
Recruitment Handbook

Last updated March 17, 2025

Mission Statement

"The Prince Albert Fire Department will continue to seek opportunities to serve the Public through Fire Prevention, Emergency Operations and excellent customer service."

Value Statement

"We will pride ourselves on service and will not be bound by outdated attitudes and thinking."

Prince Albert Fire Department





Kris Olsen,
Fire Chief

Dear Applicant

Thank-you for your interest in pursuing a career with the Prince Albert Fire Department.

This booklet will describe the criteria you must meet to become a Fire Fighter in our department.

We welcome all applicants, from all walks of life that represent our community.



Our department has a long history of serving our community and in 2022 celebrated 135 years of serving the citizens of Prince Albert. We pride ourselves on being an active participant in making Prince Albert a great place to live.



Join our Team of dedicated staff.



Live your dream

The Recruitment Process

Minimum Hiring Qualifications

- Grade 12 or equivalent Secondary Education certificate
- NFPA 1001 Level II IFSAC / ProBoard Certification
- Valid Class 3A Driver's License with G endorsement
- Valid CPR (Level HCP)
- Valid SCOP Registered Emergency Medical Responder, or higher
- Pass Department Recruit Process

Testing Costs

- Candidates will be required to pay the following:
 - Written / Physical testing fee of \$175

Resume Package

- Candidates must submit the following with their application:
 - Completed resume
 - Grade 12 or equivalent certificate
 - Copy of NFPA 1001 – II IFSAC / ProBoard certificate
 - Copy of valid 3AG Driver's License
 - 5 year Driver's Abstract (current within 3 months)
 - Copy of valid CPR (Level HCP)
 - Copy of EMR certificate
 - Completed 'Medical Clearance Form'

- Completed 'Eye Examination Form' confirming uncorrected 20/40 vision (corrective surgery is acceptable following a one (1) year waiting period following surgery prior to application.)

Recruitment Testing

- Stage 1 – Candidates will be screened for minimum qualifications (minimum qualifications must be met at time of hire).
- Stage 2 – Qualified candidates will be invited to participate in the written exam and Physical Performance Assessment.
- Stage 3 – Successful candidates will be invited to participate in a panel interview based upon Stage 2 performance, overall effort, ability to follow directions, teamwork and attitude.
- Stage 4 – Successful candidates at Stage 3 will undergo reference checks prior to shortlist placement. An offer of employment will be subject to favorable security screening, medical / eye examinations and driver's abstract.



Medical Clearance Form

Candidate Name: _____ Date: _____

Health Care Provider's Name: _____

Physician Contact Phone: _____

Clinic Address: _____

The following information is required to state the medical clearance of this person to perform the duties of a firefighter.

Medical Clearance Statement

(Name) _____ has been examined and cleared of any physical and mental restrictions that would prevent them from performing the duties of a full time firefighter.

Doctor Name Printed

Signature



Ophthalmologist / Optometrist Report Form

Applicant Name: _____

Date of Exam: _____

(Within previous (12) twelve months)

Does the applicant currently wear glasses?

Yes _____ No _____

Does the applicant currently wear soft contact lenses?

Yes _____ No _____

If yes, date soft contact lenses initially prescribed

1. Visual Acuity:

Uncorrected:

OD 20/ _____

OS 20/ _____

OU 20/ _____

Corrected:

OD 20/ _____

OS 20/ _____

OU 20/ _____

- Prescription for glasses issued?
- Prescription for soft contact lenses issued?
- Has applicant's vision been corrected by Refractive Surgery?

Yes _____ No _____

Yes _____ No _____

Yes _____ No _____

If yes, date of Refractive Surgery

2. **Colour Vision Test:** Type: _____

Pass _____ Fail _____

3. **Horizontal Visual Field:** (State in degrees): _____

4. **General Eye Health:** Any evidence of eye disease or injury? _____ If yes, explain below:

Signature & Stamp of attending Ophthalmologist / Optometrist

Signature of Examiner

Stamp

Date: _____

Phone: _____



Pre-Entry Written Examination

The pre-entry examination is a *National Fire Select* written test consisting of the following components:

1. Personal Characteristics
2. Cognitive / Academic Skills & Abilities, including:
 - a. Mechanical Ability
 - b. Mathematical Reasoning
 - c. Reading Ability
 - d. Writing Ability
 - e. Map Reading
 - f. Problem Solving
 - g. Strategic Decision-Making

Applicants must achieve a successful rating to progress to the next stage.

Physical Performance Assessment

The physical evaluation is composed of two parts; Water Testing and Job-Related Performance Testing. Candidates will be assessed and scored based upon completion time as well as observed ease and effort.

Water Testing

* Swim Assessment: Swim 6 full lengths of a 75 foot pool (in a swim suit) using any front stroke, (i.e. Butterfly, Front Crawl, Breaststroke) without stopping or touching the bottom.





Job-Related Performance Testing

1. CONFINED SPACE SIMULATOR – Not timed

While wearing an SCBA with a blacked-out face piece, the candidate will be shut into a confined area for a set period of time. While remaining confined, you will be instructed by the tester to complete a task. The evolution will end when you successfully complete the assigned task.



2. LADDER LIFT – Not timed

While wearing turnout gear, the candidate will complete a ladder lift evolution utilizing a 56lb extension ladder loaded on wall brackets 5 feet off the ground.

* Remove the extension ladder from the brackets and set on ground, step back then replace ladder on the brackets.



3. LADDER CLIMB - Timed

While wearing turnout gear, the candidate will complete a ladder climb evolution to a height of 100 feet utilizing an aerial apparatus then couple and uncouple a hose. Aerial ladder will be set at a 75° climbing angle.

* Safely climb the length of the ladder bottom to top twice. This test evaluates fear of heights (acrophobia).





Stations 4 to 8 are a single combined time

4. STAIR CLIMB

While wearing turnout gear and SCBA, the candidate will complete a stair climbing evolution while carrying a 40lb hose pack.

* 3 complete trips (up and down) with hose packs on 2 flights of stairs. Each stair tread must be utilized, and one hand must be on the handrail.



5. ROPE PULL

While wearing turnout gear and SCBA, the candidate will complete a simulated hose lift evolution.

* Using the hose lift simulator, pull a hose roll a distance of 75 feet.

* The candidate's hands are to remain forward of the top bar for the entire evolution.





6. FORCIBLE ENTRY

While wearing turnout gear and SCBA, the candidate will perform a prescribed forcible entry evolution.

* Using the force machine, move a 165-lb metal sled a distance of 3 feet using an 8-lb sledge.



7. HOSE DRAG

While wearing turnout gear and SCBA, the candidate will perform a prescribed hose drag evolution.

* Pull a 155lb load (simulating a charged hoseline) a distance of 50'.



8. VICTIM RESCUE

While wearing turnout gear and SCBA, the candidate will perform a prescribed victim rescue evolution.

* Drag or carry a 175 lb Rescue Randy a distance of 50 feet while weaving in and out of traffic cones placed every 10 feet.



All evolutions in the Physical Performance Assessment must be completed in successive order to be considered for advancement to Stage 3.

Points are awarded based upon duration to complete the timed portion of the Physical Performance Assessment.
