

Joint Firefighter Recruitment Orientation Guide



Township of
Georgian Bay
705-538-2765
www.gbtownship.ca
99 Lone Pine Rd,
Port Severn



Town of
Midland
705-526-4279
www.midland.ca
550 Bayshore Dr.,
Midland



Town of
Penetanguishene
705-549-7453
www.penetanguishene.ca
2 Robillard Dr.,
Penetanguishene



Tay Township
705-534-7248 x253
www.tay.ca
450 Park Street,
Victoria Harbour



Township
of Tiny
705-526-4204
www.tiny.ca
130 Balm Beach
Road West,
Perkinsfield

**Application Deadline:
September 30, 2020 at 4 p.m.**

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Foreword

This orientation guide has been developed as a resource for those individuals who have indicated an interest in becoming a member of a Volunteer Fire Department*. Participation as a member of a volunteer fire service will bring personal rewards, satisfaction, raise self-esteem and give you a tremendous sense of accomplishment for a job well done.

Making a commitment to serve as a Volunteer Firefighter is a serious decision. We ask that you take the time to read this orientation guide and get the facts regarding what is involved in being a member of the Fire Department.

Candidates often underestimate the amount of time and effort required to be a successful firefighter.

This orientation guide contains information on the organization of a Volunteer Fire Department, training, participation requirements, the nature of our business, and answers the typical questions raised by prospective members. While this orientation guide will not answer all possible questions about membership, it will provide you with information about the most important areas. It should be kept as a resource as you proceed through the recruitment process.

Once you understand what is involved in being a member of a Volunteer Fire Department, we hope you will be able to make the commitment our community requires. The service provided by Volunteer Firefighters is truly valuable to the citizens of our municipalities and we hope that you are able to contribute to the community's public safety.

Please read this guide thoroughly so that you clearly understand the steps in the recruitment process.

Further information can be obtained by directly contacting the specific Fire Department you are applying to.

*Note: If you are applying for the Township of Tiny Fire Department, be advised that references 'Volunteer Firefighter', should be replaced with "Paid-on-call Firefighter".

The Fire Department, and the Role of Volunteer Firefighters

Goals of the Fire Department

The goal of the Fire Department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, sudden medical emergencies, or exposure to dangerous conditions created by man or nature: first to the municipality; second to those municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities; and third, to those parties that are provided with fire protection services by the Fire Department via authorized agreement.

The Nature of Our Business

Firefighting is one of the most diverse and challenging professions known today. It is this diversity that inspires most individuals to enter the service, both as volunteers and career Firefighters. Imagine having to train to prepare yourself to cope with situations which range from structure fires, childbirth, hazardous chemical spills, medical emergencies and almost any imaginable emergency situation in between. This diversity coupled with the fact that your skills may be needed at any time of day, seven days a week, in any kind of weather, and very often under potentially stressful and emotional circumstances, makes your contribution to the profession very personally rewarding.

There are two basic purposes of the public fire service. First, to prevent fires or emergencies from occurring through fire prevention inspections, fire safety education, and code enforcement programs. Second, we are here to prepare ourselves to control fires or emergencies should prevention not prevail. This is done through education, training, pre-incident planning, more training, state of the art equipment and even more training.

This type of work is not for everyone. You need more than just a desire to help people. You also need courage, dedication, compassion, assertiveness, and a willingness to learn new skills and face new challenges. The Fire Department is not for the timid or for those who lose control of their emotions during times of crisis. Our service is one which calls on its members to perform hot, sweaty, dirty, strenuous work, often in uncertain and hazardous environments.

The personal rewards and satisfaction received from being involved in a Volunteer Fire Department are often beyond description. There is a sense of accomplishment after controlling a building fire, compassion for accident victims, and fulfillment in teaching fire safety. The list could go on and on.

The bottom line in our business is measured by the prevention and reduction of loss of life, pain, and suffering, and property damage in our municipality. We are here

and prepared for one reason, which is to provide service to the residents and visitors of this municipality.

