

# Firefighter Recruitment Orientation Guide



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Municipality of Sioux Lookout



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## **Foreword**

This orientation guide has been developed as a resource for those individuals who have indicated an interest in becoming a member of a Sioux Lookout Fire Service. Participation as a member of a fire service will bring personal rewards, satisfaction, raise self-esteem and give you a tremendous sense of accomplishment for a job well done.

Making a commitment to serve as a Firefighter is a serious decision. We ask that you take the time to read this orientation guide and get the facts regarding what is involved in being a member of the Fire Service.

**Candidates often underestimate the amount of time and effort required to be a successful firefighter.**

This orientation guide contains information on the Sioux Lookout Fire Service, training, participation requirements, the nature of our business, and answers the typical questions raised by prospective members. While this orientation guide will not answer all possible questions about membership, it will provide you with information about the most important areas. This guide should be kept as a resource as you proceed through the recruitment process.

Once you understand what is involved in being a member of a Fire Service, we hope you will be able to make the commitment our community requires. The service provided by Firefighters is truly valuable to the citizens of our municipalities and we hope that you are able to contribute to the community's public safety.

**Please read this guide thoroughly so that you clearly understand the steps in the recruitment process.**

Further information can be obtained by directly contacting the Sioux Lookout Fire Service.

## **The Fire Service, and the Role of the Firefighter**

### **Goals of the Fire Service**

The goal of the Sioux Lookout Fire Service is to provide fire protection services through the three lines of defense by protecting the lives and property from the adverse effects of fires or exposure to dangerous conditions created by man or nature.

The three lines of defense are:

1. Public education and prevention.
2. Fire safety standards and code enforcement.
3. Emergency response (suppression).

### **The Nature of Our Business**

Firefighting is one of the most diverse and challenging professions known today. It is this diversity that inspires most individuals to enter the service, both as volunteers and career Firefighters. Imagine having to train to prepare yourself to cope with situations which range from structure fires, hazardous chemical spills, technical rescues and almost any imaginable emergency situation in between. This diversity coupled with the fact that your skills may be needed at any time of day, seven days a week, in any kind of weather, and very often under potentially stressful and emotional circumstances, makes your contribution to the profession very personally rewarding.

There are two basic purposes of the public fire service. First, to prevent fires or emergencies from occurring through fire safety education, fire inspections and fire code enforcement programs. Second, we are here to prepare ourselves to control fires or emergencies should prevention not prevail. This is done through education, training, pre-incident planning, more training, state of the art equipment and even more training.

This type of work is not for everyone. You need more than just a desire to help people. You also need courage, dedication, compassion, assertiveness, and a willingness to learn new skills and face new challenges. The Fire Service is not for the timid or for those who lose control of their emotions during times of crisis. Our service asks its members to perform hot, sweaty, dirty, strenuous work, often in uncertain and hazardous environments.

The personal rewards and satisfaction received from being involved in a Fire Service are often beyond description. There is a sense of accomplishment after controlling a building fire, compassion for accident victims, and fulfillment in teaching fire safety. The list could go on.

If you feel you have what it takes to meet the challenges of our business, we welcome you to apply.

We want to acknowledge the effort every applicant puts into the pursuit of being a firefighter and their desire to assist in the protection of their community. Should you have additional questions, please do not hesitate to contact the Fire Chief. Contact information is located on the cover page of this guide.

## **Primary Objectives of the Fire Service**

In order to achieve the goals of the Fire Service, the following objectives have been established:

1. Identify and review the fire protection service requirements of the municipality.
2. Provide an administrative process consistent with the needs of the department.
3. Ensure that the firefighting equipment and operating personnel are available and trained to provide adequate response to a citizen's call within a reasonable length of time.
4. Provide department training to an accepted standard, which will ensure the continuous upgrading of all personnel in the latest techniques of fire prevention, firefighting, control of emergency situations and to co-operate with other municipal departments with respect to management training and other programs.
5. Provide a maintenance program to ensure that all fire protection apparatus, including all equipment, is ready to respond to emergency calls.
6. Provide an effective fire prevention program to:
  - a) Ensure, through plan examination and inspection, compliance with applicable municipal, provincial, and federal fire prevention statutes, codes and regulations.
  - b) Reduce and/or eliminate fire hazards.
7. Develop and maintain effective public information systems and educational programs, with particular emphasis on fire safety programs in schools.
8. Ensure, in the event of a major catastrophe in the municipality, that assistance to cope with the situation is available from outside departments and other agencies.
9. Develop and maintain a good working relationship with all federal, provincial, and municipal departments, utilities, and agencies, relating to the protection of life and property.
10. Interact and co-operate with other departments of the corporation regarding the aspects of fire protection or any given program.

