



2021 RICHMOND FIRE-RESCUE APPLICATION & HIRING PROCESS GUIDE



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Progressive, Professional, Proud

Our Vision

To be the best fire department in Canada.

Our Mission

We act as an effective team to proactively protect and enhance the City's livability by serving and educating our community, preventing harm and responding to emergencies.

Our Values

People – Excellence – Leadership – Team – Innovation



A Message from the Fire Chief

Welcome to our 2021 recruitment process. If you are action-oriented and aspire to being a part of a Progressive, Professional and Proud fire-service team, then Richmond Fire-Rescue is the place for you.

Richmond Fire-Rescue is a values-based organization that relies on the diversity, abilities, and dedication of our people to carry out our Mission and drive us toward our Vision.

I know that there are many opportunities available to you in the pursuit of a firefighter job, and as such, I want to thank you for considering Richmond Fire-Rescue.

Tim Wilkinson
Fire Chief



Welcome to the 2021 Recruit Firefighter Application & Hiring Process

This guide is provided to help you navigate our process. To be as competitive as possible, it is important to follow directions and pay attention to detail. Read this guide completely before making your application. Make your application count!

2021 Timeline

The following date ranges are estimates only and are subject to change. They are provided to give applicants a rough estimate of our process' timeline. We will update applicants as quickly as possible should there be any changes in the timing of tests, interviews, etc. Exact dates will be communicated directly to the applicants moving forward prior to each stage of the process.

- **Application Period**
February 8 – 21, 2021
- **Written Testing**
March 22 – 26, 2021
- **Panel Interviews**
May 17 – June 18, 2021
- **Physical Testing**
June 28 – July 2, 2021
- **In-Hall Assessment**
July 19 – 30, 2021
- **Fire Chief's Interview**
August 3 – 13, 2021
- **First Responder Suitability Assessment**
August 19 – September 3, 2021
- **New Hire Start Date**
October 12, 2021

It is important that you read and understand the following information before you begin the application process:

- Applications will only be accepted through the City of Richmond's online application system. Applications received via any other means e.g., email, fax or hard copy will not be accepted.
- It is important to use an email address that you check regularly. Communication to you throughout the recruitment process will be primarily through email. Please regularly check your junk folder so you don't miss any communications.
- Follow the instructions in this guide and in any subsequent communication carefully. Failing to follow instructions may result in your removal from the process.
- Ensure you complete your application properly and include all the required documentation at the appropriate times, as outlined in this guide and in any subsequent communications.
- All uploaded documents, including your Resume and the supporting documents for your Basic and Preferred Qualifications must be no more than 10mb in total.
- Incomplete applications will be screened out of the process.
- Qualifications without the required supporting documentation will not be considered.
- It is estimated that it will take 45 minutes or more to complete your online application. Give yourself adequate time; do not rush. Answer each question carefully.



2021 Hiring Process Overview

Application Period

Applications are only accepted during the Application Period and must be submitted through the City of Richmond's online application system www.richmond.ca/careers or the Fire-Rescue website <https://firerescue.richmond.ca/careers/>

Submitting your Application

Carefully follow the steps which are laid out in this guide.

Application Review

Applications (including Basic Qualifications, Preferred Qualifications and Resumes) are reviewed. Applications will be screened to ensure that applicants have all the Basic Qualifications. Applicants whose applications do not indicate that they have met all the Basic Qualifications (required at the time of application) will be screened out.

Written Testing – (BL Associates Corporate Psychologists Inc.: Personal–Competency Assessment for the Job of Firefighter)

Applicants moving forward in the process (whose applications indicate that they have met all the Basic Qualifications) may receive an email advising the details of this on-line testing, including how to register. This test fee is \$245 and will be the applicant's cost.

Panel Interview

Applicants shortlisted will proceed to a structured panel interview. A short list of applicants will be created based on the panel interview results.

Physical Testing – Fitness York Test & Swim Test

Applicants shortlisted will move on to the physical testing. The Swim Test and Fitness York Test will be held in Richmond over a two-day period. Applicants will complete only one of the tests each day. Test order will depend upon scheduling and details will be communicated to applicants later in the process. Applicants do not have to pay for the Fitness York Test or the Swim Test.

