

# FIRE FIGHTER APPLICATION FORM



## Fire Rescue Department

### INSTRUCTIONS:

Failure to fully complete the application form or providing inaccurate information may eliminate the applicant from consideration in the recruitment process.

Attach / submit a detailed resume with your application form.

Do not attach copies of transcripts and certifications at this time.

DATE RECEIVED (Office use only)

### CONTACT INFORMATION

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

### EMPLOYMENT HISTORY - Please explain any time gaps in employment.

Are you currently, or were you previously, employed by the City? Yes  No

Please provide the following details regarding your work experience. Start with your present or most recent employer and work backwards.

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
Briefly describe job duties and responsibilities	

## EMPLOYMENT HISTORY (continued)

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
Briefly 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
Briefly describe job duties and responsibilities	

## VOLUNTEER AND COMMUNITY SERVICE

Name of Organization	Duties	Dates and Hours per Week

## EDUCATION/TRAINING

<b>Secondary School</b>	
Graduation Date	Level Completed

<b>College/University</b>	Period From (Mo/Yr): Attended To (Mo/Yr):
Level Completed or Professional Status Obtained:	Graduation Date
Course of Study	

<b>College/University</b>	Period From (Mo/Yr): Attended To (Mo/Yr):
Level Completed or Professional Status Obtained:	Graduation Date
Course of Study	

<b>Other Education / Certifications / Specialized Training</b>	

## REFERENCES

Please provide at least 2 references for individuals you have reported directly to. We will contact you to confirm your authorization prior to contacting your references.

<b>Name of Employer/Organization</b>	<b>Reference Person (name and position)</b>	<b>Contact information (phone and email)</b>

## CONFIRMATION OF QUALIFICATIONS

Please complete the table below. Do not attach copies of certifications at this time; however, you must be prepared to provide supporting documentation upon request if you are shortlisted further in the recruitment process. Qualifications should be current as of the posting closing date.

Qualification / Certification	Yes/ No	Date Completed <i>(if applicable)</i>	Expiry Date <i>(if applicable)</i>	Additional Comments if Needed <i>(provide details on resume)</i>
<b>Minimum required qualifications</b>				
Legally entitled to work in Canada				
High School Diploma or equivalent				
NFPA 1001 (Firefighter 1 & 2 Certification)				
First Responder Level 3/OFA Level 3 (with AED and Spinal Endorsements) or equivalent				
CPR C				
Candidate Physical Abilities Test (CPAT) OR a University of Victoria Fire-Fit certificate <i>(within past 12 months)</i>				
Class 3 BC Driver's license with air brake endorsement (or equivalent out of province license)				
Driver's abstract showing responsible and safe driving behaviour with less than 6 points in the past 3 years				
Able to pass a Fire Fighter Medical Examination according to NFPA Standards 1582				
Free of any criminal or summary conviction offences related to the job of a Fire Fighter and will pass a criminal record check for such.				
Willing and able to reside within 1 hour's travel time of the City's fire halls <i>*(see information below)</i>				
<b>Desirable Qualifications / Experience</b>				
EMR				
Trades Certification				
University / College degree or diploma				
NFPA 1002				

Qualification / Certification	Yes/No	Date Completed (if applicable)	Expiry Date (if applicable)	Additional Comments If Needed (provide details on resume)
<b>Desirable Qualifications / Experience</b>				
Hazardous Materials				
High Angle Rescue				
Other Rescue Related Training				
Confined Space Entry				
Fire Service Instructor				
Pleasure Craft Operator's Card				
Fluency in a second language				
Previous Fire Service or related experience (e.g. First Aid, construction, mechanical, etc.)				
Public Education Experience				
Community Volunteer Experience				

*\*A Fire Fighter starts their career with the City of Nanaimo as a "Flex Fire Fighter". Flex Fire Fighters work full time hours but are scheduled to best meet the department's operational needs and therefore are not guaranteed a regular schedule and must be available for short-notice schedule changes. Flex Fire Fighters are required to reside within one hour's travel time of the City's fire halls in order to be able to meet the on-call nature of the Flex Fire Fighter position. One hour's travel time means one hour driving time in a passenger vehicle (car, truck or SUV) at the posted speed limits from the employee's home to the furthest most station for the scheduled shift start times of 8:00 am and 6:00 pm.*

## APPLICANT DECLARATION

By signing below, I verify that:

- All information provided in this application is true and correct. Any false statements or misinformation will result in my disqualification from the recruitment process.
- I consent to the collection, use and disclosure of the information provided in this application for the purpose of reviewing and assessing my application as a Fire Fighter. I understand that the City of Nanaimo will use the information collected to determine my eligibility and suitability for the position of Fire Fighter and if hired, I understand that the City of Nanaimo will use the information to establish, manage, and/or terminate my employment relationship with the City of Nanaimo.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



