### Sample Application Form

(Please Print)

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| **Personal Information**Confidential when completed |
| **Last Name** | **Given Name** | **Initial** |
| **Address** |
| **Telephone** | **Cell Phone** | **Business** |
| **Emergency Contact** | **Emergency Contact Telephone** |
| **What position did you apply for?** |
| **Volunteer Eligibility Requirements** |
| **What hours would you be available?**☐ Weekdays☐ Weekends☐ Weeknights☐ Other? | **Are you legally eligible to work in Canada?**☐ Yes ☐ No  | **Do you meet Eligibility Requirements?**☐ Yes ☐ No  |
| **Are you able to understand oral and written English?**☐ Yes ☐ No  | **Are you able to understand oral and written (*specify official language*)?**☐ Yes ☐ No  | **Other Languages?**Describe: |
| **Have you ever been convicted of a criminal offence for which you have not received a pardon?**☐ Yes ☐ No Describe: |
| **Employment Experience** |
| **Present Employer:**Name:Address:Telephone:May we contact this employer?☐ Yes ☐ No  | Position:How long have you been employed there?Duties: |
| **Previous Employer:**Name:Address:Telephone:May we contact this employer?☐ Yes ☐ No  | Position:How long were you employed there?Duties: |
| **Previous Employer:**Name:Address:Telephone:May we contact this employer?☐ Yes ☐ No  | Position:How long were you employed there?Duties: |
| **Volunteer Experience** |
| **Present Volunteer Organization:**Name:Address:Telephone:May we contact this organization?☐ Yes ☐ No  | Position:How long have you volunteered there?Duties: |
| **Previous Volunteer Organization:**Name:Address:Telephone:May we contact this organization?☐ Yes ☐ No  | Position:How long did you volunteer there?Duties: |

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| **Related Skills or Experience** |
| Previous firefighting or emergency response experience?☐ Yes ☐ No Describe: |
| Previous military or police experience?☐ Yes ☐ No Describe: |
| Other experiences that may apply to this position?☐ Yes ☐ No Describe: |
| **Related Skills**Indicate skill level by circling the appropriate number and providing explanation.1 - A trade, licence, recognized certificate or extensive experience.2 - Advanced skills level and/or post-secondary courses or apprenticeships.3 - Familiarity acquired through personal experience, high school courses or related training.  |
| Mechanics | **1 2 3** |  |
| Pumps, valves or sprinklers | **1 2 3** |  |
| Electrical systems | **1 2 3** |  |
| Electronic systems | **1 2 3** |  |
| Computer technology | **1 2 3** |  |
| Breathing apparatus or scuba diving | **1 2 3** |  |
| Building construction or design | **1 2 3** |  |
| Blueprint reading | **1 2 3** |  |
| Firefighting tasks | **1 2 3** |  |
| Rescue procedures | **1 2 3** |  |
| Athletic sports or skills | **1 2 3** |  |
| Languages | **1 2 3** |  |
| Occupational health and safety | **1 2 3** |  |
| Photography | **1 2 3** |  |
| Fundraising | **1 2 3** |  |
| Office equipment  | **1 2 3** |  |
| Typing, filing or telephones | **1 2 3** |  |
| Public speaking | **1 2 3** |  |
| Teaching, facilitation or coaching | **1 2 3** |  |
| Events coordination | **1 2 3** |  |
| Radio communication | **1 2 3** |  |
| Medical or health sciences | **1 2 3** |  |
| Professional driver | **1 2 3** |  |
| Heavy equipment operation | **1 2 3** |  |
| Other Licences and Certificates |
| CPR | Expiry Date: |
| First Aid | Expiry Date: |
| Defibrillation | Expiry Date: |
| NWT Driver’s LicenceClass ☐ A ☐ D ☐ Z ☐ F ☐ G  | Expiry Date: |
| Description | Date |
| Description | Date |
| Description | Date |
| Education Background |
| Elementary School Name:Highest grade/level completed |
| Secondary School Name:Highest grade/level completed |
| Post-secondary Education:Major or Specialization:Level or Degree Achieved |

***Please provide copies of all relevant licences and certificates.***

**Conditions of Acceptance:**

I certify the information provided on this application is true and correct.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Applicant Date**

Personal information will be used for candidate selection purposes only and will be kept strictly confidential.

### Sample Fire Department Criteria for Eligibility

1. Must provide a current criminal background check.
2. Must provide a current driver’s abstract.
3. Must pass a physical agility test.
4. Must acquire an appropriate Class 3 Licence within six months of completing the probationary period.
5. Must be willing to work in adverse conditions.
6. Must be willing to be on call 24 hours a day.
7. Must be able to work well with others within a structured work environment.
8. Must participate in the departments’ training program and enroll in the fire fighter curriculum.
9. Must be willing to be on probation for a period of one year with quarterly performance appraisals.
10. Must attend 40% of the alarms for the assigned station, 80% of assigned duty checks and 80% of scheduled training.

### Sample Interview Questions

1. Outline your education background and any training that you have received and explain how you feel it is relevant to the position that you have applied for.
2. What volunteer experience do you have? Have you been a part of a team, group, organization or do you have work experience that is similar to this position?
3. There are obvious technical skills that are pertinent to this position. Demonstrate your knowledge that you have of them and relate them to the position.
4. Commitment to the organization is extremely important to us. Tell us what you believe is the time commitment required and how you will manage it with your other commitments such as family.
5. We are, on occasion, the viewers and keepers of information that can be traumatic and must remain confidential. What have you done to prepare yourself for this eventuality and how do you believe you would handle such an event?
6. Tell us about how you spend your spare time and any sports or other physical activities you may be involved with.
7. What kinds of personal conflicts / problems might arise in a workplace and what could you do to resolve such problems?
8. Provide us with an example of a time where you faced an emergency situation. Explain the circumstances and what your actions were.
9. You were instructed by a fellow worker to perform a task that was not within their realm of authority. How would you react and if you did not receive the satisfaction you felt was required, what steps would you take to resolve it?
10. How could you help maintain a good relationship with others in the fire hall?
11. What do you believe is the advantage of working in teams and under what type of situation would you step into a leaders spot?
12. The position that you have applied for is obviously something you have thought about. What have you done to prepare yourself for this role?
13. Appreciating the fact that you have not had a significant amount of experience with this organization, in what role do you see yourself attempting to achieve and what steps will you take to realize this success?

### Sample Invitation Letter

{Date}

{Name of Recipient}

{Address}

{Municipality}, Northwest Territories

{Postal Code}

Dear {Name of Recipient};

We are pleased to invite you to volunteer on our department.

We will be hosting an Information Session and Orientation on {date} at {location, at {time}.

Please find attached the initial training schedule for the next few months. Further training opportunities will be discussed after your initial introduction to our department.

We look forward to seeing you at the Orientation on {date}.

Should you have any questions, or wish to discuss this invitation further, please contact us at the telephone number or {email address}.

Thank you for considering being part of the {Name of Fire Department}.

Sincerely;

Fire Chief

{Name of Fire Department}

cc. Personnel file

 {Name of Volunteer}