



Norfolk County Fire Department Volunteer Firefighter Application Process

**Applications must be Returned
by 4:30 P.M. on Friday, August 17th, 2018**

to

Norfolk County Human Resources & Staff Development
185 Robinson Street, Suite 300,
Simcoe, ON, N3Y 5L6 519-426-5870

The application process for volunteer firefighters is designed to help candidates understand the degree of skill, commitment, and personal character required to be a successful volunteer firefighter. **For further information, attend one of the two sessions to be held** - Thursday, July 19th at the Langton Community Center, 22 Albert Street or Thursday, July 26th at Fanshawe College, 634 Ireland Road in Simcoe. Both sessions begin at 7 pm. Families welcome.

Please read carefully prior to completing your application:

- All successful candidates will be expected to complete a mandatory recruit training program. As a recruit, you need to be aware that this training consists of a self-study program accompanied with classroom participation one weekend a month for six (6) months.
- Selected volunteer firefighters will be assigned to the fire station nearest to their home address.
- To have your application considered you must complete the application form in its entirety and the information must be accurate to the best of your knowledge.
- Your application **MUST INCLUDE** a completed Vulnerable Sector Check obtained by taking the letter supplied in this package to the Ontario Provincial Police.
- Your application **MUST INCLUDE** the completed authorization for a Drivers Abstract Check.
- Completed applications need to be placed in a sealed envelope, addressed "**Firefighter Application**" and delivered to the Human Resources & Staff Development Department at 185 Robinson Street Suite 300, Simcoe by the application deadline.

Firefighting positions are voluntary. Your time responding to emergencies, training, and certain activities is reimbursed.

The selection process to full membership consists of the following steps:

- 1) Submission of application, drivers abstract consent and vulnerable sector check by **August 17th, 2018**
- 2) Written aptitude test. Provide accommodation needs prior to test day.
- 3) Physical and mental abilities test.

TESTING will be offered on two weekends. You **MUST** attend **ONE** of these testing dates:

SATURDAY, SEPTEMBER 22nd OR SATURDAY, SEPTEMBER 29th

- 4) Individual candidate interview.
- 5) Submission (upon request) of Medical Information.
- 6) Offer of membership to selected candidates with a minimum one year probationary period.
- 7) **Mandatory attendance at an orientation session Saturday, March 2nd, 2019.**
- 8) Successful completion of a mandatory six month recruit training program.
- 9) Obtaining a DZ driver's license within 3 years of date of hire.

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The Corporation of Norfolk County is an equal opportunity employer.
Accessibility accommodations are available for all parts of the recruitment process.
Applicants need to make their needs known in advance of aptitude testing day.

PERSONAL INFORMATION:

Surname: _____ Given Name (s): _____ Initial: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Street Address of Residence: _____

Community: _____ Postal Code: _____

Mailing Address: _____ Same as Above

Community: _____ Postal Code: _____

How long have you lived at your current address? _____

If less than 2 years, where did you reside previously? _____

Community: _____ Postal Code: _____

Have you written and successfully passed the Firefighter applicant
 aptitude test within the last year? Yes No

DECLARATION:

Read the following carefully. Please sign and date below.

I hereby declare that the foregoing information is true and complete to the best of my knowledge. I understand that a false statement may disqualify me from membership in the fire department, or if I become a member may be cause for my dismissal.

Signature: _____ Date: _____

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Privacy Act and Norfolk County Policy CSD-03 and will be used only for employment assessment purposes as a volunteer firefighter in the Norfolk County Fire Department. Questions about this collection should be directed to the Fire Chief at 95 Culver Street, Simcoe Ontario, N3Y 2V5. Tel: 519-426-5870.

VOLUNTEER FIREFIGHTER APPLICATION

GENERAL INFORMATION:

Are you legally eligible to work in Canada? Yes No

Are you at least 18 years of age? Yes No

Do you have a valid driver's license? (Minimum of "G" required) Yes No

Type: _____

Do you own a motor vehicle that is available to you at all times? Yes No

Do you live in Norfolk County? Yes No

Applicants will be assigned within their station district.

