



*PORT COQUITLAM FIRE & EMERGENCY SERVICES*

# **FIREFIGHTER APPLICATION GUIDE**

## **2025**



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## A MESSAGE FROM THE FIRE CHIEF

Port Coquitlam Fire & Emergency Services is accepting applications from passionate, hard-working, team players who are dedicated and community-minded. We uphold the rich traditions of the fire service while embracing innovative practices to ensure we are always prepared for the future. Proud of our department's history, we look forward to the contributions of our members to positively shape our future. Port Coquitlam Fire & Emergency Services is an exceptional place to build a fulfilling career.

We proudly adhere to the City's focus on getting the basics right and not just meeting but exceeding everyone's expectations while doing so. As we move forward, we are committed to fostering a culture of health, safety, support and excellence within our department and the community we serve.

Choosing a career with Port Coquitlam Fire & Emergency Services means embracing a role that requires unwavering dedication and commitment. We expect our firefighters to embody integrity, empathy and resilience. Thank you for considering Port Coquitlam Fire & Emergency Services as your career choice. We are proud of our service to the community and look forward to welcoming new team members who share our vision of excellence and compassion.

Together, we will honour our traditions, innovate with purpose, excel in our mission, and create new legacies for generations to come. Join us and be a part of a team dedicated to making a positive impact every day.



A handwritten signature in black ink, appearing to read 'B. Clarkson'.

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Blake Clarkson, Fire Chief



## ABOUT PORT COQUITLAM FIRE & EMERGENCY SERVICES

The City of Port Coquitlam is home to approximately 65,000 residents spread over 29 km<sup>2</sup>. The municipality is supported by two fire stations that provide emergency support through five response apparatus and has a complement of 86 full-time staff. As a multi-service agency, Port Coquitlam Fire & Emergency Services supports the community by ensuring a safe environment to both live and work, which directly supports the municipality's strategic goal of community well-being. The role of our fire department has evolved beyond historical fire response, as it now includes support and training for medical response, hazardous materials mitigation, technical rescue, fire prevention and response to environmental emergencies. This commitment is captured in our mission statement whereas; Port Coquitlam Fire & Emergency Services is committed to providing the best service to our community through the preservation of life, property and the environment by providing excellence in response, prevention, education and training.

Our fire department members achieve this mission by showcasing very specific core values:

***Pride:*** We will serve with honour in all our actions.

***Integrity:*** We will adhere to the highest moral and ethical standards. Honesty and trust will serve as our foundation in dealing with each other and our community.

***Dedication:*** Our members will strive for personal and professional excellence through dedication to duty.

***Respect:*** We will treat all persons with compassion, tolerance and dignity by providing professional service that is accountable to our community.



## RECRUITMENT PROCESS GUIDELINES

Please read all of the instructions carefully prior to submitting your application and documents. If your application is not submitted as detailed below, regrettably your application may not be considered.

1. The ability to follow instructions is an important attribute in firefighting. Ensure you understand and follow all instructions you are given during the recruitment process. Failure to do so may affect the final hiring decision.
2. If you do not or will not meet the required qualifications prior to the application deadline, do not submit your application.
3. Candidates must maintain their qualifications throughout the recruitment process.
4. The City of Port Coquitlam reserves the right to limit the number of candidates that proceed to any stage of the recruitment.
5. Port Coquitlam Fire & Emergency Services reserves the right to alter the testing procedure and qualifications at any time without notice.
6. Job fit and suitability are critical factors considered in our decision-making processes. Completion and/or passing all steps in the recruitment process does not ensure a job offer.
7. Selection to the candidate eligibility pool does not guarantee an individual will be offered employment with the City of Port Coquitlam.
8. Stay current with recruiting information and ensure any change to personal contact information is updated through your personal profile at the City of Port Coquitlam Job Opportunity Portal. <https://www.portcoquitlam.ca/our-government/careers>
9. Be advised that the length of time between recruitment stages may be extended as we tabulate results and prepare for the next stages. Please do not contact the City of Port Coquitlam HR Department to enquire about your status.

