



**THE METCHOSIN FIRE DEPARTMENT  
VOLUNTEER FIREFIGHTER  
RECRUIT ORIENTATION GUIDE**

**IF YOU .....**

- Want to help others and serve in your community**
- Enjoy working as a team**
- Enjoy continuous learning**

**You may be an ideal candidate for a challenging career  
as a volunteer firefighter**



## **FOREWORD**

This handbook has been developed as a resource for those men and women who have indicated an interest in becoming a volunteer member of The Metchosin Fire Department. Participation as a volunteer member of the fire service will bring personal rewards, satisfaction, raise self-esteem and give you a tremendous sense of accomplishment for a job well done. Your involvement will also provide your community with a valuable service that has the potential to touch us all.

However, service as a member in our department requires a serious commitment. Your decision to join should not be made quickly. The recruitment handbook has been developed to provide the information needed to help you make that decision.

Making a commitment to serve as a volunteer firefighter is a serious decision. We ask that you take the time to read this booklet to enable a full understanding of what is involved in being a member of the Fire Department.

This handbook contains information on the organization of the Fire Department, training, participation requirements, the nature of our business, and answers to typical questions raised by prospective members. While this booklet will not answer all possible questions about membership, it will provide you with information about the most important areas.

Once you understand what is involved in being a member of the Metchosin Fire Department, we hope you will find you are able to make the commitment that our community requires. The service provided by Volunteer Firefighters is truly valuable to the citizens of our municipality and we hope that you are able to contribute to our public safety.

## **VISION OF THE METCHOSIN FIRE DEPARTMENT**

To provide the citizens of Metchosin with pro-active, effective and efficient delivery of fire, rescue, public education and fire prevention services; through a unified forward thinking organization with good morale and the highest standards of personnel safety, fairness and professionalism.

## **THE NATURE OF OUR BUSINESS**

Firefighting is one of the most diverse and challenging professions known today. It is this diversity that inspires most men and women to enter the service. Imagine having to train to prepare yourself to cope with situations, which include fires ranging from trash bins to structures, hazardous chemical spills, remote area rescues, vehicle extrication rescues, medical emergencies and almost any imaginable emergency situation in between. This diversity coupled with the fact that your skills may be needed at any time of day, seven days a week, in any kind of weather, and very often under potentially stressful and emotional circumstances makes our contribution to our profession very personally rewarding.

Two basic purposes of the public fire service are first to prevent fire or emergencies from occurring. This is done through fire prevention inspections, fire safety education, and fire code enforcement programs. Secondly, we are here to prepare ourselves to control fire or emergencies should prevention not prevail. This is done through education, training, pre-incident planning, state of the art equipment and more training.



This type of work or job is not for everyone. You need more than just a desire to help people. You also need courage, dedication, assertiveness and a willingness to learn new skills and face new challenges. The Fire Department is not for the meek, timid or for those who lose control of their emotions during times of crisis. Our service is one which calls on its members to perform strenuous work in uncertain and hazardous environments as a highly efficient team.

Your family must support your decision. They must understand and accept your commitment to training and responding to emergencies, which will often interrupt family functions. Your employer will also be required to be accepting of your commitment as a volunteer firefighter. Factors which your employer should be aware of may include but are not limited to:

- Fatigue from emergency responses outside of work hours
- Responses during work hours (firefighters are not expected to respond during their work hours).
- Possibly fluctuation (being late) in work hours if responding to a fire scene
- Training that will occur from time to time during your regular work hours

The personal rewards and satisfaction received from being involved in a Fire Department are often beyond description. There is a sense of accomplishment after controlling a building fire, compassion for accident victims, and fulfillment in teaching fire safety. The list could go on and on.

The bottom line in our business is measured by the prevention and reduction of loss of life, pain and suffering and property damage that we have in our service area. We strive to maintain a professional image while providing a safe, reliable and cost effective service to the residents of our community.

If you feel you have what it takes to meet the challenges of our business, we welcome you to apply to join us.

## **OVERVIEW OF THE DISTRICT OF METCHOSIN**

Metchosin is a municipality incorporated in 1984. The area encompasses 17,396 acres of varying terrain and over 2,000 acres of foreshore. This very rural community is home to 5,000 residents, four schools; a federal prison, three military bases; three fuel marinas and a First Nations Reserve.