Proof of BC Class 3 Driver's Licence

Applicants will be required to provide proof of a valid BC Class 3 Driver's Licence (manual or automatic) with airbrakes or an equivalent licence from another jurisdiction. If the applicant holds an equivalent licence from another jurisdiction and are successful through the recruitment process, they will be required to obtain a BC Class 3 Driver's Licence with airbrakes, as a condition of hire.

Reference Checks and Education Verification

Shortlisted candidates will be contacted and asked to provide information to begin reference checks and education verification.

In-Hall Assessment

Applicants who successfully pass the physical testing will be invited to an In-Hall Assessment. This stage is currently under development.

Medical Examination

Applicants moving forward in the process will be contacted at the appropriate time and asked to arrange their comprehensive NFPA 1582 Occupational Medical Examination by Ultima Medical Services Inc. If an applicant already has a Firefighter Medical Examination Certificate from Ultima Medical Services Inc., it must be dated no earlier than July 1, 2021 and should not be submitted until requested. The medical fee will be the applicant's cost.

Police Information Check and Updated Driver's Abstract

Applicants moving forward in the process will be contacted at the appropriate time and provided details on how to arrange to undergo a Police Information Check. An updated Driver's Abstract will also be required.

Fire Chief's Interview

Following the In-Hall Assessment, applicants will be invited to a Fire Chief's interview. This interview will be conducted by the Fire Chief or a designate.

First Responder Suitability Assessment

From the Fire Chief's interview, a small group will move forward to a first responder suitability assessment; on-line testing and a clinical psychologist interview.

Offer of Employment

Applicants who are successful through the process will receive offers of employment. Tentative start date is October 12, 2021.



2021 Hiring Process Details

Application Period

Recruit Firefighter job opportunities will be posted on the Richmond Fire-Rescue website <https://firerescue.richmond.ca/careers/> or the City of Richmond's "Careers" page (www.richmond.ca/careers). The posting will be in effect for a period of approximately two weeks. The posting period is scheduled to open on Monday, February 8, 2021 and will remain open until 11:59 p.m. (PST) on Sunday, February 21, 2021. Applications received after this date and time will not be considered. **Note:** Opening and closing dates and times are subject to change.

If you apply on February 21, ensure that you begin with enough time to complete your application before 11:59 p.m., otherwise your application may not be received.

Only applications received through the online application system will be accepted and considered. Emailed, faxed or paper resumes and/or applications will not be accepted or considered.

If at any time during the recruitment process, the cost of testing places you in a position of financial hardship, please email firefighterrecruitment@richmond.ca to explain your circumstances.



Submitting Your Application

Ensure that you are completely ready to apply before you start your application. You should have **all** your information and documents collected and ready to upload.

Have all supporting documents (resume, transcripts, certificates etc.) as outlined on Page 8 available in a format that you can upload. Qualifications without supporting documentation will not be considered.

Preparing Your Documents

- You will create two (2) files for upload during the online application process (online application steps are described on page 11):



1. File #1 is your **Resume** file; this file must contain: Your **Basic Qualifications, Preferred Qualifications, Employment History** and **References** (each to start on a new page). Refer to the *Resume Requirements* section (page 8) for more information.
 2. File #2 is your **Attachments** file. This will include supporting documents for Basic and Preferred Qualifications.
- During the Application Period** you may email firefighterrecruitment@richmond.ca if you experience any problems completing your application. This email is only monitored during regular business hours (Monday – Friday, 8:15 a.m. to 5:00 p.m.).
 - Following the close of the Application Period**, should you wish to contact Human Resources or the Fire Department; only emails to firefighterrecruitment@richmond.ca will receive a response.
 - Please do not contact Human Resources or the Fire Department for an update on your application's progress.

