Emirates Fire & Rescue Company
Recruitment
Abu Dhabi - United Arab Emirates
P.O.-Box: 93133

Email:
recruiting@emiratesfire.ae

Abu Dhabi, 01.03.2017

Ref.: Applicants Information

To let us proceed with your application in a fast and easy way, please note the instructions as follows:

Scan all the mentioned documents as a color picture. To ensure that the file sizes are not getting too large, the resolution shouldn't be higher than 150dpi.

Please send the entire application file as a single email to recruiting@emiratesfire.ae. Make sure that all the below mentioned files are attached and that the overall size of the mail is not exceeding 10MB.

☐ ➢ Curriculum vitae:
Fill out the template which is available at our web page. Please don't change the document format of the template. Put your biometric passport picture into the template.

File format: Word (*.doc or *.docx)

☐ ➢ Security check form:
Fill out the template which is available at our web page. Please don't change the document format of the template. Put your biometric passport picture into the template.

File format: Word (*.doc or *.docx)

☐ ➢ Health proof G26.3:
The occupational health check has to be valid for at least one more year.

File format: color picture (*.jpg)

☐ ➤ Biometric passport picture:
The passport picture must be up-to-date. A white background is mandatory, sprucing is not allowed.

File format: color picture (.jpg)*

☐ ➤ Passport:
Please send the pages with the passport picture and all relevant information on it, as well as the pages with official statements. On the day of application the passport should be valid for at least 6 months.

File format: color picture (.jpg)*

☐ ➤ Fire fighter training:
We need all proofs and certificates regarding your fire fighter education. Please ensure that you can present the original of all the certificates on arrival in the UAE

File format: color picture (.jpg)*

☐ ➤ Current promotion certificate:
We need your last promotion certificate. Please ensure to bring this certificate as an original on arrival in the UAE.

File format: color picture (.jpg)*

☐ ➤ Description of your fire station:
Use the template which is available at our web page. It is important for us to get useful information regarding the following topics:

- o Number of acting fire fighters at your station
- o Kind and number of fire trucks/ vehicles
- o Annual number of alarms for the last 3 years. Separated by fire fighting, technical assistance and Hazmat
- o Name and contact details of your fire station chief.

File format: PDF-file (.pdf)*

☐ ➤ Your last shool certificate:
We need a copy of your highest school or university certificate.

- o secondary or middle school or university diploma including a identifiable stamp of the school
- o apprenticeship diploma and similar certificates are not necessary

File format: color picture (*.jpg)

Please **don't** send the following documents:

- o Driving license
- o ID card
- o Certificate of appointment
- o Proofs of computer courses
- o Your personal file of your fire station
- o Statistics of your fire station

Progress of an application

Once all the required documents are present we will check your suitability. If all the requirements are fulfilled, we will invite you to an interview. Because of the great distance we will use the VoIP software Skype to proceed with the interview. Please make sure that you prepare your computer with a working installation of Skype and that a camera and the microphone are integrated. Once the interview was successful, we will start with the security check.
The security check is a process which is under the responsibility of the government of the United Arab Emirates (UAE). Sometimes it can take up to a couple of months before the security check is processed. If the security check is done we will assign your application to an open position at one of our projects. At this time you will receive a written job offer and together we decide the start date of your contract. After this you can start canceling your private contracts at home (lease contract, internet etc.) and preparing yourself for the entry into the UAE.
Approx. 4 weeks before your entry we apply for your entry permit (work visa) and after this we will book a flight ticket for you. By organizational issues the booking of the flight ticket will be made shortly before the flight. You will receive the ticket and the visa by e-mail. Please print them and present the ticket at the check in and the visa at the immigration. Please consider that you need to pass the eye scan on arrival and that you get an extra stamp at your visa. After the immigration process is done staff from E.F.R.C. will meet you at the airport and guide you to the next steps.