



Cowichan Bay Volunteer Fire Rescue Firefighter Application Package



Job Description

The paid-on-call firefighter is responsible for rapidly and efficiently performing various duties under extremely stressful, emergency conditions that frequently involve considerable life hazards. Under the direction of the Fire Chief and Senior Officers, you will be responsible for skilled firefighting work involving the combating, extinguishing and prevention of fires; emergency medical care and treatment; rescue of victims from various emergency situations including motor vehicle incidents, mitigation of hazardous materials incidents; and saving life and property. The role involves performing routine duties related to the maintenance of firefighting equipment and departmental property, attending regular training and public education events.

Responsibilities:

- Respond to emergencies including but not limited to; fires, rescues, public assistance, emergency medical incidents, and spills or leaks of hazardous materials.
- Remain calm and professional in emergency situations.
- Operate fire apparatus and equipment.
- Work for extended periods of time in difficult and potentially hazardous situations.
- Assist, when required, with cleaning and preparing equipment, and maintenance of personal equipment.
- Attend weekly training meetings and other training as required.
- Take part in public events and public education.
- Other assigned duties as required.

Minimum Entrance Qualifications:

- Canadian Citizenship or Permanent Resident.
- Must be in good physical condition and able to successfully complete a physical agility test.
- Hearing must be normal without aids.
- Vision must be at a level (aided or unaided) of being able to safely perform all essential job tasks. *Note: Masks will be required at times, glasses will not fit under mask.*
- Live within the Cowichan Bay Improvement District Area
- Resident of Cowichan Bay Improvement District area for a minimum of one year.
- Possess a satisfactory criminal record check that will not hamper one's ability to obtain a First Responder's Medical License.
- Possess and maintain valid BC Driver's License applicable to the department requirements (must be capable of obtaining Class 3 with Air
- Possess a satisfactory Driver's Abstract.

Required Time commitment:

- Must maintain minimum attendance for weekly practices, incidents, and events as per Operational Guidelines:
- 100 % percent attendance to regular scheduled training during six (6) month probation period
- 75 % percent annual attendance to regularly scheduled training
- Attendance to 20% of incidents, including calls on weekends, holidays and nights



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- Attendance to additional training courses as required
- Able to attend Public Education events and other fire department related events as requested

Please carefully consider these questions to decide if being a volunteer Firefighter is the right choice for you:

1. Do I make ethical and responsible choices in my day-to-day life and at work?
2. Have I taken part in any unlawful activities in the past three years that could affect the result of a Criminal Record Check?
3. Do I treat others with respect, dignity and professionalism at all times regardless of their circumstances?
4. Do I work effectively as part of a team?
5. To the best of my knowledge, am I physically and mentally able to perform the duties of a Firefighter?
6. Many recruits have had to withdraw their applications due to priorities in their personal lives am I sure, my personal commitments can allow the necessary time commitment?
7. Am I able to work for extended periods under difficult and potentially hazardous situations?
8. Am I able to perform duties effectively in confined spaces, at heights, and with limited visibility?
9. Do I have the ability to remain calm and professional in emergency situations involving extreme stress and distraught persons?
10. Do I have substance abuse issues or compulsive behaviours that might be exacerbated by the stress involved in performing the duties of a Firefighter?
11. Do I have an adequate personal support system in place to assist me in handling the stress that I may encounter as a Firefighter?
12. Do I have the ability to motivate others and myself even in difficult situations?
13. Am I prepared to take orders from superiors and to carry out complex instructions?
14. Do I have any outside business activities or potential conflicts of interest that might compromise my ability to perform properly the duties of a Firefighter?
15. Have I actively supported my community and the interests of others?



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Section A: Name and Contact Information

First Name		Last Name	
Home Address (PO Box, Street, City, Province, and Postal Code)			
Home Phone:		Cell Phone:	
Email Address:			
Are you a Canadian Citizen / Permanent Resident		YES	NO

Section B: Basic Requirements

Do you currently live within the Cowichan Bay Improvement District Area?	YES	NO
Do you currently work in Cowichan Bay Improvement District Area?	YES	NO
Are you 19 years of age or older?	YES	NO
Do you believe you are free of medical conditions that may preclude your participation as a volunteer firefighter?	YES	NO
Have you attached a criminal record check completed within the past 6 months? <i>(note: if you have a criminal record you will be asked to provide details) If you do not have a recent criminal record check document please do not proceed with requesting one until advised to do so by the fire department.</i>	YES	NO
Do you have a current BC class 5 Non-Restricted driver's license? <i>If 'yes,' please attach an abstract and a photocopy of your Driver's License. If you have ever had your license suspended, please attach a note with an explanation.</i>	YES	NO
Air Brakes Endorsement:	YES	NO

