

**FIREFIGHTER/PARAMEDIC**

**Applicant Handbook**

**COMPETITION #175**



## TABLE OF CONTENTS

### Contents

Competition Welcome .....	4
Letter from the Chief .....	4
Brandon Fire and Emergency Services Department Profile.....	5
Training .....	6
Permanent Employee Benefits .....	7
Competition Process .....	8
Competition Timelines:.....	8
Step 1 – The Application .....	9
On-Line Application.....	10
Education .....	10
Mandatory Medical Certification:.....	10
Preferred Fire Related Training.....	10
Driving Record.....	11
Vision Requirements.....	11
Laser Surgery Vision Requirement.....	11
Hearing Requirements .....	11
Step 2 – Physical Fitness Testing.....	12
Step 3 – Skills, Assessment Examination .....	12
Step 4 –Selection Interview .....	13
Step 5 – Pyschological Assessment.....	13
Step 6 – Reference Checks/Reviews .....	14
Appendix 1 – Application & Forms .....	15
Applicant Information.....	16
Vision Examination Report.....	19
Hearing Examination Report.....	21
Appendix 2 – Criteria For Drivers Abstract Review.....	23
Appendix 3 – Reference Guide – Skills Assessment Exam .....	25
Appendix 4 – Paramedic Physical Fitness Testing.....	28

## Competition Welcome

---

We appreciate your interest in employment with Brandon Fire and Emergency Services.

Brandon Fire and Emergency Services is a progressive Department serving the City of Brandon. As a part of the City Manager's Division, our mission is to protect life, property and the environment through education, prevention, emergency communications, firefighting, rescue and medical services. We are looking forward to having a number of Firefighter/Paramedics become a part of our short list.

The following package has been prepared to provide applicants with an outline of the application and competition process. The pages contain information that will answer many of your questions. **Please read all of the information carefully before proceeding with your application submission.** If you are unclear on any matter, please contact a Competition Administrator for clarification.

To ensure everyone receives equal treatment without exception throughout the competition, application deadlines will be strictly adhered to. The time frames we have set out for each step are our best estimate of how long each part of the process will take.

In the event you experience an unusual or unique problem while participating in this competition or have questions about any step, we ask that you contact a Competition Administrator.

We welcome you to Competition #175.

### **Competition Administrators:**

#### **Holly Van Zeben – HR Generalist**

410 – 9<sup>th</sup> Street  
Brandon MB R7A 6A2  
Phone: (204) 729-2240  
[hr@brandon.ca](mailto:hr@brandon.ca)

#### **Terry Parlow, Chief of Emergency Services**

120 – 19<sup>th</sup> Street North  
Brandon MB R7B 3X6  
Phone: (204) 729-2401  
[t.parlow@brandon.ca](mailto:t.parlow@brandon.ca)

#### **Kevin Garrioch, Deputy Chief of Emergency Services**

120 – 19<sup>th</sup> Street North  
Brandon MB R7B 3X6  
[k.garrioch@brandon.ca](mailto:k.garrioch@brandon.ca)

#### **Michael Lees, Deputy Chief of Emergency Services**

120 – 19<sup>th</sup> Street North  
Brandon MB R7B 3X6  
Phone: (204) 729-2404  
[m.lees@brandon.ca](mailto:m.lees@brandon.ca)

## Letter from the Chief



## BRANDON FIRE AND EMERGENCY SERVICES

120 19<sup>th</sup> Street North Brandon, Manitoba R7B 3X6

---

January 6, 2026

Dear Applicants:

Brandon is Manitoba's second largest City and is set in one of Canada's finest wheat growing regions. Our City is home to over 50,000 friendly people with varied cultural and ethnic backgrounds.

As Chief of Emergency Services, it is my obligation to provide the citizens of our community with the best qualified employees available. High recruitment standards for the Department are maintained in order to meet the many challenges and demands faced daily by firefighter/paramedics.

I invite you to meet the challenge of a rewarding career in Emergency Services with Brandon Fire and Emergency Services and wish you good luck in the upcoming competition.

Yours truly,

A handwritten signature in black ink, appearing to read "Terry Parlow".

Terry Parlow  
Chief of Emergency Services

---

## Brandon Fire and Emergency Services Department Profile

---

Brandon Fire and Emergency Services department belongs to the City Manager's Division of the City of Brandon. It is a dual service department providing both fire protection and emergency ambulance service to a population of over 50,000. Service is provided in Brandon and to four outlying municipalities (Elton, Cornwallis and Oakland).

Brandon Fire and Emergency Services also belongs to the Grand Valley Mutual Aid District which consists of three volunteer and two career fire departments, responding as a backup if any of these departments require our service.

Services provided include:

- Ambulance Service – Primary Care Paramedic with some advanced transfer of function medical skills
- Fire Protection
- Rescue services involving motor vehicle accidents, water, ice, high angle and confined space
- Fire Prevention and Inspection
- Public Education
- Providing medical monitoring in Brandon Police Service Detention Unit

The Department currently has a staff complement of 101, led by Chief Terry Parlow, Deputy Chief Kevin Garrioch, and Deputy Chief Michael Lees. The Department has 2 Training Officers, four Inspectors, 88 Firefighter/Paramedics and three administrative support staff.

