

FIRE FIGHTER APPLICATION FORM



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

Secondary School	
Graduation Date	Level Completed

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

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

Other Education / Certifications / Specialized Training	

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.

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

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 must 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>
Minimum required qualifications				
Legally entitled to work in Canada				
High School Diploma or equivalent				
NFPA 1001 (Firefighter 1 & 2 Certification)				
First Responder, OFA 3, or equivalent				
CPR for Health Care Providers (HCP)				
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 Police Information Check				
Willing and able to reside within 1 hour's travel time of the City's fire halls <i>*(see information below)</i>				
Desirable Qualifications / Experience				
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)
Desirable Qualifications / Experience				
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