Written Testing

BL Associates Corporate Psychologists Inc.: Personal–Competency Assessment for the Job of Firefighter

Applicants whose applications indicate that they meet all the Basic Qualifications may move on to the written testing. This test will be administered on-line on a specified date. Access to the test will be available for a period of 24 hours. **There will be no opportunity to write this test other than the specified date.**

Approximately three weeks after the closing date of the Application Period, candidates moving forward in the process will receive an email advising them of the date and start time of the written testing and how to register. A non-refundable fee of \$245 payable via Visa, MasterCard or AMEX will be required at the time of registration.

For more details on the test and how to prepare for it, please visit <http://blassociates.ca/firefighter-competency-testing/>.

Panel Interview

Applicants who are successful through the process will be contacted and scheduled for a panel interview. This interview will be predominantly behavioural based questions.

A short list of applicants will be created based on the panel interview results.

Physical Testing

Fitness York Test & Swim Test

Applicants who have been short listed following the Panel Interview will be contacted and advised that they will be moving on to the physical testing. Applicants will receive information advising them of the dates, times, and locations of the physical testing and how to register.

The physical testing is comprised of the Fitness York Test and a swim test. These tests will be held in Richmond on consecutive dates. Applicants will complete only one of the tests each day. Test order will depend upon scheduling and details on registration will be communicated to applicants. Applicants do not have to pay for either of these tests.

- **Swim Test**

The swim test will consist of a 100-meter swim, using a continuous forward stroke – front crawl or freestyle – followed immediately by 5 minutes of treading water. Applicants will wear swimming attire. Applicants who are unable to successfully complete the swim test will be eliminated from the process.

- **Fitness York Test**

The Fitness York Test is administered by Ascent Lifestyle Management Inc. Applicants who are unable to successfully complete the Fitness York Test will be eliminated from the process.



The following is an overview of the Fitness York Test components:

AEROBIC FITNESS TEST

Twenty Meter Shuttle Run to a minimum of Stage 6.5 with increasing test scores to Stage 10.

JOB SIMULATION PERFORMANCE TESTS

1. **Claustrophobia** (search confined area – pass/fail)
2. **Acrophobia** (ladder climb– pass/fail)
3. **Hose carry/stair climb** (85 lb up & down 4 times – timed for pass)
4. **Ladder lift** (56 lb – pass/fail)
5. **Rope pull** (50 lb up & down 4 times – timed for pass)
6. **Simulated hose advance** (135 lb over 50 ft. – timed for pass)
7. **Victim drag** (200 lb over 50 ft – timed for pass)
8. **Forced entry** (pass/fail)

Proof of BC Class 3 Driver's Licence

Applicants will be required to provide proof of a valid BC Class 3 Driver's Licence (manual or automatic) with airbrakes or an equivalent licence from another jurisdiction, if they have not done so already. Note: If you hold an equivalent licence from another jurisdiction, and are successful through the recruitment process, you will be required to obtain a BC Class 3 Driver's Licence with airbrakes, as a condition of hire.

Reference Checks and Education Verification

Reference checks and education verification will be completed for shortlisted applicants.

In-Hall Assessment

This stage will require the applicant to attend one of Richmond Fire-Rescue's halls for an assessment. This stage is still under development. Following the physical testing, successful applicants will be provided with details including location, registration, and the date of their assessment.

Medical Examination

At the appropriate time, successful applicants will be contacted and required to undergo a comprehensive NFPA 1582 Occupational Medical Examination including:

Visual Acuity (NFPA 1582 standard)
Depth Perception (Stereopsis Test)
Colour Vision (City University Test or Farnsworth D-15 Test)

Hearing (Audiometer, NFPA Standard)
Normal Lung Function

This examination takes approximately 90 minutes and the cost is payable by the applicant to the clinic. You will receive a Medical Certificate upon successful completion of the medical examination.

The medical examination is conducted by: Ultima Medical Services Inc.
Suite #390 – 3600 Lysander Lane
Richmond, BC V7B 1C3
Phone (604) 270 –1370

If an applicant already has a Firefighter Medical Examination Certificate from Ultima Medical Services Inc., it must be dated no earlier than July 1, 2021.