Employees are represented by the Brandon Professional Firefighter's/Paramedic Association. The Association negotiates a Collective Agreement with the City on behalf of its members. The Agreement sets out salaries, benefits, and working conditions.

There are two stations located in the City. The Department has a Quint pumper unit, two other pumper units, a rescue unit, six ambulances, a rapid response/brush truck unit, a side by side wildland firefighting unit, four fire prevention and inspection vehicles, a 4x4 fire emergency vehicle with (2) specialized rescue trailers, an incident command unit, a public education training trailer, and one antique unit that is on display at the Number 1 FireHall.

## Training

---

Brandon Fire and Emergency Services will be considering the following for this hiring process:

- Firefighter / Paramedics are Graduates of a recognized public fire protection program or, are volunteer firefighter/paramedics that have completed all the necessary courses in the Public Fire Protection Program or the Public Fire Paramedic Program; as such, the majority of their training in fire suppression and rescue has been completed.

Throughout their career, it is expected that firefighter/paramedics take on various roles in the department; therefore, further upgrading of technical skills is an important focus. There are a variety of courses coordinated by the Training Officers to ensure high performance levels are maintained in providing service to citizens while assisting members in career development.

### **Firefighter / Paramedic SALARIES ( 2026 “with ACLS certification” Rates)**

---

<b><u>Rank</u></b>	<b><u>Hourly</u></b>
Probationary Firefighter / Paramedic	\$ 37.44
4 <sup>th</sup> Level Firefighter / Paramedic	\$ 44.20
3 <sup>rd</sup> Level Firefighter / Paramedic	\$ 46.80
2 <sup>nd</sup> Level Firefighter / Paramedic	\$ 49.40
1 <sup>st</sup> Level Firefighter / Paramedic	\$ 52.00
8 Year Firefighter / Paramedic	\$ 53.04
12 Year Firefighter / Paramedic	\$ 53.56
16 Year Firefighter / Paramedic	\$ 54.08
20 Year Firefighter / Paramedic	\$ 54.60
25 Year Firefighter / Paramedic	\$ 55.12

Progression through the ranks of Probationary Firefighter / Paramedic to 1st Level Firefighter / Paramedic is attained on an annual basis subject to satisfactory performance. Increments beyond that occur at the 8 year, 12 year, 16 year, 20 year, and 25 year marks. Promotions are based on the merit principle.

---

## Permanent Employee Benefits

---

### Mandatory Benefits

Employees are required, as a condition of their employment, to participate in all benefit plans offered by the City of Brandon or negotiated through the Collective Bargaining process. Presently these benefits include dental, pension, life insurance, and disability income protection plans which are co-funded by the City and its employees. Employee Assistance Plan is also available and is entirely funded by the City. Other benefits include paid overtime, sick leave, maternity leave, and vacation entitlement which are tied to the Collective Agreement and length of service.

**Group Life Insurance** comes into effect on your first day of employment. Premiums are paid bi-weekly. The City of Brandon pays half of the premiums for this amount of insurance. Employees may choose 1 or 2 times their annual salary rounded to the nearest \$1,000.

**Pension** participation begins on your first day of employment. Bi-weekly deductions are 8.3% (9.5% of earnings over the CPP maximum) of your gross income. The employee contributions to this pension plan are matched by the City of Brandon. If you were previously enrolled in a similar plan with a public service employer, a reciprocal agreement can sometimes be arranged.

**Disability Income Protection (D.I.P)** comes into effect on your first day of employment. Premiums are deducted bi-weekly and calculated on your gross income (1.7% of earnings). They are funded 50/50 by the employee and the City of Brandon. D.I.P. is designed to provide a portion of the regular income if the employee is unable to work due to long term disability.

**Dental Benefits** come into effect on the first of the month after 6 months of employment, or if an employee chooses this benefit can start on the first of the month after they start. This benefit is mandatory for all employees unless comparative coverage proof is given.

The City of Brandon also provides a fully funded **Employee Assistance Program**, effective on the first of the month after 6 months of employment, or if an employee chooses this benefit can start on the first of the month after they start. This benefit is entirely funded by the City. This service is available to you and your immediate family members to help with any personal or work related problems which you may encounter. The program provides up to twelve hours of counseling service per family per year.

### Optional Benefits

These plans are completely employee funded. All optional plans are administered by Manitoba Blue Cross except for the Voluntary Accident Insurance which is administered by MEBP.

- Voluntary Accident Insurance up to \$250,000 coverage available;
- Family Life Insurance
- Optional Life Insurance
- Ambulance/Hospital Semi-Private Plan includes coverage for recognized medical hostels;
- Extended Health includes prescription, eye exam coverage, and drug and ambulance/hospital coverage;
- Travel Health Plan may supplement provincial government and medical plan coverage.

**\*\*If you are hired as a temporary employee, please note benefits may vary.\*\***

## Competition Process

Brandon Fire and Emergency Services and Human Resources have developed this competition information and application package for qualified firefighters/paramedics who want to work for the City of Brandon and are looking to be placed on the firefighter/paramedics short list.

Applicants are required to complete all the forms and submit documentation listed in this handbook prior to the competition closing date to be considered in the competition. All application and declaration forms are attached.

