



FIRE & RESCUE SERVICES

APPLICATION CHECKLIST

The following is a comprehensive list of the documents to be attached to your application package. You may wish to include any additional information in your application package that will assist us in assessing your suitability for the position of Probationary Firefighter. **Please submit documents in one PDF attachment.**

Please submit your application in the following order:

- ☐ Application form
- ☐ Copy of resume
- ☐ Copy of document proving you are legally entitled to work in Canada (birth certificate, proof of landed immigrant status, passport, etc.)
- ☐ Copy of high school diploma
- ☐ Copy of NFPA 1001 Levels 1 and 2 (including IFSAC/Pro Board seals). If course is in progress indicate estimated completion date.
- ☐ Copy of current driver's license and abstract. If Class 3 license is in progress, indicate test date/ estimated completion date.
- ☐ If from out of province - documentation identifying driver's license equivalency in BC
- ☐ Copy of Occupational First Aid Level 3 or First Responder 3 certificate(s), or Emergency Medical Responder (EMR), or Primary Care Paramedic certificate/license. If in progress indicate estimated completion date.
- ☐ If from out of province - Documentation proving you have commenced the equivalency process with the EMA Licensing Board of BC
- ☐ Police Information Check form has been completed, submitted to the RCMP (or equivalent municipal police force). When you receive the completed form back, forward it to:

Human Resources, City of Prince George
1100 Patricia Boulevard
Prince George, BC, V2L 3V9
humanresources@princegeorge.ca

- ☐ Copy of post-secondary transcripts
- ☐ Copy of post-secondary certificate/diploma/degree
- ☐ Copy of proof of apprenticeship
- ☐ Copy of specialty firefighting courses or other related training
- ☐ List of at least three work supervisor references with current phone numbers