

Dear Applicant:

Thank you for your interest in becoming a member of the Strathmore Fire Department. This package provides a detailed overview of the evaluation procedure used in our recruitment process. Please ensure that you complete every item on the checklist when completing your application.

- 1) Read the information package carefully.
- 2) Complete the application form to the fullest extent and include a resume if you have one prepared.
- 3) Attach a written RCMP Criminal Record Check. (vulnerable sector)
- 4) Attach a current Driver's Abstract.
- 5) Arrange a Doctor's appointment to complete the Medical Clearance Form.
- 6) Include names of at least three (3) references.
- 7) Sign the application.
- 8) Include copies of any certificates for training you have obtained.

Once the application is completed please return it to the Town Office or drop it off at the Fire Hall marked: "Fire Department Recruiting". A Selection Board will then review all applications and potential candidates will be contacted for an interview. Successful candidates will be placed on a six (6) month probationary period. Their performance and attendance will be reviewed at three (3) months and again at the completion of your probation. More information can be obtained from the Town of Strathmore Fire Department. You can contact the Fire Department office about your appointment by phone at (403) 934-3022 during business hours or by e-mail at: firehall@strathmore.ca

Yours truly,

M.G. (Muir) Furzer
Fire Chief