The competition timeline for applicants is outlined below.

### Competition Timelines:

**All timelines must be adhered to, failure to follow the timelines will disqualify you from this competition.**

*(The City of Brandon reserves the right to amend the process/timeline should it be deemed necessary.)*

Action	Details
Applications Received	Applications and supporting documentation must be received by Human Resources. Please ensure all documents are handed in. <b>(Note: Office hours are 8:30 a.m. – 12:00 p.m. &amp; 1:15 p.m. – 5:00 p.m., Monday through Friday, excluding Statutory Holidays)</b>
Applications Reviewed/ Candidates Contacted	Candidates who have submitted complete application packages and who meet the stated qualifications will be contacted after applications are reviewed, date to be determined.
Physical Testing	Physical testing will be offered by BFES. In the event an applicant has obtained a similar physical test, we will evaluate as a possible equivalent on a case-by-case basis. There will be no cost for this testing to the candidate at this time.
Skills Assessment Examination (SAE)	Applicants selected to participate will be scheduled for testing.
Selection Interviews	Date to be determined.
Psychological Testing	Psychological Testing is scheduled following the interview. Those that do not pass the physical testing will not be scheduled for psychological testing.
Reference Checks	References checks, will be performed during the competition process.
Offers of Employment - Shortlist	Both successful and unsuccessful candidates will be contacted; upon completion of psychological testing and reference checks. A short list will be created if there are no immediate openings.

## Step 1 – The Application

---

<b>WHO:</b>	Recruit Opportunity
<b>WHAT:</b>	Application Process
<b>WHERE:</b>	Obtain applicant handbook from the City of Brandon website or from Human Resources 410 - 9 <sup>th</sup> Street, Brandon, MB. Phone (204) 729-2240.
<b>WHEN:</b>	Applications will be accepted on an ongoing basis.
<b>COST:</b>	There is no cost to apply; however, applicants are responsible for all costs incurred to complete the application and participate in the competition.

The application process for the firefighter/paramedics competition requires the submission of multiple forms as well as an on-line application, cover letter and resume. This section explains the qualifications and various forms. All the necessary forms are attached. Applications must **be complete** before the applicant will be considered for advancement in the competition.

The minimum qualifications for applicants are:

- must be 18 years of age or older;
- must be legally entitled to work in Canada;
- must be fluent in the English language;
- must have completed Grade 12, GED, or Mature Student;
- must hold a satisfactory Criminal Record Check and Child Abuse Registry Check
- must have completed all mandatory qualifications or in the process of completing;
- must possess a valid Class 4 with air endorsement Province of Manitoba driver's license with a driving record acceptable to Department standards. In the event you do not have air endorsement, you must provide proof you are in the process of obtaining air endorsement.
- Must meet vision and hearing standards.

Applications and accompanying documentation will be reviewed to ensure it meets the qualifications. If your application is incomplete, it will be rejected. Please note the City of Brandon does not assume responsibility for applications/documentation not received prior to the deadline. Applicants will be assessed based on their application package. The top candidates will be invited into the competition process. If you have previously applied to three or more Firefighter/Paramedic competitions, the City may choose to not select you for advancement in the competition.

**Applications should be forwarded to:**

City of Brandon  
 Human Resources  
 Attention: Holly Van Zeben  
 410 - 9th Street  
 Brandon, MB R7A 6A2  
 Email: [hr@brandon.ca](mailto:hr@brandon.ca)

**On-Line Application**

Each applicant is required to complete the on-line application: <http://jobbank.brandon.ca/> and include the documents as per Appendix 1 (attached).

**Education**

The education level required to compete is a minimum Grade 12, G.E.D., or Mature Student standing. Proof of graduation is required in the form of a certificate or diploma with your application.

A transcript in place of a diploma is only acceptable if it contains a statement signed by the principal attesting to graduation requirements having been met. If that statement does not appear, it will not be accepted as proof of Grade 12 standing.

Applicants who have successfully completed other post-secondary education should attach documentation with respect to graduation.

**Mandatory Medical Certification:**

- All applicants must possess a College of Paramedics of Manitoba Primary Care Paramedics Certificate of Practice or be in the process of obtaining licensure. A copy of this license must be submitted with the application package or prior to hiring if currently in the process of obtaining (you will need to provide proof of test date).

**Preferred Fire Related Training**

Applicants must provide with their resume/application proof they have obtained the following certifications including transcripts for the courses from the Manitoba Emergency Services College or equivalent Public Fire Protection Program:

- Firefighting Practices - Level 1 (meets NFPA 1001) Accredited version
- Firefighting Practices - Level 2 (meets NFPA 1001) Accredited version
- Rescue Practices – Can be standalone or combined with another course
- Fire & Life Safety Educator (meets NFPA 1035)
- Fire Apparatus/Operator (meeting NFPA 1002)
- Haz. Mat Awareness (meets NFPA 472)
- Haz. Mat Operations (meets NFPA 472)
- Certificate in Public Fire Protection, Public Fire Paramedic Program, or documentation that demonstrates equivalency to these certifications.

