

# Bradford West Gwillimbury Fire and Emergency Services

## 2019 Volunteer Recruitment Information Package

### General

Firefighting entails the combating, extinguishing and prevention of fire, and the saving of life and property.

A volunteer firefighter is responsible for performing various duties under emergency conditions frequently involving considerable hazard. Routine duties also include the maintenance of firefighting equipment and fire department property, and carrying out specific orders and directions received from superior officers. Considerable independence of judgment and action is allowed in circumstances of extreme urgency and where referral to a superior for instruction is not possible.

### Prerequisites

In order to be considered for a volunteer position with the Bradford West Gwillimbury Fire and Emergency Services, you must meet the following eligibility criteria:

- Must be at least 18 years of age
- Be legally entitled to work in Canada (must be either a Canadian citizen, permanent resident, landed immigrant, or hold a valid work permit)
- Must be able to understand and communicate clearly in verbal and written English
- Must have completed a minimum of grade 12 (or equivalent) as approved by the Ministry of Education

- Must have NO criminal records for which a pardon has not been granted under the Criminal Record Act of Canada
- Must possess a valid Ontario Driver's License Class "G" in good standing, Preference will be given to those with a Class "D" license with "Z" endorsement at the time of application. **All candidates will be required to obtain their "DZ" license within the first year of employment**
- Possess a Standard First Aid certificate (minimum), dated not more than 6 months prior to the date of application and maintained current throughout the recruitment process
- Possess a valid Basic Rescuer or Level "C" CPR certificate (minimum), dated not more than 6 months prior to the date of application and maintained throughout the recruitment process
- Have prescribed 20/30 uncorrected vision in each eye without corrective lenses, with colour vision, depth perception and peripheral vision that is safe for firefighters (this will be verified as part of the medical screening)
- 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 (this will be verified as part of the medical screening)
- Availability to attend emergency calls during days, nights, weekends, statutory holidays. Ability to work extended hours when required as a result of emergency responses.
- Must have a primary residence in Bradford West Gwillimbury.

## Recruitment Procedure

The procedure for selecting volunteer firefighters consists of the following:

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| Phase 1- Application Form due date              | June 19 <sup>th</sup> , 2019                    |
| Phase 2 - Written Examination/Medical Screening | TBD   |
| Phase 3 – Swim Test (Town of BWG)               | July 7 <sup>th</sup> , 2019                     |
| Phase 4 – Interviews                            | July 10 <sup>th</sup> & 11 <sup>th</sup> , 2019 |
| Phase 5 - Conditional Offer                     | Week of July 21 <sup>st</sup>                   |
| Start date – Commence of Employment             | August 7 <sup>th</sup> , 2019                   |

At each step, only the most qualified applicants will proceed to the next step in the selection process. Only applicants moving to the next step will be notified.

All offers of employment will be conditional based on the candidate successfully completing a clinical assessment prior to November 7<sup>th</sup>, 2019. Should candidates fail to take the clinical assessment, and/or fail to pass the clinical assessment prior to November 7<sup>th</sup>, 2019, their employment will be terminated.

## Phase 1 – Application Form

Applicants must complete accurately and in detail, the “Application for Position of Volunteer Firefighter” form.

Essential information that must be included:

- (a) a copy of proof of final academic standing (i.e., diploma, degree, etc.). The minimum requirement is successful completion of Grade 12 education (i.e., Ontario Secondary School Graduation Diploma or letter of equivalent standing from the Ontario Ministry of Education);
- (b) a copy of any trade or training certificate(s) the applicant may possess;
- (c) a copy of an Ontario Driver’s License and any driving course certificate(s) the applicant may possess. The minimum requirement is a valid Class “G” Driver’s License with a good driving record.
- (d) a copy of Standard First Aid and CPR-C certifications

**NOTE: Applications which are incomplete, or incorrectly filled out, will reduce or eliminate the applicant’s chances of advancing to the next step in the recruitment process. The Town of Bradford West Gwillimbury is not responsible for applications that may be delayed or lost in the mail.**

Applicants will be assessed in the following areas: education, related skills, driving experience and work experience.

Application and required documents must be submitted by **4:00 p.m, June 19<sup>th</sup>, 2019** to:

**Town of Bradford West Gwillimbury  
Human Resources Department  
125 Simcoe Road  
Bradford, Ontario L3Z 2A8**

**or e-mailed to [hr@townofbwg.com](mailto:hr@townofbwg.com)**

## **Phase 2 – Written Examination/Medical Screening (FESTI)**

Applicants selected to proceed to Phase 2 will be required to write the National Fire Select Test and complete the medical screening. Details of both of these components are available at <http://www.ofai.ca/step-four-candidate-testing>.

Candidate testing has will be scheduled for the week of June 24th. Should you advance to the testing phase of the recruitment process you will be provided with instructions on how to register for the written examination and the medical screening. All assessments are at the applicant's expense. The cost of the National Fire Select Test is \$65.00 and the cost associated with the medical screening is \$85.00.

Both the National Fire Select Test and the medical screening will be completed at the Fire and Emergency Services Training Institute (FESTI).

## **Phase 3 – Swim Test**

Applicants must also successfully complete a swim test. The Firefighter Applicant Swim Test is intended to determine whether or not you are able to save yourself in a water emergency. You will be required to swim 200 meters continuously (8 lengths of a 25 meter pool). You can use any combination of strokes, but you must keep making progress toward the end of the pool. If you tread water, stand up in the pool or grab (a push-off is OK) the end or side of the pool, the first time you will receive a warning and the second time you will receive a failure.

The following is the swim test information:

**Date:** Sunday, July 7<sup>th</sup>, 2019

**Time:** Please arrive before 3:00 p.m. for registration. Testing will commence at 3:00 p.m.

**Location:** 471 W Park Ave, Bradford, ON L3Z 0J3

### **Additional Information:**

Applicants will be required to sign a "Waiver of Liability" form which releases the Town of Bradford West Gwillimbury from liability for any injury which applicants may incur by participating in these tests.

## **Phase 4 – Selection Interview**

Applicants proceeding to phase 4 will be required to attend a personal interview before a selection board. Applicants will be assessed as to their personal suitability for employment as a volunteer firefighter.

Candidates will be required to bring the following documentation with them to the interview:

- Three references (preferably from present and/or past employers, and from immediate supervisors) for the purpose of obtaining reference information.
- Certificates, certifications and licenses.

As part of the recruitment process an official copy of a current criminal record search, including a vulnerable sector screening, will be required upon hire.

## **Phase 5 – Conditional Offer**

Conditional offers will be provided to the candidates based on the successful completion of phases 1 through 4 and on individual candidate rankings, at the sole determination of the Corporation.

All offers of employment will be conditional based on the candidate successfully completing a clinical assessment prior to November 7<sup>th</sup>, 2019. Should candidates fail to take the clinical assessment, and/or fail to pass the clinical assessment prior to November 7<sup>th</sup>, 2019, their employment will be terminated. Detailed information about the clinical assessment can be found at <http://www.ofai.ca/ofai-candidate-testing-services/clinical-assessment>.

Additional details about registration and the cost associated with the clinical assessment will be provided to successful candidates as part of a conditional offer of employment.

The volunteer recruit class will commence August 7<sup>th</sup>, 2019.