



RICHMOND FIRE-RESCUE APPLICATION & HIRING PROCESS GUIDE 2019 – 2020



TABLE OF CONTENTS

A Message from the Fire Chief.....	1
Timeline	2
2019 – 2020 Hiring Process: Overview	5
2019 – 2020 Richmond Fire-Rescue Hiring Process Details	6
Application Steps – Detailed Guide	8
Application Review (Screening for Basic Qualifications).....	17
Written Testing.....	18
Preferred Qualifications and Resume Review	19
Physical Testing.....	20
Medical Examination.....	20
Police Information Check	21
Proof of BC Class 3 Driver's Licence	21
Panel Interview	21
Updated Driver's Abstract, Reference Checks and Education Verification	21
Fire Chief's Interview.....	21
Pre-Employment Suitability Assessment	21
Offer of Employment	21



Progressive, Professional, Proud

Our Vision

To be the best fire department in Canada.

Our Mission

We act as an effective team to proactively protect and enhance the City's livability by serving and educating our community, preventing harm and responding to emergencies.

Our Values

People – Excellence – Leadership – Team – Innovation



A Message from the Fire Chief

Welcome to our 2019 – 2020 recruitment process. If you are an action oriented person who aspires to being a part of a Progressive, Professional and Proud fire service team, then Richmond Fire-Rescue is the place for you.

Richmond Fire-Rescue is a values based organization that relies on the diversity, abilities and dedication of our people to carry out our Mission and drive us toward our Vision.

I know that there are many opportunities available to you in the pursuit of a firefighter job, and as such, I want to thank you for considering Richmond Fire-Rescue.

Tim Wilkinson
Fire Chief



Welcome to the 2019 – 2020 Recruit Firefighter Application & Hiring Process

This guide is provided to help you navigate our process. To be as competitive as possible, it is very important to follow directions and pay attention to detail. Read this guide completely before making your application. Make your application count!

Timeline

The following date ranges are estimates only and are subject to change. They are provided to give applicants a rough estimate of our process' timeline. We will update applicants as quickly as possible should there be any changes in the timing of tests, interviews, etc. Exact dates will be communicated directly to the applicants moving forward prior to each stage of the process.

- **Application Period**
March 15 – 31, 2019
- **Written Testing**
April 29 – May 3, 2019
- **Physical Testing**
June 17 – 21, 2019
- **Panel Interviews**
July 2 – August 2, 2019
- **Fire Chief's Interview**
August 12 – 23, 2019
- **Pre-employment Assessment**
August 26 – September 11, 2019
- **New Hire Start Date**
October 8, 2019

It is very important that you read and understand the following information before you begin the application process:

- Applications will only be accepted through the City of Richmond's online application system. Applications received via any other means e.g. email, fax or hard copy **will not be accepted.**
- Mac computers are not compatible with our application system. **Do not use a Mac** to make your application.
- It is important to use an email address that you check regularly. Communication to you throughout the recruitment process will be primarily through email. Please regularly check your junk folder so you don't miss any communications.
- Follow the instructions in this guide and in any subsequent communication carefully. **Failing to follow instructions may result in your removal from the process.**
- Ensure you complete your application properly and include all of the required documentation at the appropriate times, as outlined in this guide and in any subsequent communications.
- **Incomplete applications will be screened out of the process.**
- **Qualifications without the required supporting documentation will not be considered.**
- It is estimated that it will take 45 minutes or more to complete your online application. Give yourself adequate time; do not rush. Answer each question carefully.



Before you go onto the online application system to apply:

- ☐ Have all of the information and documents you will need to complete your application ready, available and in the requested format and order.
- ☐ **Be prepared to complete your application in one sitting.** A period of inactivity will cause the online system to time out and indicate that you have already applied. You will not be able to go back into the system to “re-apply”.
- ☐ Once you are in the online application system, ensure that you do not go back or press the “Back” button on your browser while completing your application. Use the online system navigation buttons provided – “Previous” or “Next”.
- ☐ Ensure that you have an updated resume. Word format is preferred.
- ☐ If you have a cover letter, add it into your resume document so that it is all one document.
- ☐ Ensure that you have a current Driver’s Abstract (**dated no earlier than March 1, 2019**) which includes **5 years of driving history**.
 - If you have held a Driver’s Licence in a jurisdiction other than BC within the past 5 years, you will need to obtain an abstract from your previous jurisdiction to complete **your 5-year driving history**.
 - Some jurisdictions provide less than 5 years of driving history. It is the applicant’s responsibility to do whatever is required to obtain and submit **5 years** of driving history. If it is not possible to obtain your full 5 years driving history by the time of the posting’s close, upload your Driver’s Abstract, regardless of the number of years included, and email firefighterrecruitment@richmond.ca to explain your circumstances. An extension may be granted.
 - If you have been driving for less than 5 years, your Driver’s Abstract must cover your driving history from the date you were first licensed.
- ☐ Have all of your supporting documents (transcripts, certificates etc.) in a format that you can upload. Make sure they are clear, legible and can be opened.

Basic Qualifications Documents

- A copy of your Driver’s Licence (front and back) and your Driver’s Abstract should be incorporated into a single document named “Driver’s Licence and Abstract”.
- Incorporate all of the remaining supporting documents for your Basic Qualifications into one document named: “Basic Qualifications”.
- Refer in this guide to: *Basic Qualifications and Application Steps – Detailed Guide (Step 13 and Step 16)*.

Preferred Qualifications Documents

- Each document which supports a Preferred Qualification should be a separate document and should be named to clearly indicate the document’s contents e.g. J Smith University Transcript.
- If you have more than one supporting document for a Preferred Qualification, it is acceptable to incorporate them all into one document, e.g. J Smith Fire Related Courses or J Smith Swimming Certifications.
- Refer in this guide to: *Preferred Qualifications; Application Steps – Detailed Guide (Step 16)*

- ☐ Make sure you upload all supporting documents, **at the time of your application**. Documents uploaded after the Application Period has ended may not be considered.
- ☐ During the Application Period, if you need to make changes or add information to your application after it has been submitted, call 604-276-4022. If you do not, your new information may not be considered.
- ☐ Qualifications without supporting documentation will not be considered; in other words, courses, certifications, licences, etc. require proof of completion in order to be considered.



Progressive, Professional, Proud

- ☐ It is the applicant's responsibility to maintain their certifications throughout the process.
- ☐ If you experience problems **during the application process**, call 604-276-4022. This line is only monitored during regular business hours (Monday – Friday, 8:15 a.m. to 5:00 p.m.).
- ☐ If your contact information changes during the course of this recruitment process please update your profile on the online application system.
- ☐ All information provided during the course of the application, testing and hiring process must be true and correct to the best of the applicant's knowledge. Providing knowingly inaccurate, misleading or false information will result in the applicant being disqualified from the process.



2019 – 2020 Hiring Process: Overview

Application Period

Applications are only accepted during the Application Period and must be submitted through the City of Richmond's online application system at www.richmond.ca/careers.

Submitting your Application

Carefully follow the steps which are laid out in detail later in this guide.

Application Review

Applications will be screened to ensure that applicants have all of the Basic Qualifications. Applicants whose applications do not indicate that they have met all of the Basic Qualifications (required at the time of application) will be screened out.

Written Testing – B. Leiren Associates Inc.: Personal–Competency Assessment for the Job of Firefighter

Applicants whose applications indicate that they have met all of the Basic Qualifications will receive an email advising them of the date, time and location (in Richmond) of the written testing, as well as how to register. This test fee is \$245 and will be the applicant's cost.

Preferred Qualifications and Resume Review

Applicants' preferred qualifications, resumes and test scores will be reviewed and a short list will be created.

Physical Testing – Fitness York Test & Swim Test

Applicants who have been shortlisted will move on to the physical testing. The Swim Test and Fitness York Test will be held in Richmond over a two-day period.

Applicants will complete only one of the tests each day. Test order will depend upon scheduling and details will be communicated to applicants later in the process. Applicants do not have to pay for the Fitness York Test or the Swim Test.

Medical Examination

Applicants moving forward in the process will be contacted at the appropriate time and advised to make arrangements to undergo a comprehensive NFPA 1582 Occupational Medical Examination by Ultima Medical Services Inc. If an applicant already has a Firefighter Medical Examination Certificate from Ultima Medical Services Inc., it must be dated no earlier than July 1, 2019 and should not be submitted until requested. The medical fee is \$275 and will be the applicant's cost.

Police Information Check

Applicants moving forward in the process will be contacted at the appropriate time and provided details on how to arrange to undergo a Police Information Check.

Proof of BC Class 3 Driver's Licence

By July 1, 2019, prior to the panel interviews, applicants will be required to provide proof of a valid BC Class 3 Driver's Licence (manual or automatic) with airbrakes or an equivalent licence from another jurisdiction, if they have not done so already. If you hold an equivalent licence from another jurisdiction and are successful through the recruitment process, you will be required to obtain a BC Class 3 Driver's Licence with airbrakes, as a condition of hire. At this time applicants will also be asked to provide information for reference checks and education verification.

Panel Interview

Applicants who are successful through the process will proceed to a structured panel interview. A short list of applicants will be created based upon the panel interview results.

Updated Driver's Abstract, Reference Checks and Education Verification

Shortlisted candidates will be contacted and asked to provide an updated Driver's Abstract. Reference checks and education verification will also be completed at this time.

Fire Chief's Interview

Applicants who have been shortlisted from the panel interview will be invited to a Fire Chief's interview. This interview will be conducted by the Fire Chief or a designate.

Pre-employment Suitability Assessment

From the Fire Chief's interview, a small group will move forward to a first responder suitability assessment; computer and paper based testing and a clinical psychologist interview.

Offer of Employment

Applicants who are successful through the process will receive offers of employment. Tentative start date is October 8, 2019. A second group is anticipated to be hired in early 2020 from an eligibility list.



2019 – 2020 Richmond Fire-Rescue Hiring Process Details

Application Period

Recruit Firefighter job opportunities will be posted on the City of Richmond's "Careers" page, www.richmond.ca/careers. The posting will be in effect for a period of approximately two weeks. The posting period will open on Friday, March 15, 2019 and will remain open until 11:59 p.m. (PST) on Sunday, March 31, 2019. Applications received after this date and time will not be considered.

If you apply on March 31, ensure that you begin with enough time to complete your application before 11:59 p.m., otherwise your application may not be received.

Only applications received through the online application system will be accepted and considered. Emailed, faxed or paper resumes and/or applications will not be accepted or considered.

Submitting Your Application

Ensure that you are completely ready to apply before you start your application. You should have **all** of your information and documents collected and ready to upload. Our application system does not support Mac computers; **a PC must be used to make your application**.

Before you start to apply, put your cover letter (if you have one) and resume into one document. It is preferable if the document is in Word format so that our online application system can extract information from it and pre-fill portions of your application. Name the document clearly; e.g. *J Doe Resume*.

Have all of your supporting documents (transcripts, certificates etc.) available in a format that you can upload. Qualifications without supporting documentation will not be considered.

Uploading Your Documents

- ☐ Create a document that contains a copy of your valid **Driver's Licence (front and back)** and a copy of your **Driver's Abstract** (dated no earlier than March 1, 2019). Name the document "Driver's Licence and Abstract".
 - Unless you have held a driver's licence for less than 5 years, your Driver's Abstract must contain 5 years of driving history. If you have held a driver's licence in another jurisdiction during the past 5 years you need to include a Driver's Abstract from that jurisdiction, in order to complete your 5-year driving history.
 - Some jurisdictions provide less than 5 years of driving history. It is the applicant's responsibility to do whatever is required to obtain and submit **5 years** of driving history. If it is not possible to obtain your full 5 years driving history by the time of the posting's close, upload your Driver's Abstract, regardless of the number of years included, and email firefighterrecruitment@richmond.ca to explain your circumstances. An extension may be granted.
- ☐ Incorporate all of the remaining supporting documents for your **Basic Qualifications** into one document named: "Basic Qualifications". The document should contain:
 - Proof of legal entitlement to work in Canada (examples of supporting documents are Birth Certificate, Citizenship papers, Landed Immigrant papers etc.).
 - Proof of high school graduation (Grade 12 or equivalent) (examples of supporting documents are high school transcripts or proof of Grade 12 equivalency, etc.).
 - Proof of a minimum of First Responder Level 3, Occupational First Aid Level 2, or equivalent; include a copy of certificate(s) and/or licence(s).
 - Refer to the "Basic Qualifications" portion of this guide for more details on the qualifications.



Progressive, Professional, Proud

- ☐ For the **Preferred Qualifications**, upload each supporting document separately and name each document to clearly indicate the document's contents e.g. J Smith University Transcript.
 - If an applicant has multiple documents to support a Preferred Qualification, it is acceptable to incorporate all of them into one document, e.g. J Smith Fire Related Courses or J Smith Swimming Certifications.
 - Refer to the "Preferred Qualifications" portion of this guide for more details on the qualifications.
- ☐ Review your documents once you have uploaded them to make sure they are clear, legible and can be opened. Documents that cannot be opened or whose content is not clear and/or legible may not be considered.

During the Application Period you may call 604-276-4022, if you experience any problems completing your application (this phone line will **not** be monitored after the Application Period closes).

Following the close of the Application Period, should you wish to contact Human Resources or the Fire Department; only emails to firefighterrecruitment@richmond.ca will receive a response.

Please do not contact Human Resources or the Fire Department for an update on your application's progress.



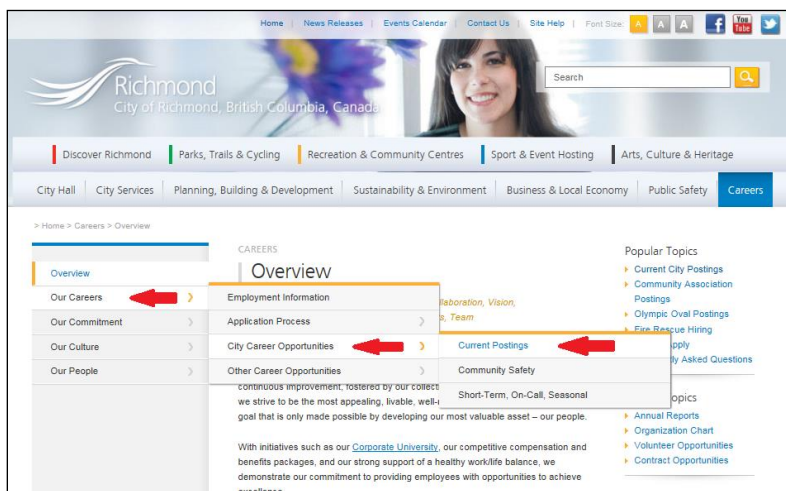
Application Steps – Detailed Guide

Do not use a Mac computer to submit your application. Follow these steps and before applying, ensure you have adequate time to make the application and upload all relating documents. Applications usually take 45 minutes or more to complete. **You cannot save your application and continue later. It must be completed in full at the time of application.**

Step 1

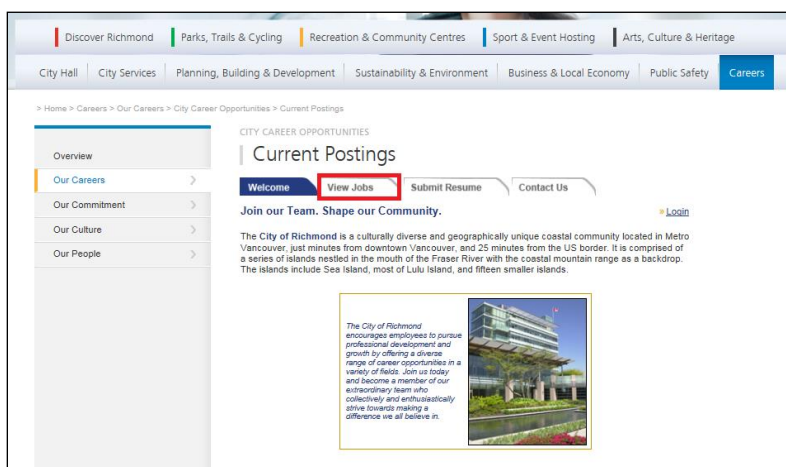
Go to the City of Richmond website “Careers” page at www.richmond.ca/careers. Hover your mouse over “Our Careers” on the left side of the screen. You will see a fly out menu. Hover your mouse over “City Career Opportunities” and you will see another fly out menu. Click on “Current Postings”.

Use only the system navigation buttons provided – “Previous” or “Next”. Do not use the browser “Back” button throughout the application process, as doing so will submit your application at that point. Should this occur, navigate to the “My Account” tab to complete your application in full.



Step 2

Click on the “View Jobs” tab.





Progressive, Professional, Proud

Step 3

Click on “Firefighter”.

Discover Richmond | Parks, Trails & Cycling | Recreation & Community Centres | Sport & Event Hosting | Arts, Culture & Heritage

City Hall | City Services | Planning, Building & Development | Sustainability & Environment | Business & Local Economy | Public Safety | **Careers**

> Home > Careers > Our Careers > City Career Opportunities > Current Postings

CITY CAREER OPPORTUNITIES

Current Postings

Welcome | **View Jobs** | Submit Resume | Contact Us

Jobs List

[Job Agent Subscription](#) [Login](#)

Below is a list of current position openings. You can click on any position title to see more details. To sort this list, click on any of the headings at the top of the list.

There are 7 jobs available.

Title	Division	Job ID	Action
Attendant - Aquatic/Arena Services	Aquatic & Arena Services	2015039	A V X
Customer Service Associate	Customer Service	2014341	A V X
Firefighter	Fire Training	2014355	A V X
Legal Assistant	Law	2014352	A V X
Trades 1 - Small Equipment Mechanic	Fleet Operations	2014344	A V X
Trades 2 - Painter	Facility Services	2014111	A V X
Trades 2 - Welder	Fleet Operations	2015035	A V X

Richmond is an equal opportunity employer.

Step 4

Click on “Apply Now!”.

Discover Richmond | Parks, Trails & Cycling | Recreation & Community Centres | Sport & Event Hosting | Arts, Culture & Heritage

City Hall | City Services | Planning, Building & Development | Sustainability & Environment | Business & Local Economy | Public Safety | **Careers**

> Home > Careers > Our Careers > City Career Opportunities > Current Postings

CITY CAREER OPPORTUNITIES

Current Postings

Welcome | **View Jobs** | Submit Resume | Contact Us

Job Details

[Back](#) [Login](#)

Join our Team. Shape our Community - a supportive environment for growth and continuous improvements, fostered by our collective strengths and creativity. Join us as we strive to be the most appealing, livable, well-managed community in Canada, a goal that is only made possible by developing our most valuable asset - *our people*.

If you are interested in this position or any other position with the City of Richmond, click on Apply Now and we will walk you through our Online Application process. If you know of someone else who might be interested, please send this opportunity to a friend.

☒ [Apply Now!](#) [Email A Friend](#)

Title Firefighter
Job ID 2014355

[Apply Now!](#) [Email A Friend](#)

The City of Richmond wishes to thank all applicants for their interest in this career opportunity; however, only those candidates considered for the position will be contacted.
No telephone inquiries please.

The City of Richmond is an equal opportunity employer.

We encourage all qualified individuals to apply, however, our positions are restricted to those legally entitled to work in Canada.



Step 5

If you **have not** previously created a profile or applied for a job through the City of Richmond's online system input your email address, create a password and confirm that password. Click "Submit" (as illustrated in *Screenshot #1*).

Screenshot #1

The screenshot shows the 'CITY CAREER OPPORTUNITIES' page. The left sidebar has a menu with 'Our Careers' selected. The main content area is titled 'Current Postings' and includes tabs for 'Welcome', 'View Jobs', 'Submit Resume', and 'Contact Us'. A yellow 'Login' button is visible. The 'Are You a New User?' section contains a form with fields for 'Email Address', 'Desired Password', and 'Confirm Password', each with a red asterisk. A yellow 'Submit' button is below the form. Text below the form says: 'Are You Already Registered? To login and apply for this job, [click here](#). If you do not remember your password, you can [Access Your Password](#) now.'

If you **have** previously created a profile or applied for a job through the City of Richmond's online system, click on "click here" located at the bottom of *Screenshot #1* or "Login" located at the top right hand corner of the screen. You will then be required to enter your email address and password (as illustrated in *Screenshot #2*). Click "Submit"

Screenshot #2

The screenshot shows the 'CITY CAREER OPPORTUNITIES' page. The left sidebar has a menu with 'Our Careers' selected. The main content area is titled 'Current Postings' and includes tabs for 'Welcome', 'View Jobs', 'Submit Resume', and 'Contact Us'. The 'Candidate Logon' section has a yellow link: 'Can't remember your password?'. Below this, text says: 'You are on our candidate logon page. From here, you can login to your account if you have already registered. If you are a new candidate or haven't registered before, you can [Register with Us Now!](#)'. The 'Have You Registered Before?' section contains a form with fields for 'Your Email Address' and 'Your Password', each with a red asterisk. A yellow 'Submit' button is below the form. Text below the form says: 'Are You a New User? To register and submit your resume, please visit our [Submit Your Resume](#) page. Job Agent Subscriber To set up a job agent and receive email notifications of matching jobs, [click here](#).'



Progressive, Professional, Proud

Step 6

Click on “Accept” and then “Next”.