### Driving Record

Applicants are required to have a valid Class 4 with air endorsement Province of Manitoba driver's license. As good driving habits and ability are important traits in firefighter/paramedics, applicants will be subject to scrutiny of their driving record. You must include with your application, a photocopy of your driver's license and an original driver's abstract dated **no earlier than 3 months prior to your application submission date. The fee for obtaining the driver's abstract is borne by the applicant.**

The general criteria for the Driver's Abstract Review can be found in Appendix 2. \*If at any time during the competition process there are changes in your driving record, they must be reported to the Competition Administrator.

### Vision Requirements

The Department has a vision standard which applicants must meet at the time of applying. These tests must be completed by an optometrist. The minimum standards are:

- visual acuity of 20/30 or better in the best eye (aided or unaided)
- visual acuity not less than 20/50 in the weaker eye (aided or unaided)
- minimal colour vision abnormalities

Appendix 1 contains a form indicating this standard. Please provide it to your optometrist for completion. Your optometrist's signature, address and phone number must appear on the form when you return it with your application. **All costs associated with the vision test are borne by the applicant. Forms must be dated no earlier than one year prior to your application submission date.**

### Laser Surgery Vision Requirement

Applicants who have had laser eye surgery within the last twelve (12) months and presently meet the vision standard will be accepted into the competition under the following conditions:

- Should the applicant be successful in the competition, the corrected vision must continuously meet the required standard in the ensuing 12 months from the date of the procedure, and
- Should the candidate be successful in the competition, a condition of employment shall be that the candidate supply at their cost, proof of meeting the vision standard within 30 days of the expiration of the 12-month period following the laser surgery.
- Failure to maintain the standard or provide proof of meeting the standard within 30 days of the expiration of the 12-month period shall result in termination of employment.

Applicants who are already 12 months past the laser eye surgery procedure must still meet the vision standards.

### Hearing Requirements

The Brandon Fire and Emergency Services has a hearing standard which applicants must meet at the time of applying. These tests must be completed by an audiologist. Applicants may not have Category A or B medical conditions:

Category A medical conditions shall include hearing deficit in the pure tone thresholds of no more

than 30 db hearing loss unaided in either ear average at 500, 1000, 2000, 3000 Hz.

Category B medical conditions shall include:

- (a) Auditory canal - atresia, severe stenosis or tumor;
- (b) Severe external otitis;
- (c) Auricle - severe agenesis or traumatic deformity;
- (d) Mastoid - severe mastoiditis or surgical deformity;
- (e) Meniere's syndrome or labyrinthitis;
- (f) Otitis media;
- (g) Any other ear condition that results in a person not being able to perform as a firefighter.

Appendix 1 contains a form indicating this standard. Please provide it to your audiologist for completion. Your audiologist's signature, address and phone number must appear on the form when you return it with your application. **All costs associated with the hearing test are borne by the applicant. Forms must be dated no earlier than one year prior to your application submission date.**

## Step 2 – Physical Fitness Testing

---

Physical testing will be offered by BFES. In the event an applicant has obtained a similar physical test, we will evaluate as a possible equivalent on a case-by-case basis. There will be no cost for this testing to the candidate at this time

## Step 3 – Skills, Assessment Examination

---

<b>WHO:</b>	Applicants selected to participate in competition
<b>WHAT:</b>	Skills Assessment Examination
<b>WHERE:</b>	To be determined
<b>WHEN:</b>	To be determined
<b>COST:</b>	No Cost to Candidates

Applicants accepted into the competition will be contacted to attend the Skills Assessment Examination in Brandon. This is a two-part examination as we can't integrate them into one exam. The first section is 100 multiple choice questions based on primary care paramedic knowledge. The second part is a series of multiple-choice, video-based tests measuring teamwork, public relations skills, mechanical aptitude and reading ability. (Please see reference guide at the end of this handbook for more details about this test.)

Applicants attending the skills assessment examination are required to provide photo

identification and sign in prior to writing the exam. Pencils will be provided. Dress comfortably for the exam; you are not graded on your appearance.

The first section will last for approximately three (3) hours. The pass mark is 70%. The second section will last for approximately two and a half hours (2.5). Unsuccessful candidates will not proceed in the competition.

**NOTE:** Either section of the examination may be reversed in order to take advantage of video equipment and/or testing site availability.

---

## Step 4 – Selection Interview

---

<b>WHO:</b>	Applicants selected to participate in competition
<b>WHAT:</b>	Selection Interview
<b>WHERE:</b>	Fire Hall #1 – 120 19 <sup>th</sup> Street North, Brandon, MB.
<b>WHEN:</b>	To be determined
<b>COST:</b>	No Cost to Candidates

Candidates who successfully complete the Skills Assessment Exam will be interviewed by a selection panel. The behavioral interview will examine a number of job dimensions related to this position.

Candidates will be ranked by the Selection Panel.

---

## Step 5 – Psychological Assessment

---

Candidates will complete psychological testing. The tests quantify a candidate's perception of the roles of self and other specifics. The results objectively and quantitatively measure subliminally processed information which established the subject's basic perceptions of roles and psychological stability. Candidates are not eliminated at this stage of the competition unless they do not complete the test. This testing will take approximately three (3) hours to complete. The psychologist conducting the testing will conduct a short interview with each candidate.