## FREQUENTLY ASKED QUESTIONS

**1. Who should I contact if I have questions about the application?**

You may contact the City of Port Coquitlam Human Resources Department via email at: [hr@portcoquitlam.ca](mailto:hr@portcoquitlam.ca)

**2. Can I apply if I do not meet the required or preferred qualifications?**

We encourage all qualified candidates to submit a completed application. If you do not or will not meet the required qualifications prior to the application deadline, do not submit an application.

**3. When should I expect to hear back about my application?**

There is no definitive timeline for candidates to know about the status of their applications. Preliminary screening may take some time due to the volume of applications that are received during the recruitment period. An email will be sent out inviting all candidates to each phase of the recruitment process. If you are not successful you will receive an email notifying you. Please remember to check your junk mail, occasionally emails will wind up there.

**4. Does the City accept firefighter applications on an on-going basis?**

The City does not accept unsolicited firefighter applications. Interested candidates are encouraged to apply during the advertised recruitment period. Applications submitted outside of this timeframe will not be accepted.

**5. How are applications assessed?**

All applicants are assessed relative to the qualifications listed on the job posting. Only those applicants who meet the stated qualifications are eligible for further consideration. Meeting the minimum qualifications of the posting does not guarantee that you will be short-listed for the position posted, as all applicants are assessed on a competitive basis.

**6. Does the City of Port Coquitlam require candidates to consent to a Police Information Check?**

Candidates invited to attend the departments In-Station Assessment days will require a satisfactory Police Information Check prior to participating.

**7. What if I have a criminal record and want to apply to the City of Port Coquitlam?**

Having a criminal record does not exclude you from employment with the City of Port Coquitlam. When the City receives your Police Information Check, we review your record in confidence and consider the nature of the offense, when the offense took place and the relevance of the offense to the position for which you are applying. Failure to fully inform the City may result in being removed from the recruitment process.

**8. Can candidates contact Port Coquitlam Fire & Emergency Services during the recruitment process?**

No, candidates are required to contact the City's HR department with any questions. Candidates will not be granted access to Fire Department personnel or hall tours during an open recruitment process.

## REQUIRED QUALIFICATIONS

Applications will be screened to ensure the following qualifications have been met. If you do not meet all of the required qualifications please do not submit an application as it will not be considered.

- Canadian Citizen or Landed Immigrant with legal entitlement to work in Canada
- Successful completion of NFPA 1001 Level I & II Certification from an approved firefighter training program with appropriate IFSAC or Pro Board Seals
- Hazardous Materials Emergency Response: Operational Level (NFPA 472) Certification
- A valid BC Emergency Medical Assistant Licensing Board Licence in one of the following:
  - First Responder Level III with Schedule 2 endorsements
  - Emergency Medical Assistant First Responder (EMA-FR)
  - Emergency Medical Responder (EMR)
  - Primary Care or Advanced Care Paramedic (PCP)



Please note that applicants must be licenced in BC and provide a letter or card that notes the licence number and expiry date.

- Vision and hearing that meets the criteria listed in NFPA 1582 Chapter 6:
  - Colour and peripheral vision safe for the position of firefighter
  - 20/30 corrected binocular vision and 20/100 uncorrected binocular vision or better
  - Normal hearing without artificial aids
- Proof of Grade 12 High School Graduation or equivalent
- A valid B.C. Driver's Licence, Class 3 with Air Endorsement
- A driving abstract obtained within 30 days of the current posting closing date that reflects:
  - The last 5 years of your driving history
  - Driver's Licence points (more than 6 points will eliminate candidates)
  - Any suspensions, prohibitions or multiple non-point offences within the last 3 years (These infractions may eliminate an applicant from further consideration)
- As part of the recruitment process, applicants may be asked to provide a Police Information Check from the Police Department serving the area where the applicant currently resides. Applicants cannot have any criminal charges or convictions that are related to the duties of the position for which you have not received a pardon. You must be open, honest and willing to disclose all information pertaining to this record check.
- Residential requirement: live within 30 kilometers of the City boundaries as detailed in the Local #1941 IAFF Collective Agreement.

