

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 .
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 www.kelowna.ca (follow the links under careers\firefighter recruitment). 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 www.kelowna.ca/careers by July 8, 2018 @ 4pm. We do not accept any paper applications - it must be completed on-line.
4. Please ensure that a current Driver's Abstract, a copy of your NFPA 1001 and your valid First Aid certificate is uploaded with your resume. The maximum size for each document is 5MB. These documents are required and **you cannot complete your application** until these have been uploaded. Once your on-line application has been completed, you will receive an automated **Confirmation Number**. **Please make note of this number**; future steps in the recruitment process will require this number.
5. If minimum qualifications have not been demonstrated, the application will not receive further consideration.
6. If minimum qualifications are demonstrated, applicants will be emailed information on how to book an appointment time, date and location to take his/her written assessment. Applicants will be required to pay **\$260.00 or \$325.00 depending on the location chosen**. See item 7 below for further information.

A money order, certified cheque or bank draft payable to Trainor Vocational Consulting Corp. must be paid to the Administrator upon arrival. Please ensure your name, phone number and/or email address: and registration number allocated by the City of Kelowna are included on the form of payment. No cash, personal cheques, or e-transfers will be accepted. The assessment will take approximately 4 hours to complete.

Minimum Standards normed against Canadian data are assessed under the following categories for the written exam:

Scholastic	Mechanical Reasoning
Spatial Relations	Reading Comprehension
Mathematical Ability	

7. The written assessments will be administered and assessed by an independent third party. When you come to take your assessment, you **must** bring a) your photo ID, b) your on-line application confirmation number, and c) payment. Written testing will take place in the following locations (details will be provided to applicants invited to the written assessment):

Kelowna	August 10,11 & 12, 2018 - \$260.00 includes the GST
Vancouver	August 18 & 19, 2018 - \$325.00 includes the GST

8. Applicants who meet the minimum standard for firefighting on the written assessment will be posted on the City Website by July 20, 2018. Only the Confirmation Numbers will be posted.
9. Applicants who are moving onto the next stage will be contacted to schedule a preliminary interview done via **SKYPE**, regardless of your location. **There will be no in person interviews at this point.**
10. Applicants who are further shortlisted from the preliminary interview will be moving on to the Physical/Swim Assessments and will be posted on the City Website by **September 21, 2018**. Only the Confirmation Numbers will be posted.

In order to be able to participate in the physical/swim assessments, you must bring the following original signed forms with you or you will not be able to participate:

1) Consent for Exercise testing and Release, 2) ParQ Form, and 3) PARmedX form. These forms can be found further along in this information package.

11. The physical assessments will be administered and assessed by an independent third party. These have been scheduled for September 28 to October 1, 2018 in Kelowna. Applicants will be contacted by email to book an appointment time and date to take his/her physical assessment. Applicants will be required to pay **\$250.00 including applicable taxes (cash or money order payable to Ascent Lifestyle Management Inc.)** upon arrival. The assessment will take approximately 1 hour to complete. Please refer to the document from Ascent Lifestyle Management Inc., for detailed information on this assessment, what to bring and what to wear.
12. The Swimming Ability Assessments have been scheduled for September 28 to October 1, 2018 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.
13. 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.
14. 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.
15. Successful applicants will then be contacted by Human Resources to participate in a final interview. The interviews will be held **from October 29 to November 9, 2018 in Kelowna**. A list of those applicants participating in the interview will be posted on the City Website by **October 12, 2018**. Only the Confirmation Numbers will be posted.
16. Two documents **MUST** be presented at the interview:
 - 1) A current completed Criminal Records Search from your local Police or the RCMP,
 - 2) NFPA Medical Conditions Form signed from your personal physician. This form can be found further along in this information package.

Candidates will be responsible for any costs associated with obtaining the criminal record check and medical exam.

17. The Firefighter Eligibility List will be posted on the **City Website by December 2018**. Only the Confirmation Numbers will be posted.
18. Unsuccessful applicants, who were interviewed, will be notified by phone that the competition has been completed.

19. 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.

For further information, please check our website at www.kelowna.ca/careers and click on *Firefighter Recruitment*.