



FIREFIGHTER RECRUITMENT CHECKLIST

Your application needs to be comprised of the following checklist, your cover letter, your resume and copies of all relevant certifications and educational credentials. A PDF version of the checklist is available here:

www.newwestcity.ca/newwestfire.

All applicants **MUST** submit the documents identified in items 1-3 in the list of “Minimum Required Qualifications” to support their application. Failure to provide the documents listed in this category will disqualify you from the competition. Failure to provide the documents in the order defined below may disqualify you from the competition.

To support your application, please check mark all of the educational qualifications and certifications that you currently possess.

Please ensure that all these documents are provided with your cover letter and resume in one single PDF.

Minimum Required Qualifications (you MUST attach proof for items 1-3):

Minimum Required Qualifications	Require- ment Met	Proof Attached
1. High School Graduation or equivalent (i.e. GED).		
2. Valid Class 3 Driver’s License with Air Brake Endorsement or equivalent for vehicles with more than two axles (automatic transmission is accepted). Current copy of driver’s license. (*See below for more information*)		
3. Current driver’s abstract dated no more than 30 days prior to the application closing date.		
4. At least 20/30 corrected binocular vision or at least 20/100 uncorrected binocular vision and satisfactory colour and peripheral vision.		
5. Normal hearing without artificial aids.		
6. No criminal convictions related to the position of firefighter. A Police Information Check with a Vulnerable Sector Check will be required through the recruitment process.		
7. Candidates must reside within a twenty-four (24) kilometer radius of New Westminister city limits.		
8. Minimum two years of accumulated work experience after high school (equivalent of full-time hours).		
9. Fluent in English (oral and written).		

** The NWFRS recognizes possible delays may exist in obtaining the complete Class 3 driver’s license with air brake endorsement. We understand that the delays exist with the Motor Vehicle Branch. In the interim, and only to support your initial application, we will accept that a testing date has been booked and this requirement will be a condition of employment.*



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Preferred Qualifications (if you are qualified, please attach proof for items 10-17):

Preferred Qualifications		Requirement Met	Proof Attached
10.	Successful completion of an approved Firefighter Training Program, NFPA 1001 Levels I & II or approved equivalent.		
11.	Post-secondary education and/or completion of Level 1 Trades Apprenticeship. Military training and qualifications may be recognized as post-secondary credits on a case-by-case basis.		
12.	Valid BC Emergency Medical Assistants Licensing Board License in one of the following: First Responder Level III with AED and Spinal Endorsements OR Emergency Medical Responder (EMR) OR Primary Care Paramedic (PCP) OR Advance Care Paramedic (ACP) OR other medical qualifications.		
13.	Additional Fire Service related courses and fire related work experience (i.e. building construction, mechanical, heavy equipment operations, etc.).		
14.	Ability to swim and related life-saving certificates.		
15.	Fluency in a second language (oral and/or written).		
16.	Computer literacy (i.e. proficiency in Microsoft Office and/or other common software applications).		
17.	Community involvement and volunteer experience.		

Acknowledgement:

- I acknowledge that I understand the physical and psychological fit requirements for the position of firefighter and the need to meet or exceed the medical standards set in NFPA 1582.
- I acknowledge that I must reside within a twenty-four (24) kilometer radius of New Westminister city limits.
- By signing this document, I confirm that the information that I have provided is true and accurate. I understand that any false claims made by me, and if short listed for consideration, may disqualify me from this competition.

Name: _____

Date: _____

Signature: _____