

THE CORPORATION OF THE TOWN OF GEORGINA



**VOLUNTEER FIRE FIGHTER
RECRUITMENT PROCESS**

July 2018



Dear Volunteer Fire Fighter Candidate:

Thank you for your interest in securing a position as a Volunteer Fire Fighter for the Town of Georgina.

This package contains the information necessary for submitting your application and outlines the Volunteer Fire Fighter Recruitment Process.

Please ensure that you meet all the requirements outlined prior to submitting your application and resume package. Only those candidates meeting the pre-requisite requirements will continue to the next stage of the recruitment process.

On behalf of the Corporation of the Town of Georgina, we wish you every success in your endeavour to join our team of Volunteer Fire Fighters.

Sincerely,

FOR THE TOWN OF GEORGINA

Beverly Moffatt

Beverley Moffatt
Director of Human Resources

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GEORGINA FIRE DEPARTMENT

VOLUNTEER FIRE FIGHTER RECRUITMENT PROCESS

OVERVIEW OF THE STAGES

1. JOB POSTING
2. INFORMATION/QUESTION SESSION
3. APPLICATION
4. FIRE FIGHTER PRE-QUALIFICATION EXAMINATION
5. INTERVIEWS WITH SELECTION COMMITTEE
6. REFERENCE CHECKS
7. MEDICAL ASSESSMENT/PHYSICAL FITNESS ASSESSMENT
8. APPOINTMENT

RECRUITMENT PROCESS

The procedure for selecting Volunteer Fire Fighters consists of the following:

Critical Dates

Job Posting/Now Accepting Applications for positions in Station 1-6 – 37 Snooks Road, Sutton and in Station 1-8 – 270 Pefferlaw Road, Pefferlaw

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|------------------------------|--|
| Saturday, September 8, 2018 | 9:00am – 10:30am
Information/Question Session
Keswick Fire Hall, Training Room
165 The Queensway South, Keswick, ON |
| Friday, September 28, 2018: | Closing deadline for applications at 12 noon |
| Friday, October 5, 2018: | Candidates selected to write the pre-qualification exam will be contacted |
| Wednesday, October 10, 2018: | Pre-qualification exam: 7pm – 9pm
Station 1-4 Training Room |
| October 15-17, 2018: | Candidates selected for interviews will be contacted |
| October 29-November 2, 2018: | Interviews will be held |
| Monday, November 5, 2018: | Reference Checks will be conducted |
| Saturday, November 10, 2018: | York University Fitness/Medical Testing
(Date and Time to be Confirmed) |
| November 12-16, 2018: | Offers will be made |
| Monday December 3, 2018: | Start Date |

At each step, successful candidates will proceed to the next step in the selection process. Only applicants moving to the next step will be notified.

STAGE ONE – JOB POSTING

Advertisements will be placed in local newspapers and the Town web site. The closing date for applications, as specified in the advertisement, will be adhered to.

STAGE TWO - INFORMATION PACKAGE

Information/Question Session – Saturday, September 8, 2018 - 9am-10:30am
Station 1-4, Keswick Fire Hall Training Room, 165 The Queensway South, Keswick, ON

STAGE THREE – APPLICATION

The successful candidate will meet the following criteria and **will supply all requested documentation** by noon on Friday, September 28, 2018, quoting file #2018-99 to Human Resources Office, 26557 Civic Centre Road, Keswick ON L4P 3G1 or email careers@georgina.ca

- Must be at least 18 years of age.
- Excellent communications skills, both written and verbal.
- Must have no criminal record unless a pardon has been granted under the *Criminal Record Act of Canada* and has not been revoked.
- Must possess a valid Ontario driver's licence class "G" in good standing. Successful candidates will be required to obtain their "DZ" licence within the first year of employment at their own expense.
- Have prescribed 20/30 uncorrected vision in each eye without corrective lenses, with color vision, depth perception and peripheral vision that is safe for Fire Fighters (York University Fitness/Medical Testing).
- Have prescribed normal unaided hearing – hearing thresholds no greater than 30 decibels in each ear at 500 Hz, 1000 Hz and 2000 Hz, and no significant loss in higher frequencies (York University Fitness/Medical Testing).
- Pre-Service Firefighting Certificate and/or NFPA Level I and Level II Certification and 472 Haz Mat Certification is not required but preferred.
- Availability to attend emergency calls during days, nights, weekends and statutory holidays. Ability to work extended hours when required as a result of emergency responses.
- Available to regularly attend scheduled training events which may be scheduled during weekends.

Please submit the following documents with your application:

- Cover Letter and Resume
- Photocopy of a valid Ontario Secondary School Diploma or equivalent
- Photocopy of any post-secondary education certifications/diplomas/licences
- Photocopy of a minimum Class "G" valid Ontario Driver's Licence
- A current, clean Driver's Licence abstract dated no earlier than July 1, 2018
- An original Police Vulnerable Sector Check with seal, dated no earlier than July 1, 2018.

Note: Failure to include any of the above requested information will result in immediate disqualification of the application without notice to the candidate. No exceptions or extensions will be granted.

STAGE FOUR - FIRE FIGHTER PRE-QUALIFICATION EXAMINATION

Candidates who meet the requirements outlined in stage three will be invited to attend a Volunteer Fire Fighter Pre-Qualification Examination.

STAGE FIVE - INTERVIEWS WITH SELECTION COMMITTEE

The interview is intended to further assess the candidate's suitability for the Volunteer Fire Fighting position. Candidates selected to proceed will be invited to attend an interview with the Selection Committee.

Candidates are required to bring three (3) work related sources from which references may be obtained.

STAGE SIX - REFERENCE CHECKS

Those candidates who successfully complete Stage Five - Interview with the Selection Committee, will undergo a reference check.

STAGE SEVEN – MEDICAL ASSESSMENT/PHYSICAL FITNESS ASSESSMENT

As well as being physically fit, a Volunteer Fire Fighter must also be free of any medical condition that could affect the health and safety of the public or fellow Fire Fighters. Candidates at this stage will be required to undergo a physical fitness and medical assessment at York University and a physician conducted pre-employment medical assessment by a qualified medical practitioner. The candidate will be required to sign a release permitting the results of the testing to the Town of Georgina. **The cost of the Physical Testing and Medical Assessment will be the responsibility of the candidate.**

STAGE EIGHT - APPOINTMENT

The Human Resources Office will contact the successful candidate(s) with an offer of position. Upon verbal acceptance by the successful candidate(s), written confirmation of the offer will be forwarded. The individual will sign the letter acknowledging their acceptance of the conditions for a Volunteer Fire Fighter position and return it to the Human Resources Office, together with their original Police Vulnerable Sector Check with seal, dated no earlier than November 1, 2018.

**VOLUNTEER FIRE FIGHTER RECRUITMENT
PRE-QUALIFICATION EXAM**

All candidates that qualify to write the exam will be notified by
Friday, October 5, 2018

Date: Wednesday, October 10, 2018

Time: 7:00pm – 9:00pm

Location: Station 1-4 Training Room
165 The Queensway South, Keswick, ON

The Examination will be based on NFPA FF Level I Fire Fighting knowledge and general aptitude.

NOTE: You must bring Photo ID to the examination (i.e. Driver's Licence) along with your own pens and/or pencils.