



SOUTH DUNDAS FIRE & EMERGENCY SERVICES

RECRUITMENT & ORIENTATION PACKAGE

Revised August 2021

South Dundas Fire & Emergency Service

Probationary Firefighter

The South Dundas Fire & Emergency Service is comprised of one full time Director of Fire & Emergency Services (Fire Chief), two paid on call Deputy Fire Chiefs, a full time Assistant Coordinator and up to sixty-six paid, on call Officers and firefighters operating from three stations across the municipality. We serve 537 square kilometers and approximately 11,000 residents.

To be considered a candidate for probationary firefighter, applicants must live and/or work in the municipality. Candidates who live and/or work in the municipality that can leave their place of employment to attend emergencies are preferred as a probationary firefighter.

A firefighter's primary goal is to protect lives and property. This requires them to respond to calls for emergency assistance which may include fires, medical emergencies, motor vehicle accidents, shoreline water rescues, hazardous material incidents and more.

Training is an essential part of being an effective firefighter. In addition to undergoing an initial extensive Recruitment Training Course, each member is expected to attend a minimum of one business meeting and one training meeting per month (two hours each) once recruitment training is successfully completed. There are also numerous specialty training opportunities held at various locations and times during the year. Once hired, firefighters are paid for their time while meeting, training and for responding to calls.

In addition to emergency responses and training, our firefighters participate in many local events, festivals, fund raising and other public education and fire prevention events.

Taking on the challenge of becoming a probationary firefighter requires a significant commitment but the experience of being an active member within your community is also most rewarding. Probation will last for one year from your hire date.

RECRUIT REQUIREMENTS AND JOB SKILLS

Recruit requirements:

Must have a minimum of a Secondary School education.

Must be at least 18 years old.

Must be able to attend the Recruit Training Program and regularly scheduled training.

Must live or work within the municipality.

Must have a valid Ontario Driver's License and have a vehicle at his/her disposal.

Must be legally entitled to work in Canada.

The following three criteria must be submitted upon completion of orientation:

Must submit the results of a current Vulnerable Sector Police Records Check.

Must submit a current MTO driver's abstract.

Must submit a completed Physical Examination Report

Your decision to apply should not be made lightly. Careful consideration should be made of the many factors associated with becoming a firefighter, this should be a family decision.

Job Skills:

Must be a team player, be able to take direction and be in good physical condition.

Be able to work from heights and while standing on ladders.

Be able to work in restricted spaces and wear a self-contained breathing apparatus.

Be able to be an active participant at medical emergencies.

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Be able to control emotions at emergency calls.

TAKING UP THE CHALLENGE

Job Requirements:

Without restricting the general nature and scope of the duties assigned, the following points are illustrative examples of work that may be expected of a paid, on call firefighter.

Attends regularly and promptly all meetings and training sessions.

Abides by South Dundas Fire & Emergency Services Policies and Procedures and Code of Conduct.

Attends regularly and promptly when the alarm is sounded.

Raises and climbs ladders, performs rescues, uses self-contained breathing apparatus and other firefighting and safety tools and equipment.

Searches for and rescues persons in danger and administers first aid to the injured.

Ventilates premise to release heat/smoke, places salvage covers to prevent water damage.

Returns to the fire station after calls and assists in the cleaning of equipment and making the apparatus and equipment ready for the next alarm.

Cleans and maintains protective equipment and ensures it is ready for use.

Completes our DZ License Driver Training Program.

