



**RICHMOND FIRE-RESCUE  
APPLICATION & HIRING PROCESS FAQs  
2019 - 2020**





## **FREQUENTLY ASKED QUESTIONS**

**Q: Why can't I submit my application in person or via email?**

A: Processing the anticipated large number of applications through the City of Richmond's online application system is much more timely and efficient than processing paper or email applications. For this reason we are only accepting applications through [www.richmond.ca/careers](http://www.richmond.ca/careers).

**Q: How long does the swim test take?**

A: The swim test takes less than half an hour.

**Q: How long does the Fitness York test take?**

A: The Fitness York test takes approximately 3 to 4 hours.

**Q: Why can't I do the swim test and the Fitness York test on the same day?**

A: In order for candidates to perform their best they need adequate rest before each test. Scheduling both tests on the same day wouldn't allow all candidates to have adequate rest between tests and would place some candidates at a disadvantage.

**Q: How long does the written test take?**

A: The written test takes approximately 3.5 hours.

**Q: Do you accept out of province applicants?**

A: Yes, however applicants will be required to attend Richmond for the testing and interviews. This means that an applicant who meets all of the Basic Qualifications will have to attend Richmond on at least one occasion, and more based upon how far the applicant makes it in the recruitment process.

**Q: Why are candidates required to pay for the written testing and the medical examination?**

A: In order to stay within a set budget and create a large pool of applicants, it is necessary to share the testing costs. We try our best, to keep the testing costs as low as possible.

**Q: What is the shift schedule?**

A: Fire fighters work a 42-hour shift rotation (2 x 10-hour day shifts and 2 x 14-hour night shifts), followed by 4 days off.

**Q: How many demerit points are acceptable on my driving record?**

A: More than 6 points will eliminate an applicant from the process. However, it isn't just about demerit points. An applicant's driving record must demonstrate responsible and safe driving behaviour. Applicants are required to provide a Driver's Abstract which contains 5 years of driving history. All Drivers' Abstracts are carefully reviewed.

**Q: I live out of province; when do I have to transfer my driver's licence?**

A: You can apply with an out of province driver's licence that is equivalent to a BC Class 5 licence. However, before the Panel Interview stage you need to have a driver's licence which is equivalent to a BC Class 3 licence with airbrakes (it can be out of province). The exact date can be found on our webpage [www.richmond.ca/fire](http://www.richmond.ca/fire). As a condition of hire, you will have to transfer your licence to a BC Class 3 with airbrakes.

**Q: What do I need to bring with me to the testing and interview?**

A: Prior to each stage of the process, applicants moving forward will be contacted via email and will be provided all the necessary information including what to bring.



**Q: I don't have all of the Basic Qualifications but will have them before the end of the process. Can I still apply?**

A: No, you need meet all of the Basic Qualifications before you can apply, otherwise your application will not be considered.

**Q: I am enrolled in an OFA2 course which won't be completed until after the application period is closed, can I still apply?**

A: No, the course must be completed before you can apply. You would not meet the Basic Qualifications.

**Q: Do I need to attach all of my supporting documentation when I submit my online application?**

A: Yes, qualifications without supporting documentation will not be considered.

**Q: Do I need post-secondary education?**

A: No. Post-secondary education is not a mandatory requirement; however it will be considered when the Preferred Qualifications are reviewed.

**Q: Do you accept applications from everyone?**

A: Richmond Fire-Rescue is an equal opportunity employer, and continues its efforts towards greater diversity to better reflect the community we serve. Applications are accepted from anyone regardless of their sex, marital or parental status, sexual orientation, religion, race, colour, nationality, ethnic origin or disability. We are committed to employment equity and encourage everyone to apply.

**Q: I have submitted my application online. Can I update my application?**

A: During the 2-week application period, because we anticipate a large number of applications, we begin to review applications before the application period closes. For that reason it is important that your initial application is complete. However, if you need to update your application, please contact the Firefighter Recruitment Line at 604-276-4022. If you update your application and don't contact us, your new/updated information may not be considered.

**Q: Do I need to have my NFPA 1001 Fire Fighter I & II?**

A: No, the completion of the NFPA 1001 Fire Fighter I & II is a Preferred Qualification, so you do not need to have it to apply.

**Q: I have begun my NFPA 1001 Fire Fighter I & II, but won't have completed it until after the application period. Will it count if I completed it before the Preferred Qualifications are considered later in the process?**

A: No, supporting documentation must be uploaded at the time of your initial application. If you complete a Preferred Qualification after the application period, it will be not considered.

**Q: I don't have a computer or an email address. Can I still apply?**

A: You will need to have an email address and regular access to a computer or a smart phone that receives email in order to apply. You can access computers for free at your local public library. Do not use a Mac computer as currently our online system is not compatible with Mac.

FOR ADDITIONAL INFORMATION  
visit our website: [www.richmond.ca/fire](http://www.richmond.ca/fire)