**\*NEW\*** The psychological questionnaire will be provided to candidates who advance beyond the interview stage. If you reach this phase, you will be asked to complete the questionnaire in your own handwriting and return it in a sealed envelope. Please answer honestly, as the completed questionnaire will be forwarded to the psychologist conducting the assessment.

**Note:** The candidates that take the psychological testing are expected to meet with the Psychologist to review their results.

---

## Step 6 – Reference Checks/Reviews

---

<b>WHO:</b>	Candidates who are successful through the selection interviews
<b>WHAT:</b>	Reference checks
<b>WHERE:</b>	n/a
<b>WHEN:</b>	During the competition process
<b>COST:</b>	No Cost to Candidates

You are no doubt aware that a firefighter/paramedic must be of good character with no criminal record. At this step in the competition, the selection panel will review/check references for feedback.

Successful candidates will be contacted to be put on the short list for future vacancies.

## Appendix 1 – Application & Forms

---

### **Applicant Checklist**

Having read all of the material provided in this applicant handbook, you should now understand how the process works, what happens at each step of the process, and what is expected of you to participate in this competition.

Here is your checklist to use to ensure everything is submitted with your application:

- |   |   |
|---|---|
| <input type="checkbox"/> Applicant Information<br><i>*Ensure your form is signed and dated</i>  | <input type="checkbox"/> On-line Application, Cover letter & Resume   |
| <input type="checkbox"/> Grade 12, GED, or Mature Student<br><i>*Copies are acceptable</i><br><i>*Diploma, or signed transcript attesting graduation requirements have been met</i> | <input type="checkbox"/> Training Record, Diplomas/Degrees/Certificates - <i>*Copies are acceptable</i><br><i>*Transcripts must be signed</i>   |
| <input type="checkbox"/> Driver's Abstract. List Date: _____<br><i>*Copies are acceptable</i><br><i>*Dated no earlier than 3 months prior to application submission date</i>        | <input type="checkbox"/> Vision Test Form. List Date: _____<br>Meets Standards: <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>*Forms must be dated no earlier than one year prior to application submission date.</i>  |
| <input type="checkbox"/> Copy of Driver's License Class 4A  | <input type="checkbox"/> Hearing Test Form. List Date: _____<br>Meets Standards: <input type="checkbox"/> Yes <input type="checkbox"/> No<br><i>*Forms must be dated no earlier than one year prior to application submission date.</i> |
| <input type="checkbox"/> Successful Criminal Record and Vulnerable Sector Check<br><i>*Valid 1 year prior to application submission date</i><br>Date: _____                         | <input type="checkbox"/> Copy of MB Technician Paramedic License & COPR Certificate, or   |
| <input type="checkbox"/> Child and Adult Abuse Registry Check<br><i>*Valid 6 months prior to application submission date</i><br>Date: _____   | <input type="checkbox"/> I am registered to write the COPR on:<br>Date: _____   |
|   | <input type="checkbox"/> ONLY SUPPLY IF CERTIFICATION IS VALID<br>University of Manitoba for CFFM FPFE Certification.<br>If already have certification, please indicate that your certification is current as of closing date:          |

**\*\*Note: Vision Test and Hearing Test Forms must be dated no earlier than one year prior to application submission date, and must include if you meet the standard, as well as the providers' signature, address, and phone number. It is the applicant's responsibility to ensure that both forms are filled out completely. Applications must be complete before the applicant will be considered for advancement in the competition.**

Required documentation may be submitted by mail, fax, or email, or delivered in person to:

Human Resources  
 Attention: Holly Van Zeben  
 410 - 9<sup>th</sup> Street  
 Brandon, MB R7A 6A2  
 Fax: 204-729-1904; email: hr@brandon.ca

## BRANDON FIRE AND EMERGENCY SERVICES

### Applicant Information

**GENERAL INFORMATION:** *Please Print Clearly*

Surname:	Other Surnames if applicable:
Given Name(s):	
Full Address:	Home Telephone: Work Telephone: Alternate Telephone:
E-Mail Address:	

**EMPLOYMENT HISTORY:**

**FIREFIGHTING EXPERIENCE (if applicable):**

Employer:	Position:	Supervisor:
Employer Address:	Start Date:	End Date:
	Work Phone:	Home Phone:

**AMBULANCE EXPERIENCE (if applicable):**

Employer:	Position:	Supervisor:
Employer Address:	Start Date:	End Date:
	Work Phone:	Home Phone:

**OTHER EMPLOYMENT EXPERIENCE:**

Employer:	Position:	Supervisor:
Employer Address:	Start Date:	End Date:
	Work Phone:	Home Phone:

Employer:	Position:	Supervisor:
Employer Address:	Start Date:	End Date:
	Work Phone:	Home Phone:

Are you legally entitled to work in Canada?

Yes

No

**HIGHWAY TRAFFIC ACT OR CRIMINAL CODE CHARGES:**

Provide information with respect to charges under the Highway Traffic Act or the Criminal Code.

Year	Month	Location	Details	Disposition

**Note: An original Driver's Abstract dated no earlier than 3 months prior to application submission, must accompany your application.**

**REFERENCES:**

The following references should be business or academic references, not personal or family references.

