



Bradford West Gwillimbury Fire and Emergency Services

2024 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.

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 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 the ability to submit a satisfactory Vulnerable Sector Check.
- 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:

Phase 1- Application Process	September 13, 2024
Phase 2 – Aptitude and ESR Testing	Monday, September 23, 2024
Phase 3 – Interviews	October 8 & 9, 2024
Phase 4 –Fitness/Clinical Assessment	October 19, 2024
Phase 5 – Swim Test (Town of BWG)	October 20, 2024
Phase 6 - Conditional Offer	Week of November 18, 2024
Start date – Commence of Employment	January 2025

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.

Phase 1 – Application Process

Applicants must submit their application through the Applicant Tracking System by September 13, 2024 which can be located at www.townofbwg.com/careers.

Please do not drop off a hard copy of your application, they must be submitted through the system

Essential information that must be uploaded:

- a) Cover Letter and Resume that includes the following:
 - education
 - certifications
 - previous work experience (including dates of employment)
 - additional skills
- b) 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., Secondary School Graduation Diploma or letter of equivalent standing from the Ministry of Education)
- c) a copy of any trade or training certificate(s) the applicant may possess
- d) 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.
- e) a copy of Standard First Aid and CPR-C certifications

Phase 2 – Aptitude and ESR Testing (FSO)

Applicants will be required to complete the following testing components with Firefighter Services of Ontario.

CPS Aptitude Examination

Date: Monday, September 23, 2024

Time: 6:00pm

Location: Community Centre Auditorium – 125 Simcoe Road, Bradford

Cost: No cost to candidate

Emotional Stability and Resiliency Test

The ESR Test is completed online and must be completed by 4:00pm on Friday, September 27, 2024.

To learn more about the testing you can visit the FSO website at <https://www.fireontario.com/site/services>.

Already completed FSO testing?

Please email info@fireontario.com to confirm eligibility, testing requirements and application submission.

Phase 3 –Interviews

The interview panel will consist of Town of BWG Fire & Emergency Services and Human Resources representatives. The questions are situational and behavioural based and will probe your professional experiences in areas related to past experiences, the core competencies of a firefighter and our core values.

If you are selected for an interview you will be notified via email to book your timeslot.

Date: October 8 and October 9, 2024

Time: Between 2pm and 8pm

Location: Fire Hall – 77 Melbourne Drive

Phase 4 – Fitness/Clinical Assessment

Candidates who are selected during the interview process will be required to complete a physical fitness assessment and a physician conducted pre-employment medical at the **applicant's expense**.

Date: Saturday, October 19

Time: 8:30am

Location: York University – Fitness Facility, Rm 120, Norman Bethune College

Cost: \$360 (\$200 for the fitness and \$160 for the medical)

Fitness Assessment

Physical Fitness Assessment includes a general fitness assessment and job related physical performance tests including:

Laboratory Fitness

Body Composition
Trunk Flexibility
Sit-ups
Aerobic Fitness
(Treadmill Test)

Job-Related Performance Tests:

Acrophobia (ladder climb)
Hose carry/stair climb
Claustrophobia
(search confined area)
Simulated hose advance
Ladder lift
Victim drag
Rope pull

Other Tests:

Visual acuity
Hearing
Depth perception

If you have a fitness assessment that was performed at York within the last 6 months, you may use the results from this assessment or pay and complete another fitness test.

Applicants will be required to sign a "Waiver of Liability" form which releases the Town of Bradford West Gwillimbury and York University from liability for any injury which applicants may incur by participating in these tests. Applicants are ranked on the basis of overall physical fitness.

Clinical Assessment:

The pre-employment medical includes a general medical assessment and job related assessment including:

- Height must be proportionate to weight.
- Unaided vision in each eye must be 20/30 correcting to 20/20 with normal or safe colour vision
- 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

Phase 5 – 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, October 20, 2024

Time: 3:30pm

Location: 471 West Park Ave, Bradford, ON

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 6 – Conditional Offer

Successful candidates will receive a conditional job offer that is conditional upon;

- Satisfactory reference checks
- Providing a Vulnerable Sector Check that has been obtained within the last six (6) months, and is satisfactory to the Town
- A Ministry of Transportation Drivers abstract dated no earlier than the date of the conditional offer in good standing and satisfactory to the Town.

The volunteer recruit class will commence January 2025.