## **THE METCHOSIN FIRE DEPARTMENT**

The Metchosin Fire Department consists of 1 fire station and 40 volunteer firefighters. Our fire hall is situated in the Village Core and is the hub of many community events. Six fulltime personnel are staffed by District and respond to emergencies during normal business hours Monday to Friday.

The Fire Department responds to approximately 450 calls per year, which include various public assists, fires, motor vehicle accidents and medical emergencies. Apparatus includes 3 engines, 1 tanker, 1 rescue, 1 duty vehicles for transporting personnel and additional equipment, and an all terrain vehicle for remote rescues.

All fire calls are dispatched through the CRD Dispatch centre. All volunteers are required to carry pagers, supplied to them by the Fire Department, for notification purposes. When an emergency arises, volunteers are to respond directly to the fire station.

All volunteers share in the responsibility for the maintenance of apparatus and equipment. Volunteers are responsible to assist with cleaning of apparatus and equipment after an emergency incident and training sessions.



Under the direction of the Fire Chief and Fire Officers, all firefighters are required to participate in the training program which incorporates and emphasizes safety and education. As an active member of the Fire Department, you will also be required to assist and participate in various community activities and public education events throughout the year.

### **HOW TO SUCCEED IN THE FIRE DEPARTMENT**

- You would have to learn and be sincerely interested in and dedicated to the job.
- You would have to be loyal to the department, your co-workers and community.
- You would have to be aggressive in the pursuit of all education and training opportunities.
- You would have to be cautious and guard your speech both on and off duty.
- You would have to be the type of person who inspires confidence and respect.
- You would have to be able to accept criticism graciously and accept praise, honours and advancement modestly.

WHAT YOU WOULD BE ABLE TO CONTRIBUTE TO AND RECEIVE FROM THE METCHOSIN FIRE DEPARTMENT WOULD ONLY BE LIMITED BY YOUR OWN DEGREE OF PERSONAL COMMITMENT.



# APPLICATION AND ADMISSION REQUIREMENTS FOR VOLUNTEER FIREFIGHTERS

1. Complete the application form provided, including all information requested
2. Be at least 19 years of age and legally employable in BC
3. Have completed high school, or have equivalent education and experience
4. Have good oral and written communication skills
5. Be of sound mind and body as required to perform the duties of a firefighter
6. Be of good character, be strongly motivated, and exhibit a positive attitude
7. Be willing and able to learn, to take direction, and to be a team player
8. Be available to attend training, to attend emergencies, and to attend other activities as required.
9. Hold a valid driver's licence and be able to obtain an air brake endorsement
10. Have a suitable vehicle available to transport yourself, at any time, to the fire hall for emergency response
11. Obtain an acceptable criminal record clearance and have a good driving record
12. Previous experience and training is not required but may be considered an asset



## **PRIMARY OBJECTIVES OF THE FIRE DEPARTMENT**

In order to achieve the goals of the fire department the following objectives have been established:

1. Identify and review the fire services requirements of the municipality.
2. Provide an administrative process consistent with the needs of the department.
3. Ensure that the firefighting equipment and operating personnel are available to provide adequate response to a citizen's call within a reasonable length of time.
4. Provide department training to an accepted standard which will ensure the continuous up-grading of all personnel in the latest techniques of fire prevention, fire fighting and control of emergency situations and to co operate with other municipal departments with respect to management training and other programs.
5. Provide a maintenance program to ensure that all fire protection apparatus, including all equipment, is ready to respond to emergency calls.
6. Provide an effective fire prevention program to:
  - (a) Ensure compliance with applicable municipal, provincial, and federal fire prevention statutes, codes and regulations.
  - (b) Reduce and/or eliminate fire hazards.
7. Develop and maintain effective public information systems and educational programs, with particular emphasis on school fire safety programs.
8. Ensure in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.
9. Develop and maintain a good working relationship with all federal, provincial and municipal departments, utilities and agencies related to the protection of life and property.
10. Interact and co-operate with other departments in the region, respecting the aspects of fire or any given program.