## PREFERRED QUALIFICATIONS

These additional skills and experiences will enhance your application but do not replace the required qualifications:

- Completion of other fire/rescue service-related courses or programs
- Practical experience, training and education transferable to areas of firefighting:
  - Experience and/or training in emergency services: Fire, Police, Coast Guard, EMS
  - Search & Rescue and/or Wildfire Service experience
  - Construction or mechanical related trades
  - Heavy equipment operator, truck driving tandem axle vehicles with a Class 1, 2 or 3 license
  - Advanced medical or first aid training (EMA-FR, EMR, PCP/ACP, EMT, Nursing)
  - Academic studies – College/University
  - Knowledge of different cultures or fluency in languages other than English
  - Coaching, teaching or instructing experience
  - Ability to swim and related lifesaving and rescue certificates
  - Volunteer experience and community involvement
  - Demonstrated athletic or physical capabilities and achievements
  - Knowledge and ability to work effectively with computers, programs and software
  - Strong interpersonal skills and the ability to work in a team environment

## HOW TO APPLY

Before applying online, please ensure that you have met the required qualifications and certifications for the position. Next steps include:

1. Prepare your supporting documents prior to starting the application process. Applicants must scan or embed all required and supporting documentation into one (1) single file. This can be achieved by sequential pdf files or copying and pasting the documents into a running word document.
2. Ensure the documents are laid out in the order listed below:
  - i. EMA license letter or license card
  - ii. Picture of the front and back of your B.C. driver's license
  - iii. Driver's Abstract for the last five years
  - iv. NFPA 1001 Firefighter I & 2 certification
  - v. All other course and education certifications
3. Navigate to <https://www.portcoquitlam.ca/our-government/careers>.
4. Click on "External Job Postings".
5. Look for the Firefighter listing in the job list, click on Job Number.
6. At the bottom of the description, click on "I am interested".
7. If you are a new applicant, enter your email and click "Create Profile". If you are a returning user, fill in your email and password and click "Login".
8. On this page applicants will upload all documents as part of their application. To upload your resume, click "Choose File" and select "Resume", navigate to the file and click "Upload". Duplicate this process to upload your "Cover Page". To upload your supporting document file, click "Choose File" and select "Other File", navigate to the prepared file from step #1 and click "Upload".
9. Select Save & Continue.
10. Fill in blank fields as necessary.
11. Complete the three tabs, Email Communication Consent, General Info and Employment Equity by clicking "Go to next tab" after completion of each section.
12. Review plain text resume and update as necessary. Please note that your original resume will be viewable to recruiters (not just the plain text version).
13. Select "I agree to the terms of use" to move forward.
14. Click on "Save & Continue".
15. Complete the questionnaire for the job application and click on "Apply for this job" when complete.
16. Add checkmarks beside the documents you would like assigned to your job application and click "Save & Continue".
17. Click "Save & Continue". You have now completed the application process.



## RECRUITMENT STAGES

The recruitment process consists of 12 stages.

Stage	Recruitment and Selection Stage
1	Application Process and Screening
2	Introductory Interview
3	Physical Ability Assessment
4	Orientation Days (x2)
5	Panel Interview
6	Police Information Check
7	In-Station Assessment Days (x2)
8	Selection for Eligibility Pool
9	Personal Reference Checks
10	Conditional Offer of Employment
11	Pre-Employment Medical Evaluation
12	Fire Chiefs Official Call to Serve

### STAGE 1: APPLICATION PROCESS

All applications must be submitted electronically through the City of Port Coquitlam Job Webpage. <https://www.portcoquitlam.ca/our-government/careers>. We will not accept applications submitted by any other means.

Factors to consider when you decide to apply:

- The job posting will only be open to receive applications for a specified period. Applications submitted after the closing date will not be accepted.
- You will need to create an online account as described in the “How to Apply” section of this manual in order to submit your application.
- An active email address will be required in order to create the account and receive updates on the status of your application.
- Have an updated resume prepared prior to beginning your online application. You will be asked to upload your documents during the application process.
- Please ensure you have all required documents ready when you make your submission. Applicants are encouraged to only submit once. No preference will be given to early applicants.
- Answer all the questions during your initial application. Incomplete applications will not be considered. Your answers to the online questions and resume content will determine whether you are invited to the second stage of the process. Make sure you are answering questions completely and accurately.

## STAGE 2: INTRODUCTORY INTERVIEW

Selected applicants will be invited to a brief introductory interview to learn about your background and discuss your interest in the position. This conversation will help determine your alignment with the values and expectations of the role. Based on this interview selected candidates will be moved forward to the next stage of the process.