CANDIDATE HIRING PROCESS

The application and hiring process follows the steps as outlined:

1. Candidate receives information package and application forms.
2. Candidate completes application form and submits to the South Dundas Municipal Office or Morrisburg Fire Station (Chief's Office) during business hours.(Mon.-Fri. 8:30am-4:30pm) **or** by email cmorehouse@southdundas.com The Chief's office phone number is 613-543-2673, ext:4760 if you have additional questions.
3. Candidate's Application undergoes a 7-stage process:
 - Stage 1** - Orientation session with spouse/partner.
 - Stage 2** - Aptitude Test
 - Stage 3** - Physical Testing in full firefighting gear
(after demonstration, guidance, and mentoring.)
 - Stage 4** - Drivers Abstract
 - Stage 5** - Medical Examination
 - Stage 6** - Vulnerable Sector police records check
 - Stage 7** - Interview
4. Offer of employment is made by the Fire Chief.
5. Candidate attends and successfully completes recruitment training over a three-month period that includes weekends.

We want to acknowledge the effort every applicant puts into the pursuit of being a firefighter and the desire each possess to assist in the protection of the Community.

**THANK YOU FOR CONSIDERING JOINING
THE FIRE DEPARTMENT**

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APPLICATION FOR THE POSITION OF PROBATIONARY FIREFIGHTER

Name: (Last) _____ (First) _____ (Initials) _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Home Phone: _____ Business Phone: _____
Cell Phone: _____ E-Mail: _____

Employment Requirements

Social Insurance Number: _____
Driver's License Number: _____

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

Name of Institution	Date

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Employment Experience

Present Employer: Name: _____
Address: _____
Date Employed: From: _____ To: _____
Position Held: _____
Supervisor: Name: _____ Phone: _____

Outline your duties/ responsibilities:

May we contact the supervisor indicated above? Yes No

Previous Employer: Name: _____
Address: _____
Date Employed: From: _____ To: _____
Position Held: _____
Supervisor: Name: _____ Phone: _____

Outline your duties/ responsibilities:

May we contact the supervisor indicated above? Yes No

Other Related Experience:

Do you have previous firefighting/emergency service experience? Yes No
If yes: Number of years: _____ Position: _____
Explain relevant experience:

Do you have previous military of police service experience? Yes No
If yes: Number of years: _____ Position: _____
Explain relevant experience:

Do you have previous volunteer experience? Yes No
If yes: Number of years: _____ Position: _____
Explain relevant experience:

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Related Skills

Please complete this section even if a resume is attached and select the skill level appropriate.

Level of Skill Legend:

Level 1: Some familiarity and competence: Level 1

Level 2: Advanced amateur or post-secondary courses: Level 2

Level 3: Certificates or professional experience: Level 3

Skill

Automotive Mechanic

Electrical Systems

Radio Communication Systems

Rescue Procedures

(Canadian Red Cross or St. John's Ambulance, etc.)

Firefighting Practices and Terminology

(Ontario Fire College or Community College, etc.)

Pumps, Valves, Sprinkler Systems

Building Trades or Inspection

Reading Blueprints

Athletic or Sports Skills

Confined Space Rescue

High Angle Rescue

Urban Search and Rescue

Hazardous Materials Response

WHMIS

Occupational Health and Safety

Coaching/Teaching/Facilitation Skills

First Aid/CPR Course	Hold current certificate?	Yes	No
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Driver's License	Identify Class: _____
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Have you had any experience or training in driving heavy vehicles?	Yes	No
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Have you had any other special driving skills or training?	Yes	No
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(Accident avoidance, skid control, etc.)

If yes, please explain:

Do you have permission from your employer to leave your place of work immediately when the fire alarm sounds?	Yes	No
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Do you have a personal mean of transportation to respond to fire alarms?	Yes	No
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References and Confirmation

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

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

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: _____

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CONSENT WAIVER AND RELEASE FORM

TO: THE CORPORATION and the FIRE DEPARTMENT

WHEREAS the Corporation and the Fire Department require that applicants for the position of Probationary Firefighter be examined.

AND WHEREAS I, _____ have submitted to the Corporation and the Fire Department, my signed application for the position of Probationary 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 Probationary 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 and the Fire Department 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 and the Fire Department 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 (Print or Type

Applicant Signature

Witness Name (Please Print or Type. Witness can be anyone over 18 yrs. except spouse.)

Witness Signature