## **TRAINING AND PARTICIPATION**

Over the years, the fire service has evolved into a public safety agency providing highly technical and diverse services. The general public has come to rely on the Fire Department as the “first responder” not only when life and property are threatened by man made and natural disasters, but for seemingly smaller problems as well.

To ensure that all members of the Fire Department are prepared to deliver the best level of services required, training standards have been developed to provide each member with the needed skills, knowledge, and abilities necessary to deliver fire and emergency services to the citizens of the municipality.

To meet the requirements of the National Fire Protection Association (NFPA), The Metchosin Fire Department trains to a Full Service Fire Department as directed by the Justice Institute of British Columbia. This format of training involves a great deal of reading and self-directed learning on the part of the firefighter. Firefighters must complete knowledge and performance based testing to complete the requirements of a general level firefighter within a 2-year time period. Upon completion the firefighter will be certified (NFPA 1001) Firefighter Level II with the International Fire Service Accreditation Congress and ProBoard.

Training occurs every Thursday night (with the exception of holidays), from 19:00 to 21:00 hours. A minimum of 75% attendance rate is required at regular training nights by all volunteer firefighters. Additional on-site training is also offered throughout the year, which includes but is not limited to first aid, pump operations and specialized rescue operations. Firefighters are also encouraged to participate in off-site courses such as those offered by the JIBC and other training organizations.

On average, a person could expect to commit ten hours per week to the fire department. This would not include the first 1 to 2 years where a great deal more time in self directed learning would be expected.

## **REMUNERATION**

As a volunteer firefighter you will receive a small hourly rate per call response that is paid out quarterly.

The fire department covers expenses for all training, travel and equipment/gear required.



## VOLUNTEER FIREFIGHTER RECRUIT OVERVIEW

### **Minimum Requirements for Application:**

- ✓ Valid Driver's License and Drivers abstract
- ✓ Proficient in English
- ✓ Good reading, writing and record keeping skills
- ✓ Clear Criminal Record – required by Stage 3
- ✓ A reliable means of transportation to respond to alarms

### **Other Desirable Skills**

- Resident of the District of Metchosis
- First-Aid training
- Air Brake Endorsement
- C.P.R. training
- Previous firefighting experience
- Demonstrated commitment (i.e. volunteer service)
- Related experience (Nursing, Carpentry, Mechanics)
- Previous Pertinent Training (i.e. WHIMIS, etc)

## **Training Requirements**

### ***General***

Recruit Selection Process is divided into 2 sections:

- Recruit Training – do not roll to scene at an emergency response, may respond to fire hall.
- Operations Training – may attend emergency responses with supervision and appropriate signoffs.

### ***Recruit Training***

All volunteers entering the system shall complete a recruit training program taught by departmental instructors regardless of whether the individual may have previous training or experience. The training will occur on pre-scheduled weekends. A large portion of this training will include self directed learning involving extensive reading outside of normal training hours. The recruit must attend 100% of the training sessions and successfully complete each component.

### ***Operations Training***

Volunteers successfully completing all components of the Recruit Training and subsequent interview, will then move on to Operations Training. This training will occur during our regularly scheduled practice on Thursday evenings from 19:00 – 21:00. A large portion of this training will include self directed learning involving extensive reading outside of normal training hours as well as working with mentor firefighters in active scenario training.

The recruit will also begin responding to fire calls to assist fully qualified firefighters, when proper supervision is provided. Recruit designated fire fighters may not enter burning buildings, participate in activities requiring advanced training, or be subjected to hazardous environments.



### ***Probation***

All new members shall be considered on Probation for a minimum of six (6) months from their start date or until they successfully complete the Operations Training. At any time during this Probation period the firefighter may be let go without cause.

### ***Fire Fighter—Level II (NFPA 1001) – Full Service***

This is an ongoing provincially recognized training program from the Justice Institute of British Columbia, based on the Fire & Safety Division NFPA 1001 Standard 2013 Edition. A large portion of this training is self-directed learning and requires passing grades for knowledge based tests and performance based tests to demonstrate the firefighter can perform the job safely and effectively. This training is supplemented by additional training that is conducted within the Fire Department, the JIBC and other outside agencies. All members will be enrolled in the JIBC Firefighter II (NFPA 1001) and are encouraged to write the final exams to become certified. General level firefighter is expected to be achieved in approximately 2 years.