	Reference 1	Reference 2
<b>Name:</b>		
<b>Address:</b>		
<b>Work Telephone:</b>		
<b>Home Telephone:</b>		
<b>Occupation:</b>		

**DECLARATION:**

I hereby declare the foregoing information to be complete and accurate to the best of my knowledge and understand that any misrepresentation or omission herein may result in the cancellation of this application or in my dismissal, if employed.

I further authorize the release of any and all information from given references and other sources sought with respect to my suitability for employment with the City of Brandon. I hereby release the City of Brandon and the sources of such information from all liability for any damages arising therefrom.

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

This personal information is being collected and will be used to assess suitability for employment. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection, contact Human Resources at 410 - 9<sup>th</sup> Street, Brandon, Manitoba, R7A 6A2 or at (204) 729-2242

**PLEASE ATTACH A COVER LETTER & RESUME OUTLINING MORE DETAILS OF YOUR WORK HISTORY.**



## FIREFIGHTER/PARAMEDIC



### Vision Examination Report

A. Applicant Particulars						
Surname			Given names			
Address				Postal Code		
B. Findings of Eye Examiner						
1. Visual Acuity Test	Visual Acuity - Far			Visual Acuity - Near		
	Uncorrected	Corrected	Uncorrected	Corrected		
Right Eye						
Left Eye						
Both Eyes						
Method of Measurement	Snellen	Decimal	AMA	Snellen	Jaegar	Point
2. Visual Correction <input type="checkbox"/> Nil <input type="checkbox"/> Eyeglasses <input type="checkbox"/> Contact Lenses			Frequency of use: <input type="checkbox"/> for permanent use <input type="checkbox"/> for occasional use			
3. Corrective Procedures <input type="checkbox"/> Nil <input type="checkbox"/> Radial Keratotomy <input type="checkbox"/> Orthokeratology <input type="checkbox"/> Laser Keratectomy <input type="checkbox"/> X-Chrom Lenses <input type="checkbox"/> Other						
Details of corrective procedures: (Include date of procedure, prior vision, complications, prognosis. If space is insufficient, attach separate page.)						

<p>4. Visual Fields</p> <p>A normal visual field for the purpose of this examination is defined as a vision of 120° in each eye in the horizontal plane and the absence of scotoma.</p> <p><input type="checkbox"/> Normal      <input type="checkbox"/> Defective (Details):</p>		
<p>5. Diplopia</p> <p><input type="checkbox"/> Absent</p> <p><input type="checkbox"/> Present (Details):</p>	<p>6. Colour Vision</p> <p>Use Ishihara Pseudo-Isochromatic plates. If deficiency is found, administer Farnsworth D-15 as an alternatively acceptable test. In the event of a colour vision deficiency, kindly attach actual Ishihara and Farnsworth D-15 results for subsequent review.</p> <p><input type="checkbox"/> Normal <input type="checkbox"/> Deficiency</p>	
<p>7. Other conditions or comments (if space is insufficient, please attach separate page).</p>		
<p><b>Does the candidate meet the standard stated below:</b></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>		
<p><b>C. Particulars Regarding Examiner</b></p>		
Surname	Initials	Qualifications
Address (Number, Street, Suite no., City)		Signature
Telephone		Date of Examination

**Vision Standards for BFES Firefighter/Paramedic**

**Visual Acuity:** 20/30 or better in the best eye (aided or unaided) and not less than 20/50 in the weaker eye (aided or unaided).

**Colour Vision:** Minimal colour vision abnormalities.

**Vision Test Form must be dated no earlier than one year prior to your application submission date, and must include if you meet the standard, as well as the providers' signature, address, and phone number.**



## FIREFIGHTER/PARAMEDIC

### Hearing Examination Report



A. Applicant Particulars				
Surname	Given names			
Address			Postal Code	
B. Findings of Examiner - Category 'A'				
	500 Hz	1000 Hz	2000 Hz	3000 Hz
Standard dB Loss				
Right Ear				
Left Ear				
<b>Pure tone hearing may be no more than 30 db unaided in either ear average at 500, 1000, 2000, 3000 Hz.</b>				
B. Findings of Examiner - Category 'B'				
	Right Ear		Left Ear	
a) Auditory Canal - atresia, severe stenosis, or tumor				
b) Severe external otitis				
c) Auricle- severe agenesia or traumatic deformity				
d) Mastoid - severe mastoiditis or surgical deformity				
e) Meniere's syndrome or labyrinthitis				
f) Otitis media				
<b>Comments or any other ear condition that results in a person not being able to perform as a fire fighter (if space is insufficient, please attach separate page).</b>				

**Testing Standards for BFES Firefighter/Paramedic:**

1. Pure tone reception threshold testing using appropriate psychophysical techniques be conducted at each of the following four frequency levels - 500 Hz, 1000 Hz, 2000 Hz, and 3000 Hz.
2. Each ear is to be tested separately.
3. Testing is to be conducted in an ANSI approved "soundproof" booth (ANI 83.1 - 1997), with equipment calibrated to ANSI standards (ANSI 83.6 - 1973).
4. Testing is to be conducted under the supervision of a trained hearing specialist.
5. An applicant is to be tested without correction or amplification devices of any kind (including hearing aids).
6. Pure tone reception threshold testing using appropriate psychophysical techniques be conducted at each of the following four frequency levels - 500 Hz, 1000 Hz, 2000 Hz, and 3000 Hz.
7. Each ear is to be tested separately.
8. Testing is to be conducted in an ANSI approved "soundproof" booth (ANI 83.1 - 1997), with equipment calibrated to ANSI standards (ANSI 83.6 - 1973).
9. Testing is to be conducted under the supervision of a trained hearing specialist.
10. An applicant is to be tested without correction or amplification devices of any kind (including hearing aids).