If you feel you have what it takes to meet the challenges of our business, we welcome you to apply.

We want to acknowledge the effort every applicant puts into the pursuit of being a firefighter and their desire to assist in the protection of their community. Should you have additional questions, please do not hesitate to contact the department you are applying for. Contact information is located on the cover page of this guide.

Primary Objectives of the Fire Department

In order to achieve the goals of the Fire Department, the following objectives have been established:

1. Identify and review the fire protection service requirements of the municipality.
2. Provide an administrative process consistent with the needs of the department.
3. Ensure that the firefighting equipment and operating personnel are available and trained to provide adequate response to a citizen's call within a reasonable length of time.
4. Provide department training to an accepted standard which will ensure the continuous up-grading of all personnel in the latest techniques of fire prevention, firefighting, control of emergency situations and to co-operate with other municipal departments with respect to management training and other programs.
5. Provide a maintenance program to ensure that all fire protection apparatus, including all equipment, is ready to respond to emergency calls.
6. Provide an effective fire prevention program to:
 - a) Ensure, through plan examination and inspection, compliance with applicable municipal, provincial, and federal fire prevention statutes, codes and regulations.
 - b) Reduce and/or eliminate fire hazards.
7. Develop and maintain effective public information systems and educational programs, with particular emphasis on school fire safety programs.
8. Ensure, in the event of a major catastrophe in the municipality, that assistance to cope with the situation is available from outside departments and other agencies.
9. Develop and maintain a good working relationship with all federal, provincial, and municipal departments, utilities, and agencies, relating to the protection of life and property.
10. Interact and co-operate with other departments of the corporation regarding the aspects of fire protection or any given program.

Training and Participation

Over the years, the fire service has evolved into a public safety agency providing highly technical and diverse services. The general public has come to rely on the Fire Department as the “first responder” not only when life and property are threatened by man-made and natural disasters, but for seemingly smaller problems as well.

To ensure that all members of the Fire Department are prepared to deliver the best level of services required, training standards have been developed to provide each member with the needed skills, knowledge, and abilities necessary to deliver fire and emergency services to the citizens of the municipality.

Training Requirements – Volunteer Orientation

A. All volunteers entering the system may be required to complete a recruit training program taught by departmental instructors, regardless of whether the individual may have prior training or experience.

B. Volunteers that have successfully completed the recruit training and offered a position with a department are subject to a probationary period. They may begin responding to emergency calls during this time, however, they must wear a **probationary designation** which identifies them as a member in training. They may assist fully-qualified firefighters only when proper supervision is provided.

Probationary firefighters may not: enter burning buildings, participate in activities requiring advanced training, or be subjected to hazardous environments. Length of probation and details of service shall be determined by individual departments.

Training is provided in accordance with accredited standards, such as those of the National Fire Protection Association.

Job Specification - Volunteer Firefighter

1. General Statement of Duties:

- ❑ Physically and mentally capable and able to respond to an emergency to perform firefighting duties and other related work as required, in the saving of life and property