The interview is meant to be informal but focused. You are encouraged to respond clearly and confidently. While the panel may ask a few situational or behavioural questions, the primary goal is to better understand who you are and why you are interested in joining our team.

Please bring any **new or updated documentation and certifications** with you to this interview.

## STAGE 3: PHYSICAL ABILITY ASSESSMENT

The physical ability assessment consists of 10 separate stations. This test has been designed to measure the candidate's ability to perform the tasks required of a firefighter. The events are placed in a sequence that best simulates the fire scene environment. Candidates can expect a **3-minute** walk or rest period between events designed to provide a recovery cycle and prevent exhaustion. Candidates are not allowed to run between event stations. You will receive one warning for running and will be disqualified on the second infraction. One foot must remain in contact with the ground at all times.

In all event stations, other than Event 1: Aerial ladder climb, you will wear a 50-pound (22.68-kg) vest to simulate the weight of self-contained breathing apparatus (SCBA) and firefighter protective clothing. Throughout all events, you must wear long pants, a hard hat with chin strap, work gloves and footwear with no open heel or toe. Applicants are strongly encouraged to wear athletic shoes (runners) and appropriate clothing for physically demanding work (no shorts). Candidates must complete all components of the physical ability assessment.

All props were designed to obtain the necessary information regarding your physical ability. The tools and equipment were chosen to provide the highest level of consistency, safety and validity in measuring your physical abilities.

### You will be provided with:

- Work gloves
- Safety hard hat
- 50-pound weighted vest

## EVENT 1: AERIAL LADDER CLIMB (NOT TIMED)

### Equipment

This event uses our 107-foot aerial ladder truck, personal safety harness and safety line will be provided.

### Purpose of Evaluation

This event is designed to ensure candidates are comfortable working at heights. This event challenges your aerobic capacity, lower body muscular endurance and ability to balance.

### Methodology

For this event candidates will wear a safety harness attached to a safety line while climbing the ladder. Candidates will be called up onto the platform base and wait for further directions. When told to begin, candidates will climb the ladder one rung at a time holding the rungs as hand holds ensuring to maintain three points of contact at all times. Candidates will ring a bell located at the ladder tip to signify that the top has been reached. Once the bell is rung, candidates will descend. This event is not part of the timed event.

### Failures

During this test, candidates must maintain three points of contact with ladder rungs while ascending and descending. You will receive one warning and disqualification on the second infraction. If candidates slip or lose control while ascending and descending, you will be disqualified.



## EVENT 2: STAIR CLIMB (TIMED)

### Equipment

This event uses a 4-story hose tower with internal stairs, platform and a 2 ½-inch hose pack weighing 29 pounds. A handrail is available and required for you to grasp while climbing the stairs.

### Purpose of Evaluation

This event is designed to simulate the critical tasks of climbing stairs in full protective clothing while carrying a high-rise pack (hose bundle). This event challenges your aerobic capacity, lower body muscular endurance and ability to balance. This event affects your aerobic energy system as well as the following muscle groups: quadriceps, hamstrings, glutes, calves and lower back stabilizers.

### Methodology

For this event candidates will wear a 50-pound vest designed to simulate the weight of fire protective clothing and equipment. Prior to the formal stage test, candidates will perform a single warm-up cycle and ascend and descend the stairwell slowly with no hose pack.





After the completion of the warm up cycle, candidates will wait for the official start signal, shoulder the high-rise pack and ascend the stairwell. Candidates may skip steps while ascending the stairwell. Once candidates reach the top floor platform they are to place the high-rise pack in the designated area and start Event 2: Hose Hoist. Once the hose hoist is completed, re-shoulder the hose pack and descend the stairs. Once at the bottom, place the hose pack in the designated area.

**Failures**

During this test candidates must maintain contact with the handrail while ascending and descending. While descending, candidates must make contact with all steps. Failure to follow these rules will result in one warning and then disqualification on the second infraction.

**EVENT 3: HOSE HOIST (TIMED)****Equipment**

2 ½-inch hose roll and 100-foot utility rope.

**Purpose**

This event is designed to simulate the task of hoisting required equipment on emergency scenes. It challenges your aerobic capacity, upper body strength and ability to balance.