## Firefighter Code of Ethics

The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

You will have the responsibility to conduct yourself in a manner that reflects proper ethical behavior and integrity. In so doing, you will help foster a continuing positive public perception of the fire service

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

## **Training and Participation**

Nothing is more essential to the ability of a recruit firefighter to safely and effectively deliver service than the training program that establishes and maintains firefighter skills. In many instances, the lack of basic firefighter skills has led to poor emergency incident operations and, in many areas, firefighter injury and death.

It is essential to firefighter safety, and a requirement of the Municipality of Sioux Lookout (under the requirements of Section 25(2)(a) of the Occupational Health & Safety Act...provide information, instruction and supervision to a worker to protect the health or safety of the worker) to maintain an effective recruit firefighter training program. It is incumbent upon fire departments to ensure that firefighters are trained to safely perform to a defined level of service.

Additionally the province of Ontario has passed O.Reg 343/22: FIREFIGHTER CERTIFICATION under the Fire Protection and Prevention Act, 1997. This legislation requires municipalities to train and certify firefighters to a specific standard based on the level of service set by Council.

The ability of a firefighter to safely and efficiently perform requires training, experience, review of performance, on-going skills maintenance and demonstration of competency. As with most skills, simply learning them once is not sufficient, an on-going training program focusing on skills maintenance is essential to success.

The Sioux Lookout Fire Services Recruit Firefighter Training Program is designed to provide firefighters with the required training in accordance with the most current standards. The training program utilizes the International Fire Service Training Association (IFSTA) curriculum to meet the National Fire Protection Association (NFPA) standards.

The training program utilizes IFSTA training materials, prepared lesson plans, prepared training safety plans, NFPA standards, Sioux Lookout Fire Services Standard Operating Guidelines (SOG's) and Ontario Fire Service Section 21 Guidance Notes to assist instructors in delivering the training to Sioux Lookout firefighters during their initial recruit training, on an on-going basis as part of a firefighter training curriculum, during the development of officers and during specialized training & courses.

Firefighter training is the direct responsibility of the Fire Chief with the assistance of the Deputy Chief, Training Officer, Captains and qualified Firefighters. The Fire Chief is responsible for ensuring that the training program components are developed, delivered and documented in accordance with standards.

### **Training Requirements – Firefighter Orientation**

Each new recruit will undergo approximately 250 hours of initial training after commencing employment as a paid-on-call firefighter. This training is a combination of theory and practical training, delivered by in-house instructors, which culminates in scenario-based practical training evolutions. This training will be delivered in accordance with NFPA standards and conducted according to prepared lesson plans.

All training will be documented on recruit training records. A recruit shall not proceed to NFPA testing until all training topics are completed and documented. Instructors are responsible for ensuring that students are evaluated for all required skills and that they have demonstrated the skill safely and properly before it is signed off as being completed.

The minimum training requirements are as follows:

- Each new recruit shall complete the entire recruit firefighter training course and its associated third party certifications, this includes:
  - NFPA 1001 Firefighter I
  - NFPA 1001 Firefighter II
  - NFPA 1072 HazMat Awareness
  - NFPA 1072 HazMat Operations
  - NFPA 1072 HazMat Mission Specific Product Control Certification
  - NFPA 1072 HazMat Mission Specific Personal Protective Equipment Certification
  - Standard First Aid & CPR/AED Certification
  - Sioux Lookout Fire Services Firefighter Survival and Rapid Intervention Team program
- Each recruit shall complete all mandatory curriculum subjects and maintain documented training on each curriculum subject
- Each recruit shall attend the required number of total training sessions to meet the attendance policy requirements
- Successful certification is a requirement of O. Reg 343/22: FIREFIGHTER CERTIFICATION

The recruit firefighter training program consists the following topics:

1. Recruit Training Program Orientation - FFI
2. Municipality of Sioux Lookout Orientation - FFI
3. Fire Department Organization/Professionalism -FFI
4. Municipal Health & Safety - FFI
5. Station, Apparatus & Tool Orientation - FFI
6. Building Construction – FFI
7. Fire Science & Behaviour - FFI
8. Firefighter Safety – FFI
9. Size-up – FFI
10. Gas Detection & Air Monitoring – FFI
11. Fireground Rehabilitation – FFI
12. Hygiene & Decontamination - FFI
13. Entry Control & Accountability - FFI
14. Fire Department Communications – FFI
15. Incident Command - FFI
16. Personal Protective Equipment - FFI
17. Portable Fire Extinguishers – FFI
18. Ropes and Knots – FFI
19. Ground Ladders – FFI
20. Forcible Entry – FFI
21. Structural Search and Rescue – FFI
22. Tactical Ventilation – FFI
23. Fire Hose - FFI
24. Hose Operations and Hose Streams - FFI
25. Urban Water Supply & Hydrant Operations - FFI

26. Rural Water Supply & Tanker Operations - FFI
27. Portable Pumps - FFI
28. Master Stream Operations - FFI
29. Fire Suppression - FFI
30. Structural Firefighting - FFI
31. Wildland Fires - FFI
32. Hybrid Vehicle Fires - FFI
33. Overhaul, Property Conservation, and Scene Preservation – FFI
34. Technical Rescue Support and Vehicle Rescue Operations - FFII
35. Technical Rescue Awareness - FFII
36. Water & Ice Rescue – FFII
37. Elevator Rescue – FFII
38. Auto Extrication - FFII
39. Foam Firefighting, Liquid Fires, and Gas Fires – FFII
40. Class B Fires - Propane Safety - FFII
41. Incident Scene Operations - FFII
42. Fire Origin and Cause Determination – FFII
43. Maintenance and Testing Responsibilities – FFII
44. Community Risk Reduction - FFII
45. Pre-Planning - FFII
46. Fire Prevention - FFII
47. Public Fire Safety Education - FFII
48. Fire Protection Systems - FFII
49. Critical Incident Stress Management
50. Aerial Ladder Operations
51. Firefighter Survival & Rescue (RIT)
52. Hazardous Materials Emergencies – HazMat Awareness & Ops
53. Electrical & Solar Safety

### **Training Documentation/Records**

All training shall be documented by recording the attendance of all firefighters who participated in training and those who met the outlined learning objectives. The training attendance will be inputted into the FirePro2 Management System which will maintain training records for each firefighter.

Firefighters who participated, but did not meet the learning objectives, shall be recorded as attending for the purpose of compensation but shall not be recorded as being complete until the learning objectives are met.

A training safety plan and lesson plan shall be completed and inputted into FirePro2 along with the training records for all practical training evolutions in accordance with the training safety plan and lesson plan requirements.

Firefighter training attendance and records will be reviewed quarterly (at minimum) and any firefighter whose training is not current may be restricted from attending emergency calls or placed on restricted duties until the required training is completed.

### **New Equipment/New Skills Training**

Sioux Lookout Fire Services will provide the appropriate training any time new equipment and/or new skills are introduced. This training will be specifically developed related to the new equipment and/or new skill and delivered in accordance with prepared lesson plans.

### **Access to IFSTA Resources**

Sioux Lookout Fire Services will maintain access for each firefighter to the on-line IFSTA resources, including on-line textbooks, learning modules, practice exams, quizzes and tests. These resources will be utilized for a large portion of the theory lessons during recruit training which will allow the recruits to complete the work on their own schedule during the allotted time frames. An in-person review will take place for all theory and instructors will be available to assist as needed. Recruits will be compensated for their time completing online lessons.

### **Training Monitoring and Supervision**

To ensure the frequency, accuracy, quality and consistency of training the following monitoring and supervision processes will be followed:

- All recruit firefighter training attendance and records will be reviewed quarterly (at a minimum) to ensure that the recruit has completed all curriculum subjects and has attended other necessary training
- All CPR & Standard First Aid certifications and re-certifications will be tracked
- The Fire Chief and/or Deputy Fire Chief will participate in training sessions for the purpose of ensuring recruits are meeting training objectives and demonstrating proficiency

## **Job Specification - Firefighter**

### 1. General Statement of Duties:

Physically and mentally capable and able to respond to an emergency to perform firefighting duties and other related work as required, in the saving of life and property

### 2. Summary of Firefighter Duties, Responsibilities, and Working Conditions:

- Covered by the Workplace Safety and Insurance Board
- Covered with On-Duty Accidental Death Insurance Policy
- May be required to obtain a Hepatitis 'B' vaccination or provide confirmation of current vaccination
- Must maintain a reasonable level of health and fitness
- Must carry a pager, supplied by the Fire Department
- Must be able to obtain First Aid and CPR certificates (training provided by department)
- Must complete a Recruit Training Program prior to activation (minimum of 30-50 hours)
- Must be committed to continuous training in fire suppression and emergency first aid procedures
- For reasons of safety, facial hair that may affect the integrity of the SCBA facemask seal, such as beards, bushy moustaches, and long sideburns, is not permitted. As per CSA Z94.4-18.
- Responsible for performing various duties, under emergency conditions, frequently involving considerable risk, in a safe and efficient manner
- Tasks include routine duties in the maintenance of firefighting equipment and property, carrying out of specific orders and directions as received from a superior officer in the normal course of maintenance duties, training and firefighting
- Must respond promptly, safely, and efficiently to alarms, obey the orders of the fire officer in charge, share in the work that is required at emergency scenes, around the fire stations, and when otherwise on duty
- Must conduct themselves in a manner that reflects proper ethical behavior and integrity. In so doing, foster a continuing positive public perception of the fire service as per the Firefighter Code of Ethics developed by the National Society of Executive Fire Officers.
- Must meet minimum attendance for calls and training

### 3. Distinguishing Features of the Job:

- Responds to fire, rescue, and other related emergencies as required
- Reports directly to duty/scene officers regarding activities at the fire ground or station
- Reports directly to the Fire Chief on all observed fire/life safety matters
- Reports equipment deficiencies to the on-call duty Fire Officer (captain) or Fire Chief
- Completes investigation reports following an emergency as required
- Completes regular inspection of assigned protective equipment and station wear
- Demonstrates independence of judgement and action in circumstances of extreme emergency where referral to a superior for instruction is not possible
- Demonstrates responsibility for rapidly and efficiently performing various duties under emergency conditions, frequently involving considerable hazards
- Carries out specific orders and directions, as received from a superior officer, in the normal course of firefighting operations
- Follows all Operating Guidelines, directives, and department policies to enhance personal safety and comply with the requirements of the Occupational Health and Safety Act and NFPA standards.

#### 4. Examples of Work:

- Ensures the safe operation of all department equipment
- Assists with salvage operations during and following an emergency
- Assists with providing first aid or CPR to the injured
- Assists with Fire Department pre-planning as required
- Performs such duties as required to further advance public information, public safety, and public relations within the department
- As assigned, performs various maintenance and cleaning tasks on apparatus and equipment following an emergency
- As assigned, conducts firefighting/rescue activities at emergency scenes
- Attends assigned training sessions to ensure proficiency in firefighting and rescue methods
- Participates with in-service training as required
- Ensures compliance with all health and safety matters in accordance with the Corporation's Health and Safety Manual and the Occupational Health and Safety Act and Regulations

#### 5. Required Knowledge, Skills, and Abilities

- Meet NFPA 1001 Firefighter I and II within the probationary period
- Considerable knowledge of modern firefighting and rescue techniques
- Considerable mechanical aptitude
- Thorough knowledge of the rules and regulations governing the fire department and the firefighter activities of the department
- Thorough knowledge of provincial legislation relative to the activities of the fire department
- Thorough knowledge of the municipality, including demographics, major industries, and hazardous occupancies
- Thorough knowledge of the operation of all equipment and methods used in combating, extinguishing, and preventing fires and rescue activities
- Thorough knowledge of First Aid and CPR
- Agility and strength to do prolonged and arduous work under adverse conditions
- Ability to react quickly and remain calm under duress and strain
- Conscientious, dependable, co-operative, able to follow direction given
- Must maintain a valid driver's license, demonstrate a safe driving record, and be capable of driving emergency vehicles in a safe manner, in both emergency and non-emergency situations

## **Minimum Requirements for Employment Eligibility**

In order to be considered for employment, in addition to a completed application, all applicants must provide the following items, which are required at various stages throughout the recruitment process.

- Proof of valid Ontario driver's license (minimum G class) and a current abstract must be provided prior to commencement of employment
- Completed PAR-Q+ questionnaire and if required, a Medical Examination Report, completed and signed by a medical professional
- Signed Consent Waiver and Release Form
- Applicants must be 18 years of age or older
- Criminal Record Check with Vulnerable Sector

Please note that applicants are responsible for all costs associated in the required documentation.

