

### Firefighter Recruitment Process

1. The opportunity to compete for a spot on our Firefighter Eligibility List is advertised on the City of Kelowna Website [www.kelowna.ca/careers](http://www.kelowna.ca/careers). Applications are accepted only through 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.
2. Please do not call the Fire Department or the City of Kelowna Human Resources Department with questions regarding the recruitment process. All information relating to this recruitment is posted on the City of Kelowna website at [Firefighter recruitment | City of Kelowna](#). A list of Frequently Asked Questions (FAQ's) is available on the website under Firefighter Recruitment for additional information.
3. The first step in the Recruitment Process is to apply to the Firefighter Eligibility List on-line at **National Testing Network (NTN)** by ~~September 4, 2023~~ **October 1, 2023**. Applications will not be accepted through the City of Kelowna website or received via any other means e.g. e-mail or hard copy. 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.
4. Please ensure that a **current Driver's Abstract (driving history of at least 5 years)**, a copy of your **NFPA 1001, NFPA 472** and your **valid First Aid certificate** is uploaded with your resume (see formatting instructions) when applying. These documents are required and **your application will not be considered complete** until these have been uploaded. Please also upload other relevant documents or certifications. Once your on-line application has been completed, you will be able to move on in the recruitment process.
5. Applicants will book the firefighter written testing directly through NTN and can choose from a wide selection of virtually proctored dates and times. Test components include:

Situational Judgment Test	Mechanical Reasoning
Reading Test	Math Test
Public Safety Self Assessment	

**Testing must be completed by ~~September 4, 2023~~ October 4, 2023.**

6. After completing the test, applicants will move on to complete a pre-recorded video interview through NTN. You will be guided through answering 6 questions that will be recorded.

**Pre-recorded video interviews must be completed by ~~September 4, 2023~~ October 4, 2023.**

7. Applications will then be assessed by reviewing the candidate's written test score, resume and pre-recorded video interview. If minimum qualifications have not been demonstrated and required documents not attached, the application will not receive further consideration.
8. Applicants who are shortlisted from all the NTN recruitment components will be notified that they are moving on to the Physical/Swim Assessments and will be assigned a Confirmation Number. Only the Confirmation Numbers will be posted on the City of Kelowna website moving forward.

In order to be able to participate in the physical/swim assessments, the following completed forms are required before you can participate:

- 1) Consent for Exercise testing and Release
- 2) ParQ Form
- 3) PARmedX form.

These forms will be provided for your completion.

9. The physical assessments will be administered and assessed by an independent third party. These have been scheduled for ~~October 20 – 22, 2023~~ **November 17-19, 2023** in Kelowna. Applicants will be contacted by email to book an appointment time and date to take their physical assessment. The assessment will take approximately 1 hour to complete.
10. The Swimming Ability Assessments have been scheduled for ~~October 20 – 22, 2023~~ **November 18-19, 2023** in Kelowna. Out-of-town applicants only need to plan one trip to complete the Physical and Swim Assessments. Regular swim wear will be worn for this assessment. Failure on any portion of the swimming test will result in elimination.
11. Swim test will consist of:
  - A three (3) minute surface support treading water exercise
  - A 25-meter swim
  - A 25-meter tow, in a life jacket
  - A 20 lb weight recovery from the bottom of the pool (7 feet in depth)
12. Physical: All times on timed events are compared to norms for firefighters and will be rated on a pass/fail basis. Those who fail any one event will be eliminated from the competition.
13. Vision and hearing tests: Candidates should allow additional time to have vision and hearing tests completed when attending the physical assessment. These are conducted by an independent third party on site and are based on the NFPA 1582 standard.
14. Successful applicants will then be contacted by Human Resources to participate in a final interview. The interviews will be held in ~~November 2023~~ **early December 2023** in Kelowna. A list of those applicants participating in the interview will be posted on the City Website. Only the Confirmation Numbers will be posted. Candidates must bring a current completed Criminal Record Search from your local Police or the RCMP to the interview. Candidates will be responsible for any costs associated with obtaining the criminal record check.
15. The Firefighter Eligibility List will be posted on the **City Website by January February 2024**. Only the Confirmation Numbers will be posted. Successful candidates will be required to travel to Kelowna for a thorough medical assessment. Candidates will be responsible for any costs associated with travel, however the medical assessment cost will be paid for by the City.
16. Unsuccessful applicants, who were interviewed, will be notified by phone that the competition has been completed.
17. There is zero-tolerance for persons who are deceitful, untruthful or who intentionally choose to withhold information from Recruitment personnel. In this instance, no future firefighter applications will be considered.

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For further information, please check our website at <https://www.kelowna.ca/city-hall/careers-volunteering/firefighter-recruitment>