**Does the candidate meet the standard stated above:**

Yes       No

C. Particulars Regarding Examiner		
Surname	Initials	Qualifications
Address (Number, Street, Suite no., City)		Signature
Telephone	Date of Examination	

**Hearing Test Form must be dated no earlier than one year prior to your application submission date, and must include if you meet the standard, as well as the providers' signature, address, and phone number.**

## Appendix 2 – Criteria For Drivers Abstract Review

---

### COMPETITION #175

To assist those who are involved in the review of driving records, the following criteria has been created. Below are listed the major offences under the Highway Traffic Act. These offences have a predetermined number of points assessed with a conviction.

Should a person have been convicted of the following offences under the Highway Traffic Act within five years prior to the posting of the competition, they will be ruled ineligible:

Section 76.1 HTA	Disobey Police Officer
Section 95(1) HTA	Speeding in Excess of 49 Km/h
Section 155(1) HTA	Fail to Exchange Accident Info.
Section 155(2) HTA	Leave the Scene of Accident
Section 155(3) HTA	Fail to Leave Information on Parked Vehicle/Object
Section 188 HTA	Careless Driving

Should a person have been convicted of the following offences under the Highway Traffic Act within three years prior to the posting of the competition, they will be ruled ineligible:

Section 170 HTA	Misuse Registration/License
Section 171 HTA	Alter/Misuse Plate
Section 215.1 (2)	Hand-operated Electronic Devices
Section 222(2) HTA	Park to Obstruct
Section 224(1) HTA	Make a False Statement
Section 226(1) HTA	Drive Without Vehicle Insurance

A review of the abstract will point out the obvious history. If this is the case and the history is poor, the person can be rejected. Past performance is an indicator of future performance.

The purpose of the driver's abstracts is to better meet the information needs of data users such as the police. Roadside Breathalyzer Suspensions appear on driver's abstracts and remain in place for five years. This means that any person who has had their driver's license suspended for 24 hours with or without charge (i.e.: fail at roadside and blow under the chargeable % on the Breathalyzer or blow a warning on the roadside device) within the previous three years from the date of posting of the competition will be considered ineligible.

It stands to reason that if a person has a criminal record, then they would be excluded from the competition. In some instances, a criminal offense may be listed on a driver's abstract. Under the Criminal Records Act, persons with a criminal record may apply for a pardon. Should a pardon be obtained, the criminal record would not exist and could not be used to assess suitability. A pardoned offence will continue to show on the driver's abstract until a request to have it removed has been made to Driver and Vehicle Licensing. Should an applicant not realize that the pardoned offense was not removed from his/her abstract and hands in application, the application will be rejected. A

person must prove that a pardon has been obtained and will be advised to contact driver and vehicle licensing to have offense removed.

Convictions for criminal offences are maintained on a drivers abstract for ten years. Any applicant with a conviction for the following offences within the 10-year period prior to the date of the posting of the competition will be ruled ineligible. (As stated previously, this would not apply to a person who has obtained a pardon.)

Section 219 Criminal Code	Criminal Negligence
Section 220 Criminal Code	Criminal Negligence (Causing Death)
Section 221 Criminal Code	Criminal Negligence (Causing Injury)
Section 249(1) Criminal Code	Criminal Negligence in the Operation of a Motor Vehicle
Section 249(1)(a) or (2)	Criminal Code - Dangerous Driving
Section 249 (3) Criminal Code	Dangerous Driving (Causing Injury)
Section 249(4) Criminal Code	Dangerous Driving (Causing Death)
Section 252(1) Criminal Code	Leave the Scene of an Accident
Section 253(1)(a) Criminal Code	Impaired Driving
Section 253(1)(b) Criminal Code	Driving Over Blood Alcohol Concentration .08
Section 254(5) Criminal Code	Refuse Blood or Breath Sample
Section 255(2) Criminal Code	Impaired Driving (Causing Injury)
Section 236 Criminal Code	Manslaughter
Section 259(4) Criminal Code	Driving While Disqualified
Section 334 Criminal Code	Theft (Vehicle)
Section 335 Criminal Code	Take Vehicle Without Consent
Section 354 Criminal Code	Possession of Property Obtained by Crime
Section 355 Criminal Code	Sell or Misuse Vehicle Master Key
Section 430 Criminal Code	Mischief in Relation to a Vehicle
Section 434 Criminal Code	Motor Vehicle Arson

It has to be remembered that past performance can indicate future performance, but at the same time recognize that people can change. These criteria are an attempt to strike a balance.

