

SALMON ARM FIRE DEPARTMENT

Recruitment & Selection Procedure

Paid-on-Call Volunteer Firefighter



Stage 1 – Application

Stage 2 – Screening & Personal Interviews

Stage 3 – Job Related Fitness Training

Stage 4 – Completion of Recruit Training Program & Probationary Period

STAGE I - Application

The minimum candidate standards for application are:

- a minimum age of nineteen years coupled with good physical condition
- have and maintain a valid BC Driver's License with an acceptable driving record
- be employed full time
- must reside in Salmon Arm

The application package includes:

1. Employment Application for Paid-on-Call Volunteer Firefighter.
2. Consent for disclosure of criminal record information (2 pages). Must be taken to local RCMP detachment by applicant.
3. Physical Fitness Medical Release.
4. Applicant must attach driver's license abstract from Service BC.

The application will not be deemed to be complete unless all four elements are returned to the Fire Department Administration Office completed in full.

Other forms to be completed once successful in the interview process:

1. Semi-Annual Direct Deposit Authorization
2. Semi-Annual Income Tax Deduction
3. Hepatitis B Vaccine Program

STAGE 2 - Screening and Personal Interviews

At this stage the Fire Department will check references provided on the application forms and confirm criminal record search with the R.C.M.P. Security check and reference check will be kept strictly confidential for use by the Fire Department. Candidates successful after that process will be invited for a short interview and have an opportunity to discuss any questions they may have relating to the Fire Department.

STAGE 3 - Job Related Fitness Testing

Job related fitness testing will be conducted at one of the Fire Halls as determined by the Fire Chief. The fitness test consists of the following:

1. Run 2 kilometers within fourteen (14) minutes. (Four times around Fletcher Park).
2. From a complete extended arm position, palms away, pull the body upward to chin a horizontal bar, a total of four (4) consecutive times.
3. On a beam measuring fifty (50) feet long by six (6) inches wide, carry a length of fire hose weighing at least twenty (20) pounds and walk the length of the beam carrying the length of hose without falling off or stepping off the beam.
4. Given a weight of ninety six (96) pounds, lift the weight from the floor and carry the weight one hundred (100) feet without stopping. (Two foam buckets).
5. Starting from an erect position with the feet apart approximately shoulder width, move a fifteen (15) pound weight in the following manner. Bend over, grasp the weight with both hands while it is at a point on the floor between the feet and lift the weight to waist level, then place the weight on the floor approximately twelve (12) inches outside the left foot and without letting go, raise the weight to waist level and touch it to the floor about twelve (12) inches outside the right foot, repeat this move fourteen (14) time in less than 35 seconds.
6. Climb a fully extended aerial ladder to the top and return to ground level wearing full turnout gear and self contained breathing apparatus (air supply not hooked up).
7. Wearing a helmet, duty coat, gloves and self contained breathing apparatus; including face piece, air supply hooked up and with the breathing apparatus face piece obscured, walk through a simple maze.

Note: Candidates will be given the opportunity to familiarize themselves with all fitness testing exercises before being tested.

STAGE 4 - Completion of Recruit Training and Probation

As soon as is practical upon meeting the other requirements the candidate will be enrolled in the Salmon Arm Fire Department Recruitment Training Program. This program consists of approximately forty (40) hours of training. A candidate must successfully complete the Recruitment Training Program including the practical and written evaluation at the end of the training program. After the firefighter has successfully completed the Recruit Training Program and has been in the Department for six (6) months the probationary period is completed. At any time in the process, actions of the candidate which are in contravention of Fire Department policy and Standing Orders may result in dismissal at the discretion of the Fire Chief.

SALMON ARM FIRE DEPARTMENT

Employment Application

Paid-on-Call Volunteer Firefighter



Applicant Information

Full Name: _____ S.I.N. _____

DRIVERS LICENCE: No. _____ Class: _____ Air Ticket: _____

Civic Address: _____

Mailing Address (if different): _____ Postal Code _____

Personal Health No. (BC Care Card) _____

TELEPHONE: Home: _____ Cell: _____ Other: _____

Email: _____

Highest Grade Completed in School: _____ Year Completed: _____

Other Education: _____

First Aid Certificates (if any): _____

Firefighting Experience (if any): _____

Current Employer: _____

Position: _____ Duties: _____

Employer Address: _____ Telephone: _____

References

1. _____ Telephone: _____

2. _____ Telephone: _____

3. _____ Telephone: _____

Next of Kin: _____ Relationship: _____

I, the undersigned, apply to enroll in the City of Salmon Arm Fire Department and if accepted, undertake to perform such duties as may be assigned to me be the Fire Chief or his delegated representative in authority of the City of Salmon Arm Fire Department. I agree to account for any Fire Department equipment that may be issued to me. I will be required to have a medical examination and to submit a Medical Practitioner's statement confirming my physical ability to carry out firefighting duties; to submit to a criminal record check and to submit a Driving Record Abstract for the three years prior to being accepted into the City of Salmon Arm Fire Department.

Signed

Date