2. Summary of Firefighter Duties, Responsibilities, and Working Conditions:

- ❑ Covered by the Workplace Safety and Insurance Board
- ❑ Covered with On-Duty Accidental Death Insurance Policy
- ❑ May be required to obtain a Hepatitis 'B' vaccination or provide confirmation of current vaccination
- ❑ Must maintain a reasonable level of health and fitness
- ❑ Must carry a pager, supplied by the Fire Department
- ❑ Must be able to obtain First Aid and CPR certificates (training provided by department)
- ❑ Must complete a Recruit Training Program prior to activation (up to 100 hours over a series of weekends)
- ❑ Must be committed to continuous training in fire suppression, prevention, public education and emergency first aid procedures
- ❑ For reasons of safety, facial hair that may affect the integrity of the face piece seal of self-contained breathing apparatus, i.e. beards, bushy moustaches, and long sideburns, is not permitted
- ❑ Responsible for performing various duties, under emergency conditions, frequently involving considerable risk, in a safe and efficient manner
- ❑ Tasks include routine duties in the maintenance of firefighting equipment and property, carrying out of specific orders and directions as received from a superior officer in the normal course of maintenance duties, training and firefighting
- ❑ Must respond promptly, safely, and efficiently to alarms, obey the orders of the officer in charge, share in the work that is required at emergency scenes, around the fire stations, and when otherwise on duty
- ❑ Must refrain from using offensive statements or language at the emergency scene, in and around the fire stations, and when on duty in public
- ❑ Must be loyal to their fellow firefighters, officers, and the department and at all times conduct themselves in a professional, compassionate, and sensitive manner, remembering that he/she is in the eyes of the public while on duty or when wearing identifiable department clothing while not on duty
- ❑ Must meet minimum attendance for calls and training

3. Distinguishing Features of the Job:

- ❑ Responds to fire, rescue, and other related emergencies as required
- ❑ Reports directly to duty/scene officers regarding activities at the fire ground or station
- ❑ Reports directly to the Fire Prevention Division on all observed fire/life safety matters
- ❑ Reports equipment deficiencies to Station Officer
- ❑ Completes investigation reports following an emergency as required
- ❑ Completes regular inspection of assigned protective equipment and station wear

- ❑ Demonstrates independence of judgement and action in circumstances of extreme emergency where referral to a superior for instruction is not possible
- ❑ Demonstrates responsibility for rapidly and efficiently performing various duties under emergency conditions, frequently involving considerable hazards
- ❑ Carries out specific orders and directions, as received from a superior officer, in the normal course of firefighting operations
- ❑ Follows all Standard Operating Guidelines, directives, and department policies to enhance personal safety and comply with the requirements of the *Occupational Health and Safety Act*

4. Examples of Work:

- ❑ Ensures the safe operation of all department equipment
- ❑ Assists with salvage operations during and following an emergency
- ❑ Assists with providing first aid or CPR to the injured
- ❑ Assists with Fire Department pre-planning as required
- ❑ Performs such duties as required to further advance public information, public safety, and public relations within the department
- ❑ As assigned, performs various maintenance and cleaning tasks on apparatus and equipment following an emergency
- ❑ As assigned, conducts firefighting/rescue activities at emergency scenes
- ❑ Inspects property at the scene of a fire to prevent re-ignition
- ❑ Attends assigned training sessions to ensure accuracy in firefighting and rescue methods
- ❑ Participates with in-service training as required
- ❑ Ensures compliance with all health and safety matters in accordance with the Corporation's Health and Safety Manual and the Occupational Health and Safety Act and Regulations

5. Required Knowledge, Skills, and Abilities

- ❑ Considerable knowledge of modern firefighting and rescue techniques
- ❑ Considerable mechanical aptitude
- ❑ Thorough knowledge of the rules and regulations governing the fire department and the volunteer activities of the department
- ❑ Thorough knowledge of provincial legislation relative to the activities of the fire department
- ❑ Thorough knowledge of the municipality, including demographics, major industries, and hazardous occupancies
- ❑ Thorough knowledge of the operation of all equipment and methods used in combating, extinguishing, and preventing fires and rescue activities
- ❑ Thorough knowledge of First Aid and CPR
- ❑ Agility and strength to do prolonged and arduous work under adverse conditions
- ❑ Ability to react quickly and remain calm under duress and strain
- ❑ Conscientious, dependable, co-operative, able to follow direction given
- ❑ Must maintain a valid driver's licence, demonstrate a safe driving record, and be capable of driving emergency vehicles in a safe manner, in both emergency and non-emergency situations

Minimum Requirements for Employment Eligibility

In order to be considered for employment, in addition to a completed application, all applicants must provide the following items, which are required at various stages throughout the recruitment process.

- Proof of valid Ontario driver's license (minimum G class) and a current abstract must be provided prior to commencement of employment
- Medical Examination Report, completed and signed by the applicant's Doctor
- Signed Consent Waiver and Release Form
- Applicants must be 18 years of age or older

Please note that applicants are responsible for all costs associated in the required documentation.

Applications will be reviewed with priority being given to those who demonstrate the following:

- Employment or residence within the municipality or reasonable response time to the fire station
- Current first aid and CPR certificates
- Valid class DZ driver's licence with a clean abstract
- Permission to leave place of employment to respond to alarms
- Local area shift workers
- Previous Fire Department experience
- Demonstrated commitment (ie. volunteer service)
- Bilingual (French/Other)
- Related experience (Nursing, EMS, Mechanical Trades)
- Previous pertinent training (ie. WHMIS, OHS/A)

Conditions of Employment

Ability to:

- Acquire a DZ licence within a year of employment and maintain it during employment, in addition to a clean driving record clear of criminal offences
- Acquire and maintain First Aid/CPR level HCP certification within one year of employment
- Successfully complete all required training programs and demonstrate proficiency in all required activities
- Maintain a clean criminal record
- Maintain attendance levels (emergency responses and training sessions) in accordance with department requirements
- Adhere to all departmental rules, regulations and operating guidelines

Recruitment Process and Important Dates

The recruitment selection process consists of the five stages, each with important dates. These stages are described in greater detail on the following pages:

Stage 1 – Recruitment Information Sessions
September 9, 2020 at 7:00pm, Tiny Twp. Station 2, 817 County Rd 6 S, Wyevale or September 19, 2020 at 9:00am, Midland Fire Dept, 550 Bayshore Drive, Midland
Note: Due to COVID-19 restrictions you must register in advance to attend one of information sessions. Please contact your local department to register.
See page 11 for details.
Stage 2 – Application Submission
Application Deadline: September 30, 2020 at 4:00pm
See page 11 for details and requirements.
Selected applicants will proceed to Stage 3
Stage 3 – Aptitude Appraisal (Written Testing)
October 13 -15, 2020 at 7:00pm, Tay Township Station 2, 2201 Old Fort Rd, Tay Twp (sessions to be determined by number of candidates and physical distancing requirements)
See page 12 for details and requirements.
Selected applicants will proceed to Stage 4
Stage 4 – Job Specific Physical Testing
A completed, signed Medical Examination Report must be submitted with your application. Candidates are not able to complete physical testing without a medical report on file.
November 21, 2020* at 8:00am, Tiny Twp Station 2, 817 County Rd 6 S, Wyevale *additional dates may be required depending on the number of applicants and physical distancing requirements.
See page 12 for details and requirements.
Selected applicants will proceed to Stage 5
Stage 5 – Interview
November 30 – December 4, 2020. Specific date, times and location to be confirmed.
See page 13 for details.
Selected applicants may be offered a volunteer firefighter position

Stage 1: Recruitment Information Sessions

Two Recruitment Information Sessions will be held for potential applicants. All applicants should make every effort to attend one of the sessions, as important details on the recruitment process are provided, including expectations of volunteers, training information and dates. ***Note: Due to COVID-19 restrictions you must register in advance to attend one of information sessions. Please contact your local department to register.***

Stage 2: Applications

All applicants are required to submit an Application for Volunteer Firefighter form to each department they wish to apply to. An application form is included in this package.

Required Application Information to be submitted to Fire Department(s):

- Completed Application, submitted to the department being applied for prior to the closing date
- Other Desirable Skills/Knowledge: if you have any of the items below, please provide a supplemental information (including a copy where applicable) with your application
 - First Aid and CPR certification/training
 - Class DZ or higher driver's license
 - Previous Fire Department experience
 - Previous pertinent training (i.e. WHMIS, OHSA)
 - Related Experience (Nursing, EMS, Mechanical Trades)
 - Demonstrated Commitment (ie volunteer service)
 - Bilingual (French/other)
- Completed Consent Waiver and Release Form
- Completed Medical Examination Report signed by a physician

A review of applications will be conducted and selected applicants will have the opportunity to advance to Stage 3 of the selection process.

Once your application is submitted, we strongly recommend you make an appointment with your Doctor as soon as you decide to apply to ensure your medical examination is completed prior to the Physical Testing.

Stage 3: Aptitude Appraisal (Written Testing)

The aptitude appraisal is a short simple questionnaire designed to measure your:

- Ability to understand written and/or verbal information
- Technical and mechanical skills
- Reading, reasoning and mathematical skills.

A review of results of the aptitude appraisal will be conducted and selected applicants who qualify (achieve 70% or greater) will have the opportunity to advance to Stage 4 of the selection process.

Stage 4: Job-Specific Physical Testing

Important Reminder:

A Medical Examination Report, completed and signed by the applicant's Doctor, and the Consent Waiver and Release Form must be provided prior to participating in the physical testing. All costs associated with this requirement are the responsibility of the applicant. There will be no exceptions!

Only selected applicants who provide a satisfactory Medical Examination Report and Consent Waiver and Release Form will have the opportunity to participate in the job-specific physical testing.

The tasks that make up the physical testing are designed to reflect job-specific tasks required in the performance of firefighting duties. The purpose of this analysis is primarily to provide you with a realistic idea of incident tasks you will be expected to perform and also to provide the Fire Department with a valid assessment of the applicant's physical capabilities relative to the functions required by the position.

Examples of sample tasks include:

- Climbing a 24' extension ladder
- Coupling and uncoupling a hose fitting while on the ladder
- Crawling through a confined space to search for and retrieve an object while wearing a self-contained breathing apparatus with a blacked-out face mask
- Lifting and carrying equipment
- Hoisting & lowering equipment
- Advancing a charged hose line
- Simulating forcible entry
- Climbing and descending stairs while wearing full personal protective equipment
- Dragging a weighted dummy

All components of the physical test must be completed within a prescribed period of time, in order to successfully complete the test.

A review of Job-Specific Appraisals will be conducted and selected applicants will have the opportunity to advance to Stage 5 of the selection process.

Stage 5: Interviews

Interviews will be conducted by the Fire Chief, with assistance from other department members, in order to perform a fair evaluation. Individual departments may require you to bring additional documentation and/or proof of your credentials.

After the interviews are conducted, successful candidates may be offered a volunteer firefighter position.

Selection & Acceptance

Note: The recruitment program start date will be announced to successful candidates.

The selection of applicants is based on qualifications as well as the ability and availability to do the job as determined by the results of the recruitment process. The successful applicants will be contacted with an offer to undertake a training program in preparation for commencing actions as a volunteer firefighter with the municipality. Upon verbal acceptance, written confirmation will be forwarded providing a start date. The applicant will be required to sign and return the confirmation letter before undertaking the training program.

Successful applicants will be required to attend and successfully complete a recruit-training program. This program takes place on evenings and weekends. The duration of the program will be approximately 100 hours of practical plus additional online training.

The following items will be required by your Fire Department prior to commencement of employment:

- Proof of valid a Ontario Driver's License (minimum G class). A current abstract must be provided prior to commencement of employment
- Demonstrated verbal and written proficiency in the English language
- Proof of a clean Criminal Record (with occupational relevance), and no convictions for which a pardon has not been granted
- A certificate of vulnerable sector screening and a check of the Pardoned Sexual Offender Database completed by the applicant's local police service, prior to commencement of employment
- A reliable means of transportation to respond to alarms
- Proof of residency in accordance with the requirement of the Fire Department

Frequently Asked Questions:

Q. How do I submit my application?

A. Your completed application can be dropped off on or before the closing date at the Fire Department you are applying for. Locations and contact information for all departments can be found on the cover page of this document.

