

O.G. 1501

CHAPLEAU FIRE DEPARTMENT

SECTION:
ADMINISTRATION

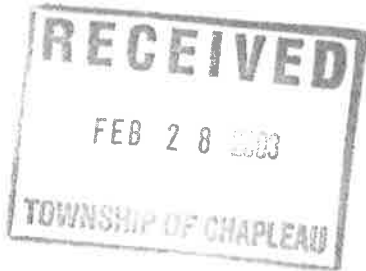
SUBJECT:
RECRUITMENT

DATE:
February 29, 2000

PURPOSE: To establish a policy with regards to the recruitment of firefighters for the Chapleau Volunteer Fire Department.

INTRODUCTION: The Chapleau Volunteer Fire Department, hereinafter referred to as the Chapleau Fire Department, is comprised of 25 regular firefighters and 4 auxiliary firefighters.

The Township of Chapleau is an equal opportunity employer and as such the Chapleau Fire Department must strive to ensure that all citizens who wish to join the Fire Department have an equal opportunity to do so.



This policy will strive to set standards by which all persons applying can be rated in an equitable fashion without fear of favouritism or discrimination. In so doing, the Fire Department, the Township and the citizens of Chapleau will benefit by being served by a group of dedicated men and women working together to achieve a common goal.

SCOPE: This recruiting policy will apply to all persons wishing to join the Chapleau Fire Department.

POLICY: New recruits to the Chapleau Fire Department will be appointed to the auxiliary force. While on the auxiliary force, recruits will be monitored for their attendance, how well they get along with others, their attitude towards the Fire Department, and their ability to accept orders.

Vacancies on the Chapleau Fire Department regular force shall be filled by promotion from the auxiliary force. If during the recruitment process, an applicant has 24 months or more previous firefighting experience with another fire department and can acquire a statement to this effect from his former Fire Chief, this applicant may be recruited directly to the regular force.

Similarly, a firefighter who has been honourably discharged from the regular force of the Chapleau Fire Department, who wishes to return to the Department may be recruited directly to the regular force.

All recruits whether appointed to the auxiliary force or directly to the regular force will be on probation for a 12 month period. During that period, their performance will be evaluated on a regular basis. If they do not meet the requirements of the job, they may be dismissed.

Steps in the process.

The recruitment hiring process will be comprised of the following steps:

1. Completed "Application for Volunteer Firefighter".
2. Complete a physical agility exam which is a process to impartially measure an applicants ability to perform fire suppression duties.
3. Complete an aptitude test. This is designed to measure a persons ability to reason and understand oral and written language.
4. Attend a Personal Interview.
5. Be in possession of a class "D" "Z" drivers licence. If applicant does not have same, he/she must acquire same within six months of appointment. Failure to do so will result in dismissal.
6. Submit to and pass a medical examination by a medical practitioner.
7. Submit to and provide a criminal reference check.
8. Council resolution to appoint based on recommendation of the hiring committee.

Step ratings:

The above noted steps will be rated as follows for each applicant:

- | | |
|-----------------------------------|-----------|
| 1. Properly completed application | 5 points |
| 2. Physical agility exam | 30 points |
| 3. Aptitude Test | 25 points |
| 4. Interview | 30 points |
| 5. Class "D" "Z" drivers licence | 10 points |

Applicants with less than 60 points in steps 1 to 5, will not be considered for appointment.

Applicants that do not pass a medical examination will not be considered for appointment.

Applicants that have committed violations of the Criminal Code which affect their suitability for the position will not be considered for appointment.

Recruitment committee:

The Recruitment Committee shall be made up of the following:

1. Fire Chief
2. Deputy Chief or Assistant Deputy Chief
3. One Captain
4. One Firefighter

PROCEDURE:

The Fire Chief will appoint a Recruitment Committee when there are vacancies to be filled on the fire department. If there are no applications on file, the Fire Chief will arrange to advertise in the local newspaper.

The Fire Chief will call in each applicant for an interview with the Recruitment Committee. The Fire Chief along with one member of the Recruitment Committee will administer the Aptitude Test.

The Training Officer along with one member of the Recruitment Committee will make arrangement with the applicants to administer the Physical Agility Test.

