

## WEP Application Package Checklist

WEP Applicants:

The Big White Fire Departments Work Experience Program is receiving applications not only from BC and Canada, but from different parts of the world. When we receive your package each part is graded and scored, and a point system is utilized as part of our screening process. When you submit your application the main items to consider should include, a well written cover letter, resume, copies of certificates, volunteer and reference letters, education diplomas, and any other pertinent information. Each section is then graded and scored; up to fifteen points can be awarded and added to your file. The applicants with the greater number of points will move forward in our selection process.

I encourage you to take your time and ensure that all information is included, this is a great opportunity to practice your resume writing skills as we do provide feedback if requested. I look forward to receiving your package and good luck. DC Svendsen

Check boxes and include in your application package

BWFD WEP Qualifications Checklist

Cover Letter

Resume

Certificates (include all fire and non fire if applicable)

Supporting Documents

Letters (volunteer and reference)

Fitness Testing (York, CPAT or equivalent)

Application packages can be emailed to [dfcsvendsen@bigwhitefire.com](mailto:dfcsvendsen@bigwhitefire.com) or faxed attention Deputy Fire Chief James Svendsen or mailed to Big White Fire Department PO, Box 45004 Kelowna BC, V1P-1P3

Ph: 250-765-3090

Fax

250-765-3051