Step 7

If you **have not** previously created a profile or applied for a job through the City of Richmond’s online application system you will see the “Upload a Resume” page. Click on “Browse” to select your resume. Click “Upload” to upload your document.

If you **have** previously created a profile or applied for a job through the City of Richmond’s online application system you will not see the “Upload a Resume” page. To update your resume for this application you can do so later in the “Documents” section (details in later steps).

If you have a cover letter, include it in the same document as your resume prior to uploading. Word format is best, as the system will extract information from your Word document and pre-fill your candidate profile. If you use PDF you will have to manually add all of your information.



Progressive, Professional, Proud

Step 8

Enter your email address, first name and last name in the spaces provided. If this has already been pre-filled from your resume, make sure that the information is correct. Click on “Continue”.

Use an email account that you monitor regularly, as email will be the primary method of contact. Check your junk mail folder throughout the process to ensure you receive all communications.

Discover Richmond | Parks, Trails & Cycling | Recreation & Community Centres | Sport & Event Hosting | Arts, Culture & Heritage

City Hall | City Services | Planning, Building & Development | Sustainability & Environment | Business & Local Economy | Public Safety | **Careers**

> Home > Careers > Our Careers > City Career Opportunities > Current Postings

CITY CAREER OPPORTUNITIES

Current Postings

Welcome | **View Jobs** | Submit Resume | Contact Us

Submit Resume or Profile

Upload a resume (MS Word or Rich Text Format Only) or apply with an existing social network profile. [Login](#)

Please confirm your name and email address

In order to complete your application, we require your name and email address.

Your name and email address are required fields in the job application process. They may be used to uniquely identify you and communicate with you with regards to this job application.

Email Address: firefighter1@gmail.com

First Name: Fire

Last Name: Fighter

[Continue](#)

Step 9

Fill in your contact information. Please review any information that has been pre-filled to ensure that it is correct. Click “Next”.

Ensure that your primary phone number and email address are correct.

CITY CAREER OPPORTUNITIES

Current Postings

Welcome | **View Jobs** | Submit Resume | My Account | Contact Us

Contact

Included below is your Contact Information we were able to extract from your resume. If you can please validate the information below and make the appropriate modifications, that will ensure we have accurate contact information to follow-up with you about your qualifications. Items marked with an asterisk (*) need to be filled in before you continue. [Logout](#)

Firefighter - TEST (DO NOT APPLY)

Application progress:

Name

First Name *

Middle Name

Last Name *

Address - Home

Address

City *

State/Province *

Zip/Postal Code *

Country *

Phone

Home *

Work

Cell

Email

Preferred Email firefighter1@gmail.com *

Added Contact Fields

Best Contact Time *

Best Interview Time *

Best Contact Method *

How did you hear about us? *

[Previous](#) [Next](#)



Step 10

Indicate “Yes” or “No” regarding your Driver’s Licence. Click “Next”.

The screenshot shows the 'Current Postings' section of the City Career Opportunities page. The left sidebar contains a menu with 'Overview', 'Our Careers', 'Our Commitment', 'Our Culture', and 'Our People'. The main content area is titled 'CITY CAREER OPPORTUNITIES' and 'Current Postings'. It includes a navigation bar with 'Welcome', 'View Jobs', 'Submit Resume', 'My Account', and 'Contact Us'. Below this is the 'General Profile' section, which states: 'The following are screening questions we use to help match your qualifications and expectations to our employment opportunities. Please provide responses to the questions below.' The specific question is 'Firefighter - TEST (DO NOT APPLY)' with an 'Application progress' bar. The question 'Do you have a valid drivers license?' is followed by a dropdown menu and a red asterisk. At the bottom are 'Previous' and 'Next' links.

Step 11

On the “Employment” page, review any pre–filled information to ensure it is correct. If nothing has been entered, please complete. Click “Next”.

This screenshot shows the 'Employment' section of the 'Current Postings' page. The layout is similar to Step 10, but the 'Employment' section is active. It includes the same navigation bar and sidebar. The 'Employment' section contains the text: 'Included below is your Employment History Details we were able to extract from your resume. If you can please validate the information below and modify your employment history to ensure its accuracy, that will expedite your screening.' Below this is the 'Firefighter - TEST (DO NOT APPLY)' question with an 'Application progress' bar. The 'Career Objective' section features a text area labeled 'Objective' with up and down arrow icons on the right. 'Previous' and 'Next' links are at the bottom.



Step 12

On the “Education” page review any pre-filled information to ensure it is correct. If nothing has been entered, please complete. Click “Next”. You will upload supporting documentation at the end of your application.

Overview

Our Careers >

Our Commitment >

Our Culture >

Our People >

CITY CAREER OPPORTUNITIES

Current Postings

WelcomeView JobsSubmit ResumeMy AccountContact Us

Education

Included below is your Educational History Details we were able to extract from your resume. If you can please validate the information below and modify your educational history to ensure its accuracy, that will expedite your screening.

Firefighter - TEST (DO NOT APPLY)

Application progress :

Highest Educational Level Completed

Certifications - 1

Certification Type

Licence or Certificate Name

Issuing Institution

Completed Date [MM/YYYY]

Summary/Details

Certifications - 2

Certification Type

Licence or Certificate Name

Issuing Institution

Completed Date [MM/YYYY]

Summary/Details

Professional Associations - 1

Name

Summary Text

[Previous](#) [Next](#)



Progressive, Professional, Proud

Step 13

Click “Browse” to attach your document that includes a copy of the **front and back of your Driver’s Licence and your Driver’s Abstract**. Your document should be named “Driver’s Licence and Abstract”. Details on how to upload all of your other supporting documentation is explained in a later step. Click “Next”.

