

Frequently Asked Questions

Q. Where do I submit my application?

A: Applicants must apply to our posting on the [National Testing Network](#) firefighter job site for the [Kelowna Fire Department](#) job posting. Applications will not be accepted through the City of Kelowna job posting board or by any other means.

Q. What does the application process through the National Testing Network look like?

A: Applicants will schedule their exam first and from there, you will add the Kelowna Fire Department job and pay the exam fee of \$55usd. Then you will create an account and check out. Once you have created your account, you are then able to upload the required documents to the portal.

Q. What portion of the recruitment do I complete through the National Testing Network?

A: Applicants will submit an application and complete the firefighter written testing and a pre-recorded video interview directly through National Testing Network. Applicants wishing to be considered for our recruitment must have their application, written testing and video interview completed by **October 1, 2023**.

Q: Do you accept out of province applicants?

A: Yes, however, be aware that you will be required to travel to Kelowna on separate occasions to participate in the different tests, sometimes with little advance notice.

Note: Any costs associated with travel and / or relocation expenses are your own responsibility.

Q: I am currently a professional firefighter with another city. Do you have an experienced firefighter transfer program?

A: Not currently. We will continue to seek entry-level firefighters until further notice.

Q: Why do candidates pay fees to participate in the hiring process?

A: As a Municipal organization, our department must be fiscally responsible for managing funds we receive through taxes. To ensure there are enough resources to provide emergency response services, firefighter applicant testing procedures must run on a cost-recovery basis. All fees assigned to a specific step in our process are non-refundable and will be required before you can participate in that step.

Q: What is the shift schedule?

A: Firefighters work an averaged 42 hour work week – 2 day shifts and 2 night shifts as per the IAFF Agreement.

Q: Do I need to live in the City of Kelowna or the Regional District of the Central Okanagan? How far can I live away from the City?

A: If successful, it is expected the candidate will move to the Central Okanagan Regional District (RDCO) area within 90 days.

Q: Is NFPA 1072 an equivalent to NFPA 472?

A: Yes

Q: How many demerit points are acceptable on my driving record?

A: Fewer than 6 points are acceptable. A current driver's abstract is required with your application.

Q: How many years of driving history am I required to provide?

A: A minimum of 5 years.

Q: What is a confirmation number?

A: A confirmation number will be provided to you once you have made it to the physical/swim test portion of the recruitment. This number will be required at various times throughout the process so make sure you keep it handy.

Q: How will I know if I am successful throughout the process?

A: Confirmation numbers of the applicants who are moving on to each phase of the recruitment process will be posted on our website on the dates specified in the information package. Check back to the website to confirm if your confirmation number has been posted. No names will be listed.

Q: What happens after I've submitted my application?

A: You will be directed to complete the firefighter written test and pre-recorded video interview through the National Testing Network. After completing those two components a review of your file will be conducted to determine its viability. You will be advised if you are advancing to the next stage. ***Please ensure that all required documents have been uploaded.***

Q: I have a Fire Training Certificate but it is not the NFPA 1001. How can I find out if it is equivalent?

A: You can go to the NFPA website at www.nfpa.org and inquire there. All equivalent certificates to the 1001 should have an Accreditation Seal on them from either IFSAC or Pro Board to be deemed equivalent.

Q: If I have First Medical Responder or Emergency Medical Responder certification do I still need a first aid certificate?

A: No. If you have a current FMR or EMR certification, a first aid certificate is not required.

Q: What do I need to bring with me to my interview should I be invited?

A: When your interview has been booked, we will send you an email outlining the items you are expected to bring to your appointment.

Items required for your interview:

1. Your driver's license for identification purposes.
2. If you wish, a current copy of your resume (optional)
3. The original of your Criminal Records Search
4. A reference list containing the names and current contact information for a minimum of three employment references; these people need to be able to offer a professional perspective of you and your work ethic.