SECTION C: Availability

Are you willing and able to participate in a <u>minimum</u> of one 3- hour practice session every week and maintain a <u>minimum</u> attendance rate of 75% or greater?	YES	NO
Do you understand that in order to be available for emergency call-outs, you must be able to arrive at the fire station promptly and have abstained from alcohol and drugs for the previous 12 hours?	YES	NO
Are you willing and able to retain and wear an emergency pager and respond to emergencies 24 hours per day, seven days per week, 365 days per year?	YES	NO
Are you willing and able to participate in the occasional weekend training program?	YES	NO



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SECTION D: Employment History

Are you currently employed?				YES		NO	
Current Employer:							
Position Title:		Years Held:					
Address:							
Responsibilities:							
Have you attached a current resume?				YES		NO	
Have you discussed your application to Cowichan Bay Volunteer Fire Rescue with your employer?				YES		NO	
If yes, does your employer consent to you responding to emergencies during business hours?				YES		NO	
Previous Employer:							
Position Title:		Years Held:					
Address:							
Responsibilities:							
Reason for leaving:							

SECTION E: EDUCATION AND TRAINING

Have you completed Grade 12 or equivalent?				YES		NO	
Do you have any post-secondary education? <i>If 'yes', please describe:</i>				YES		NO	
Please place a check mark next to any of the following training you have completed, and attach photocopies of current certificates:							
FIREFIGHTING	<input type="checkbox"/>	Explain:					
RESCUE	<input type="checkbox"/>	Explain:					
FIRST AID	<input type="checkbox"/>	Explain:					
OTHER	<input type="checkbox"/>	Explain:					



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SECTION F: WILLINGNESS

Do you understand that volunteer firefighters are expected to be in good physical condition, and do you feel you are physically able to participate in a physical fitness-related test as part of the selection process?	YES		NO	
Do you understand that successful applicants are required to remain without facial hair to ensure a self-contained breathing apparatus mask will form a positive seal on the face? (Moustache and short sideburns are acceptable as long as they don't affect the seal)	YES		NO	

SECTION G: REFERENCES

Is it permissible for fire hall personnel to contact your current employer as a reference? If 'no', please explain:	YES		NO	

REFERENCE #1

First Name		Surname	
Title		Company name	
Address (number, street, city, province, postal code)			
Phone:		Cell phone:	
Email address:		Relationship to you:	

REFERENCE #2

First Name		Surname	
Title		Company name	
Address (number, street, city, province, postal code)			
Phone:		Cell phone:	
Email address:		Relationship to you:	

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REFERENCE #3			
First Name		Surname	
Title		Company name	
Address (number, street, city, province, postal code)			
Phone:		Cell phone:	
Email address:		Relationship to you:	

Fitness Assessment

All Candidates must successfully complete the Cowichan Bay Volunteer Fire Rescue Fitness Assessment as described below:

- The physical agility assessment is to see how the candidate performs physical components based on a validated maximum total time of 10:00 minutes.
- Throughout the assessment, the candidate will wear comfortable exercise style clothing.
- All assessment stations were designed to obtain the necessary information regarding physical ability. The tools and equipment were chosen to provide the highest level of consistency, safety and validity in measuring the candidate's physical abilities.
- The events are placed in a sequence that best simulates fire scene events. To ensure the highest level of safety, no running is permitted.
- Any participant may be stopped from performing if it looks to be an unsafe act on the participant's part. A two (2) minute penalty will be added if this occurs.
- All candidates must complete the PAR-Q and, if required, obtain permission from a physician to participate.



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SECTION I: SIGNATURE

Please read carefully:		Please Initial	
I, the undersigned, apply to enroll as a volunteer recruit member of the Fire Department and, if accepted, undertake to perform such duties as may be assigned to me by the Fire Chief or his delegated representative.			
I understand the promotional opportunities will depend upon positions becoming available, the results of work performance, training evaluation, the recommendation of the Fire Officers and approval of the Fire Chief.			
I verify that the information contained on this application form is true and accurate.			
I hereby give consent to the Cowichan Bay Volunteer Fire Rescue to conduct verification of the information given, as required.			
I agree to abide by the rules, regulations, policies, procedures, guidelines, and bylaws that govern the Cowichan Bay Volunteer Fire Rescue Department, the Cowichan Bay Improvement District, and Its Members.			
Signature		Date	

SECTION H: Attachments Checklist

Please remember to attach any documents	
	<i>Current BC Driver's License abstract with photocopy of your Driver's License If you have ever had your license suspended, please attach a note to explain</i>
	<i>Criminal record check and explanation (if applicable)</i>
	<i>Current certificates for firefighting, rescue or first aid training</i>
	<i>Your resume</i>
	<i>A completed Application Form</i>
	<i>A completed PAR-Q and, if necessary, a letter from your physician stating your ability to perform the Fitness Test</i>