This certificate confirms that the applicant meets the minimum standards for candidate firefighters as per the National Fire Protection Association (NFPA) 1582, Chapter 6.

For your reference, a complete copy of the NFPA 1582 standards can be viewed online at the National Fire Protection Association at www.nfpa.org.



Police Information Check

Applicants moving forward in the process will be contacted at the appropriate time and advised to make arrangements to undergo a police information check.

Fire Chief's Interview

Following the In-Hall Assessment, applicants will be invited to a Fire Chief's interview. This interview will be conducted by the Fire Chief (or a designate).

First Responder Suitability Assessment

From the Fire Chief's interview, a small group will move forward to a first responder suitability assessment; online testing and an interview with a clinical psychologist.

Offer of Employment

Applicants who are successful through the process will receive offers of employment. Tentative start date is October 12, 2021. An eligibility list may be created for hiring in 2022.





Resume Requirements

All information provided must be true and correct to the best of the applicant's knowledge. Knowingly providing inaccurate, misleading, or false information will result in the applicant being disqualified from the process. There will be no refund of any testing costs incurred by an applicant.

Your Resume file must include the following five (5) sections, each starting on a new page. Please pay close attention to these requirements or you may be screened out of the hiring process.

Name & Contact Information	Basic Qualifications	Preferred Qualifications	Employment History	References
	1. 2. 3. 4. 5. 6. 7. 8.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.		

Basic Qualifications

Each of the following eight (8) questions must be answered within your resume under the correct heading:

1. [Are you legally entitled to work in Canada? \(Yes/No\)](#)
Upload supporting documentation. Examples of supporting documents are Birth Certificate, Citizenship papers, Landed Immigrant papers etc.
2. [Have you successfully completed Grade 12 or equivalent? \(Yes/No\)](#)
Upload supporting documentation.
3. [Do you possess a valid BC Class 3 Driver's Licence \(Automatic or Manual\) with airbrakes, and a driving record that demonstrates responsible and safe driving behaviour? \(Yes/No\)](#)
At the time of application, you will be required to upload a copy of your valid Driver's Licence (front and back) and your Driver's Abstract, regardless of class. Your Driver's Abstract must be **dated no earlier than February 1, 2021**. Unless you have held a driver's licence for less than 5 years, your Driver's Abstract must contain 5 years of driving history. If you have held a driver's licence in another jurisdiction during the past 5 years you **need** to include a Driver's Abstract from that jurisdiction, to complete your 5-year driving history. A record with more than six points will eliminate an applicant from further consideration.

If it is not possible to obtain your full 5 years driving history by the time of the posting's close, upload your Driver's Abstract, regardless of the number of years included, and email firefighterrecruitment@richmond.ca to explain your circumstances. An extension may be granted.

4. [Have you been convicted for any criminal offences that will impact your ability to perform the role of firefighter? \(Yes/No\)](#)
At the appropriate point in the process, applicants moving forward will be contacted and given instructions on completing a Police Information Check.
5. [Do you possess a minimum of First Responder Level 3, Occupational First Aid Level 2, or equivalent? \(Yes/No\)](#)
Upload supporting documentation.



6. Are you physically fit and able to successfully pass the Fitness York Test? (Yes/No)

At the appropriate point in the process, applicants moving forward will be contacted and given instructions on how to register for the Fitness York Test.

7. Are you able to successfully swim (100 m front crawl or freestyle – continuous forward stroke – and five minutes treading water)? (Yes/No)

At the appropriate point in the process, applicants moving forward will be contacted and given instructions on how to register for the swim test.

8. Are you able to successfully pass a medical examination compliant with standards set out in the National Fire Protection Association 1582 (NFPA 1582 Chapter 6)? (Yes/No)

At the appropriate point in the process, applicants moving forward will be contacted and asked to undergo a comprehensive NFPA 1582 Occupational Medical Examination. The examination cost is payable by the applicant to the clinic:

Ultima Medical Services Inc.
Suite #390 – 3600 Lysander Lane
Richmond, BC V7B 1C3
Phone (604) 270 –1370

Applicants receive a medical certificate upon completion of the medical examination. If you already have a Firefighter Medical Examination Certificate from Ultima Medical Services Inc., it must be dated no earlier than July 1, 2021 and should not be submitted until requested.

