



# **RECRUIT INFORMATION & APPLICATION**

*FORT WILLIAM FIRST NATION FIRST RESPONSE TEAM*

*DOCUMENT VERSION 0.2 – 14-04-2022*



## **FORT WILLIAM FIRST NATION FIRST RESPONSE TEAM**

*" SAVING & EMPOWERING LIVES IN OUR COMMUNITY. "*

90 Anemki Drive-Suite 200  
Fort William First Nation, ON  
P7J 1L3  
Ph: 1(807)631-3117

### **VOLUNTEER APPLICATION FORM**

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## **FIRST RESPONDER INFORMATION**

Becoming a First Responder is a very rewarding and exciting experience. However, the position is also physically, mentally and emotionally challenging. In order to select the most qualified applicants for department positions, we will put applicants through a series of tests designed to measure your ability to perform the duties of a First Responder. Based on your test results, we will continue or deny your application.

Upon the completion of the Recruit Process, eligible applicants will be placed into a list of training courses. After completion of the required training courses, the applicant will be placed on a Probation and be allowed to respond to emergency calls.

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## **PERSONNEL REQUIREMENTS / QUALIFICATIONS**

The following minimum requirements must be met prior to submitting an application to the Fort William First Nation First Response Team. Applicants who do not meet the application requirements may not be chosen to continue with the application process:

- Applicants must be at least 18 years of age or older;
- Applicants must not have committed a felony and must submit a Police Vulnerable Sector Check (PVSC) Level 3;
- Applicants must live within Fort William First Nation or within a distance that allows the applicant to arrive on scene of a call prior to a Superior North EMS ambulance unit;
- Applicants must be able and willing to attend training, meetings and extracurricular activities.



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## **REQUIRED DOCUMENTS**

The following documents are to be submitted with your application. If an application does not submit the required documents with their application, the applicant may not be chosen to continue with the application process:

- Criminal Background Check (Police Vulnerable Sector Check Level 3) PVSC;
- Recent Drivers Abstract (Within 3 Months);
- Driver's License Copy;
- Up to Date Resume;
- Any Previous Medical Certificates / Qualifications.

The Fort William First Nation First Response Team understands that the Criminal Background Check may take some time to complete. Applicants are **URGED** to start working on receiving this immediately upon the submission of your application. Submitting a Criminal Background Check is not required upon application submission but is required to continue the Application Process.

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## **APPLICATION PROCESS**

The application process for the Fort William First Nation First Response Team is as follows:

- 1) Eligibility & Submission of Application;
- 2) Prescreen of Application;
- 3) Panel Interview;
- 4) Conditional Offer of Acceptance;
- 5) Background Check & Security Screening;
- 6) Mandatory Certifications;
- 7) Final Acceptance & Placement into Recruit Class;
- 8) Successful Completion and Graduation of Recruit Class;
- 9) Probationary Medical First Responder.



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## VOLUNTEER APPLICATION FORM

### Personal Information

Given Name		Middle Name		Surname	
Address			Contact Information		
Address:			Main Phone:		
City / Town:			Cell Phone:		
Province:			Business Phone:		
Postal Code:			Email:		
How long have you lived at this address?		Months		Years	
Are there any other languages you are able to speak, read and write?					Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please explain.					
In case of an emergency please notify:					
Name		Relationship		Phone Number	
				Main Phone:	
				Cell Phone:	

### Commitment Information

Bi-weekly department training are held on Wednesday evenings from 6:00 PM to 9:00 PM. As a team member, you are expected to attend these trainings. Are you able to make this commitment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
The First Response Team participates in a number of educational and safety programs to enhance awareness and education about response, medical practices and understanding. This requires additional hours of volunteering from our department personnel. Would you support and participate in these programs?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### What Position Are You Applying For?

<input type="checkbox"/> Volunteer First Responder;	<input type="checkbox"/> Auxiliary Volunteer First Responder;
<input type="checkbox"/> Community Relations Specialist;	



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## VOLUNTEER APPLICATION FORM

### Education

<b>High School (Highest Grade Completed):</b>	<b>Post-Secondary:</b>
<b>Other Education:</b>	

### Experience and Training

<b>Please list any medical experience you may have received:</b>
<b>Please list any other training you may have obtained:</b>

### Drivers License

License Class	Special Conditions	Province
<b>Driver's License Number:</b>		

### References

Name	Relationship	Phone	Remarks (Office Use Only)



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### Declaration

I, the applicant acknowledges that being a member of the Fort William First Nation First Response Team is a commitment of time and energy and that I agree to attend and participate in training programs as provided. I also agree that the information provided in this application is true and accurate and consent to reference and security checks should be it required.

I also understand that pending my application, the background check provided will be checked as well as other documents provided to ensure my application is complete. Once my application has been submitted, I will await a response from the Member Services Coordinator to continue the application process. Should I have any questions in the time thereof, I will contact the Member Services Coordinator.

Signature of Applicant	Date

**Please ensure that the following documents are attached with this application – Please note that applications missing this information may not be processed or may be denied.**

- Driver's License (Photo Copy);
- Current Drivers Abstract;
- Criminal Records Search (Police Vulnerable Sector Check Level 3) (Use Attached Letter);
- Copies of Any / All Certificates You Already Have;
- Copy of Resume.

Please complete and submit your application to [Recruitment@fwfnfirstresponse.com](mailto:Recruitment@fwfnfirstresponse.com) or to the First Response Team at 90 Anemki Drive-Suite 200 (Band Office) on Fort William First Nation.

Additional contact information can be found on our website at [www.fwfnfirstresponse.com](http://www.fwfnfirstresponse.com).