### ***Ongoing training***

All fire fighters will be required to remain current in their level of training through annual recertification, knowledge based and performance based testing. Specialized training both in house and off site will be offered to all personnel.





# METCHOSIN FIRE DEPARTMENT JOB DESCRIPTION VOLUNTEER FIREFIGHTER

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**Position Title:** Volunteer Fire Fighter  
**Department:** Fire Department  
**Reports To:** Fire Chief

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## Position Summary

- Working as part of a team, under the direction of the Fire Chief, providing first response, fire suppression, rescue and specialized operations as required.

## Key Duties and Responsibilities

Participate in regularly scheduled training sessions and maintain a minimum of 75% attendance rate.

Performs fire ground operations within the District of Metchosin Fire Department incident response zone, so that lives are protected and property loss and damage to the environment is minimized:

- Recognizes hazards to prevent injuries to patients or rescuers
- Provides medical aid
- Secures water supplies
- Advances hose lines
- Operates portable pumps
- Performs search and rescue operations
- Carries positions, raises and climbs ground ladders
- Ventilates structures
- Extinguishes vehicle, structural, ground fires
- Conducts salvage operations
- Overhauls fire areas
- Performs other duties as assigned

Performs rescue operations within the District of Metchosin Fire Department incident response zone so that the patient is removed from an area of danger to an area of safety while preventing injury to the rescuer or patient:

- Performs vehicle extrication
- Secures area of structural collapse
- Performs industrial rescue
- Performs land based water rescue



## Key Duties and Responsibilities Cont'd

Provides emergency patient care

- Responds to incidents as a medical first responder

Performs firefighter safety practices so that safety of firefighters is maintained according to applicable legislation, standards, and fire department operating guidelines

Operates fire apparatus as required by the British Columbia Motor Vehicle Act, District of Metchosin Fire Department Standard Operating Guidelines and within the vehicles design.

Maintains equipment in accordance with Standard Operating Guidelines

Assists with fire prevention and public education programs as directed.

## Job Details

**Hours of Work:** Available to respond as a volunteer firefighter to emergencies 24 hours a day, 7 days a week, 365 days a year.  
Weekly training sessions Thursday evenings 1900 – 2100 hours

**Drivers License:** Required No \_\_\_\_\_ Yes  X  Class  5

## Education and Experience:

- Good physical condition
- Holder of a valid Class 5 licence
- Possess good mechanical aptitude
- Possess good reading, writing and record keeping skills
- Possess qualities necessary to perform team tasks
- Ability to perform tasks in confined spaces
- Ensures personal compliance with the Occupational Health & Safety Legislation and Section 21 Guidelines.



## **RECRUIT SELECTION PROCESS**

The selection process will consist of the following required components:

<b><u>Stage 1.</u></b>	Application Intake
<b><u>Stage 2.</u></b>	Information Session
<b><u>Stage 3.</u></b>	Application Review
<b><u>Stage 4.</u></b>	Written Testing
<b><u>Stage 5.</u></b>	Agility Testing
<b><u>Stage 6.</u></b>	Panel Interview
<b><u>Stage 7.</u></b>	Final Selection

### ***Stage 1: Application Intake***

All applicants are required to submit a completed **Application for Volunteer Firefighter** form to the Fire Chief. Applications will be accepted throughout the year. An application form is included in this package.

Applications will be reviewed with priority being given to those applicants who demonstrate the following:

- Residence within the municipality and reasonable response time to the fire station
- Current First Aid and CPR Certificates
- Valid Class 5 Driver's License with a clean abstract
- Permission to leave place of employment to respond to alarms
- No criminal record
- Employer support

A review of applications will be completed annually and selected applicants will be notified by telephone which time they will have the opportunity to advance to Stage 2 of the selection process.

### ***Stage 2: Information Session***

The information session is a mandatory attendance for the applicant, and highly recommended to invite close family members as well. This is your opportunity to review the fire hall, ask questions and examine if this is truly a commitment you and your family would like to make.

