



## The Corporation of the City of Nelson

### Nelson Fire & Rescue Services

#### Auxiliary Firefighter Application Process

#### Basic Requirements:

- Resident of the City of Nelson or NFRS Fire Response Area
- Class 5 Driver's License
- Good health
- Minimum 19 years of age
- No criminal record
- Eyesight: minimum 20/100 unaided, 20/40 aided
- Physically fit: no pre-existing conditions that would significantly impair the ability to perform firefighter duties or put applicant or others at risk.
- Willingness to be a team player.

#### Application Process:

- **1<sup>st</sup> Stage:** Acceptance of the Application
- **2<sup>nd</sup> Stage:** Written Aptitude Test
- **3<sup>rd</sup> Stage:** After completion of the 2<sup>nd</sup> Stage the successful applicants will be required to submit the following documents. Nelson Fire Rescue Services will review all submitted documents, as well as information from previous stages.

<input type="checkbox"/>	Current (within the past 24 months) Optometrist Prescription that notes your vision unaided on the 20/20 Scale; and aided, if you require corrective lenses; a minimum of 20/100 unaided or 20/40 aided
<input type="checkbox"/>	Driver's Abstract, may be obtained from any Service BC office; or online at <a href="http://icbc.com">icbc.com</a>
<input type="checkbox"/>	Copy of Transcript and Letters of Reference from the Dean and/or Instructors if you attended a post-secondary Fire Training program;
<input type="checkbox"/>	Copies of First Aid and First Responder certifications;
<input type="checkbox"/>	Three Letters of Reference; cover letter and resume; and
<input type="checkbox"/>	Criminal Record Check; may be obtained from the Nelson Police Department.

- **4<sup>th</sup> Stage:** Participation in the Hands-On Training Weekend
- **5<sup>th</sup> Stage:** Interviews, Final Review, Acceptance and Employment Offer

# Nelson Fire & Rescue Services

## 1<sup>st</sup> Stage: Auxiliary Firefighter Application

The City of Nelson is collecting your personal information in accordance with Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The City of Nelson collects your information for the purposes of administering its programs and services, including permits and licensing services. If you have any questions, please contact the Freedom of Information Coordinator at 101 - 310 Ward Street, Nelson, BC [V1L 5S4 or FOI@nelson.ca](mailto:V1L 5S4 or FOI@nelson.ca) or 250-352-8120.

PERSONAL INFORMATION							
Full Name:							
Address:		City:		Prov:		Postal Code:	
Previous Address:		City		Prov:		Postal Code:	
Telephone:	Home	Work		Cell			
Email:							
Date of Birth:	Month/Day/Year		Residency in Nelson:			Years	
Eyesight:		With Glasses			Height		
Hearing Ability:	Normal: <input type="checkbox"/> Yes <input type="checkbox"/> No	Aid Required: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Driver's License #:		Class:		Air Brake Ticket: <input type="checkbox"/> Yes <input type="checkbox"/> No	Issuing Province:		
Place of Birth:			Citizenship:				
EDUCATION							
High School:				Grade Completed:			
University/College:			Years Completed:		Degree/ Diploma:		
Other Technical/ Vocational Courses Completed:							
Fire Fighting Education:							
First Aid Certificate:				First Responder Certificate:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Issuing Agent:				Issuing Agent:			
Expiry:				Expiry:			
CPR Certificate:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level:	AED Endorsement:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other Certificates:							
Hobbies & Other Leisure Activities:							

**EMPLOYMENT HISTORY:** Please list most current employer first followed by previous employers in reverse chronological order:

Name & Address of Employer	Name & Address of Employer	Name & Address of Employer
Dates of Employment	Dates of Employment	Dates of Employment
From: _____ To: _____	From: _____ To: _____	From: _____ To: _____
Title: _____	Title: _____	Title: _____
Duties & Responsibilities:	Duties & Responsibilities:	Duties & Responsibilities:
Reason for Leaving:	Reason for Leaving:	Reason for Leaving:

**PREVIOUS EXPERIENCE**

Fire Department:		Years of Service:		Position:	
Truck Driving Experience:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes: Service:	Years of Service:	Location:	

**Give a brief explanation of why you wish to join this organization:**

By submitting this application, I understand and agree that:

1. The information given above is true and complete to the best of my knowledge. Any misrepresentation or omission of fact in my application, resume, or any other material, or during any interviews or encounters with City personnel, can be justification of refusal of employment, or, if employed, termination from the City of Nelson's employ.
2. Any offer of employment that I may receive from The City of Nelson is contingent upon my successful completion of the City's total pre-employment screening process including the City's receipt of references that it considers satisfactory, and my satisfactory completion of any examinations the City may require to determine my ability to do the essential duties of the job.
3. In processing my application for employment, the City of Nelson may verify all the information provided by me that is related to the requirements of the job including my prior employment, education, character, general reputation and criminal record.
4. I authorize and request that all of my present and former employers and any individuals I have listed as references furnish information about my employment record, including a statement of the reason for termination of my employment, work performance, abilities, and personal qualities relevant to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.
5. I also understand that this is an application expressing interest only in the Auxiliary Fire Fighter position with Nelson Fire Rescue Services and that the Fire Chief's office will contact me when a position of this nature becomes available.
6. The City of Nelson is collecting your personal information in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act*. The City of Nelson collects your information for the purposes of administering City of Nelson programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Head at 310 Ward Street, Nelson, BC V1L 4P1 or [FOI@nelson.ca](mailto:FOI@nelson.ca) or 250-352-8234

Please note that the City of Nelson reserves the right to accept or deny any application.

Signature \_\_\_\_\_

Date: \_\_\_\_\_