



## **FIREFIGHTER APPLICATION QUALIFICATIONS AND CHECKLIST**

**Please indicate to which municipality you are applying:**

- District of North Vancouver or
- District of West Vancouver or
- City of North Vancouver or
- All 3 municipalities

Please complete the writable PDF application form on any one of the three municipal careers pages ([www.dnv.org/careers](http://www.dnv.org/careers), [www.westvancouver.ca/careers](http://www.westvancouver.ca/careers) and [www.cnv.org/careers](http://www.cnv.org/careers)) and email the application form, together with your resume, to [careers@westvancouver.ca](mailto:careers@westvancouver.ca).

Please use this checklist to confirm your qualifications and that you have attached the appropriate documents in the order as presented below. You are required to submit only one copy of this completed checklist and your supporting documentation (certificates, Fit-tech score etc.), even if you are applying to more than one municipality, and drop it off at any of the three municipal offices shown on the last page of this document.

**Applicants Name:** \_\_\_\_\_

**Applicants must submit their asterisked (\*) documents in the order as presented below:**

### **REQUIRED QUALIFICATIONS:**

- \* Qualifications Checklist
- \* Successful completion of an approved Firefighter Training program resulting in a minimum of Firefighter Level 2 Certificate (NFPA1001). **A copy of your certificate (displaying the IFSAC or PROBOARD seal) must be attached to your checklist, OR**
- If you are currently attending a Fire School/Academy to obtain a NFPA Firefighter Professional Qualification, Firefighter 1 and 11 certification, proof of completion of your Firefighter Level 2 Certificate must be provided by no later than August 31, 2009.
- \* High School graduation – a copy of your High School or GED Certificate (or transcript).

- Successful completion of at least one year of post secondary education (e.g. academic/technical/trades), **OR**
- The equivalent combination of related technical/trades training, **OR**
- Accumulated work experience after high school (equivalent to full time hours), preferably in work related to the needs of the Fire Service. (e.g. building construction, mechanical, driving trucks and/or large or emergency vehicles, fire service, first aid, nursing, paramedic, instructor/educator, etc.).
- Physically fit for the position of Firefighter. **Please note: If you are selected for a final interview with the Fire Chief, you will be required to attend a Medical Assessment with Medisys demonstrating your ability to medically perform the job of Firefighter.**
- \* **Most recent copy** of your Physical Assessment from Dr. Carter ([www.fit-tech.org](http://www.fit-tech.org)). **Note that as assessments expire in one year, they must be current. Please note that the next fit-tech session is August 16, 2009. If your Physical Assessment is not current, you must be registered for this session.** Call (604) 528-5590 to register **OR**
- I have not submitted my Physical Assessment with my application, but am registered for the next fit-tech session on August 16, 2009.
- 20/30 visual acuity unaided and uncorrected. Colour and peripheral vision safe for the position of Firefighter. This will show as part of your Medical Assessment if you are required to undertake the assessment if you are advanced to the final interview with the Fire Chief.
- Normal unaided hearing. This will show as part of your Medical Assessment if you are required to undertake the assessment.
- \* A copy of your valid B.C. Driver's License, Class 3 with Air Brake endorsement. Note: If you are applying from another Province, you should attach documentation from the Motor Vehicle Branch confirming your driver's licence qualifications are equivalent to B.C. standards.
- \* A current driver's abstract which should demonstrate responsible and safe driving behaviour. More than 6 points in the last 3 years from the date of application are considered excessive and the applicant is considered as not meeting the required qualifications. Note: Applicants applying from out of B.C. should attach an abstract from where they hold their driver's licence.
- Successful completion of and current certification, in Occupational First Aid - Level 1 **OR**
- Standard First Aid – Industry with CPR Level C **OR**
- Emergency First Aid – Industry.
- No conviction for a criminal offence related to the job of Firefighter.
- Legally entitled to work in Canada.
- Amongst the three municipalities there are certain requirements for living boundaries for firefighters. These will be discussed during the interview process.
- Computer literacy (i.e. proficiency in Microsoft Office and/or common software applications).

**PREFERRED QUALIFICATIONS:**

- \* Successful completion of a post-secondary education program (e.g. academic, technical or trades training) **OR**
- Some post-secondary education (e.g. academic/technical/trades) **OR**
- A combination of related technical or trades training. Certificate(s) and/or transcript(s) is/are to be attached. **(The above three requirements are in addition to your NFPA1001 and NFPA1002).**
- \* A copy of your valid Occupational First Aid Level 3 or a First Responder Licence Level 3 combined with Spinal Immobilization and AED (Automatic Electronic Defibrillator) Endorsements is preferred. **Note:** If you don't have this specific certification but have equivalent or greater qualifications, please provide written documentation from the first aid provider that your qualifications are comparable to these standards.
- \* Additional Fire Service related courses.
- \* Ability to swim and related life saving certificates.

**RESUME SECTION:**

For the section on your resume that covers your Education and Training please order your education and training courses and include dates of completion as follows:

- PRIOR to attending the Fire Academy
- Then your Fire Academy training, courses taken, and any additional courses you may have taken during this period that were beyond the Fire Academy training; and
- POST Fire Academy training along with dates of completion.
- Provide three work references (not relatives) and their contact information.

**Please ensure that all required documentation is attached to your application, otherwise your application will be considered incomplete. Only those applicants who meet the required qualifications will advance in the recruitment process.**

**In support of our environmental and sustainability goals, please refrain from submitting your qualifications checklist and supporting documentation in plastic file folders, plastic sheet protectors and/or coil bindings.**

I hereby certify that all information given in the Qualifications and Checklist, the Application Form and my resume is true and complete. I agree that any misstatement or misrepresentation therein, may cause forfeiture on my part to all rights to any employment or continued employment with the District of North Vancouver, or the District of West Vancouver or the City of North Vancouver. I further release to the Districts and/or City the authority to check records and files relevant to my application (s) and to contact employers with regard to work references. If employed, I authorize the use of my personal information for employment related purposes.

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**SIGNATURE**

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**DATE**

District of North Vancouver  
Human Resources Department  
355 w. Queens Road  
North Vancouver, BC  
V7N 4N5

District of West Vancouver  
Human Resources Department  
750 – 17<sup>th</sup> Street  
West Vancouver, BC  
V7V 3T3

City of North Vancouver  
Human Resources Department  
141 W. 14<sup>th</sup> Street  
North Vancouver, BC  
V7M 1H9