### ***Stage 3: Application Review***

All submitted applications received prior to the close of the Application Intake date will be reviewed for validity, requirements and references. The applicants will then be contacted and scheduled for an agility test.



#### ***Stage 4: Written Testing***

All applicants are required to write and pass a written aptitude test, which is designed to score candidates in reading comprehension, math skills, reasoning & judgment, observation and memory as well as mechanical aptitude.

#### ***Stage 5: Agility Testing***

Selected applicants will have the opportunity to complete the job specific physical appraisal component. The tasks are designed to reflect job related tasks required in the performance of firefighting duties. The purpose of this analysis is two-fold, primarily to provide you with a realistic idea of incident tasks you will be expected to perform and to provide the fire department with a base of skills pertinent to each candidate to plan future training evolutions as required.

Medical exam reports by a physician must be presented prior to the job specific physical appraisal. All costs associated with this requirement are the sole responsibility of the applicant.

The examination is to determine, if in the opinion of the physician, the applicant is medically fit to be an active firefighter. A **Volunteer Firefighter Essential Job Tasks** is included in this package; please ensure that it is forwarded to the physician at the time of your medical examination. A **Medical Examination Report** form is included in this package.

Sample tasks include:

- Climbing an extension ladder
- Uncouple & couple a hose connection
- Search an area to retrieve an object with a S.C.B.A. and a darkened face mask
- Lift and carry a hose roll
- Hoist & lower equipment
- Advance a hose line

A review of results of the job specific physical appraisal will be conducted and selected applicants will have the opportunity to advance to Stage 5 of the selection process.

#### ***Stage 6: Panel Interview***

Interviews for the position of volunteer firefighter shall be conducted by a selection committee which will include the Fire Chief, Senior Officer and any others the Fire Chief requires to attend in order to perform a fair evaluation.



## ***Stage 7: Final Selection & Recruit Training***

Successful applicants will be required to attend and successfully complete a recruit-training program. The duration of the program will be approximately 145 hours in total.

The selection of applicants is based on qualifications, and the ability to do the job as determined by the results of the recruitment process.

*Applications can be received via email to [firechief@metchosinfire.ca](mailto:firechief@metchosinfire.ca) – as well applications may be dropped off the fire hall located at 4440 Happy Valley Road.*

***PLEASE COMPLETE AND RETURN THE FOLLOWING PAGES TO THE FIRE DEPARTMENT IN APPLICATION TOWARDS BECOMING A VOLUNTEER FIREFIGHTER.***



METCHOSIN VOLUNTEER  
FIRE DEPARTMENT  
250-478-1307 ~ [WWW.METCHOSINFIRE.CA](http://WWW.METCHOSINFIRE.CA)  
[FIRECHIEF@METCHOSINFIRE.CA](mailto:FIRECHIEF@METCHOSINFIRE.CA)



METCHOSIN FIRE DEPARTMENT  
4440 Happy Valley Road  
Victoria, BC V9C 3Z3

Ph: 250-478-1307 ~ Email: firechief@metchosinfire.ca

**MEDICAL EXAMINATION REPORT**

**Applicant Information**

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Initials) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Physician Information**

Name :(Last) \_\_\_\_\_ First) \_\_\_\_\_ (Initials) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone # \_\_\_\_\_ Email: \_\_\_\_\_

**To be completed by Physician**

Is the applicant prescribed any medications that may affect his/her performance of duties as a Firefighter?  
Yes  No

Is the applicant medically fit to perform the duties of a Firefighter? Yes  No

The applicant has been provided with a Volunteer Firefighter Job Specification for the assistance of the physician.

I, the undersigned, am a legally qualified medical practitioner, licensed to practice in the Province of British Columbia. This report confirms my evaluation and medical opinion of the applicant.

Signature \_\_\_\_\_ Date \_\_\_\_\_





## METCHOSIN FIRE DEPARTMENT

4440 Happy Valley Road  
Victoria, BC V9C 3Z3

Ph: 250-478-1307 ~ Email: [firechief@metchosinfire.ca](mailto:firechief@metchosinfire.ca)

### **Volunteer Firefighter Medical Examination Report Essential Job Tasks**

In accordance with NFPA 1582 (Medical Program for Fire Departments) the following 13 essential job tasks will be required to meet the level of service provided to the local community by The Metchosin Fire Department. The job tasks are requirements of the NFPA 1001, Firefighter II Standards for Firefighter. These job tasks shall be provided to the Physician at the time of the medical examination.