**Methodology**

After ascending the 4-story stairwell you will pull a 2 ½- inch hose roll up using a 7/8-inch rope. Using a hand-over-hand method, candidates will raise the hose roll up and over the railing placing the roll on the platform as directed.

**Failures**

You must use a hand-over-hand technique to raise the hose, hauling the rope across or touching the top railing tube will not be allowed. Failing to use the hand-over-hand method or if candidates drop or allow the hose roll to slip from their hands will result in disqualification. You will receive one warning and disqualification on the second infraction.



## EVENT 4: LADDER FLY EXTENSION (TIMED)

### Equipment

24-foot extension ladder connected to a wall with halyard attached to bottom rung for candidate safety.

### Purpose of Evaluation

This event is designed to simulate the critical task of extending a ground ladder to the roof or window. This event challenges your aerobic capacity, upper body muscular strength, grip strength as well as the following muscle groups: biceps, deltoids, upper back, trapezius and muscles of the forearm.

### Methodology

Standing with both feet within a marked box of 36-inch x 36-inch, extend the fly section of the ladder using a hand-over-hand technique until it reaches the stops, engage the ladder rung locks, pause for 1 to 3 seconds, lower the fly section hand-over-hand in a controlled fashion to the starting position. This process is to be completed twice.

### Failures

The ladder is to be raised in a continuous hand-over-hand method. Candidates cannot wrap the rope/halyard around their hands and feet must remain within the marked box during the event. Candidates will not allow the rope to slip in their hands, lose control and/or drop the fly section. You will be warned for any of the above infractions and a second warning will cause candidate disqualification.



## EVENT 5: HOSE DRAG (TIMED)

### Equipment

This event uses 150 feet of uncharged connected 2 ½-inch fire hose and nozzle.

### Purpose of Evaluation

This event is designed to simulate the critical tasks of dragging an uncharged hose line from the fire apparatus to the fire occupancy and pulling the uncharged hose line around obstacles while remaining stationary. This event challenges your aerobic capacity, lower body muscular strength, upper back muscular strength and endurance. This event affects your aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, hamstrings, glutes, calves, lower back stabilizers, biceps, deltoids, upper back and muscles of the forearm and grip strength.



## Methodology

For this event you must grasp the hose line nozzle attached to 150 feet of 2 ½-inch hose, place the hose line over your shoulder or across your chest. You are permitted to run during the hose drag. Drag the hose 75 feet to a pre-positioned drum, make a 90° turn around the drum, and continue an additional 25 feet. Stop within the marked 5-foot x 7-foot box, drop to at least one knee and pull the hose line until the hose line's 50 feet mark crosses the finish line. During the hose pull, you must remain within the marked boundary lines.

## Failures

During the hose drag, if you fail to go around the drum or go outside of the marked path (cones), you will fail the test. During the hose pull, you are warned if at least one knee is not kept in contact with the ground. The second infraction constitutes a failure. During the hose pull you are warned if your knees go outside the marked boundary line. The second infraction constitutes a failure.

## EVENT 6: PATIENT RESCUE (TIMED)

### Equipment

This event uses a 165-pound weighted mannequin equipped with a harness with shoulder straps.

### Purpose of Evaluation

This event is designed to simulate the critical task of removing a victim or injured firefighter from a fire scene. This event challenges your aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance.

### Methodology

For this event, you must grasp a 165-pound mannequin by either the handle(s) on the shoulder(s) of the harness (one or both handles are permitted) or the chest wrap circulating method and drag it 35 feet to a pre-positioned marker, make a 180° turn around the marker, and continue an additional 35 feet back to the finish line. You can stop under control and adjust your grip but you are not permitted to drop and release the mannequin and adjust your grip. The entire mannequin must be dragged until it crosses the marked finish line.

### Failures

If you drop the mannequin, one warning will be given; the second drop will result in failure. A controlled stop and readjustment of your grip is allowed.





## EVENT 7: EQUIPMENT CARRY (TIMED)

### Equipment

This event uses two tools with a combined weight of 45 pounds and a cabinet on a fire truck.

