



# ***SOUTH DUNDAS FIRE & EMERGENCY SERVICES***

---

## ***RECRUITMENT & ORIENTATION PACKAGE***

*Revised August 2017*

## **South Dundas Fire & Emergency Service**

### **Probationary Firefighter**

The South Dundas Fire & Emergency Service is comprised of one full time Director of Fire & Emergency Services (Fire Chief), a part time Assistant Coordinator and up to sixty-six paid on call firefighters operating from three stations across the municipality. We serve 537 square kilometers and just approximately 11,000 residents.

To be considered a candidate for probationary firefighter, applicants must live and/or work in the municipality. Candidates who live and/or work in the municipality that can leave their place of employment to attend emergencies are preferred as a probationary firefighter.

A firefighter's primary goal is to protect lives and property. This requires them to respond to calls for emergency assistance which may include fires, medical emergencies, motor vehicle accidents, water/ice rescue, hazardous material incidents and natural disasters.

Training is an essential part of being an effective firefighter. In addition to undergoing an initial 40 -hour recruitment training course, each member is expected to attend a minimum of two to six hours of training per month once recruitment training is successfully completed. There are also numerous specialty training opportunities held at various locations and times during the year.

In addition to emergency responses and training, our firefighters participate in many local events, festivals, fund raising and other public relation events.

Taking on the challenge of becoming a probationary firefighter requires a significant commitment but the experience of being an active member within your community is also most rewarding. Probation will last for one year from your hire date.

## **RECRUIT REQUIREMENTS AND JOB SKILLS**

### **Recruit requirements:**

*Must have a minimum of a Secondary School education.*

*Must be at least 18 years old.*

*Must submit the results of a current Vulnerable Sector police records check.*

*Must submit a current MTO driver's abstract.*

*Must submit a completed Physical Examination Report.*

*Must be able to attend the 40-hour recruit training program and regularly scheduled training.*

*Must live or work within the municipality.*

*Must have a valid Ontario Driver's License and have a vehicle at his/her disposal.*

*Must be legally entitled to work in Canada.*

Your decision to apply should not be made lightly. Careful consideration should be made of the many factors associated with becoming a firefighter, this should be a family decision.

### **Job Skills:**

*Must be a team player, be able to take direction and be in good physical condition.*

*Be able to work from heights and while standing on ladders.*

*Be able to work in restricted spaces and wear a self-contained breathing apparatus.*

*Be able to be an active participant at medical emergencies.*

*Be able to control emotions at emergency calls.*

## **TAKING UP THE CHALLENGE**

### **Job Requirements:**

*Without restricting the general nature and scope of the duties assigned, the following points are illustrative examples of work that may be expected of a probationary firefighter.*

*Attends regularly and promptly all meetings and training sessions.*

*Abides by South Dundas Fire & Emergency Service policies and procedures.*

*Attends regularly and promptly when the alarm is sounded.*

*Raises and climbs ladders, performs rescues, uses self-contained breathing apparatus and other firefighting and safety tools and equipment.*

*Searches for and rescues persons in danger and administers first aid to the injured.*

*Ventilates premise to release heat/smoke, places salvage covers to prevent water damage.*

*Returns to the fire station after calls and assists in the cleaning of equipment and making the apparatus and equipment ready for the next alarm.*

*Cleans and maintains protective equipment and ensures it is ready for use*

*Willingly participates in training activates and serves on committees as appointed.*

*Completes our DZ License Driver Training Program.*

*Drives and operates motorized firefighting apparatus.*

## **CANDIDATE HIRING PROCESS**

**The application and hiring process follows the steps as outlined:**

1. Candidate's receives information package and application forms.
2. Candidate's completed application form is submitted to the Municipal Office.
3. Candidate's Application undergoes a 7-stage process:

**Stage 1** - Orientation session with spouse/partner.

**Stage 2** - Aptitude Test

**Stage 3** - Medical Examination

**Stage 4** - Physical Testing in full firefighting gear:

- a) Climbing an extension ladder
- b) Coupling and uncoupling a hose connection
- c) Search an area with a SCBA and darkened face mask.
- d) Hoist & Lower roll of hose
- e) Advance a hose line
- f) Dummy drag

**Stage 5** - Drivers Abstract

**Stage 6** - Vulnerable Sector police records check

**Stage 7** - Interview

4. Offer of employment is made by the Fire Chief.
5. Candidate attends and successfully completes recruitment training over a three-month period that includes weekends.

