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APPLICATION CHECKLIST



The following is a comprehensive list of documents and information required to be attached to the Firefighter application package. Failure to provide copies of any of these documents may eliminate the applicant from consideration in the competition. The exception is the Criminal Record Check which is not to be submitted until candidates are short-listed.

1. Application Form. This form must be fully completed. Failure to provide all information requested on the form may eliminate the applicant from consideration in the competition.
2. Criminal record check dated within the last 6 months, will be required once short-listed. Complete and submit form to RCMP or municipal police force with instructions to provide the completed form to the Human Resources Dept., City of Nanaimo, 455 Wallace Street, Nanaimo, BC, V9R 5J6.
3. Copy of high school diploma and transcript.
4. Copy of post-secondary diplomas/certificates and transcripts.
5. Copy of proof of apprenticeship, if applicable.
6. Copy of NFPA 1001, Level I & II displaying the IFSAC/ProBoard seal certification.
7. Copy of current driver's abstract.
8. Copy of certificate First Responder Level 3/OFA Level 3 or equivalent.
9. List of 3 - 6 references (minimum of 3 work related). Form provided in section 6.