



# DISPATCHER Application



The British Columbia Forest Service is currently accepting applications from qualified people interested in OPERATIONS CENTRE DISPATCH positions. The BC Forest Service reserves the right to hire Canadian citizens and may give hiring preference to qualified, permanent BC residents.

**Application Deadline: Please see the relevant fire centre.**

## **Instructions**

I) Read the entire application package carefully. Fill out the form legibly.

II) **You must attach all of the following to your application form.** These are the minimum application requirements.

If you do not have or attach any one of the following requirements, your application will not be processed.

	<u>Attachment</u>	<u>Description</u>
1.	<b>Resume and Cover Letter</b>	<ul style="list-style-type: none"> <li>• Maximum 3 pages, plus a <b>cover letter</b></li> <li>• Outline your Education, Work Experience, Accomplishments, Hobbies/Interests, etc. in detail.</li> <li>• <b>You must provide work related references from a supervisor with current phone numbers.</b> (please note: we reserve the right to contact unlisted references)</li> </ul>
2.	<b>Typing requirement</b>	<ul style="list-style-type: none"> <li>• You must have a minimum typing speed of 40 wpm, prefer 50 wpm. It is the applicant's responsibility to provide current authoritative proof of typing speed. <u>This must be attached to your application.</u></li> </ul>
3.	<b>Applicant Information Section</b>	<ul style="list-style-type: none"> <li>• Page 3 of this application package</li> </ul>
4.	<b>Dispatcher Working Conditions</b>	<ul style="list-style-type: none"> <li>• Page 4 of this application package</li> <li>• <b>All applicants must sign and date this section at the bottom. Failure to do so will result in a rejection of your application package.</b></li> </ul>
5.	<b>Drivers License</b>	<ul style="list-style-type: none"> <li>• Attach a legible photocopy of your <b>valid</b> Canadian Drivers License – it must be readable</li> <li>• *Note: Out of province applicants may be required to obtain a valid BC Drivers License if offered employment.</li> </ul>

**If you have any of the above-mentioned qualifications, please ensure you describe fully in your attached resume. (Bring copies of valid certificates to your interview, if applicable.)**

III) Submit your application prior to the **deadline date (in blue)** to the relevant Fire Centre.

<b>CARIBOO F.C.</b>	<b>PRINCE GEORGE F.C.</b>	<b>NORTHWEST F.C.</b>
Attn: Jodi McInally	Attn: Michelle DuBois	Attn: Alyson Guenter
3020 Airport Rd	1011 - 4th Avenue	Bag 5000, Airport Rd
Williams Lake BC V2G 5M1	Prince George BC V2L 3H9	Smithers BC V0J 2N0
Office: (250) 989-2600	Office: (250) 565-6124	Office: (250) 847-6633
Fax: (250) 989-1294	Fax: (250) 250-565-6672	Fax: (250) 847-2737
<b>February 19, 2010</b>	<b>February 19, 2010</b>	<b>February 19, 2010</b>

<b>SOUTHEAST F.C.</b>	<b>COASTAL F.C.</b>	<b>KAMLOOPS F.C.</b>
Attn: Cindy Munns	Attn: Debbie Hawkes	Attn: Elaine Biffert
208 Hughes Rd	665 Allsbrook Rd	4000 Airport Drive
Castlegar, BC V1N 4M5	Parksville, BC V9P 2T3	Kamloops BC V2B 7X2
Office: (250) 365-4040	Office: (250) 951-4222	Office: (250) 554-5500
Fax: (250) 365-9925	Fax: (250) 954-0819	Fax: (250) 376-9732
<b>February 19, 2010</b>	<b>February 19, 2010</b>	<b>February 19, 2010</b>

**PLEASE NOTE: All application packages (i.e. delivered by courier/in person/faxed) must be received by 4:30 p.m. at the above address on the day of application deadline. Late and/or incomplete applications will not be processed.**

## **Q & A**

### **Some commonly asked questions:**

**Q: What happens next after I apply?**

**A:** If your application passes initial screening, you will be contacted by phone to attend an interview. If your application is incomplete or late, your application will not be considered but we encourage you to re-apply again the following year.

**Q: What if I want to apply to multiple locations?**

**A:** Send your application to the location of your first choice. If they do not have openings, they will share your application with the other Fire Centre's.

**Q: How can I get more information on my status throughout the process?**

**A:** You may contact the person listed for the relevant Fire Centre.

**Q: Why is multi-tasking so important?**

**A:** Dispatchers are required to monitor various computer programs and radio channels. Activity in the Dispatch centre is often hectic and Dispatchers that are unable to multi-task will not be able to handle the increased activity.

**Q: What is Authoritative Proof of Typing Speed?**

**A:** This is a typing test delivered to a candidate where speed and accuracy are confirmed by a registered testing authority. Typing Tests can be taken at many employable skills training centres, employment centres or university/college employment centres. If required, please contact the Fire Centre Contact directly for local businesses that provide acceptable typing tests. In most instances, internet typing tests will not be accepted.

