



SAANICH & OAK BAY FIRE DEPARTMENTS



2025 Fire Fighter Recruitment Application Form

Please review the Fire Fighter Application Guide carefully before completing.

First Name: _____ Last Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Email: _____

This fillable application form must be completed by the applicant in as much detail as possible and saved by the applicant as a PDF file on their device. Completed applications are to be uploaded as a **supplementary document** in the online application form.

Applications will **not be accepted** if mailed, couriered or dropped off in person.

If the question asked is not applicable to you, kindly indicate by "N/A". All questions **must** be completed by the applicant. Where a resume is submitted along with this form, and the resume responds to a question in the application, please note on the application, "see resume."

Attach a separate sheet if there is insufficient room for your answer to a question.

Are you currently a District of Saanich employee? ☐ Yes ☐ No

Are you currently a District of Oak Bay employee? ☐ Yes ☐ No

Are you legally authorized to work in Canada? ☐ Yes ☐ No

If no, and you are selected for employment, you will be required to submit proof of work authorization issued by Canada Employment and Immigration.

Do you have any disability or health condition which may interfere with your ability to perform the duties of the position applied for? ☐ Yes ☐ No

If yes, please specify:

Which Department are you applying for:

☐ Both Depts

☐ Saanich Only

☐ Oak Bay Only

The District of Saanich and the District of Oak Bay take every precaution to avoid conflict of interest in its employment practices, including favouritism in hiring and employment of relatives who may be in a supervisory/subordinate relationship.

Do you have any relatives employed here?

☐ Yes ☐ No

If yes, please specify name of relative:

Name: _____ District/Department: _____

1. EDUCATION AND TRAINING (Do not complete if details are included in attached resume.)

	Name/Location	Dates Attended	Course/Major	Grade/Degree/Diploma
Secondary / High School				
Technical / Business				
University				
Other				

2. EMPLOYMENT HISTORY (Do not complete if details are included in attached resume.)

Employer and Location: _____

Dates of Employment: _____

Supervisor's Name: _____ Phone: _____

Position: _____ Reason for Leaving: _____

Major Duties: _____

Employer and Location: _____

Dates of Employment: _____

Supervisor's Name: _____ Phone: _____

Position: _____ Reason for Leaving: _____

Major
Duties: _____

Employer and Location: _____

Dates of Employment: _____

Supervisor's Name: _____ Phone: _____

Position: _____ Reason for Leaving: _____

Major
Duties: _____

3. GENERAL INFORMATION

List class of valid BC Driver's License: _____ Air brake endorsement: ☐ Yes ☐ No

Note: A fire fighter is required to hold a valid Class 3 BC Driver's License, with air endorsement. The information above will be verified and a Driver's License Abstract from ICBC must be provided with your application package.

Have you ever been convicted of an offence under the Criminal Code of Canada or any other federal statute? ☐ Yes ☐ No

If yes, please provide details:

4. DOCUMENT CHECKLIST

The following documentation **MUST** be included with this application:

- ☐ Completed Fire Fighter Application Form, applicant resume and cover letter
- ☐ Proof of Grade 12/ high school graduation or equivalent
- ☐ Copy of NFPA 1001 Level 1 and 2 certification
- ☐ Copy of valid EMA First Responder Certificate (or higher level of EMA license)
- ☐ Copy of valid Class 3 BC Driver's License, or equivalent
- ☐ Copy of ICBC Driver's Abstract (more than 6 points may disqualify)
- ☐ Copy of birth certificate or passport, permanent resident card or landed immigrant card
- ☐ Copies of licenses and certifications that are relevant to the position of fire fighter

5. ADDITIONAL QUALIFICATIONS AND ATTRIBUTES

6. MEDICAL HISTORY

Firefighting, and the associated training, is physically demanding. Do you have any medical conditions that may restrict you in performing your duties as a fire fighter? ☐ Yes ☐ No

If yes, please provide details:

7. REFERENCES

Please provide the names, addresses, and telephone numbers for a minimum of three references from current or previous **employers**. You may also submit personal references in support of your application; however, they will not be accepted in place of current or previous employment references.

Reference Name: _____

Company: _____

Address: _____ Telephone: _____

Reference Name: _____

Company: _____

Address: _____ Telephone: _____

Reference Name: _____

Company: _____

Address: _____ Telephone: _____

Reference Name: _____

Company: _____

Address: _____ Telephone: _____

8. FIREFIGHTING AS A CAREER

In paragraph form, indicate what you think your role as a fire fighter should be, and outline the qualities you have which you can offer the Saanich/Oak Bay Fire Departments and communities they serve.

In paragraph form, indicate why you wish to become a fire fighter.

9. READ CAREFULLY BEFORE SIGNING

Engagement as a member of the Saanich Fire Department and or Oak Bay Fire Department is contingent upon successfully completing a series of written and physical examinations and interviews, followed by an extensive investigation of your records and references.

In the event of a grievance relating to a job competition in which I participated, I consent to the release of information contained in this application and the competition results for any purpose related to the grievance.

By completing the below signature line, I certify the information provided on this application or attachments/resume is true and complete and unless indicated otherwise, hereby authorize The Corporation of the District of Saanich and the District of Oak Bay to contact any references or employers listed above to verify the information submitted. I understand that if any information in this application or attachments/resume is found to be untrue or incomplete, my application may be rejected or in the event that I am a successful applicant, may result in dismissal.

Applicant: _____ Date: _____

This collection of personal information is authorized under the *Local Government Act*, *Community Charter* and section 26 (c) of the *Freedom of Information and Protection of Privacy Act*. The information will be used for managing your employment. Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria BC, V8X 2W7, t. 250-475-1775, e. foi@saanich.ca.