All applications will be reviewed with priority being given to those who demonstrate the following:

- Employment or residence within the municipality or reasonable response time to the fire station
- Current first aid and CPR certificates
- Valid class DZ driver's license with a clean abstract
- Permission to leave place of employment to respond to alarms
- Previous Fire Department experience
- Demonstrated commitment (i.e. volunteer service)
- Related experience (i.e. Nursing, EMS, Mechanical Trades)
- Previous pertinent training (i.e. WHMIS, OHSA, NFPA)

## **Conditions of Employment**

Ability to:

- Attend training leading to certifications to NFPA 1001 firefighter 1 and 2 with NFPA 1072 operational level within 12 months of employment
- Acquire a DZ license within 18 months of employment and maintain it during employment, in addition to a clean driving record clear of criminal offences
- Acquire and maintain First Aid/CPR level HCP certification within one year of employment
- Successfully complete all required training programs and demonstrate proficiency in all required activities
- Maintain a clean criminal record
- Maintain attendance levels (emergency responses and training sessions) in accordance with department requirements
- Adhere to all departmental rules, regulations and operating guidelines
- Maintain professionalism by following the firefighter code of ethics

## **Opportunities for Advancement within the Department**

All firefighters are encourage to enhance their training and commitment for the opportunity to advance to officer responsibilities, such as:

- Captain (Fire Officer)
- Incident Safety Officer
- Training instructor

## **Recruitment Process and Important Dates**

The recruitment selection process consists of the five stages, each with important dates. These stages are described in greater detail on the following pages:

<b>Stage 1 – Recruitment Information Sessions</b>
See page 13 for details.

<b>Stage 2 – Application Submission</b>
See page 13 for details and requirements.
Selected applicants will proceed to Stage 3

<b>Stage 3 – Job Specific Physical Testing</b>
<b>A completed &amp; signed Par-Q questionnaire <u>must be submitted</u> before physical testing</b>
See page 14 for details and requirements.
Selected applicants will proceed to Stage 5

<b>Stage 4 - Interview</b>
See page 14 for details.
Selected applicants may be offered a firefighter position

## **Stage 1: Recruitment Information Sessions**

One Recruitment Information Sessions will be held for potential applicants. All applicants should make every effort to attend the session, as important details on the recruitment process are provided, including expectations of firefighters, training information and dates.

## **Stage 2: Applications**

All applicants are required to submit an Application for Firefighter form to the department they wish to apply to. An application form is included in this package.

### Required Application Information to be submitted to the Municipality:

- Completed Application, submitted to the department being applied for prior to the closing date
- Other Desirable Skills/Knowledge: if you have any of the items below, please provide a supplemental information (including a copy where applicable) with your application:
  - First Aid and CPR certification/training
  - Class DZ or higher driver's license
  - Previous Fire Service experience
  - Previous pertinent training (i.e. WHMIS, OHSA)
  - Related Experience (i.e. Nursing, EMS, Mechanical Trades)
  - Demonstrated Commitment (i.e. volunteer service)
  - Criminal Record Check
  - Driver's Abstract
- Completed Consent Waiver and Release Form

A review of applications will be conducted and selected applicants will have the opportunity to advance to Stage 3 of the selection process.

### Stage 3: Job-Specific Physical Testing

#### **Important Reminder:**

A Physical Activity Readiness Medical Examination (PAR-Q+) completed and signed, and the Consent Waiver and Release Form must be provided prior to participating in the physical testing. All costs associated with this requirement are the responsibility of the applicant. There will be no exceptions!

Only selected applicants who provide a satisfactory PAR-Q+ questionnaire and Consent Waiver and Release Form will have the opportunity to participate in the job-specific physical testing.

The tasks that make up the physical testing are designed to reflect job-specific tasks required in the performance of firefighting duties. The purpose of this analysis is primarily to provide you with a realistic idea of incident tasks that you will be expected to perform and to provide the Fire Department with a valid assessment of the applicant's physical capabilities relative to the functions required by the position.

