

Kamloops Fire Rescue 2023 Firefighter Recruitment

Recruitment Checklist

Use this checklist to confirm that you have submitted the required documents as indicated below. **You must save the documents in the order listed on this checklist and use the filenames we have provided.**

1. Completed Recruitment Checklist – Save as **1 Checklist.**
 2. Resume – Save as **2 Resume.**
 3. Cover Letter - Save as **3 Cover Letter.**
 4. Copy of birth certificate or proof of entitlement to work in Canada
– Save as **4 Citizenship.**
 5. Copy of your high school diploma or GED certificate – Save as
5 High School.
 6. Copy of one (1) of the following additional educational requirements
– Save as **6 Additional Education:**
 - ✓ 3 years Post Secondary work experience; or
 - ✓ Completion of 2nd year Trades Apprenticeship; or
 - ✓ Completion of 30 Post Secondary Credits; or
 - ✓ Completion of two (2) full seasons as a Provincial Wildfire Firefighter; or
 - ✓ Completion of two (2) years of Military service.
 7. Copy of certificate which displays the IFSAC or PROBOARD seal which provides
proof of successful completion of an approved Firefighter training program
resulting in a minimum of Firefighter Level 2 Certificate (NFPA 1001).
The original, official certificates with seals must be available for inspection if
invited for an interview with the panel – Save as **7 Training.**
- Note: If you have completed your Firefighter Level 2 Certificate prior to June 25, 2023 but have not yet received your official certificate, proof of, completion such as a letter from your Fire School or Academy must be provided.*
8. Copy of valid B.C. Driver's License (Class 3 OR 1 with air brake endorsement)
– Save as **8 DL.**

9. Current driver's abstract – Save as **9 Abstract**.

Note: The driver's abstract should demonstrate responsible and safe driving behaviour. **More than six points in the last three years from the date of application is considered excessive and will exclude you from further consideration.** Applicants applying from outside of B.C. should upload an abstract from where they hold their driver's license.

10. Valid license of one (1) of the following – Save as **10 First Aid**:
- ✓ Emergency Medical Assistant; or
 - ✓ First Responder Level III Certificate; or
 - ✓ Primary Care Paramedic Certificate.

11. Applicant Consent form for Physical Performance Test – Save as **11 Applicant Consent**.

12. Doctor Consent form – Save as **12 Doctor Consent**.

*Note: You do not need to submit the Doctor Consent Form **unless** you are selected to participate in the physical testing. If you do not submit in advance, you **MUST** bring a copy with you on the day of the testing. Physical testing is scheduled for September 7 – 10, 2023. **Failure to bring a doctor's consent form will prohibit you from participating and advancing in the recruitment process.***

13. Three work related references and contact information of individuals who have supervised you – Save as **13 References**.

14. Additional documents as indicated under Preferred Qualifications of the job posting – Save as **14 Name of Preferred Qualification**. For example:
- ✓ 14 Emergency Medical Responder
 - ✓ 14 B.C. Driver's License Class 4
 - ✓ 14 Pleasure Craft Operator Card
 - ✓ 14 Community Involvement

Please see the job posting for a complete list of preferred qualifications.

15. Most Recent Candidate Physical Ability Test (CPAT) **only if available** – Save as **15 CPAT**.