaimo.ca or in person from the Human Resources Department or Nanaimo Fire Rescue Department. Applications that do not include the Career Firefighter Application Form will not be considered.
- 4) Applicants are responsible for travel costs, medical verification and physical assessment fees. Testing dates are not flexible. Applicants may be required to travel to other municipalities to complete the required testing.
- 5) The City may, in its absolute discretion and on a case-by-case basis, waive or defer the payment of any fees.
- 6) Where internal and external candidates are equally qualified, preference will be given to Nanaimo On Call firefighters.
- 7) Application Review All applications will be reviewed for minimum qualifications and for completeness of the application package.
- 8) Aptitude Test Third party Aptitude Testing shall take place for applicants who are selected to move beyond the application submission stage. When an aptitude test session is administered, applicants with a valid aptitude test will be assessed for advancement in the process using their previous scores and results. However, such candidates may elect to retake the aptitude test at their own expense.
- 9) Physical Assessment All applicants that are short-listed will be required to:
 - a) provide a Candidate Physical Abilities Test (CPAT) certificate OR a University of Victoria Fire-Fit certificate, dated within the last 6 months; and

b) complete the Multi-Stage Fitness Test (BEEP Test) to a level of 9.2. Applicants are scored on a pass/fail basis.

- 10) Interview Applicants who pass the required aptitude and physical tests and assessments may be subject to an interview.
- 11) Reference Checks Applicants who are considered after the interviews will be reference checked.
- 12) Medical Assessment Prior to appointment, applicants must undergo a full medical examination by a physician chosen by the City or Nanaimo Fire Rescue Department, at the expense of the City or Nanaimo Fire Rescue Department.
- 13) Offer of Employment The panel will select the successful applicants and a conditional offer of employment will be made to those applicants.
- 14) Truth Verification Methods. Applicants who receive a conditional offer of employment will be required to submit to truth verification testing at Nanaimo Fire Rescue Department's discretion. These methods *may* include: more indepth background checks, polygraph testing, voice stress analysis testing, pre-employment drug testing, etc.
- 15) Probation Period. All successful applicants will be subject to satisfactory completion of a 12 month probation period upon being hired.

Part of the application process for a Firefighter includes a Self-Assessment Questionnaire (Series 4) which all applicants should review carefully on their own.

Applicants must be free from unlawful or unethical behaviour for a minimum of three years prior to submission of their application. Applicants are responsible for the accuracy of all information provided in their application. Honesty and candor are expected and information provided by applicants will be verified by independent means.

If at any point in the process an applicant does not meet the required competencies, they will be advised if future applications will be accepted.

If an applicant is unsuitable for the position their file could be permanently closed.

All information contained in the applicant's Application Form and other documents is maintained in strict confidence and is protected by provincial privacy legislation. Any questions regarding the collection or use of this information, contact the Human Resources Department at (250) 755-4406.

All questions regarding the application process should be directed to Nanaimo Fire Rescue, Command and Business Centre at (250) 755-4551.