Examples of sample tasks include:

- Climbing a 24' extension ladder to height of 5 metres
- Coupling and uncoupling a hose fitting while on the ladder (1.5m from floor level)
- Crawling through a confined space to search for and retrieve an object while wearing a bunker gear and a helmet
- Lifting and carrying equipment (18 kg)
- Hoisting & lowering equipment
- Advancing a charged hose line over 50 metres
- Climbing and descending stairs while wearing full personal protective equipment
- Dragging a weighted dummy over 50 metres

All components of the physical test must be completed within a prescribed period of time, in order to successfully complete the test.

A review of Job-Specific Appraisals will be conducted and selected applicants will have the opportunity to advance to Stage 4 of the selection process.

### Stage 4: Interviews

Interviews will be conducted by the Fire Chief and Deputy Chief, in order to perform a fair evaluation. You may require you to bring additional documentation and/or proof of your credentials.

After the interviews are completed, successful candidates may be offered a firefighter position.

## **Selection & Acceptance**

Note: The start date of the recruitment program will be announced to successful candidates.

The selection of applicants is based on qualifications as well as the ability and availability to do the job as determined by the results of the recruitment process. The successful applicants will be contacted with an offer to undertake a training program in preparation for commencing actions as a firefighter with the Municipality. Upon verbal acceptance, written confirmation will be forwarded providing a start date. The applicant will be required to sign and return the confirmation letter before undertaking the training program.

Successful applicants will be required to attend and successfully complete a recruit- training program. This program takes place on evenings and weekends. The duration of the program will be approximately 50-60 hours of practical plus additional online training.

The following items will be required to be submitted prior to commencement of employment:

- Proof of valid Ontario Driver's License (minimum G class). A current abstract must be provided prior to commencement of employment
- Proof of a clean Criminal Record (with occupational relevance), and no convictions for which a pardon has not been granted
- A certificate of vulnerable sector screening and a check of the Pardoned Sexual Offender Database completed by the applicant's local police service, prior to commencement of employment
- A reliable means of transportation to respond to alarms
- Proof of residency in accordance with the requirement of the Fire Department

### **Frequently Asked Questions:**

**Q. How do I submit my application?**

A. Your completed application can be dropped off on or before the closing date at the Municipal Office. Locations and contact information for all departments can be found on the cover page of this document.

**Q. I did not attend the Recruitment Information Session. Can I still submit an application?**

A. Yes. Attendance at the Recruitment Information Session is not mandatory however it is strongly encouraged as it provides important information on the recruitment process, as well as expectations of firefighters. For further information on the Recruitment Information Sessions, please refer to page 12.

**Q. Does the Municipality cover the costs for any required documentation (Medical Examination, Driver's Abstract)?**

A. No, applicants are responsible for any costs incurred during the recruitment process.

**Q. If I am successful in the recruitment process, will facial hair be allowed for firefighters?**

A. As per the Firefighter Job Spec located on page 9 of this guide: For reasons of safety, facial hair that may affect the integrity of the face piece seal of self-contained breathing apparatus, i.e. beards, bushy moustaches, and long sideburns, is not permitted. As per CSA Z94.4-18.

**Q. I was invited to participate in the Aptitude Testing but am unavailable on the scheduled date. Can I still proceed in the recruitment process?**

A. If you are unable to attend on the specified time, please contact HR and the Fire Chief to determine if alternative arrangements could be made.

**Q. Should I submit my completed PAR-Q+ questionnaire with my application?**

A. The PAR-Q+ is not required with your application. However, it is required for selected candidates to participate in the Stage 4 Job Specific Testing of the Recruitment process.

**Q. I have been invited to the Job Specific Physical Testing. Should I bring my completed PAR-Q+ questionnaire and signed Consent Waiver to the testing?**

A. While yes, you can bring your information to the testing, please be advised that this approach is not optimal, as department staff will not have had the opportunity to review the documents to ensure they have been completed properly. In addition, if a candidate forgets their form the day of the testing they will not be able to participate. No exceptions.

**Q. I have been invited to the Job Specific Physical Testing but am not able to see my Doctor until after the testing date. Can I still participate in the testing?**

A. No. Only candidates with a completed PAR-Q+ questionnaire may participate in the testing.

**Q. How many training hours are required to become a firefighter?**

A. Selected applicants will be expected to successfully complete 40-60 hours of practical training, plus additional online training. Please refer to page 13 for further details. Once the recruit training has been successfully completed, Firefighters will participate in continual training to improve and sharpen their skills. This involves monthly training nights and some weekend training sessions.