Will you be able to participate in weekly scheduled training sessions? If Yes No

no, explain: _____

Have you attached the Vulnerable Sector Check completed by the Ontario Provincial Police? Yes No

Have you attached the signed consent for Norfolk County to check your driver's abstract? Yes No

It is important that your employer is aware you have applied to be a volunteer firefighter, as it may require you to be away from your employment at various times (depending on your schedule).

Have you spoken with your employer regarding applying for this position? Yes No

Will your employer allow you to leave work to attend emergencies? Yes No

If no, explain: _____

Please provide any other details that should be considered when reviewing your daytime or evening availability or clarify your home/work location.

When not at work do you remain local and will you be available to attend emergencies?

always (90%) usually (75%) sometimes (50%) seldom (25%)

Explain: _____

VOLUNTEER FIREFIGHTER APPLICATION

EDUCATION / EXPERIENCE: (Please describe the level of education you have completed to date and provide relevant documentation).

Secondary School Education Grade Achieved: _____

Business, Trade, or Technical School: _____

Name of Program: _____ Length of Course: _____

License, certificate, or diploma awarded? Yes No

Community College: _____

Name of Program: _____ Length of Course: _____

License, certificate, or diploma awarded? Yes No

University: _____

Name of Program: _____ Length of Course: _____

Degree awarded? _____ Yes No

Please describe any other skills, licenses, tickets, experiences or training that is relevant to this application:

VOLUNTEER EXPERIENCE (FIRE OR OTHER):

Name of volunteer organization: _____

Date Started: _____ Date Ended: _____

Your duties and responsibilities: _____

Name of volunteer organization: _____

Date Started: _____ Date Ended: _____

Your duties and responsibilities: _____

Name of volunteer organization: _____

Date Started: _____ Date Ended: _____

Your duties and responsibilities: _____

VOLUNTEER FIREFIGHTER APPLICATION

EMPLOYMENT: (May attach resume to compliment information stated below)

Name of current or last employer: _____

Employer's mailing address: _____

Street address of your work location: _____

Date Started: _____ Date Ended: _____

Job Title: _____ Reason for leaving: _____

Your duties and responsibilities: _____

What is your work schedule? _____

Can we contact this employer? Yes No

Employer #2 Name of employer: _____

Employer's mailing address: _____

Street address of your work location: _____

Date Started: _____ Date Ended: _____

Job Title: _____ Reason for leaving: _____

Your duties and responsibilities: _____

Can we contact this employer? Yes No

Employer #3 Name of employer: _____

Employer's mailing address: _____

Street address of your work location: _____

Date Started: _____ Date Ended: _____

Job Title: _____ Reason for leaving: _____

Your duties and responsibilities: _____

Can we contact this employer? Yes No

OTHER INFORMATION: If you have any additional information that you feel is relevant, you may provide it here or on attached sheet (s) such as a resume. If using an attached sheet (s) please place your name and date on every sheet.



Form FO-07
Revised June 2018

Date: _____

Ontario Provincial Police
P. O. Box 738
548 Queensway West
Simcoe, Ontario
N3Y 4T2

Re: Criminal Record Check

The following potential employee/volunteer has been referred to your office to have a "Criminal Record Check" as a requirement of their employment with Norfolk County.

Name: _____

Position: Volunteer Firefighter

The employee/volunteer will require the following:

_____ O.P.P. "Criminal Record Check/Police Record Check"
(Police Record Name Check Information)

O.P.P. "Vulnerable Sector Check"

Thank you for your assistance.

Yours truly,

A handwritten signature in blue ink, appearing to read "Yakov Sluchenkov".

Yakov Sluchenkov
General Manager
Employee and Corporate Services Division

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HR-22 Appendix B Driver's Abstract Form

APPLICANT NAME: _____

DIVISION: _____ Community Services _____

POSITION: _____ Volunteer Firefighter _____

LICENCE CLASS: _____

DRIVER'S LICENCE NUMBER:

					-						-					
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Licence Expiry Date: _____

I understand that my position at Norfolk County requires a valid driver's licence and, as such, the Human Resources and Staff Development Department reserves the right to check the validity of my licence at any point during the recruitment process and/or potential employment.