## **FOR MORE INFORMATION:**

**BCFS PROTECTION WEB SITE: <http://bcwildfire.ca/>**

# Applicant Information Section

YOU MUST FILL OUT THIS ENTIRE FORM.

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Home Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_\_

Postal Code \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number Primary ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

(Please note it is your responsibility to ensure this information is up to date) (Please note email will be the primary means for contacting you)

**Have you attached a copy of your valid Canadian driver's license?** Yes No

I do not have a Driver's license   
Province \_\_\_\_\_ Class \_\_\_\_\_ DL # \_\_\_\_\_ Expiry Date \_\_\_\_\_

**Have you ever worked as a Dispatcher before?** Yes No  
**If yes, where?** \_\_\_\_\_

**Are you a Canadian citizen/permanent resident?** If no, other: \_\_\_\_\_ Yes No

**Do you have any physical or mental limitations that may prevent you from performing any of the job tasks as listed?** Yes No

Briefly describe any limitations.  
(attach separate page if necessary)

## Preference of work location

Please indicate numerically your preference of work location. 1 being your first choice, 6 being your last choice. Only select those that you would choose for employment.

Coastal Fire Centre (Parksville) \_\_\_\_\_  
Prince George Fire Centre \_\_\_\_\_  
Northwest Fire Centre (Smithers) \_\_\_\_\_  
Cariboo Fire Centre (Williams Lake) \_\_\_\_\_  
Kamloops Fire Centre \_\_\_\_\_  
Southeast Fire Centre (Castlegar) \_\_\_\_\_

I certify that the information that I have provided on this self declaration is true, and understand that if the information is going to be used for preferential hiring it will be released for screening purposes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Dispatcher Working Conditions

Please read and answer the following job condition statements carefully and sign and date this page at the bottom.

**As a Dispatcher are you willing and able to do the following?**

1. <b>Be on or available for standby for the entire summer.</b> Weather conditions dictate the length and severity of each fire season, and personnel are often required to be on standby after work hours and on weekends. This may restrict your recreation time and make planning for personal activities difficult.	Yes	No
2. <b>Travel anywhere on short notice.</b> Often personnel are requested to be ready for dispatch to fires anywhere in British Columbia or Canada on short notice. This could result in missed appointments and often there are no definite return dates.	Yes	No
3. <b>Work extended periods with minimal time off.</b> Personnel work a regular scheduled shift with set hours (specifics are determined by each Fire Centre within their operational requirements). However, during periods of heightened fire activity; or, when required, personnel can be expected to work for periods of up to 14 hours per day for as long as two weeks without a day off.	Yes	No
4. <b>Shift work.</b> Dispatchers are required to work shift work. Shifts could be scheduled during any timeframe 7-days a week and 24 hours a day (to meet the operational requirements of the relevant fire centre).	Yes	No
5. <b>Work in isolated areas with limited amenities.</b> Personnel may be in situations where there are shared tent/trailer living facilities (gender-based) and limited shower or kitchen amenities for periods of up to 14 days.	Yes	No
6. <b>Take directions and follow instructions accurately in a structured, disciplined environment.</b> Due to the nature of the season one must be willing to be flexible regarding ongoing changes in responsibilities, assignments, and corporate structure. All while remaining calm under pressure.	Yes	No
7. <b>Do non-dispatch related tasks.</b> When not actively dispatching, personnel are expected to do project work and related tasks.	Yes	No
8. <b>Attend and successfully complete all training.</b> All required training must be successfully completed.	Yes	No
9. <b>Work in a emergency, high activity, often stressful, work environment.</b> Dispatchers are responsible for the safety monitoring of all resources.	Yes	No
10. <b>Dispatchers must possess the ability</b> to stay calm and focused in an emergency situation. Multitasking is an <u>essential</u> element of this position.		
11. <b>Probationary Period of 6 months.</b> As per the collective agreement, new employees are subject to a 6 month probationary period.		
12. <b>Personnel may be required to fly in helicopters or small and large fixed-wing aircraft.</b>	Yes	No

**I have read, clearly understood, and accept the above working conditions as outlined. All applicants must sign and date.**

Your application will not proceed further in the process without a signature and date.

**The position of a Dispatcher is pivotal to the operations of a Fire Centre. A Dispatcher must be willing and able to be flexible regarding shift scheduling, extended work days, travel obligations, and standby requirements.**

**Upon successful hire, the following willingness statements become conditions of employment:**

- Willing to work shift work as assigned by the supervisor (including overnight shifts).
- Willing to work extended hours (including days of rest) with limited notice or be on standby for extended periods of time in accordance with operational plans/safe work directives.
- Willing to travel with limited notice for possibly extended periods of time.
- Willing to be flexible regarding ongoing changes in responsibilities, assignments and corporate structure.
- Upon deployment, Dispatchers may be required to change their shift to meet the operational requirements of the requesting Fire Centre and/or fire and/or reporting location.
- Willing to fly in small planes and/or helicopters if required.

Signature \_\_\_\_\_

Date \_\_\_\_\_