

## MINIMUM QUALIFICATIONS

**Q** “Can I apply before I have met all of the minimum qualifications, if I intend to complete them once you’ve accepted my application (e.g. Class 3 with Air, CPR, basic first aid?)”

**A** No. All required qualifications must be met prior to the closing date of the posting.

**Q** “Where can I find information on becoming eligible for employment in Canada?”

**A** Please contact the Government of Canada’s Citizenship and Immigration Centre at [www.canadainternational.gc.ca](http://www.canadainternational.gc.ca) or toll free 1888-242-2100

**Q** “How can I determine if a medical condition I have makes me ineligible for hire?”

**A** Your physician is the best resource for information on your personal health. We encourage you to book a complete physical with your physician before you decide to submit a firefighter application to identify and/or discuss any conditions that may affect your ability to perform essential Firefighter job tasks. To aid your physician in understanding the job tasks, a copy of the NFPA 1582 standard can be purchased through the National Fire Protection Association at [www.nfpa.org](http://www.nfpa.org) or phone (617)770-3000. Please do not submit a vision report, audiogram report or any other medical information with your application.

**Q** “I did not complete a High School Diploma. What will you accept as a suitable equivalent?”

**A** We will accept a High School Equivalency Diploma [i.e., G.E.D.], a two-year diploma, an undergraduate or applied degree or an apprenticeship or journeyman certificate. To find the guidelines for completing High School equivalency programs, please refer to the Provincial and Territorial Departments and Ministers Responsible for Education in Canada at [www.cmec.ca](http://www.cmec.ca) or phone (416)962-8100.

**Q** “I do not have a copy of my High School or equivalency diploma? What will you accept as a suitable replacement?”

**A** We will accept a copy of an official school transcript, providing that it clearly indicates you have met the requirements to be awarded the diploma.

**Q** “I completed my education outside of Canada. How can I be sure it meets your qualifications?”

**A** Please contact BC International Qualifications Program at [www.welcomebc.ca](http://www.welcomebc.ca) phone (250) 952-0247 to determine how your education compares to British Columbia’s educational standards. If applicable, please have your non-English documents translated prior to including them with your application.



**Q** “I do not live in British Columbia. How can I determine if my operator’s license and/or demerits/points meet your driver license qualifications?”

**A** Please contact the Insurance Corporation of British Columbia [www.icbc.com](http://www.icbc.com) or in the Lower Mainland: phone (604)-661-2800, or send a fax to (604)-646-7400. Elsewhere in B.C., Canada and the U.S.: 1-800-663-3051

**Q** “What do you accept as a suitable Commercial license?”

**A** We will accept a British Columbia Class 1, 2 or 3 licence with air brake endorsement.

## **APPROVED CPR COURSES**

**Q** “How can I find out if my CPR courses have been approved by the Abbotsford Fire Rescue Service?”

**A** The following are approved CPR course agencies

- Canadian Red Cross [www.redcross.ca](http://www.redcross.ca)
- Heart and Stroke Foundation of Canada [www.heartandstroke.ca](http://www.heartandstroke.ca)
- St. John Ambulance [www.sja.ca](http://www.sja.ca)
- Justice Institute of British Columbia (JIBC) [www.jibc.ca](http://www.jibc.ca)
- WorkSafe BC (Workers’ Compensation Board of BC) [www.worksafebc.com](http://www.worksafebc.com)

**Q** “Do I need Basic First Aid or Higher if I already have the First Responder Certificate?”

**A** No, the First Responder Certificate will be considered as equivalent.

## **CPAT**

**Q** “I have CPAT certification from another fire agency. Can I use this certificate in Abbotsford’s process?”

**A** The Abbotsford Fire Rescue Service will recognize CPAT certification from other fully licensed IAFF jurisdictions for the recruitment process, as long as it is dated within 12 months of application date.

**Q** “Is there a physical fitness training program available for CPAT?”

**A** Yes, the IAFF/IAFC Wellness-Fitness Task Force has created a CPAT PREPARATION GUIDE complete with stretches and training recommendations. A copy of this document is available for downloading from our website at [www.afrsbc.ca](http://www.afrsbc.ca)

**Q** “Can I see and/or try out CPAT before my test day?”

**A** Yes. refer to CPAT website at [www.afrsbc.ca](http://www.afrsbc.ca)

## **APPLICATION**

**Q** “Can I include copies of other certificates or awards I have attained?”

**A** No, we recognize your need to include this information, however, please bring copies to the interview.

**Q** “What happens after you’ve received my application?”

**A** Your application package will be assessed for compliance, completeness and competitiveness. You will be advised, via email, if you are advancing to the next stage.

**Q** “Can I pay in any other form other than Visa or MasterCard?”

**A** Not at this time. Our current online payment system can only accept Visa or MasterCard.

## **SELECTION PROCESS**

**Q** “How long is the selection process?”

**A** There isn’t a set time frame to follow as the hiring needs of our department fluctuates and are dependent on outside factors such as retirements, funding, city growth, legislation, etc. It may be necessary for us to “speed up” or “slow down” our process in order to meet operational needs. You may be asked to participate in one or more tests in a short period of time or you may need to wait for a period of time until sufficient resources are available.

**Q** “How often should I expect to hear from Human Resources?”

**A** We endeavor to keep you informed and current with information on the City website. It is your responsibility to keep us informed of any changes in contact information (email, telephone, address) or if you will be unavailable for a period of time (i.e. on vacation, out of the country, etc.)

**Q** “Do you accept out-of-province applicants?”

**A** Yes; however, be aware you will be required to travel to Abbotsford on many separate occasions to participate in the different tests, sometimes with little advance notice. Any costs associated with travel and/or relocation expenses are your own responsibility.

**Q** “I am currently a professional Firefighter in another City/Municipality. Do you have an experienced Firefighter transfer program?”

**A** Not currently. We will continue to seek entry-level Firefighters, until further notice. If hired, and providing you have at least 3 years’ experience, you would start at the third year rate of pay.

**Q** “Why do you ask for fees to participate in the selection process?”

**A** As a municipal organization, our department must be fiscally responsible for managing funds we receive through taxes. To ensure there are enough resources to provide emergency response services, Firefighter applicant testing procedures must run on a cost-recovery basis.

**Q** “If I am unsuccessful at any step in the selection process, what feedback can I expect?”

**A** Due to the volume of applications, we will not be providing feedback.

## **INTERVIEW**

**Q** “What do I need to bring with me to my interview?”

**A** When your interview has been booked, we will send you an e-mail outlining items you are expected to bring to your appointment.

## **CONDITIONAL JOB OFFER**

**Q** “I have already successfully completed a recognized Firefighter training program through a college or other fire department. Will I need to re-write the exams?”

**A** Yes. You will need to learn our methods, techniques and protocols to perform your duties as an Abbotsford firefighter. While your prior knowledge will be helpful in acquiring the required theoretical knowledge, it will not be sufficient in meeting our training standards.