**Q. Am I required to submit my Driver's Abstract, PAR-Q+ questionnaire and Criminal Background Check with my application?**

A. Your application may be submitted without these documents. However, they are required at various stages in the process. Your completed PAR-Q+ questionnaire is required in Stage 4 (Physical Testing), and your Driver's Abstract and Criminal Background Check are required if you are successful in the process.

**Application For The Position of a Firefighter**

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Initials) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Mailing address: (if different from above): \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Business Telephone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

**Employment Requirements**

- Criminal Record Check: Attached  To be submitted later
- MTO Drivers abstract: Attached  To be submitted later
- First Aid Certificate (HCP Level C required) Attached  To be submitted later
- PAR-Q+ Questionnaire Attached

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

High School / Vocational School / College / University

Name of Institution	Year Completed	Level Completed	Major/Specialization

Courses / Certificates / Specialized Skills / Trades (additional pages may be attached)

Description	Date

**Employment Experience**

Present Employer: Name: \_\_\_\_\_

Address \_\_\_\_\_

Date of Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Position Held: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Duties/responsibilities: \_\_\_\_\_

May we contact the supervisor indicated above: Yes  No

Previous Employer: Name \_\_\_\_\_

Address: \_\_\_\_\_

Date of Employed: from: \_\_\_\_\_ to: \_\_\_\_\_

Position Held: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Duties/responsibilities: \_\_\_\_\_

May we contact the supervisor indicated above: Yes  No

**Other Related Experience:**

- Do you have previous firefighting experience?  
Yes  # of Yrs. \_\_\_\_\_ Position \_\_\_\_  
No   
If yes, explain \_\_\_\_\_
  
- Do you have any previous volunteer experience?  
Yes  # of Yrs. \_\_\_\_\_ Position \_\_\_\_  
No   
If yes, explain \_\_\_\_\_

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

<u>Skill</u>	<u>Level</u>		
	1.	2.	3.
<input type="checkbox"/> Automotive Repairs	<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"/> Radio Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> First Aid – Canadian Red Cross St. John Ambulance, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Firefighting Practices and Terminology Ontario Fire College OR Private College	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mechanical Systems (Pumps, Valves, Pipes)	<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"/> 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"/> Athletic or Sports Skills	<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"/>

Driver’s License  Identify Class: \_\_\_\_\_

Have you had any experience or training in driving large vehicles? Yes  No

Would you have permission from your employer to leave your work immediately if your pager sounds?  
Yes  No

Where is your current employment location? \_\_\_\_\_

Do you have to travel for work for extended periods (greater than 3 days)?  
Yes  No

Do you have a personal and reliable means of transportation to respond to fire alarms?  
Yes  No

List three references (other than relatives) and their phone numbers:

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Please provide any additional information or skills you feel may be pertinent to this position:

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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: \_\_\_\_\_

We thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act, R.S.O. 1990, c. M45 and, in accordance with Municipal Freedom of Information and Protection of Privacy Act, will only be used for candidate selection. The Corporation of the Municipality of Sioux Lookout are committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town or Township if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

**CONSENT WAIVER AND RELEASE FORM**

**TQ: THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT and its FIRE SERVICES.**

**WHEREAS** the Corporation of the Municipality of Sioux Lookout (the “Corporation”) and the Fire Service require that applicants for the position of a Firefighter be examined.

**AND WHEREAS I,** \_\_\_\_\_ have submitted to the Corporation, my signed application for the position of a 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 a 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, 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 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) \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Witness Name (Please Print or Type) \_\_\_\_\_

Witness Signature \_\_\_\_\_

**Note: This completed form and Physical Activity Readiness Medical Examination (PAR-Q+) MUST be received before applicant will be permitted to participate in the physical testing.**

## Candidate Application Check List

The following items will be required to apply

1. **Application** (signed, dated and fully completed)
2. **Consent Waiver / Release Form** (signed, dated by applicant and witness)
3. **2022 Physical Activity Readiness Medical Examination (PAR-Q+)**   
(available at <https://eparmedx.com/>)
4. **MTO 3 year Driver's Abstract** (MTO Driver's Abstract fee is \$12)
5. **Criminal Record Check** (CRC fee is \$41)

*You will require a letter from the Municipality in order to request a Vulnerable Sector Search.*

*You do NOT require items 4 and 5 to apply. You may wait until you have been offered a position with a Department before obtaining them.*

Candidate Application Check List Revised September 1, 2022