Preferred Qualifications

Each of the following ten (10) questions must be answered within your resume under the correct heading.

1. Do you have a minimum of one year of work experience (1,820 hours = 35-hour work week)? (Yes/No)

Ensure that your application and resume include your previous work experience.

2. Do you have experience in environments such as paramedic, medical, fire-service, coast guard, military, search and rescue etc.? (Yes/No)

Ensure that your application and resume include your experience.

3. Have you successfully completed a post-secondary education or apprenticeship program? (Yes/No)

Upload your transcripts or supporting documentation. Courses which cannot be verified with supporting documentation will not be considered. Credits earned in an approved firefighting program to the NFPA 1001 Firefighter I & II are not considered in this qualification.

4. Have you completed fire-service related courses such as auto extrication, surface water rescue, swift water rescue, high angle/rope rescue, confined space, hazardous materials, incident command, shipboard firefighting, critical incident stress, wild land firefighting, aircraft rescue firefighting, BC Fire Code, sprinklers, etc.? (Yes/No)

Upload supporting documentation. Courses which cannot be verified with supporting documentation will not be considered.

5. Have you successfully completed an approved firefighting training program to the NFPA 1001 Firefighter I & II? (Yes/No)

Upload IFSAC or Pro Board certificate. Courses with no certifications uploaded, will not be considered. Post-secondary credits earned in obtaining this qualification are not considered in qualification 3 above.

6. Do you possess a Life Saving Society Certification of Bronze Star or higher? (Yes/No)

Upload your certificate(s) or other supporting documentation.

7. Are you proficient in a second language, both oral and written? (Yes/No)

Include an explanation to support your fluency in a language(s) other than English. You may be asked to demonstrate your proficiency.



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8. **Do you possess an understanding of Richmond's diverse cultures? (Yes/No)**
Include an explanation to support your understanding of Richmond's diverse cultures. You may be asked to demonstrate your understanding.
9. **Do you volunteer in community and/or emergency services? (Yes/No)**
Ensure that in your application and resume you have included information to support your volunteer experience, including role, duration, and number of hours.
10. **Are you committed to a lifestyle of fitness, health, and wellness? (Yes/No)**
Ensure that in your application and resume you have included information to support your commitment to a fit and healthy lifestyle.

Employment History

Please outline your work and volunteer experience.

References

Please provide a minimum of three (3) employment references that can verify your work history, qualifications, skills and abilities and suitability for the role.





Online Application Steps – Detailed Guide

Follow these steps and before applying, ensure you have adequate time to make the application and upload all relating documents. Applications usually take 45 minutes or more to complete. **You can save your application and continue later.**

All information provided must be true and correct to the best of the applicant's knowledge. Knowingly providing inaccurate, misleading, or false information will result in the applicant being disqualified from the process. There will be no refund of any testing costs incurred by an applicant.

Before you go onto the online application system to apply:

- Have all the information and documents you will need to complete your application ready, available and in the requested format and order.
- Once you are in the online application system, ensure that you upload all documents requested and use the navigation buttons provided.
- Qualifications without supporting documentation will not be considered; in other words, courses, certifications, licences, etc. require proof of completion to be considered.
- It is the applicant's responsibility to maintain their **current** certifications throughout the process.
- If you experience problems **during the application period**, email firefighterrecruitment@richmond.ca . This email is only monitored during regular business hours (Monday – Friday, 8:15 a.m. to 5:00 p.m.).
- If your contact information changes during this recruitment process, please update your profile on the online application system.



Step 1

- Click on **Positions Open** on the **Search Openings** page to view a list of available opportunities.

[City Careers](#) | [New Search](#) | [Login Page](#)

Search Openings

Search our positions by selecting a Job Category or Location below. To see all openings sorted by location select "Any". Each job description includes a link for applying and submitting your resume to us online.

Positions Open

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Job Category ☰ **Location** ☰




Step 2

- Click on the link for **Firefighter** for more information.