---

---

We want to acknowledge the effort every applicant puts into the pursuit of being a firefighter and the desire each possess to assist in the protection of the Community.

**THANK YOU FOR CONSIDERING JOINING  
THE FIRE DEPARTMENT**

---

---

***Municipality of South Dundas  
Fire & Emergency Services Recruitment & Orientation Package***

---

*Municipality of South Dundas  
Fire & Emergency Services Recruitment & Orientation Package*

## MEDICAL EXAMINATION REPORT

### Applicant Information

Name: (Last)  (First)  (Initials)   
Address:   
City  Province:  Postal Code:

### Physician Information

Name: (Last)  (First)  (Initials)   
Address:   
City  Province:  Postal Code:   
Business Telephone:

### To be completed by the Physician

Is the applicant prescribed any medications that may affect his/her performance of duties as a Firefighter?

Yes       No

Is the applicant medically fit to perform the duties of a Firefighter?

Yes       No

***NOTE - The applicant has been provided with a Probationary Firefighter Job Specification for the assistance of the physician.***

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.

Signature

Date

***Municipality of South Dundas  
Fire & Emergency Services Recruitment & Orientation Package***

---



**Municipality of South Dundas  
Fire & Emergency Services Recruitment & Orientation Package**

**APPLICATION FOR THE POSITION OF PROBATIONARY FIREFIGHTER**

Name: (Last)  (First)  (Initials)

Address:

City  Province:  Postal Code:

Home Phone:  Business Phone:

Cell Phone:  E Mail

**Employment Requirements**

Social Insurance Number:

Driver's License Number:

Criminal Record Check Attached  Received

**Education** - Attach additional pages of Education & Training as needed

**High School / Vocational School / College / University**

Name of Institution	Year Completed	Level Completed	Major / Specialization
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Courses / Certificates / Specialized Skills / Trades**

Name of Institution	Date
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Municipality of South Dundas**  
**Fire & Emergency Services Recruitment & Orientation Package**

---

**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  No  
If yes, # of years  Position:   
If yes, explain:

Do you have previous military or police service?  Yes  No  
If yes, # of years  Position:   
If yes, explain:

Do you have previous volunteer experience?  Yes  No  
If yes, # of years  Position:   
If yes, explain:

**Municipality of South Dundas**  
**Fire & Emergency Services Recruitment & Orientation Package**

**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 amateur or post-secondary courses.
3. Certificates or professional experience.

Skill	Level 1	Level 2	Level 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 OR St. John's Ambulance, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Firefighting Practices and Terminology - Ontario Fire College OR - Community College, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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"/> First Aid Course <input type="checkbox"/> Hold current certificate? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> Driver's License <input type="checkbox"/> Identify Class: <input style="width: 150px; height: 15px;" type="text"/>			
<input type="checkbox"/> Have you had any experience or training in driving heavy vehicles? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> Have you had 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 the fire alarm sounds?  
 YES  NO

**Municipality of South Dundas**  
**Fire & Emergency Services Recruitment & Orientation Package**

---

Do you have a personal 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: 

--

**Municipality of South Dundas  
Fire & Emergency Services Recruitment & Orientation Package**

**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 Probationary Firefighter be examined.

**AND WHEREAS** I,  have submitted to the Corporation and the Fire Department, my signed application for the position of Probationary 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 Probationary 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)	<input type="text"/>
Applicant Signature	<input type="text"/>
Witness Name (Please Print or Type)	<input type="text"/>
Witness Signature	<input type="text"/>