## **JOB DESCRIPTION**

**TITLE:** FIRE FIGHTER  
**DEPARTMENT:** Nanaimo Fire Rescue

**Job Desc Last Updated: June 2018**

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### **JOB SUMMARY**

Reporting to the Assistant Chief of Operations, the Deputy Fire Chief of Operations and ultimately the Fire Chief, a Fire Fighter is responsible for improving public safety through emergency response, fire prevention, public education and responding to a variety of incidents such as medical, motor vehicle, fire and technical rescue. This involves safely and efficiently performing a variety of duties under emergency conditions frequently involving considerable hazards. A Fire Fighter performs routine duties in training, fire prevention, public service events, pre-planning and the maintenance of equipment and Fire Department property. While specific orders and directions come from a superior officer in the normal course of work duties, considerable independence of judgment and action is required in circumstances of extreme urgency where referral to a superior for instruction is not possible.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

While a significant portion of the Fire Fighter's duties and responsibilities relate to emergency response, Fire Fighters also spend substantial time working in prevention and public education; Fire Fighters must act as ambassadors for the community through honest and ethical behavior.

Work evaluation focuses on a Fire Fighter's ability to perform the required duties to the minimum company standard, knowledge of operational guidelines and department procedures as well as personal quality of work, ethical conduct and the ability to perform under pressure as a member of the team.

#### **Emergency Response**

1. Responds to fire, medical, rescue and other emergency incidents and performs all duties and tasks related to those emergencies as directed by a superior officer or senior Fire Fighter.
2. Drives, operates and maintains various pieces of apparatus as assigned; maintains equipment in good repair in accordance with operational policies and guidelines.
3. Performs a variety of duties as directed by a superior officer or senior Fire Fighter.

4. Trains with Nanaimo Fire Rescue on-call Fire Fighters in joint training scenarios and may have the opportunity to instruct training sessions with on-call Fire Fighters.
5. Responsible for working safely; proactively protecting own health and safety and the health and safety of other persons by following health and safety requirements affecting their job and encouraging co-workers to do the same and correcting or reporting all unsafe conditions to a superior.
6. Participates in training initiatives to build and maintain skills; identifies personal training needs and requests training if unfamiliar or unskilled at the work and duties expected to perform.
7. In the event of a large scale emergency, may be required to perform functions under the Incident Command System and the City's Emergency Program.
8. Other duties as assigned.

### **Community Safety**

1. Exemplifies and actively promotes a culture of public safety, which includes extensive responsibility in preventing emergency incidents and educating the community in public safety matters.
2. Responsible for performing a variety of incident prevention duties such as fire and life safety inspections of buildings and pre-incident planning.
3. Community education including delivering a variety of services intended to enhance public safety and reduce the number of emergency responses or minimize their impact on customers and their property. Such duties include, but are not limited to, fire station educational tours for members of the community, conducting public education programs in schools and local businesses and educating members of the community in methods for preparing themselves and their families for emergency incidents.
4. Other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Ability to deal sensitively and respectfully with citizens, co-workers and members of mutual aid agencies.

Ability to communicate with tact and diplomacy to handle communications and contacts of a difficult or specialized nature including dealing appropriately with individuals who may be vulnerable and/or have mental health issues.

Considerable knowledge of the operation of Fire Department apparatus and equipment and in methods used in combating, extinguishing and preventing fires.

Considerable knowledge of emergency response practices and emergency first responder medical work.

Knowledge of building construction practices and ability to demonstrate mechanical aptitude.

Agility, strength, and physical stamina to perform arduous and prolonged work under adverse conditions.

Ability to exercise good judgment within an emotionally challenging environment and act calmly and methodically in an emergency situation.

Ability to understand written and verbal instructions and orders. Ability to articulate ideas and information both orally and in writing including delivering public education presentations in both formal and informal settings.

Ability to work with others in a team effort to complete tasks.

Good computer skills including proficient keyboarding and the ability to use and navigate Microsoft Office applications (i.e. Outlook, Word, Excel, Power Point) and other City used applications.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Grade 12 or equivalent

NFPA – 1001, Level I and II Certification

First Responder - Level 3 First Aid / OFA Level 3 (including AED and Spinal first aid endorsements)

CPR C

### **REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS**

Valid Class 3 BC Driver's License with air endorsement and a driving record that shows no more than 6 points

Satisfactory Criminal Record Check

### **DESIRABLE AND BENEFICIAL TRAINING OR EXPERIENCE**

Emergency Medical Responder

Public education and community volunteering experience

University/College diploma or degree in a relevant discipline

NFPA 1002

Fire Service Instructor

Experience and/or training in the construction, mechanical trades or machinery operation

Experience with menu driven computer software programs

Certificates or training related to emergency services such as hazardous materials, high angle rescue, confined space entry, pleasure craft operation

Pleasure Craft Operator's Card

Fluency in a second language

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and inclusivity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.