Performing fire-fighting tasks (e.g., hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods

Wearing an SCBA, which includes a demand valve-type positive-pressure facepiece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads

Exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA

Depending on the local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb (9 to 18 kg)

Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C)

Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb (90 kg) to safety despite hazardous conditions and low visibility

Advancing water-filled hoselines up to 2<sup>1</sup>/<sub>2</sub> in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles

Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards



Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration

Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens

Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions

Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hoselines and/or fixed protection systems (sprinklers)

Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members





METCHOSIN FIRE DEPARTMENT  
 4440 Happy Valley Road  
 Victoria, BC V9C 3Z3

Ph: 250-478-1307 ~ Email: firechief@metchosinfire.ca

**APPLICATION FOR THE POSITION OF VOLUNTEER FIREFIGHTER**

This form must be filled in completely

Date: \_\_\_\_\_

**PERSONAL**

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Initials) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ S.I.N. \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Cell Telephone # \_\_\_\_\_

Drivers License # \_\_\_\_\_ MSP # \_\_\_\_\_

Date of Birth \_\_\_\_\_ Email \_\_\_\_\_

Are you legally eligible to work in Canada? Yes  No

Are you at least 19 years of age? Yes  No

Do you have a valid Class 5 driver's license? Yes  No

Do you own or have a motor vehicle that is available to you at all times? Yes  No

Does your family support you becoming a volunteer Firefighter? Yes  No

Are you available for training that may take you away from home on weekends? Yes  No

How long have you lived in Metchosin? \_\_\_\_\_

When not at work, are you usually in District, and will you be available to attend emergencies?

Always (90%)  Usually (75%)  Sometimes (50%)  Seldom (25%)

Please indicate which one best describes your residence in Metchosin?

Own Home  Rent  Live at Home  Temporary Residence



**Employment Requirements**

Criminal Record Check: Attached  To Follow  Received

Driving Record Check: Attached  To Follow  Received

**EDUCATION**

*Attach additional pages of Education & Training as needed*

High School / Vocational School / College / University

Name of Institution	Year Completed	Level Completed	Major/Specialization

Courses / Certificates / Specialized Skills / Trades

Description	Date

Existing Licenses / Student Numbers:

Organization	Certification / License / Student Number	Expire Date



<b>MEDICAL</b>		
Height	Weight	Blood Type
Have you had or do you have any impairments of sight, hearing, speech and/or any physical disabilities? If so, please describe:		
Do you have any known allergic reactions to smoke, poison ivy/oak, insect stings, etc? If so, please describe:		
Have you had any serious illnesses or injuries in the last five years? If so, please describe and provide any work limitations:		
Have you ever received compensation for injuries? If yes, describe fully:		

<b>EMERGENCY CONTACT INFORMATION</b>	
Name:	Relationship
Phone Day:	Phone Eve:
Cell Ph:	

<b>VOLUNTEER EXPERIENCE</b>		
Volunteer Organization	Address/Phone	Details

<b>ATHLETICISM/FITNESS EXPERIENCE</b>
Please list below the athletic/fitness activities you are currently involved in:



EMPLOYMENT		
Present Employer	Address	Phone
Position Details/Duties	Supervisor	Date of Employment

Previous Employer	Address	Phone
Position Details/Duties	Supervisor	Date of Employment

Other Related Experience:

- Do you have previous fire fighting experience?  
 Yes  # of Yrs. \_\_\_\_\_ Position \_\_\_\_\_ No

If yes, explain \_\_\_\_\_

\_\_\_\_\_

- Do you have military or police service?  
 Yes  # of Yrs. \_\_\_\_\_ Position \_\_\_\_\_ No

If yes, explain \_\_\_\_\_

\_\_\_\_\_

- Do you have computer / social media / internet experience?  
 Yes  # of Yrs. \_\_\_\_\_ Position \_\_\_\_\_ No

If yes, explain \_\_\_\_\_



**Related Skills**

Please complete this section even if a resume is attached. Please check the level of skill appropriate.