City Careers | New Search | Login Page

Search Results











Set a Job Alert
Sign up for email notifications to be alerted when new EXTERNAL career opportunities become available.

 Save

Positions Matched

9

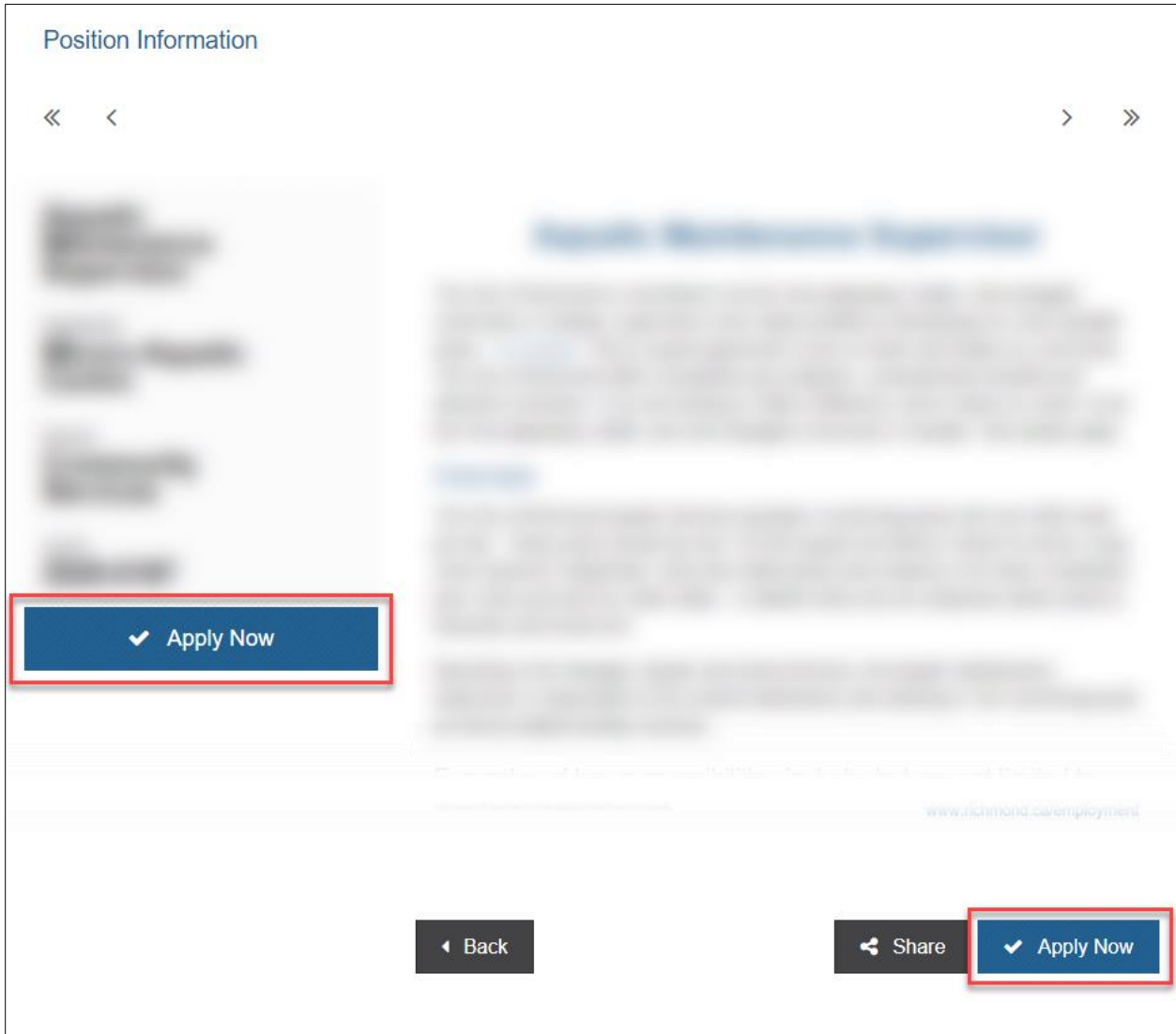
Sort by: Order:




Step 3

- To proceed with an application from the **Position Information** page, click on either of the ✓ **Apply Now** icons (top left or bottom right of page).