Q. Can I apply to more than one department?

A. Yes, you can apply for as many departments as you like, however preference may be given to candidates living within the municipality that they are applying for. For further details please refer to page 9, Minimum Requirements for Employment Eligibility.

Q. I did not attend the Recruitment Information Session. Can I still submit an application?

A. Yes. Attendance at the Recruitment Information Session is not mandatory however it is strongly encouraged as it provides important information on the recruitment process, as well as expectations of firefighters. For further information on the Recruitment Information Sessions please refer to page 11.

Q. Does the Department that I am applying for cover the costs for any required documentation (Medical Examination, Driver's Abstract)?

A. No, applicants are responsible for any costs incurred during the recruitment process.

Q. If I am successful in the recruitment process, is facial hair allowed for members of the Fire Department?

A. As per the Firefighter Job Spec located on page 8 of this guide: For reasons of safety, facial hair that may affect the integrity of the face piece seal of self-contained breathing apparatus, i.e. beards, bushy moustaches, and long sideburns, is not permitted.

Q. I was invited to participate in the Aptitude Testing but am unavailable on the scheduled date. Can I still proceed in the recruitment process?

A. If you are unable to attend on the specified time, please contact the Department you are applying for to determine if alternative arrangements could be made.

Q. Should I submit my completed Medical Examination Report with my application?

A. The Medical Examination Report is not required with your application. However, it is required for selected candidates to participate in the Stage 4 Job Specific Testing of the Recruitment process. Once you submit your application, we strongly suggest making an appointment with your Doctor for a date between the Aptitude Appraisal and the Physical Testing.

Q. I have been invited to the Job Specific Physical Testing. Should I bring my completed Medical Examination Report and signed Consent Waiver to the testing?

A. While yes, you can bring your information to the testing, please be advised that this approach is not optimal, as department staff will not have had the opportunity to review the documents to ensure they have been completed properly. In addition, if a candidate forgets their form the day of the testing they will not be able to participate. No exceptions.

Q. I have been invited to the Job Specific Physical Testing but am not able to see my Doctor until after the testing date. Can I still participate in the testing?

A. No. Only candidates with a completed Medical Examination Report that has been signed by their Doctor may participate in the testing. No exceptions. We strongly encourage applicants to schedule an appointment with their Doctor for the dates between the aptitude testing and job specific physical testing, once they have submitted their application.

Q. How many training hours are required to become a volunteer firefighter?

A. Selected applicants will be expected to successfully complete 100 hours of practical training, plus additional online training. Please refer to page 13 for further details. Once the recruit training has been successfully completed, Volunteer Firefighters participate in continual training to improve and sharpen their skills. This involves monthly training nights and some weekend training sessions.

Q. Am I required to submit my Driver's Abstract, Medical Examination Report and Criminal Background Check with my application?

A. Your application may be submitted without these documents. However they are required at various stages in the process. Your completed Medical Examination report is required in Stage 4 (Physical Testing), and your Driver's Abstract and Criminal Background Check are required if you are successful in the process.

Thank you for your interest in becoming a volunteer firefighter!



MEDICAL EXAMINATION REPORT

Applicant Information

Name: (Last) _____ (First) _____ (Initials) _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Physician Information

Name: (Last) _____

(First) _____ (Initials) _____

Address: _____

City: _____ Postal Code: _____

Business Telephone # _____

Include Physician's stamp or sticker here:

To be completed by Physician

- Is the applicant prescribed any medications that may affect his/her performance of duties as a Firefighter?
Yes No
- Please review the Position Profile (Appendix 'A' – see reverse)**
Is the applicant medically fit to perform the duties of a Firefighter, based on the Position Profile? Yes No
- Is the applicant currently vaccinated for Hepatitis "B"? Yes No
Final Vaccination date _____
- I, the undersigned, am a legally qualified medical practitioner, licensed to practice in the Province of Ontario. This report confirms my evaluation and medical opinion of the applicant.