If you are not a new user, in addition to your Driver’s Licence and Abstract, you will need to upload a copy of your updated cover letter/resume document here.

Step 14

On the following pages you will be prompted to answer some job related questions.

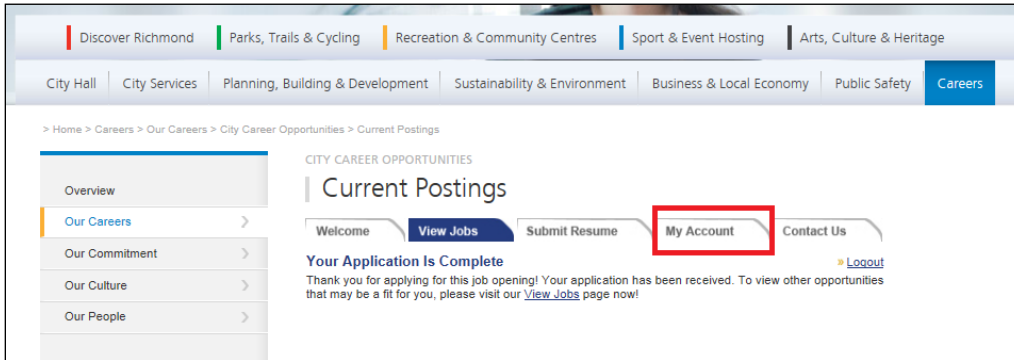
Follow the directions carefully and complete each of the questions fully in the *Basic Qualifications*, *Preferred Qualifications*, and *General* sections. Failing to answer these questions will result in your application being incomplete.



Step 15

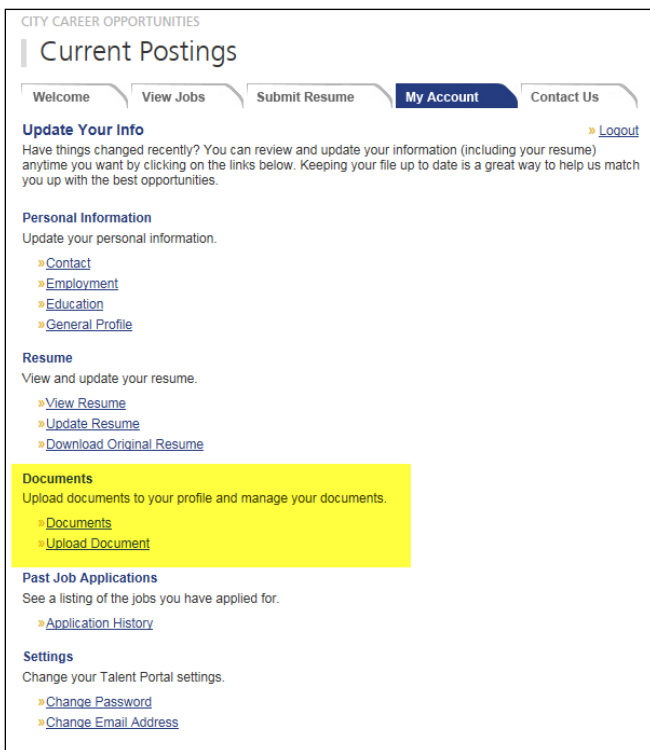
When you complete the last question in the General section you will see confirmation that your application is complete.

Now you must upload the rest of your supporting documents; see next step.



Step 16

Upload all of your supporting documents to your profile from the “My Account” tab. Name each of the documents you upload to clearly indicate the document’s contents (e.g. *J Smith Basic Qualifications*; *J Smith Swimming Certifications*).



Upon completion, you will receive an email confirming your application has been received. Do not call Human Resources or the Fire Department to ask if your application has been received.

To verify that your application has been received, select the “My Account” tab in the top menu, scroll down the page and click on “Application History”.

During the Application Period you may call 604-276-4022, if you experience any problems completing your application (this phone line will **not** be monitored after the Application Period closes).

Following the close of the Application Period, should you wish to contact Human Resources or the Fire Department; only emails to firefighterrecruitment@richmond.ca will receive a response.

Please do not contact Human Resources or the Fire Department for an update on your application’s progress.



Application Review (Screening for Basic Qualifications)

Applications will be reviewed to ensure that the Basic Qualifications, as required at the time of application, are met. If your application does not indicate that you meet the Basic Qualifications, you will be screened out of the hiring process.

All information provided must be true and correct to the best of the applicant's knowledge. Knowingly providing inaccurate, misleading or false information will result in the applicant being disqualified from the process. There will be no refund of any testing costs incurred by an applicant. It is the applicant's responsibility to maintain their certifications throughout the process.

Basic Qualifications

1. **Legal entitlement to work in Canada.**

Upload supporting documentation with your online application. Examples of supporting documents are Birth Certificate, Citizenship papers, Landed Immigrant papers etc.

2. **High school graduation (Grade 12 or equivalent).**

Upload supporting documentation with your online application. Examples of supporting documents are high school transcripts or proof of Grade 12 equivalency, etc.

3. **Valid BC Class 3 Driver's Licence (Automatic or Manual) with airbrakes, and a driving record that demonstrates responsible and safe driving behaviour. A record with more than six points will eliminate an applicant from further consideration. A valid BC Class 5 Driver's Licence or equivalent is acceptable at time of application; however, a valid BC Class 3 Driver's Licence with airbrakes, is required by July 1, 2019.**

At the time of application, you will be required to upload a copy of your valid Driver's Licence (front and back) and your Driver's Abstract, regardless of class. Your Driver's Abstract must be **dated no earlier than March 1, 2019**. Unless you have held a driver's licence for less than 5 years, your Driver's Abstract must contain 5 years of driving history. If you have held a driver's licence in another jurisdiction during the past 5 years you **need** to include a Driver's Abstract from that jurisdiction, in order to complete your 5-year driving history.

4. **No conviction for a criminal offence related to the job of firefighter.**

At the appropriate point in the process, applicants moving forward will be contacted and given instructions on completing a Police Information Check.

5. **A minimum of First Responder Level 3, Occupational First Aid Level 2, or equivalent.**

Upload supporting documentation with your online application.

6. **Physically fit and able to pass the Fitness York Test.**

At the appropriate point in the process, applicants moving forward will be contacted and given instructions on how to register for the Fitness York Test.

7. **Ability to swim (100 m front crawl or freestyle – continuous forward stroke – and five minutes treading water).**

At the appropriate point in the process, applicants moving forward will be contacted and given instructions on how to register for the swim test.

8. **Ability to pass a medical examination compliant with standards set out in the National Fire Protection Association 1582 (NFPA 1582 Chapter 6).**

At the appropriate point in the process, applicants moving forward will be contacted and asked to undergo a comprehensive NFPA 1582 Occupational Medical Examination. The examination costs \$275, which is payable by the applicant to the clinic:

Ultima Medical Services Inc.
Suite #390 – 3600 Lysander Lane
Richmond, BC V7B 1C3
Phone (604) 270-1370



Applicants receive a medical certificate upon completion of the medical examination. If you already have a Firefighter Medical Examination Certificate from Ultima Medical Services Inc., it must be dated no earlier than July 1, 2019 and should not be submitted until requested.

Written Testing

B. Leiren Associates Inc. – Personal–Competency Assessment for the Job of Firefighter

Applicants whose applications indicate that they meet all of the Basic Qualifications will move on to the written testing. This test will take place in Richmond on a specified date or dates depending upon the number of applicants. **There will be no opportunity to write this test other than the specified dates.**

Approximately one to two weeks after the closing date of the Application Period, candidates moving forward in the process will receive an email advising them of the date, time and location of the written testing and how to register. A non-refundable fee of \$245 payable via Visa, MasterCard or AMEX will be required at the time of registration. Contact 604-276-4329 if the cost of this test places you in a position of financial hardship.

The following is an overview provided by B. Leiren Associates Inc. to describe their testing:

Personal–Competency Assessment for the Job of Firefighter

The assessment process conducted by B. Leiren Associates Inc. on behalf of fire departments is based on extensive research into the work that firefighters do and the personal competencies that candidates must bring to the job in order to perform in an efficient and effective manner. The process has been demonstrated to provide reliable measures of the extent to which candidates possess the necessary personal competencies and to generate results that are valid for predicting how candidates will perform on the job.

Assessments are based on candidates' responses to a battery of questionnaires. These are of two kinds: timed problem-solving tests and untimed self-description questionnaires. The entire battery can be completed in about three hours. The problem-solving tests examine candidates' ability to solve different kinds of problems, including: math, vocabulary, spatial relations and mechanical principles. The self-description questionnaires tap candidates' attitudes, motivations, likes and dislikes, and interpersonal qualities.

Unlike many firefighter candidate-screening systems, the B. Leiren Associates Inc. system does not require previous experience or knowledge of firefighting. It is designed to assess candidates' potential to benefit from training, to learn what they will need to know to be effective as a firefighter, and to become proficient in the tasks and duties of the job. We believe this to be a better approach to firefighter screening because it creates a "level playing field" for all candidates, for those who have knowledge and experience with firefighting and for those who do not but have the potential to succeed in the role.

It also means that it is NOT necessary for candidates to study or otherwise prepare for the testing session – other than to get a good rest the night before and to come prepared to focus their efforts and do their best.



Preferred Qualifications and Resume Review

Applicants “Preferred Qualifications”, resumes and test scores will be reviewed and a short list of applicants will be created.

All information provided must be true and correct to the best of the applicant's knowledge. Knowingly providing inaccurate, misleading or false information will result in the applicant being disqualified from the process. There will be no refund of any testing costs incurred by an applicant.

It is the applicant's responsibility to maintain their certifications throughout the process.

Preferred Qualifications

1. **A minimum of one year of work history (1,820 hours = 35-hour work week).**
Ensure that your application and resume include your previous work experience.
2. **Experience in environments such as paramedic, medical, fire-service, coast guard, military, search and rescue etc.**
Ensure that your application and resume include your experience.
3. **A minimum of one year of post-secondary education (30 credits) or two years completed of an apprenticeship program.**
Upload your transcripts or supporting documentation at the time of your application. Courses which cannot be verified with supporting documentation will not be considered. Credits earned in an approved firefighting program to the BC Firefighter Standard, Firefighter II (Level II or NFPA 1001 Firefighter I & II) are not considered in this qualification.
4. **Completed fire-service related courses such as auto extrication, surface water rescue, swift water rescue, high angle/rope rescue, confined space, hazardous materials, incident command, shipboard firefighting, critical incident stress, wild land firefighting, aircraft rescue firefighting, BC Fire Code, sprinklers, etc.**
Upload supporting documentation at the time of your application. Courses which cannot be verified with supporting documentation will not be considered.
5. **Successful completion of an approved firefighting training program to the BC Firefighter Standard, Firefighter II (Level II or NFPA 1001 Firefighter I & II).**
Upload supporting documentation at the time of your application. Courses which cannot be verified with supporting documentation will not be considered. Post-secondary credits earned in obtaining this qualification are not considered in qualification 3 above.
6. **Life Saving Society Certification of Bronze Star or higher, or Swift water Technician Level 1.**
Upload your certificate(s) or other supporting documentation at the time of your application.
7. **Fluency in multiple languages and an understanding of Richmond's diverse cultures.**
Ensure that in your application and resume you have included an explanation to support your understanding of Richmond's diverse cultures and/or your fluency in a language(s) other than English.
8. **Volunteer in community and/or emergency services.**
Ensure that in your application and resume you have included information to support your volunteer experience, including role, duration and number of hours.
9. **Demonstrated commitment to a lifestyle of fitness, health and wellness.**
Ensure that in your application and resume you have included information to support your commitment to a fit and healthy lifestyle.



Physical Testing

Fitness York Test & Swim Test

Applicants who have been short listed following the written testing and Preferred Qualification and Resume review will be contacted and advised that they will be moving on to the physical testing. Applicants will receive information advising them of the dates, times and locations of the physical testing and how to register.

The physical testing is comprised of the Fitness York Test and a swim test. These tests will be held in Richmond on consecutive dates. Applicants will complete only one of the tests each day. Test order will depend upon scheduling and details on registration will be communicated to applicants. Applicants do not have to pay for either of these tests.

- **Swim Test**

The swim test will consist of a 100 meter swim, using a continuous forward stroke – front crawl or freestyle – followed immediately by 5 minutes of treading water. Applicants will wear swimming attire. Applicants who are unable to successfully complete the swim test will be eliminated from the process.

- **Fitness York Test**

The Fitness York Test is administered by Ascent Lifestyle Management Inc. Applicants who are unable to successfully complete the Fitness York Test will be eliminated from the process.

The following is an overview of the Fitness York Test components:

SELECTED HEALTH ASSESSMENTS

Visual Acuity (NFPA 1582 standard)
Depth Perception (Stereopsis Test)
Colour Vision (City University Test or Farnsworth D-15 Test)
Hearing (Audiometer, NFPA Standard)
Normal Lung Function

AEROBIC FITNESS TEST

Twenty Meter Shuttle Run to a minimum of Stage 6.5 with increasing test scores to Stage 10.

JOB SIMULATION PERFORMANCE TESTS

1. **Claustrophobia** (search confined area – pass/fail)
2. **Acrophobia** (ladder climb– pass/fail)
3. **Hose carry/stair climb** (85 lb up & down 4 times – timed for pass)
4. **Ladder lift** (56 lb – pass/fail)
5. **Rope pull** (50 lb up & down 4 times – timed for pass)
6. **Simulated hose advance** (135 lb over 50 ft. – timed for pass)
7. **Victim drag** (200 lb over 50 ft – timed for pass)
8. **Forced entry** (pass/fail)

Medical Examination

Following the physical testing, successful applicants will be contacted and required to undergo a comprehensive NFPA 1582 Occupational Medical Examination. This examination takes approximately 90 minutes and costs \$275, which is payable by the applicant to the clinic. You will receive a Medical Certificate upon successful completion of the medical examination.

The medical examination is conducted by: Ultima Medical Services Inc.
Suite #390 – 3600 Lysander Lane
Richmond, BC V7B 1C3
Phone (604) 270 –1370

If an applicant already has a Firefighter Medical Examination Certificate from Ultima Medical Services Inc., it must be dated no earlier than July 1, 2019.

This certificate confirms that the applicant meets the minimum standards for candidate firefighters as per the National Fire Protection Association (NFPA) 1582, Chapter 6.

For your reference, a complete copy of the NFPA 1582 standards can be viewed online at no cost from the National Fire Protection Association at www.nfpa.org.



Police Information Check

Applicants moving forward in the process will be contacted at the appropriate time and advised to make arrangements to undergo a police information check.

Proof of BC Class 3 Driver's Licence

By July 1, 2019, prior to the panel interviews, applicants will be required to provide proof of a valid BC Class 3 Driver's Licence (manual or automatic) with airbrakes or an equivalent licence from another jurisdiction, if they have not done so already. If you hold an equivalent licence from another jurisdiction, and are successful through the recruitment process, you will be required to obtain a BC Class 3 Driver's Licence with airbrakes, as a condition of hire.

Panel Interview

Applicants who are successful through the process will be contacted and scheduled for a panel interview. This interview will be predominantly behavioural based questions.

A short list of applicants will be created based on the panel interview results.

Updated Driver's Abstract, Reference Checks and Education Verification

Reference checks and education verification will be completed for shortlisted applicants. An updated Driver's Abstract will also be required at this time.

Fire Chief's Interview

Applicants who have been shortlisted from the panel interview will be invited to a Fire Chief's interview. This interview will be conducted by the Fire Chief (or a designate).

Pre-Employment Suitability Assessment

From the Fire Chief's interview a small group will move forward to a first responder suitability assessment; computer and paper based testing and an interview with a clinical psychologist.

Offer of Employment

Applicants who are successful through the process will receive offers of employment. Tentative start date for the first group is October 8, 2019. A second group is anticipated to be hired in early 2020 from an eligibility list.

Thank you for your interest in Richmond Fire-Rescue.