### Purpose of Evaluation

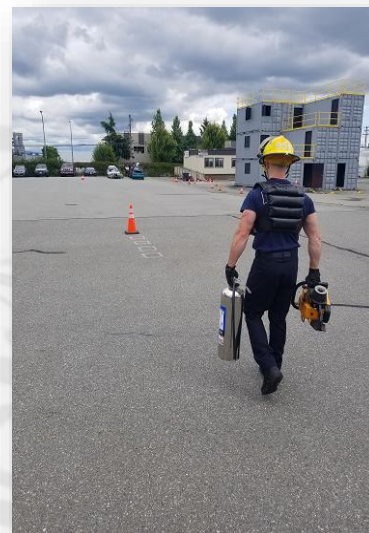
This event is designed to replicate the critical task of removing tools from a fire apparatus and carrying them to and from an emergency scene. This event challenges your aerobic capacity, upper body muscular strength and endurance, lower body muscular endurance, grip and balance.

### Methodology

For this event you must remove the two tools from the cabinet, one at a time, and place them on the ground. Then pick up both, one in each hand, and carry them while walking 75 feet around a marked cone and then back to the starting point. You are permitted to stop and place the tools on the ground and adjust your grip. Upon return to the tool cabinet, place them on the ground, pick up each, one at a time and replace them in the designated space in the cabinet.

### Failures

If you drop either piece of equipment on the ground during the carry you fail the test. You receive one warning for running. The second infraction constitutes a failure.



## EVENT 8 – TOOL PLACEMENT (TIMED)

### Equipment

This event uses 53-pound Auto Extrication tool.

### Purpose of Evaluation

This event is designed to simulate the critical tasks of lifting, working with, and moving auto extrication tools while on the scene of an emergency.

### Methodology

While facing the vehicle you will lift and hold for 20 seconds, the 53- pound tool at three (3) designated marked areas on a vehicle common when required to remove a door during extrication. Candidates are permitted to switch hands or lower their arms to reposition, but must maintain holding the tool at all times during this task. This event challenges your upper body muscular strength, grip and balance.

### Failures

Dropping the tool, losing control, and/or being unable to complete the task may result in you being disqualified.



## EVENT 9: FORCIBLE ENTRY (TIMED)

### Equipment

10-pound sledge hammer, a 34-inch high table and heavy gauge tire.

### Purpose of Evaluation

This event is designed to simulate the cumulative force required to open a locked door or breach a wall. This event challenges your aerobic capacity, upper body muscular strength and endurance, lower body muscular strength, balance, grip strength and anaerobic endurance.

### Methodology

For this event, you must use a 10-pound (4.54-kg) sledgehammer to strike the tire with enough force to move it 22 inches across the marked line. Candidates may stand on either side of the table to strike the tire.

### Failures

If candidates lose control of the sledgehammer and release it from both hands while swinging, this constitutes a failure.



## EVENT 10: ROOM SEARCH (TIMED)

### Equipment

This event uses a blacked-out mask, a SCBA confidence course, and a stretched 1 3/4-inch charged hose.

### Purpose of Evaluation

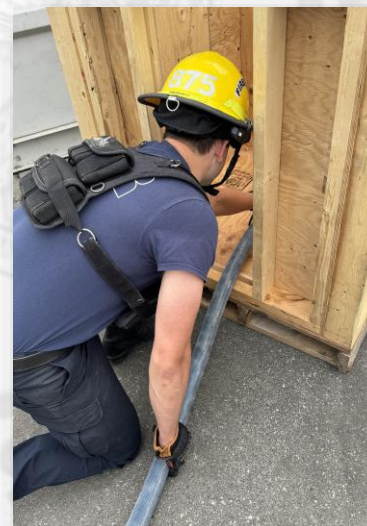
This event is designed to simulate the critical task of searching for a fire victim with limited visibility in an unpredictable area. This event challenges your confidence, awareness, agility and any issues with claustrophobia.

### Methodology

For this event you must crawl on hands and knees approximately 75 feet navigating around obstacles while maintaining contact with a charged hose line. The test is concluded upon exit from the course, you will be assisted with the removal of your mask. Your movement is monitored through the maze and if for any reason you choose to end the event, call out and you will be assisted.

### Failures

A request for assistance or inability to locate the exit constitutes a failure. You must remain on your hands and knees and in contact with the hose line, failure to do so will result in a warning. Two warnings will result in failure.





## STAGE 4: ORIENTATION DAYS (X2)

Selected applicants will be invited to participate in the Orientation Program at **Fire Station One (1725 Broadway St.)**, from **09:00 to 16:00 both days**. Please arrive on time and be prepared to participate by 09:00 sharp. You must submit a **completed Release of Liability Waiver prior to the start of Day One**.

Throughout the two-day program, candidates will be divided into groups and take part in instructor-led training focused on fundamental firefighting techniques. These sessions will be physically demanding and require active participation. During this time, we will assess your individual skills and progress, but also your ability to collaborate as part of a team. While the process is competitive, demonstrating a respectful and cooperative attitude toward your teammates is essential at all times.

Please wear work-appropriate clothing suitable for intense physical activity (**shorts are not permitted**). We recommend bringing a water bottle, a change of clothes, and a towel. **Steel-toed boots** are required. A lunch break will be provided; however, **lunch will not be supplied**. Candidates are permitted to leave the site during this period.

## STAGE 5: PANEL INTERVIEW

Selected applicants will be invited to a structured panel interview. The intent of the interview is to learn more about you, your experiences, and your abilities from your own perspective. The panel will be rating you based on the responses you provide. You should answer the questions in a clear and concise manner. A blend of situational and behavioural questions will help determine if you meet the criteria for successful job performance. The interview is also an opportunity for you to display your best attributes. You will be required to bring any new or updated documentation and certifications to your interview.

## STAGE 6: POLICE INFORMATION CHECK

Firefighters work in a position of trust; therefore, completion of a Police Information Check is required. **Note:** Only applicants being considered for the In-Station Assessment Days will be asked to provide this information.

- Candidates cannot have any criminal charges or convictions that are related to the duties of the position for which you have not received a pardon.
- Candidates must be open, honest and willing to disclose.

## STAGE 7: IN-STATION ASSESSMENT DAYS (X2)

Selected applicants will be invited to both Fire Station One (1725 Broadway St.) and Fire Station Two (3196 Toronto St.) where they will be provided the opportunity to work alongside members of Port Coquitlam Fire & Emergency Services. These all-day events will allow applicants to experience the many aspects of what it is like to work as a Firefighter and serve in the community. Applicants may be required to participate in equipment checks, station maintenance, training events, company inspections, and respond with crews to incidents in an observer capacity.



## STAGE 8: SELECTION FOR ELIGIBILITY POOL

Following completion of Stage 7, the recruitment committee will meet to review all results. A recruit Firefighter eligibility pool will be established concurrent with the future needs of the Department. Placement in this pool does not guarantee employment. The Department will contact a candidate from the pool when and if a vacancy occurs or, if a position becomes available. **Note:** The Fire Department reserves the right to terminate the eligibility pool and commence a new recruitment competition at any time.

## STAGE 9: PERSONAL REFERENCE CHECKS

Your provided references will be asked to rate you based on their experiences with you as an employee, co-worker, or other. They will also be asked to provide their assessments of you in your present or past employment, as well as their beliefs on your suitability for a Port Coquitlam Firefighter position.

## STAGE 10: CONDITIONAL OFFER OF EMPLOYMENT

At this stage of the firefighter recruitment process, candidates will be presented a conditional offer of employment with the City of Port Coquitlam Fire & Emergency Services. Personal reference checks and medical evaluation results will determine if the candidate moves to Stage 11 of the recruitment process.

## STAGE 11: PRE-EMPLOYMENT MEDICAL EVALUATION

This comprehensive medical examination is in accordance with NFPA 1582 Chapter 6 – Medical Evaluation of Candidates. This examination also includes vision and hearing testing. A complete copy of the NFPA 1582 Standard may be viewed from the National Fire Protection Association ([www.nfpa.org](http://www.nfpa.org)). Condition of employment is subject to all NFPA 1582 Medical Examination standards being met.

## STAGE 12: FIRE CHIEFS OFFICIAL CALL TO SERVE

This final stage of the process presents an opportunity for the Fire Chief to officially welcome you to serve our community as a member of the Port Coquitlam Fire & Emergency Services. The Fire Chief may select from applicants identified in Stage 8 of the recruitment process when firefighter vacancies become available.