Physician's Signature _____ Date: _____

APPENDIX 'A'

FIREFIGHTER POSITION PROFILE

(to be completed by Family Physician with Medical Examination Report)

TASKS INCLUDE: carrying heavy equipment such as ladders, chain saws, fire hose, hydraulic extrication tools, etc., lifting, pulling, chopping, climbing stairs/ladders, crawling, wearing self-contained breathing apparatus and other heavy personal protective equipment, driving and operating emergency vehicles, performing cardio-pulmonary resuscitation.

ENVIRONMENTAL FACTORS INCLUDE: possible exposure to toxic gases and particulates, chemicals, wet/damp conditions, exposure to extreme temperature variations for lengthy periods of time, required to perform tasks in confined working spaces.

STRESSORS: firefighting requires an individual to go from minimal physical activity to peak physical activity within a very short time frame. Physical stress is amplified by the need to wear heavy personal protective equipment while carrying, pulling, pushing, lifting a variety of materials. In addition to physical stress, firefighters are exposed to emotional stress while performing rescue activities involving patients that are severely injured or deceased and while administering first aid/CPR involving profuse bleeding and vital signs absent. Often, the patients are known to the firefighters in smaller communities, adding to the stress load.

I have reviewed the contents of the Firefighter Position Profile prior to determining if the applicant is medically fit to perform the duties of a firefighter

Signature of Physician _____

Date _____



APPLICATION FOR THE POSITION OF VOLUNTEER FIREFIGHTER

Name (Last) _____ (First) _____ (Initials) _____

Address: _____ City: _____

Mailing address: (if different from above) : _____

Province: _____ Postal Code: _____

Home Telephone # _____ Business Telephone # _____

Cell Phone # _____ Provider _____ Email Address _____

Employment Requirements

Social Insurance Number _____

Driver's Licence Number _____

Criminal Record Check (vulnerable sector): Attached Received

MTO Drivers abstract: Attached Received

First Aid Certificate (HCP Level C required) Medical Attached (with proof of Hep B)

Education Attach additional pages of Education & Training as needed

High School / Vocational School / College / University

Name of Institution	Year Completed	Level Completed	Major/Specialization

Courses / Certificates / Specialized Skills / Trades (additional pages may be attached)

Description	Date

Employment Experience

Present Employer: Name: _____
 Address _____
 Date Employed: From: _____ To: _____
 Position Held: _____
 Supervisor's Name: _____ Phone: _____

Outline your duties/responsibilities: _____

May we contact the supervisor indicated above: Yes No

Previous Employer: Name _____
 Address: _____
 Date Employed: from: _____ to: _____
 Position Held: _____
 Supervisor's Name: _____ Phone: _____

Outline your duties/responsibilities: _____

May we contact the supervisor indicated above: Yes No

Other Related Experience:

- Do you have previous firefighting experience?
 Yes # of Yrs. _____ Position _____ No
 If yes, explain _____

- Do you have any previous volunteer experience?
 Yes # of Yrs. _____ Position _____ No
 If yes, explain _____

Related Skills

Please complete this section even if a resume is attached. Please check the level of skill appropriate.

1. Some familiarity and competence.
2. Advanced or post-secondary courses.
3. Certificates or professional experience.

<u>Skill</u>	<u>Level</u>		
	1.	2.	3.
<input type="checkbox"/> Automotive Mechanic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Lineman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Electrical Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Electronic Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Radio Communications Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Rescue Procedures – Canadian Red Cross, St. John Ambulance, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Firefighting Practices and Terminology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Ontario Fire College OR			
- Community College, etc.			
<input type="checkbox"/> Pumps, Valves, Sprinkler Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Building Trades or Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Read Blueprints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Athletic or Sports Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Scuba Diving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ice Water/Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Confined Space Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> High Angle Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Urban Search and Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hazardous Materials Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> WHMIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Occupational Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Coaching/Teaching/Facilitation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Driver's Licence <input type="checkbox"/> Identify Class: _____			
<input type="checkbox"/> Have you had any experience or training in driving heavy vehicles? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<input type="checkbox"/> Have you any other special driving skills or training (e.g. accident avoidance, skid control, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Explain: _____

Do you have permission from your employer to leave your place of work immediately when your pager sounds? Yes No

Where is your current employer located? _____

Do you have a personal and reliable means of transportation to respond to fire alarms?