Step 4

- If you are a New Applicant on the following **1. Register** page, enter an **Email** and **Password** (to be used for future logins), and select the  icon to proceed. If you already have an account, select **Login Page** at the top of the page to proceed and log in.

1 of 5

1. Register

To submit your application, please complete these steps. Fields marked with a red asterisk (*) are required.

New Applicant Registration



Your email address will be used as your login name allowing you to return to our website to update your profile.

If you are a returning applicant, please sign in or reset your password using the Login button.

Email * **Password *** **Re-type new password: ***


Returning Applicants

If you are a returning applicant, please sign in or reset your password using the 'Login Page' button at the top of this page.




Step 5

- On the **2. Your Information** page, select **Upload resume** to upload your resume file from your computer. The system will review the uploaded file and pull data to populate the fields below under **Personal Information**, which you can review/amend following.
- Complete the fields under **How did you hear about us?** and **Additional Information**, and select the  icon to proceed.

2 of 5

2. Your Information

Save Time
Use your resume or profile to fill in many of the fields on this application form.

 Upload resume


Personal Information


First Name* <input type="text"/>	Last Name* <input type="text"/>
Street Address <input type="text"/>	City <input type="text"/>
Province/State <input type="text" value="Please select"/>	Postal Code/ZIP <input type="text"/>
Country <input type="text" value="Canada"/>	Phone # <input type="text"/>

How did you hear about us?

Source* <input type="text" value="Careers Website"/>	Referred By <input type="text"/>
Other (Specify Source) <input type="text"/>	

Additional Information


Work Authorization * <input type="text" value="Please select"/>	Work Permit Expiration <input type="text" value="M/D/YY"/> 
	<small>If you have a work permit, enter your permit expiration date.</small>



Save Draft ➔



Step 6

- At the following **3. Resume and Documentation** screen, upload your supporting documents, using the **Add Attachment** button.
- Incorporate all supporting documents for your application into one file. Make sure all documents are clear, legible and that the file can be opened. Uploaded files cannot exceed 10mb in size. Once complete, select the  icon to proceed.

3 of 5

3. Resume and Documentation

Upload Your Resume

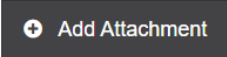

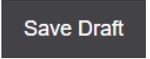

Upload your resume if you have not already done so.

Note: You can attach a total of up to 10MB of data. Your resume and all attachments combined must be less than 10MB.

Attachments




Upload your cover letter or any additional attachments, such as transcripts, certifications or licenses, which are relevant to the position.

Note: You can attach a total of up to 10MB of data. Your resume and all attachments combined must be less than 10MB.




Step 7

- On the **4. Work and Education History** page, the system populate fields from your uploaded resume. To make amendments to your Work History, select the  icon to the right for an entry, and then **Edit** or **Remove** content as needed. You can additionally select **Add Work History** if entries are missing. To make amendments to your Education History, select the  icon to the right for an entry, and then **Edit** or **Remove** content as needed. You can additionally select **Add Education** if entries are missing. Once complete, select the  icon to proceed.



Step 8

- On the **5. Review and Submit** page, read through the **Disclaimer** before proceeding to the **Candidate Sign Off** section for completion if you are in agreement. The **Candidate eSignature** and **Candidate Signature Date** fields must be completed to verify your acknowledgement.
- You can review your submission in its entirety by selecting the  icon next to **Application Review**. Once you have completed your review, select **Submit**.

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5. Review and Submit

Consent Statement

Your personal information is being collected under the authority of section 26 and section 27 of the Freedom of Information and Protection of Privacy Act "FOI/PP Act". The personal information you provide to the City of Richmond for this application will be used to assess your qualifications and suitability as a potential employee. The City of Richmond may also collect and use additional personal information provided by you and your past employers in the course of the evaluation and hiring process. If you are a successful candidate this information will become part of your employment file, and may be used in the administration and management of the City of Richmond's Human Resource Programs. If you have any questions about the collection or use of your personal information, please contact the City's Manager of Records and Information/FOI Coordinator at foi@richmond.ca or 604-276-4165.