1. Some familiarity and competence.
2. Advanced amateur or post-secondary courses.
3. Certificates or professional experience.

<u>Skill</u>	<u>Level</u>		
	1.	2.	3.
Automotive Mechanic .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Systems .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Systems.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio Communications Systems .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firefighting Practices and Terminology .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pumps, Valves, Sprinkler Systems .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Trades or Inspection.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Athletic or Sports Skills.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boating / Diving .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trades / Construction .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Space Rescue.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Angle Rescue.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urban Search and Rescue .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Materials Response .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WHMIS .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupational Health and Safety.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coaching/Teaching/Facilitation Skills.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photography .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Speaking.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Coordination.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Equipment Operator.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Driver .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructional / Teaching .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide any additional information or skills you feel may be pertinent to this position:

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<b>REFERENCES</b>		
Reference #1	Reference #2	Reference #3
Name:	Name:	Name:
Phone:	Phone:	Phone:





**METCHOSIN FIRE DEPARTMENT**

4440 Happy Valley Road

Victoria, BC V9C 3Z3

Ph: 250-478-1307 ~ Email: firechief@metchosinfire.ca

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**Conditions of Employment**

I affirm and certify the information given on, or attached to this application is true and correct. I understand any falsification of statements, misrepresentation, deliberate omission or concealment of information may be considered just cause for immediate dismissal.

I authorize the Metchosin Fire Department to contact my references or previous employers as indicated and to obtain and review my medical assessment.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Personal information on this form is collected under the authority of the Municipal Act, R.S.O., 1990 C.M45 and the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, CM56, and will be used to assess qualifications for employment with the District of Metchosin. Questions about this collection should be directed to the Fire Chief, Metchosin Fire Department, 4440 Happy Valley Road, Victoria, BC V9C 3Z3 (250)478-1307





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**CONSENT WAIVER AND RELEASE FORM**  
**Physical and Agility Testing**

**TO: THE CORPORATION OF THE DISTRICT OF METCHOSIN and the METCHOSIN FIRE DEPARTMENT.**

**WHEREAS** the Corporation and the Fire Department require that applicants for the position of Volunteer Firefighter be examined.

**AND WHEREAS** I, \_\_\_\_\_ have submitted to the Corporation and the Fire Department, my signed application for the position of Volunteer Firefighter, and have been informed that I am required to be examined for this position, and required to participate in a series of tests to demonstrate my strength, endurance and physical agility.

**AND WHEREAS**, the procedures to be followed during the said examination and said series of tests to demonstrate my strength, endurance and physical agility and have been fully explained to me;

**NOW THEREFORE**, I, for myself, my heirs, executors, administrators or assigns, hereby consent to and agree to be examined for the position of Volunteer Firefighter, and consent to and agree to participate in a series of tests to demonstrate my strength, endurance and physical agility and I for myself, my heirs, executors, administrators or assigns, hereby waive any and all claims against the Corporation and the Fire Department that I, my heirs, executors, administrators or assigns, or any of them now or hereafter can, shall, or may have, for, on account of, or because of any injury or damage that I may sustain because of, in connection with, or on account of said examination and said series of tests to demonstrate my strength, endurance and physical agility, and I, for myself, my heirs, executors, administrators or assigns, do hereby remise, release and forever discharge the Corporation and the Fire Department from any and all liability claims for damages, actions, suits and demands whatsoever, which I, my heirs, executors, administrators or assigns or any of them now or hereafter and without restricting the generality of the foregoing, for or by reason of any cause, matter or thing arising out of or resulting from my participation in said examination and said series of tests to demonstrate my strength, endurance and physical agility.

**IN WITNESS WHEREOF** I have hereunto set my hand and seal this \_\_\_ day of \_\_\_\_\_, 20\_\_.

**SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF**

Applicant Name (Please Print or Type) \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Witness Name (Please Print or Type) \_\_\_\_\_

Witness Signature \_\_\_\_\_



METCHOSIN VOLUNTEER  
FIRE DEPARTMENT  
250-478-1307 ~ WWW.METCHOSINFIRE.CA  
FIRECHIEF@METCHOSINFIRE.CA