



Volunteer Fire Fighter Recruitment Guide

SATISFACTION THAT COMES FROM HELPING OTHERS

PRIDE OF PROFESSIONALISM

These are only two of the reasons that make the **VOLUNTEER FIREFIGHTER** position so much more than just another job.

As a volunteer firefighter with the Grey Highlands Fire & Emergency Services you will face new and challenging situations unlike any other job. You will fight fires, perform rescues, administer first aid, deal with hazardous materials, protect property and possibly be instrumental in saving lives.

If you are physically fit, enjoy learning, work well with others and enjoy helping others, then you are a potential candidate for a volunteer firefighter position with the Grey Highlands Fire & Emergency Services.

Read this guide carefully and if you feel you have what it takes to become a part-time firefighter, complete and return an application.

GREY HIGHLANDS IS AN EQUAL OPPORTUNITY EMPLOYER

ELIGIBILITY CRITERIA

VOLUNTEER FIREFIGHTER

To be eligible for consideration as a volunteer firefighter with the Grey Highlands Fire & Emergency Services you must:

- 1) Live within 8 km of the station to which you would be assigned. Because time is critical in responding to emergency incidents, it is not considered feasible to have firefighters living beyond this distance. Those living less than 5 km from the station will be given preferential consideration. Those employed in the area of the station to which they are assigned that receive written consent from their employer to respond to calls during daytime hours will also be given preferential consideration.
- 2) Valid Class 'D' Driver's Licence with 'Z' endorsement and a clean driver's abstract. ***(Successful applicants who do not currently hold an Ontario***

Class 'D' driver's licence with 'Z' endorsement must obtain same during their probationary period and are responsible for all associated costs).

Note: successful applicants receiving a conditional offer of employment are required to provide a current Drivers' Abstract. A Drivers' Abstract indicating poor driving habits may result in the conditional offer of employment being withdrawn.

- 3) Have a Grade 12 Diploma or the education equivalent. The Grey Highlands Fire & Emergency Services policy for recognized equivalent education is outlined on the following page.
- 4) Understand and be able to communicate clearly in English - both oral and written.
- 5) Be in good health and be capable of handling intense sustained physical effort.
- 6) Successful applicants receiving a conditional offer of employment are required to provide a current Criminal Records Search Vulnerable Sector completed by the Ontario Provincial Police or other police service acceptable to Grey Highlands Fire & Emergency Services. The results of the Criminal Record Search may be cause for the conditional offer of employment to be withdrawn.

GREY HIGHLANDS FIRE & EMERGENCY SERVICES POLICY - RECOGNIZED GRADE 12 EQUIVALENCY

Applicants offered a position with Grey Highlands Fire & Emergency Services requiring a minimum Grade 12 or equivalent education must verify their education level prior to commencing any duties and/or training. **It is preferred however, that documentation be provided with your application.**

Acceptable education verification documents include:

- (a) Grade 12 - the applicant is required to produce a diploma or transcript from an Ontario Secondary School for the Grade 12 diploma.
- (b) Equivalent Education
 - 1) the applicant is required to produce a transcript confirming the number of secondary school credits that he/she has earned to date.
 - 2) additional education credits will be awarded on receipt of verification of adult education courses completed on the following basis:
 - 1 credit for every community college/secondary school course or combination of courses totalling 110 hours of study;
 - 1/2 credit for every Ontario Fire College course or combination of courses totalling 40 hours of study;
 - 1/2 credit for every Community College fire science/technology course or combination of course totalling 40 hours of study;
 - 2 credits for every period completed in a recognized apprenticeship program leading to an Ontario Trades Certificate.

- 3) maturity credits will be awarded on the basis of 2 credits for each full year of age beyond the applicant's 19th birthday to a maximum of 12 maturity credits.
- 4) applicants with out-of-province or out-of-country education qualifications will be assessed using the guidance and criteria of the Ontario Ministry of Education.

Any applicant with a total of 30 or more credits from any combination of the recognized sources will be considered to have the equivalent of Grade 12.

VOLUNTEER FIREFIGHTER SELECTION PROCESS

Step 1:

When you apply to become a volunteer firefighter, your application is reviewed by the Chief Officers of the Service. If you are considered to have the basic qualifications specified under "**Eligibility Criteria**" in this guide, you will be notified prior to the next scheduled testing date.

Step 2:

Qualified applicants will be invited to attend an Orientation Program designed to provide you with a detailed description of the tests used by the Grey Highlands Fire Service and answer any questions you may have about any aspect of the selection process.

Step 3:

Qualified applicants will be required to participate in the aptitude tests designed to assess your aptitude to be a firefighter. The tests include a written aptitude test and a physical aptitude test.

The written aptitude test measures your ability to understand written and/or verbal information, your technical and mechanical aptitude, and your reading, reasoning and mathematical skills.

The physical aptitude tests assess your ability to perform the physically demanding tasks firefighters are required to do.

Step 4:

Having successfully completed the two aptitude tests, the applicant will be invited to attend an interview with a selection panel of Officers.

Step 5:

Those considered to be suitable candidates by the selection panel will be required to successfully complete a health and medical fitness evaluation administered by a physician appointed by the Fire Service.

Step 6:

Those candidates who are considered medically fit by the physician will be required to sign an authorization allowing the Fire Service to confirm the candidate has no driving or criminal convictions that would negatively affect their eligibility as a firefighter. At this time verification documents of education qualification must also be provided if not done previously.

Step 7:

Those candidates who are successful in the first six steps will be offered positions as probationary firefighters and embark on a one year training program.

The candidates will be assessed throughout their training program and those considered suitable will be appointed to the ranks of the part-time firefighters at the end of their probationary period.

**APPLICANTS WHO DO NOT ATTEND THE REQUIRED TESTS AS SCHEDULED
WILL
NOT BE CONSIDERED**

Assessing the numerous applicants is a very time consuming and costly undertaking for the Service. Therefore, other commitments and responsibilities of individual applicants are not considered in scheduling tests. If you are not available at the date and time of the test you may reapply to participate in the process next year.

**CONDITIONS OF EMPLOYMENT
(Prior to Completion of the Probation Period)**

VACCINATIONS:

Firefighters are called upon to provide emergency medical treatment to people involved in fires, accidents and a host of other conditions. For the protection of our staff, the Service has established an injury prevention policy that requires staff to be

vaccinated against specific diseases. The diseases against which staff is vaccinated were established in consultation with medical experts.

Probationary firefighters are required to participate in the vaccination program as specified by Fire Services policy prior to the completion of their probationary period.

TESTING FOR DISEASE:

Firefighters contracting a communicable disease as a result of exposure to a chemical or biological hazard during the performance of their duties are entitled to compensation, as they would be for any other job-related injury. It is however, potentially very difficult to establish that the exposure was job-related. To reduce this problem as much as possible, the Fire Service requires that initial base line tests be done to establish exposure to the disease prior to the firefighter being hired.

Probationary firefighters are required to participate in the tests as specified by Fire Service policy prior to the completion of their probationary period.

Testing positive for a particular disease would not, in most cases, preclude the probationary firefighter from being hired. It may, however, have significant ramifications on the firefighter's status to claim compensation for a job-related injury. The Physician performing the tests will detail the ramifications for the individual.

Note:

The results of all tests conducted are considered confidential information between the Physician and the firefighter and handled accordingly.

TRAINING:

Specific components of the firefighter training program are required to be completed by the probationary firefighter ***prior to the completion of their probationary period.*** Failure to complete the required training will result in the extension of the probationary period or may result in dismissal from the department. The circumstances or justification for training not being complete will be considered.

WHAT IS IN IT FOR YOU

JOB SATISFACTION:

The greatest reward received by the part-time firefighter is the satisfaction and sense of personal fulfillment that comes with knowing you perform a service to the community that **few others could or would do.**

Challenging yourself to face serious problems often at the risk of your own safety, while working with others, as a team to save life and property is an experience you will long remember. **However, being a firefighter is not for everyone.** It is often

a very dirty, demanding job but for those who have what it takes, it is a job like no other.

REMUNERATION:

The fire fighters in Grey Highlands are part-time (paid-on-call) employees of the Municipality. Each firefighter who responds to an alarm receives remuneration from the Municipality at the rate established annually. Firefighters also receive remuneration for attending training sessions and courses on a similar basis.

WORKPLACE SAFETY INSURANCE:

Volunteer firefighters, as municipal employees, are provided with Workplace Safety Insurance. The benefit paid to an injured firefighter in the event of lost time from work is the maximum amount payable as established by the Workplace Safety and Insurance Board.

The municipality does not, however, guarantee employment for volunteer firefighters who lose their full-time job as a result of injuries received while performing firefighter duties.

Note:

Firefighters, unlike most employees, DO NOT have the right to refuse or stop work where they consider their health or safety is in danger.

INSURANCE:

Volunteer firefighters receive a group insurance benefits paid by the Municipality. The plan currently in place through VFIS provides life insurance as well as some injury and disability insurance protection. You will not qualify for any benefits or pension plans and are not considered full time employees.

CLOTHING:

Volunteer firefighters are supplied with personal protective clothing in accordance with the Occupational Health and Safety Act and department policy.



APPLICATION FOR EMPLOYMENT

Position: Firefighter ☐ Support Services ☐

Personal information on this form is collected under the authority of the Municipal Act, 2001 (S.O. 2001, C.25), and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Clerk, Municipality of Grey Highlands.

PLEASE PRINT ALL INFORMATION

PERSONAL RESUME IS ATTACHED ☐ YES ☐ NO

Last Name: _____ First: _____ Init.: _____

Address: _____ Apt./Unit: _____

Municipality: _____ Postal Code: _____

Telephone: _____ Cell: _____ E-mail: _____

Are you between the ages of 19 and 65? ☐ YES ☐ NO

Are you presently employed? ☐ YES ☐ NO

Are you legally entitled to work in Canada? ☐ YES ☐ NO

Education:

Level	Graduate	Diploma / Certificate Available If Requested
Junior High School (Grade 8)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Secondary (High) School	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
College	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
University	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Other Education: _____

Employment History:

Complete your employment history beginning with your present or most recent employer

Employer / Company Name	Address	Term of Employment
_____	_____	FROM _____
	_____	TO _____
Your Position	Your Duties	Reason For Leaving
_____	_____	_____
Immediate Supervisor's Name	Immediate Supervisor's Title	
_____	_____	
Employer / Company Name	Address	Term of Employment
_____	_____	FROM _____
	_____	TO _____
Your Position	Your Duties	Reason For Leaving
_____	_____	_____
Immediate Supervisor's Name	Immediate Supervisor's Title	
_____	_____	
Employer / Company Name	Address	Term of Employment
_____	_____	FROM _____
	_____	TO _____
Your Position	Your Duties	Reason For Leaving
_____	_____	_____
Immediate Supervisor's Name	Immediate Supervisor's Title	
_____	_____	

MAY WE CONTACT ANY OF THE ABOVE FOR REFERENCE PURPOSES? ☐ YES ☐ NO

IF YES PLEASE CONFIRM WHICH WE MAY CONTACT ☐ ALL ☐ 1ST ☐ 2ND ☐ 3RD

Related Skills:

CHECK APPROPRIATE LEVEL:

1. Some familiarity and competency
2. Advanced amateur or post secondary courses
3. Certification or Professional Experience.

	1	2	3
Auto Mechanic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Tradesperson (Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Blueprint Reading/Drafting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coaching/Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric Lineperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firefighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pumps/Valves/Sprinkler Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio Communication Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rescue Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCUBA Diving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cardio Pulmonary Resuscitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you hold a valid Ontario Drivers License? ☐ YES ☐ NO

Drivers License Class _____ 'Z' Endorsement ☐ YES ☐ NO

Drivers' License Number _____

Training or Experience Operating Heavy Equipment? ☐ YES ☐ NO

Previous Firefighter Experience:

☐ YES ☐ NO

If yes, outline type of duties:

Number of years/months:

Previous Military or Police Experience:

☐ YES ☐ NO

If yes, outline type of duties:

Number of years/months:

Previous EMS Experience:

☐ YES ☐ NO

If yes, outline type of duties:

Number of years/months:

Previous Volunteer Experience:

☐ YES ☐ NO

If yes, outline type of duties:

Number of years/months:

Specify: _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that if I am employed, falsified statements on this application shall be sufficient cause for dismissal.

Date _____



Records Search Authorization

I, _____ have been offered a position as a recruit
(Print Name)

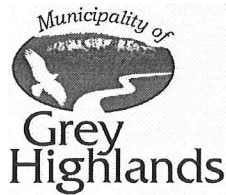
volunteer fire fighter and hereby authorize the Municipality of Grey Highlands Fire & Emergency Services to review the provided Driver's Abstract records search for the purpose of confirming my suitability as a candidate. I recognize information not disclosed during the interview process or indication of poor or dangerous driving habits may result in the offer of employment as a recruit volunteer firefighter to be withdrawn.

Once employed by the Municipality, I authorize the Municipality of Grey Highlands Fire & Emergency Services to request a Driver's Abstract records search at their discretion and staff's expense to confirm the status of my driving records on an on-going basis. I recognize Fire Service members are expected to lead the community in setting examples for attention to safety and indication of poor or dangerous driving habits may be grounds for action in accordance with Fire & Emergency Services Policy up to and including dismissal.

I understand the Driver's Abstract records will be used for Fire Services purposes only and will be held in confidence in accordance with provisions of the Freedom of Information and Right to Privacy legislation.

Signature: _____

Date: _____



Fire & Emergency Services Records Search Authorization

I, _____ have been offered a position as a recruit
(Print Name)

volunteer fire fighter and hereby authorize the Municipality of Grey Highlands Fire & Emergency Services to review the supplied criminal records check for the purpose of confirming my suitability as a candidate. I recognize information not disclosed during the interview process or a history deemed to unsuitable for a Fire Service employee may result in the offer of employment as a recruit volunteer firefighter to be withdrawn at the discretion of Municipality of Grey Highlands Fire & Emergency Services management.

I understand the records will be used for recruitment purposes only and will be held in confidence in accordance with provisions of the Freedom of Information and Right to Privacy legislation.

Signature: _____

Date:
