



## FIRE CHIEF

236 Chaplin Street East  
Swift Current, SK., S9H 5B2  
Telephone: (306) 778-2760  
Fax: (306) 778-9191  
E-Mail: [fire@swiftcurrent.ca](mailto:fire@swiftcurrent.ca)

Dear paid-on-call firefighter candidate,

On behalf of the City of Swift Current Fire Department, thank you for taking the time to consider a paid-on-call position with our department. This package informs you of the position requirements and your role as a potential candidate in our paid-on-call firefighter recruitment process.

We are accepting applications for individuals, who must be 18 years of age, possess a valid Saskatchewan Driver's License, live within close proximity to our fire hall, and be fit to perform the duties of a firefighter.

Please refer to the Applicant Screening Process for complete details for our recruitment process.

What follows is an explanation of the stages of the recruitment process. **Please thoroughly read this information before proceeding in the process.** We will not be consider applicants who do not meet the minimum requirements. If you have any questions, please contact the Fire Department at (306) 778-2760.

Once you have reviewed this package in its entirety, if you are interested in proceeding further with the recruitment process, please submit the following documentation at the time of your initial application:

- Completed application form
- Copies of any relevant course certificates and/or qualifications
- Three references

Submit your application to the Swift Current Fire department at:

- 236 Chaplin Street East, Swift Current SK, S9H 5B2, between the hours of 8:00 a.m. – 4:30 p.m., or
- email [fire@swiftcurrent.ca](mailto:fire@swiftcurrent.ca)

We will contact eligible applicants who by phone to set up fitness testing, and interview dates.

Thank you again for taking the opportunity to explore a position with our Fire Department. We wish you every success in your endeavors.

Sincerely yours,

Darren McClelland  
Fire Chief  
City of Swift Current

## PAID-ON-CALL FIRE FIGHTER APPLICATION

ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED

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Accurate, legible completion of this Application Form is the first step in the screening process.

Incomplete or inaccurate applications are not acceptable. Please supply all information requested.

***All applicants for a position as a paid-on-call firefighter with the City of Swift Current must meet the following qualifications:***

1. Complete the application form provided, including all information requested.
2. Be 18 years of age and legally employable in the Province of Saskatchewan.
3. Have completed high school, or have equivalent education and experience.
4. Have good oral and written communication skills.
5. Be of sound mind and body as required to perform the duties of a firefighter.
6. Be of good character, be strongly motivated, and exhibit a positive attitude.
7. Be willing and able to learn, to take direction, and to be a team player.
8. Be available to attend training, to attend emergencies, and to attend other activities as required.
9. Hold a valid driver licence and be able to obtain (at a later date) a class “3” licence with an “A” endorsement and have a good driving record.
10. Have a suitable vehicle available to transport yourself, at any time, to the fire hall or the place of an emergency as directed.
11. Obtain an acceptable criminal record clearance and become “Youth Certified”.
12. Previous experience and training is not required but may be considered an asset.

*In order to become a paid-on-call firefighter with the Swift Current Fire Department, candidates must successfully complete the screening process, followed by a recruit training program, held during evenings and weekend, and a 12-month probationary period.*

**A. PERSONAL INFORMATION: Complete ALL areas in this section**

_____	_____	_____
Last Name	First Name	Initial
_____	_____	_____
Street Address	Appt #	
_____	_____	_____
City/Town	Prov.	Postal Code
_____	_____	_____
Home Phone	Business Phone	Cell Phone
_____		
Email Address		

Are you legally entitled to work in Saskatchewan?  Yes  No

Are you over the age of 18?  Yes  No

Do you have a valid drivers licence? (Classification \_\_\_\_\_)  Yes  No

Will you be available to attend weekly evening and/or weekend training sessions?  
If no, explain: \_\_\_\_\_  Yes  No

Will your employer allow you to leave work to attend emergencies?  
If no, explain: \_\_\_\_\_  Yes  No

Does your family support you becoming an auxiliary firefighter?  
If no, explain: \_\_\_\_\_  Yes  No

**B. EDUCATION: Complete all appropriate areas in this section**

Secondary School education grade achieved: \_\_\_\_\_ or GED: \_\_\_\_\_

Business, Trade or Technical School: Name of Course: \_\_\_\_\_

Length of Course: \_\_\_\_\_ Licence, Certificate or Diploma awarded:  Yes  No

University: Major Subject: \_\_\_\_\_ Minor: \_\_\_\_\_

Degree Awarded:  Yes  No Year: \_\_\_\_\_

Other licences, certificates, tickets, papers, degrees, etc. (i.e., First Aid/CPR, WHMIS, H2S Alive, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Firefighting Experience: Years: \_\_\_\_\_ Position: \_\_\_\_\_

List any firefighter courses and/or certifications : \_\_\_\_\_  
\_\_\_\_\_

**C. EMPLOYMENT: Begin with current or most recent employment**

Employer:	Duration of Employment:
Employer's Mailing Address:	Supervisor:
Job Title:	Phone Number:
What is your current work schedule:	
Employer:	Duration of Employment:
Employer's Mailing Address:	Supervisor:
Job Title:	Phone Number:
Employer:	Duration of Employment:
Employer's Mailing Address:	Supervisor:
Job Title:	Phone Number:

I give the Fire Chief permission to contact these employers.  Yes  No

**D. REFERENCES: Complete all appropriate areas in this section**

Provide the name and telephone number of at least three persons who we may contact as references.

1. \_\_\_\_\_  
 Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Years Known \_\_\_\_\_ Nature of Relationship \_\_\_\_\_
  
2. \_\_\_\_\_  
 Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Years Known \_\_\_\_\_ Nature of Relationship \_\_\_\_\_
  
3. \_\_\_\_\_  
 Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Years Known \_\_\_\_\_ Nature of Relationship \_\_\_\_\_

**E. DECLARATION: read carefully and sign and date at the bottom of the page**

I hereby declare that the foregoing information is true and complete to the best of my knowledge. I understand that a false statement may disqualify me from a position in the fire department, or if I am hired, may be cause for my dismissal.

I also understand that all applicants will be required to participate in an applicant screening process, and if offered a position I will be required to successfully complete a recruit training course. I will be required to successfully complete a one year probationary period with specific requirements. I understand and agree that if at any point during this process I fail to meet expectations, I may be denied further participation in the evaluation process and I may be dismissed.

At the time that I may be offered a position with the fire department, I will be required to sign an undertaking to follow the directions of the officers, and the rules, regulations and policies of the fire department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**F. PROCESS**

Applicants who meet the minimum requirements may be contacted and invited to move to the next steps in the recruitment process. These steps include:

1. Job related fitness test (Canadian Armed Forces Firefighter Entry Test or CPAT)
2. Provide a Drivers Abstract.
3. Become Youth Certified (Requires a Criminal Record Check with Vulnerable Sector Check and completion of the Respect in Sport course.)
4. Complete a firefighter medical examination. (Arranged by the Fire Department)
5. Complete a swim test – swim 200m and tread water for 15 minutes.