## Appendix 3 – Reference Guide – Skills Assessment Exam

---

### Reference Guide - Objectives

The Reference Guide is designed to provide each applicant with an equal opportunity to prepare for the written test.

*The examiner will supply all of the material necessary to write the test.*

**It is imperative that you arrive in time to start the exam at the scheduled hour. Candidates who arrive late may be subject to dismissal from the competition at the discretion of the proctors.**

### Section 1 Test Format

There is one test which will consist of 100 multiple choice questions each for a total value of 100 marks. Questions will be based on your primary care paramedic knowledge.

### Time Allotment for Test

Time management will be an important factor in successfully completing this test. While candidates who complete the test early will not be given any consideration for this task, candidates who do not complete all the test questions, due to running out of time, will have the unanswered questions marked as wrong and the appropriate mark will be deducted from their score.

The total time allotted for Section 1 is approximately three (3) hours and the total time allotted for Section 2 is (2.5) two and a half hours.

We will have a scheduled break between tests.

### Pass Mark

On the multiple-choice portion of the test there is a possible total of 100 points as a perfect test mark. ***Seventy per cent (70%) is the pass mark for this test.***

## **Section 2 – Emergency Services Testing**

Emergency Services Testing System was developed to measure specific aptitudes important to firefighter and emergency response occupations. There are four components to Emergency Services Testing System: a reading ability test, a mechanical aptitude test, a human interaction test and a math test. All test items were developed through rigorous research with many panels of experienced fire service professionals. You don't need experience to answer the questions in this test. Common sense is always your best guide.

Character is important to us. You will be required to sign a security and confidentiality agreement stating that you have not and will not violate test security through coaching or exchange of specific information about test items. Breach of this agreement is subject to prosecution under federal copyright law and would be viewed as an unacceptable integrity failure for an employee or prospective employee.

The answer sheet is machine scored so mark only one answer for each question and fill in the circle completely. If you mark more than one answer, you will get the question wrong. If you don't know the answer to a question, the best strategy is to guess because you may get it right anyway and you will definitely get it wrong if you don't answer.

### **Four Components of Emergency Services Testing System**

#### ***Emergency Services Video-Based Human Relations Test (Approximately 60 Minutes)***

##### ***Part I***

Emergency Services Video-Based Human Relations Test focuses on teamwork and human relations skills and was specifically designed for the fire service. You will watch a video segment, and then choose the BEST course of action in a multiple-choice format. Once you have chosen the BEST possible course of action, you will be asked to identify the WORST possible course of action. This test is presented on video and the items play without stopping. You will have 10 seconds to answer each question.

You don't need experience to answer these questions. Emergency Services Video-Based Human Relations Test is not intended to be a test in any way of your knowledge of policy or technical aspects of the job. Any such information that may be needed to answer a question is provided in the test. For instance, in the video you will hear firefighters instructing business owners about safety requirements. You are not expected to know anything other than what is stated. Base your answers only on information given in the test and your own common sense.

Emergency Services Video-Based Human Relations Test is not meant as training or as an example of how firefighters should handle their jobs. In some cases, you will see firefighters who make poor choices about what to do.

Also, none of the questions or answers are meant to be tricky. Although all the answers may not be equal in terms of common sense, they would all be choices available to the firefighter. In no case is an answer wrong because the choice would not be possible. For instance, a firefighter can make decisions based on circumstances about how to work with members of the public in enforcing safety regulations.

## ***Part II***

In addition to answering the questions on Part I of Emergency Services Video-Based Human Relations Test, you will be instructed to observe the behaviors of the individual firefighters portrayed. You will have the opportunity to observe behavior on multiple occasions for many of the firefighters. Part II of Emergency Services Video-Based Human Relations Test consists of questions about these firefighters and their behaviors. Part II is on the same video and immediately follows Part I.

### ***Emergency Services Mechanical Reasoning Test (Approximately 30 minutes)***

Emergency Services Mechanical Reasoning Test is a multiple-choice mechanical aptitude test presented on video. You will see an introduction to a simple system, in the form of an animated brick making factory and then be asked questions about the factory. Most of the questions are about basic mechanical objects such as valves and principles such as water pressure. You will also be asked to answer trouble shooting type questions and observe system operations for problems. All of the questions can be answered based on common sense and observation of how everyday objects work. Emergency Services Mechanical Reasoning Test is also timed. You will see the introduction for each question only once. Again, after each question is presented, you will have a brief period to mark the answer you think is best before the next question is presented.

### ***Emergency Services Reading Test (6 Minutes)***

This test is designed specifically for firefighters, a job requiring on-going study of difficult and technical materials. The test is based on actual job material. You will be required to choose the word that best fits in the blank. You are given 6 minutes to complete the Reading Test.

### ***Emergency Services Math Test (Approximately 15 minutes)***

In this video-based segment, you will be asked to make the kind of quick calculations firefighters must do every day. No paper and pencil, you will do this math “in your head”.

## **Appendix 4 – Firefighter/Paramedic Physical Fitness Testing**

### **EVALUATION PRE-ASSESSMENT INSTRUCTIONS**

Physical testing will be offered by BFES. In the event an applicant has obtained a similar physical test, we will evaluate as a possible equivalent on a case-by-case basis. There will be no cost for this testing to the candidate at this time.

---