DATE: _____

SIGNATURE: _____

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THE CORPORATION OF NORFOLK COUNTY – POSITION DESCRIPTION

Title: Volunteer Firefighter

Division: Community Services

Department: Fire

Reports To: Captains, Deputy District Chiefs, and District Chiefs

Date Effective/Revised: June 2018



Scope of Position:

Perform firefighting and emergency response duties under the broad supervision of the Captains, Deputy District Chiefs and District Chiefs. Lectures, exercises, practice drills, and other forms of training are an integral and ongoing part of the job.

Knowledge and Experience:

- Work in accordance with established policies, operational guidelines (such as the Occupational Health and Safety Act), and any other relevant legislation or orders.

Skills and Abilities:

- The ability to deal with the public in a polite, sympathetic and efficient manner, regardless of how frustrating or unnerving the situation may be.
- The volunteer firefighter should be able to speak in a clear, articulate manner.
- The ability, if required, to make decisions and work without supervision until an officer arrives on scene.
- Ability to obtain and maintain a valid CPR (HCP level) and standard first-aid qualification.
- Within 3 (three) years of date of hire, the ability to obtain and maintain a valid Ontario Class “D” driver license with the airbrake endorsement (Z).

Duties/Responsibilities:

- Respond safely to emergency situations and calls for assistance 24 hours per day, 7 days per week in accordance with attendance policies.

- Protect people, the environment, and property from all types of actions and emergencies.
- Enter burning or contaminated buildings, structures, and other areas to perform rescues and / or fight fires while wearing appropriate firefighting equipment as supplied by the fire department, and as directed by incident command.
- Apply proper firefighting and / or rescue techniques needed to control and / or extinguish fires and extricate / remove people.
- Minimize distress and suffering, including giving first aid / CPR before ambulance crews arrive; safeguarding your own and other people's personal safety at all times.
- Wear and properly use all appropriate equipment as supplied by the Norfolk County Fire Department.
- Operate and maintain all of the Norfolk County Fire Department's equipment.
- Co-operate with the police, paramedics, or other agencies when required.
- Notify District Chief of fire code and life safety matters.
- Must maintain a high degree of confidentiality at all times.
- Refrain from disclosing information to the news media or other persons without authorization from the Fire Chief.
- Will respect and follow the chain of command and follow all orders of superior ranking department officers during training, emergency response, or station activities.
- Shall not participate in any fire service operations / activity while under the influence of alcohol, illegal substances, and / or prescription drugs which cause impairment.
- May be assigned to act in the capacity of a captain, when qualified as an officer candidate through the captain promotional policy.
- Work closely with the local community to increase their level of fire safety awareness in order to prevent fires and accidents from occurring.
- Work closely with the local community to increase their level of fire safety awareness in order to prevent fires and accidents from occurring.
- Educate and inform the public to help promote fire safety (ex. Hall tours, assisting in a fire safety education program, the smoke alarm program)
- Communicate appropriately in accordance with established guidelines.

- May make recommendations to their company officer regarding operational procedures and equipment maintenance.
- Drive and operate firefighting and emergency equipment, as well as personal vehicles, safely and in accordance with policies and applicable legislation.
- Attend training sessions to maintain and upgrade firefighting skills in accordance with established policies and operational guidelines, and meet attendance requirements.
- Perform other related duties as assigned.

Mental Effort:

- Should be able to cope with a high level of stress, and perform all duties efficiently in an emergency situation.

Physical Activity:

- Maintain a level of physical fitness necessary to carry out all the duties of a firefighter.

Working Conditions:

- Manual work of a hazardous nature involving the fighting of fires, rescue work, and patient care that is generally performed under the direct supervision of fire officers.
- May involve working on weekends, holidays, and in all types of weather conditions.

The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

The above position description reflects the principle functions and duties as required for proper evaluation of the job. Other transient, emergency and unplanned duties can only be considered part of the job if they directly relate to these principle functions contained herein. No employee shall refuse to perform the aforesaid transient, emergency and unplanned duties.