I consent to the City of Richmond collecting and using my personal information for the purposes identified above. I certify the information I provided in this application is correct and true to the best of my knowledge and that I have listed all previously and currently held positions where the experience gained relates to the position for which I am applying and certify the information is correct and true regarding my educational history. I understand that a confirmed misrepresentation may disqualify me from employment and/or result in dismissal at any point during my employment.


Please note that the closing time on all of our job postings is 11:59 p.m. (PST) on the posting closing date. All documents that you provide are attached to your general profile and can be viewed by each hiring manager associated with all positions that you apply for. Your e-signature below will indicate your understanding of and the agreement to the foregoing. If you do not agree to these terms and conditions, do not use your e-signature, terminate your application and exit our site.


Equal Opportunity Employer


The City of Richmond is an inclusive employer committed to employment equity objectives and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those under consideration will be contacted. Should you be contacted and require some form of accommodation during the recruitment process, please let us know and we will endeavour to meet your needs to the best of our ability. If you are unsuccessful, please accept our appreciation for your interest. **No telephone inquiries, please.**

Candidate Sign Off

I certify that all of the information in this application is true and correct as of this date.

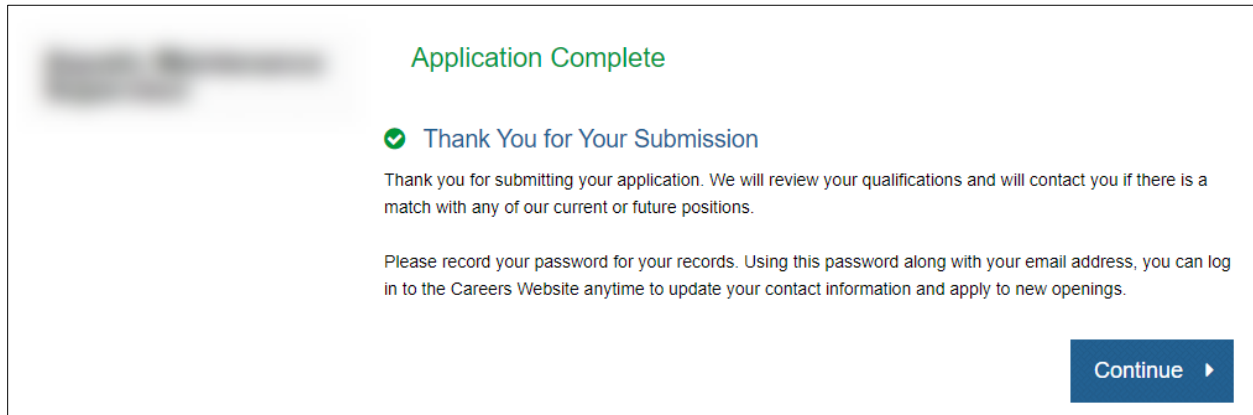
Candidate eSignature* <input style="width: 95%;" type="text"/>	Candidate eSignature Date* <input style="width: 95%;" type="text" value="M/D/YY"/> 
--	--

[Application Review](#) 

**Save Draft****Submit**



- Your application will then be verified as submitted on the following page.



- Upon completion, you will receive an email confirming your application has been received. Do not call Human Resources or the Fire Department to ask if your application has been received.
- To verify that your application has been received, select the “My Account” tab in the top menu, scroll down the page and click on “Application History”.
- **During the Application Period** you may call 604-276-4022, if you experience any problems completing your application (this phone line will **not** be monitored after the Application Period closes).
- **Following the close of the Application Period**, should you wish to contact Human Resources or the Fire Department; only emails to firefighterrecruitment@richmond.ca will receive a response.

Please do not contact Human Resources or the Fire Department for an update on your application’s progress.

Thank you for your interest in Richmond Fire-Rescue.