Yes No

List three references (other than relatives) and their phone numbers:

Please provide any additional information or skills you feel may be pertinent to this position:

I understand that any misrepresentation made by me in connection with this application will be sufficient cause for cancellation of the application, and if I have been employed, for termination from the Corporation. I authorize the Fire Chief to make such enquiries respecting the foregoing information as may be deemed necessary.

Date: _____ Signature of Applicant: _____

We thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act, R.S.O. 1990, c. M45 and, in accordance with Municipal Freedom of Information and Protection of Privacy Act, will only be used for candidate selection. The Townships of Tay, Tiny and Georgian Bay and the Towns of Midland and Penetanguishene are committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town or Township if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.



CONSENT WAIVER AND RELEASE FORM

TO: THE CORPORATION and the FIRE DEPARTMENT.

WHEREAS the Corporation and the Fire Department require that applicants for the position of Volunteer Firefighter be examined.

AND WHEREAS I, _____ have submitted to the Corporation and the Fire Department, my signed application for the position of Volunteer Firefighter, and have been informed that I am required to be examined for this position, and required to participate in a series of tests to demonstrate my strength, endurance and physical agility.

AND WHEREAS, the procedures to be followed during the said examination and said series of tests to demonstrate my strength, endurance and physical agility and have been fully explained to me;

NOW THEREFORE, I, for myself, my heirs, executors, administrators or assigns, hereby consent to and agree to be examined for the position of Volunteer Firefighter, and consent to and agree to participate in a series of tests to demonstrate my strength, endurance and physical agility and I for myself, my heirs, executors, administrators or assigns, hereby waive any and all claims against the Corporation and the Fire Department that I, my heirs, executors, administrators or assigns, or any of them now or hereafter can, shall, or may have, for, on account of, or because of any injury or damage that I may sustain because of, in connection with, or on account of said examination and said series of tests to demonstrate my strength, endurance and physical agility, and I, for myself, my heirs, executors, administrators or assigns, do hereby remise, release and forever discharge the Corporation and the Fire Department from any and all liability claims for damages, actions, suits and demands whatsoever, which I, my heirs, executors, administrators or assigns or any of them now or hereafter and without restricting the generality of the foregoing, for or by reason of any cause, matter or thing arising out of or resulting from my participation in said examination and said series of tests to demonstrate my strength, endurance and physical agility.

IN WITNESS WHEREOF I have hereunto set my hand and seal this ____ day of _____, 20__.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF

Applicant Name (Please Print or Type) _____

Applicant Signature _____

Witness Name (Please Print or Type) _____

Witness Signature _____

*****Note: This completed form and the Medical Examination Report MUST be received before applicant will be permitted to participate in the physical testing.*****

CANDIDATE APPLICATION CHECK LIST

The following 2 items are required to apply

1. **Application** (signed, dated and fully completed)

2. **Consent Waiver / Release Form**

(signed, dated by applicant and witness)

3. **Medical examination report (2 pages)**

(with attached Appendix A and required signature)

You do NOT require a signed medical form to apply. You will require the form to participate in the physical appraisal. It is recommended that you book your medical appointment in advance to ensure that you have the forms signed prior to the deadline.

4. **MTO 3 year Driver's Abstract**

The MTO Driver's Abstract fee is \$5

5. **Vulnerable Sector Search**

The Vulnerable Sector Search fee is \$25

You will require a letter from the Department you are applying to in order to request a Vulnerable Sector Search.

You do NOT require items 4 and 5 to apply. You may wait until you have been offered a position with a Department before obtaining them.