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## **CAREER FIREFIGHTER APPLICATION FORM**



### INSTRUCTIONS:

*Please ensure that all questions are answered legibly in the applicant's own handwriting and that full details, including any supporting documents, are provided. Applicants will be evaluated and assessed based upon the information provided in the Application Form.*

*Applicants are responsible for the accuracy of all information provided in their application. Honesty and candor are expected and information provided by applicants may be verified.*

DATE RECEIVED

*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 Legislative Services Department at (250) 755-4405.*

*Failure to fully complete the Application Form may eliminate the applicant from consideration in the competition.*

### PERSONAL INFORMATION

Last Name:		
First Name & Initial:		
Street Address:		
City:	Province:	Postal Code:
Home Phone:		
Cell Phone:		
Email:		

EDUCATION/TRAINING - Please explain any gaps in time.

Secondary school attended including graduation date, level completed and course of study:

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College or university attended including graduation date, certificate, diplomas or degrees obtained and course of study:

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Graduate or professional status obtained including graduation date, level completed, certificates, diplomas or degrees obtained and course of study:

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List any specialized training, apprentice skills, awards, professional designations or other education:

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**EMPLOYMENT HISTORY - Please explain any gaps in time.**

Start with your present or most recent employer and work back - please attach a copy of your resume if you wish to provide additional information.

List all of your outside business activities during the past three (3) years and ensure that you disclose any jobs, situations or circumstances that may present a potential conflict of interest with the position of Firefighter for the City of Nanaimo.

Present or Last Employer	Address/Phone
Type of Business	
Your Job Title	Period From (Mo/Yr): Employed To (Mo/Yr):
Name and Title of Immediate Supervisor	Reason For Leaving
Describe Job Duties and Responsibilities	

Present or Last Employer	Address/Phone
Type of Business	
Your Job Title	Period From (Mo/Yr): Employed To (Mo/Yr):
Name and Title of Immediate Supervisor	Reason For Leaving
Describe Job Duties and Responsibilities	

Present or Last Employer	Address/Phone
Type of Business	
Your Job Title	Period From (Mo/Yr): Employed To (Mo/Yr):
Name and Title of Immediate Supervisor	Reason For Leaving
Describe Job Duties and Responsibilities	

## VOLUNTEER AND COMMUNITY SERVICE

Provide details of volunteer and community service.

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## REFERENCES

By making this application, you understand that, in order to determine your suitability for employment, you authorize us to contact your references as well as any other individuals we may bring to your attention during the course of our selection process. Starting with the most recent, provide us with the following information:

Name of employer/organization	Supervisor's name & position	Contact information

## PERSONAL HISTORY DISCLOSURE

Applicants are required to review the following personal history disclosure questions. If any question is answered to the affirmative, the applicant must check the box preceding the Applicant Declaration indicating yes and then verify by signing the Applicant Declaration. An indication of yes may cause Nanaimo Fire Rescue to contact the applicant to determine continued competitiveness. If all questions are answered to the negative, the applicant needs to check the box preceding the Applicant declaration indicating no and verify by signing the Applicant Declaration.

1. Have you, within the last 3 years, been the subject of a disciplinary proceeding by any employer for conduct that might relate to the duties of a Firefighter?
2. Have you, within the past 3 years, been convicted of a criminal offence (for which no pardon has been issued) that may relate to the position of Firefighter? Examples of such offences include (but are not limited to): arson, theft, fraud, bribery, extortion, assault, sexual assault, offences against children, break and enter, breach of trust, possession of stolen property, drug offences, driving while impaired or refusing to provide a breath sample, criminal negligence, organized crime, terrorist activity, animal cruelty, etc.).
3. Have you ever been the subject of a police investigation or professional disciplinary investigation or proceeding that may relate to the position of Firefighter?
4. Have you ever been involved in a failure or scheme to evade payment of taxes or collection of withholding amounts (including GST, PST, income tax, etc.)?
5. Have you ever been:
  - a member or associate of an outlaw motorcycle gang or other organized crime group; or
  - A member of any organization which appears on a list maintained in accordance with the *UN Suppression of Terrorism Regulations*?
6. Have you ever built or participated in the building of, or use of, any incendiary devices (ex. Molotov cocktail, bomb, etc.) for any purpose?
7. Have you, within the last 3 years:
  - driven a vehicle while your license was suspended;
  - made misrepresentations in, or filed a false insurance claim; or
  - deliberately left the scene of an accident without providing information or assistance?
8. Have you, within the last 3 years, been involved in, whether under the influence of alcohol or drugs or not, an altercation (i.e. a violent and uncontrolled physical or verbal attack involving a display of fury or rage) with a spouse or family member, a person not related to you, a child, or an animal?
9. Within the last 3 years, have you been involved in:
  - shoplifting or theft;
  - unlawful behaviour in the workplace;
  - unlawful behaviour resulting in damage to property (ex. defacing or damaging property);or

- unlawful or harassing behaviour using a computer and/or the internet (ex. child pornography, spam, hacking, theft of software, etc.).

10. Have you, within the last 3 years:

- grown, manufactured, imported, bought or sold illegal drugs or controlled substances; or
- procured, manufactured, imported, sold or abused prescription or non-prescription drugs including painkillers, sleep aids, steroids, etc.

11. Have you, within the last 3 years:

- filed a Petition or been assigned into bankruptcy or entered into a consumer proposal for orderly payment of debts; or;
- knowingly written and presented an NSF cheque.

YES  Do not provide details. You may be contacted.

NO  Review Applicant Declaration . Date & Sign

## APPLICANT DECLARATION

I hereby certify that:

I meet the requirements and have not misrepresented the truth in my application of Firefighter.

I am legally entitled to work in Canada.

The information provided by me in all application documents is true and correct. I understand that untrue statements may prevent me from being hired.

I consent to the collection, use and disclosure of the personal information provided by me in all application documents for the purpose of reviewing and assessing my application as a Firefighter.

I authorize the City of Nanaimo to contact my past and present employers, as well as solicited and unsolicited references in order to obtain background information to be used to assess my application for the position Firefighter. I authorize my employers and references to disclose personal information relating to me, including the nature and duration of employment, the quality of my job performance, my relationship with supervisors and fellow workers, and my general conduct. I release my former employers and references from liability for providing the information.

I understand that the City of Nanaimo will use the information collected to determine my suitability for the position of Firefighter. If hired, I understand that the City of Nanaimo will use the information collected to establish, manage, and/or terminate my employment relationship with the City of Nanaimo.

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SIGNATURE

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DATE