The applicant(s) having attained 60 points and up shall be requested to submit to a medical examination and a criminal reference check. Upon receipt of these documents, the Recruitment Committee will convene to decide who is to fill vacancies in order of priority. This decision will be based on the applicants attaining the highest score. It will also be based on the composition of the fire department in so far as employer association is concerned. The make up of the fire department must consist of members from a broad sector of employers in the community in order to ensure continuous coverage.

Based on the results of the deliberations of the Recruitment Committee the Fire Chief will make a recommendation to Council for appointment to the Chapleau Fire Department.

APPROVED
COUNCIL
RESOLUTION # 10-150
DATED May 13, 2002
C.A.S. MP



APPLICATION FOR VOLUNTEER FIREFIGHTER



PERSONAL INFORMATION

NAME:		TELEPHONE:
ADDRESS:	ARE YOU BETWEEN THE AGES OF 18 & 65 ? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ARE YOU ELIGIBLE TO WORK IN CANADA ? <input type="checkbox"/> YES <input type="checkbox"/> NO		
DO YOU HAVE A VALID ONTARIO DRIVER'S LICENCE ? <input type="checkbox"/> YES <input type="checkbox"/> NO	INDICATE CLASS OF LICENCE:	
DO YOU HAVE PREVIOUS FIRE FIGHTING EXPERIENCE ? <input type="checkbox"/> YES <input type="checkbox"/> NO		
IF ACCEPTED, DO YOU HAVE A RELIABLE MEANS OF TRANSPORTATION TO GET TO OCCURRENCES: <input type="checkbox"/> YES <input type="checkbox"/> NO		

EDUCATIONAL BACKGROUND

HIGH SCHOOL	ADDRESS:	GRADUATED <input type="checkbox"/> YES <input type="checkbox"/> NO	COURSE OR GRADE:
COLLEGE	ADDRESS:	<input type="checkbox"/> YES <input type="checkbox"/> NO	COURSE:
UNIVERSITY	ADDRESS:	<input type="checkbox"/> YES <input type="checkbox"/> NO	MAJOR:
OTHER:			

EMPLOYMENT HISTORY (LIST PRESENT EMPLOYER FIRST)

DATE		NAME AND ADDRESS OF EMPLOYER:	PHONE #:	SUPERVISOR'S NAME AND TITLE:
FROM	TO			
DESCRIBE IN DETAIL THE WORK YOU DID:				
MAY WE CONTACT THE EMPLOYER ? <input type="checkbox"/> YES <input type="checkbox"/> NO				

DATE		NAME AND ADDRESS OF EMPLOYER:	PHONE #:	SUPERVISOR'S NAME AND TITLE:
FROM	TO			
DESCRIBE IN DETAIL THE WORK YOU DID:				
MAY WE CONTACT THE EMPLOYER ? <input type="checkbox"/> YES <input type="checkbox"/> NO				

DATE		NAME AND ADDRESS OF EMPLOYER:	PHONE #:	SUPERVISOR'S NAME AND TITLE:
FROM	TO			
DESCRIBE IN DETAIL THE WORK YOU DID:				
MAY WE CONTACT THE EMPLOYER ? <input type="checkbox"/> YES <input type="checkbox"/> NO				

PERSONAL REFERENCES

GIVE THE NAMES OF AT LEAST 3 PERSONS WHO CAN SUPPLY INFORMATION PERTINENT TO YOUR JOB PERFORMANCE (EXCLUDING FORMER EMPLOYEES OR RELATIVES)

	NAME AND OCCUPATION	ADDRESS	PHONE NUMBER
1			
2			
3			
4			
5			

PLEASE TELL US WHY YOU WISH TO JOIN THE CHAPLEAU FIRE DEPARTMENT AND BECOME A FIREFIGHTER

**PLEASE READ CAREFULLY
APPLICANT'S CERTIFICATION AND AGREEMENT**

I CERTIFY THAT THE FACTS SET FORTH IN THE ABOVE EMPLOYMENT APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE CONSIDERED SUFFICIENT CAUSE FOR DISMISSAL

SIGNATURE OF APPLICANT:

