

THE CORPORATION OF THE CITY OF ELLIOT LAKE

APPLICATION FOR EMPLOYMENT – FIRE SERVICE VOLUNTEERS

DATE: _____

DATE AVAILABLE FOR WORK: _____

NAME: _____
Last First

TELEPHONE: _____ CELL PHONE: _____

PRESENT ADDRESS: _____
No. Street Province Postal Code

Email: _____

HAVE YOU WORKED FOR THE CITY PREVIOUSLY: (Circle One) YES NO

If yes, When? _____

EDUCATION:

SCHOOL	COURSE OF STUDY	CIRCLE FINAL YEAR COMPLETED	DID YOU GRADUATE?
Secondary		1 2 3 4 5	YES NO
University/College		1 2 3 4 5	YES NO
Other/Specify		1 2 3 4 5	YES NO

STATE BRIEFLY YOUR EXPERIENCE, IF ANY, IN ANY EMERGENCY SERVICES:

LIST BELOW, BEGINNING WITH YOUR MOST RECENT, PRESENT AND PAST EMPLOYMENT:

NAME OF COMPANY	FROM	TO	DESCRIPTION OF WORK PERFORMED	REASON FOR LEAVING	SUPERVISOR

ARE THERE ANY OTHER EXPERIENCES, SKILLS OR QUALIFICATIONS, WHICH YOU FEEL WOULD ESPECIALLY QUALIFY YOU FOR WORK WITH THE MUNICIPALITY? (E.G., CLASS OF DRIVER’S LICENCE, CERTIFICATES, AND DETAILS PERTAINING TO PAST JOB EXPERIENCE AS IT RELATES TO JOB YOU ARE APPLYING FOR, ETC.)

REFERENCES: List three (3) career-related references and telephone numbers. Do not include family members.

NAME AND OCCUPATION	TELEPHONE NO.

The facts set forth above in my application for employment are true and complete. I understand that, if employed, false statements on this application shall be considered sufficient cause for legal action.

Signature of Applicant

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act, R.S.O. 1990 and will be used for the purpose of candidate selection.

POLICY FOR HIRING VOLUNTEER FIREFIGHTERS

1. Complete an “Application for Employment – Fire Service Volunteers” for The Corporation of the City of Elliot Lake.
 - a. Must have a valid Class “G” driver’s licence, a clean driving record and access to a vehicle for transportation to an emergency scene.
 - b. Must reside within the municipal boundaries of the City of Elliot Lake.
 - c. CPR certification and First Aid certification are considered assets.
2. An interview will usually be conducted by two members of the Elliot Lake Fire Service which may be the Fire Chief and/or Deputy Fire Chief and/or one fulltime firefighter and/or one volunteer firefighter.
3. After the application is approved by the Fire Chief or Deputy Fire Chief, the applicant must:
 - a. Complete a written aptitude test to be taken at the Municipal Office under the supervision of the Human Resources Department and a mark of at least 55% must be attained. The test will not be returned to the applicant but the mark will be made known to the applicant.
 - a. Attend 12 unpaid weekly held training sessions and/or any special training made available, for a minimum of 24 hrs. reserve training/evaluation time.
 - b. Complete a physical test which is to be conducted by a fulltime firefighter of the Elliot Lake Fire Service as follows:
 - Run one mile (1.6km) in 10 minutes or less;
 - Carry a 85 lb. (38.56kg) weight up five floors and down, touching every step on the way down, in 5 minutes or less (test to be conducted indoors);
 - Drag a 200 lb. (90.72kg) sleigh 50 feet (15.24m) around pylons and straight back to starting position in three minutes or less;
 - With a rope pull a 35 lb. (15.88kg) weight up 30 feet (9.14m) twice in 3 minutes or less.

In order to pass this physical test, all components must be completed within the time limits.
4. Successful candidates will be offered the position conditional upon them producing documentation no older than three months of the following (at their own cost):
 - a. Doctor signed medical attesting to candidate’s fitness using City Form Exhibit “C”.
 - b. Favourable criminal record check.
 - c. Favourable driver’s abstract indicating a clean driving record.
 - d. Photocopy of current driver’s licence.
5. The recommendation will then be made to the Human Resources Department for hiring and the final paper work completed.

THE CORPORATION OF THE CITY OF ELLIOT LAKE

Job Description

VOLUNTEER FIREFIGHTER

The Candidate shall meet the following qualifications for acceptance into the Elliot Lake Fire Service as a Volunteer Firefighter:

Qualifications

- Must reside and continue to reside within the municipal boundaries of the City of Elliot Lake.
- Pass a medical examination and be declared fit for duty by a doctor so qualified.
- Own or have immediate access to a vehicle for transportation to emergency scene.
- Have a good knowledge of the streets and passageways of the City of Elliot Lake.
- Shall have the ability to follow all orders as given by a senior officer.
- Be team oriented.
- Be able to work effectively in stressful situations under stressful conditions.
- Be willing and able to continue the educational process throughout career as a volunteer firefighter.

The Volunteer Firefighter will be expected to perform the following duties and responsibilities:

Duties

- Respond when paged and/or called to fire incidents and other emergency situations, as required.
- Wear all appropriate firefighting equipment as supplied by the Fire Service.
- Effectively and efficiently follow all orders as given by a senior officer.
- Participate fully in all Fire Service training sessions.
- Assist senior officer as ordered in all fire and emergency operations.

Responsibilities

- Know the location and safe operation of all tools and appliances of the Fire Service.
- Be proficient in wearing and using self contained breathing apparatus (SCBA).
- Communicate courteously and effectively and refer all media inquiries to senior fulltime officer.
- Maintain a physical condition that ensures the capability to perform the duties and responsibilities.

Continued employment with the Elliot Lake Fire Service shall be based on compliance with all of the preceding requirements in addition to attendance annually of at least 50% of all training sessions and 50% of all volunteer paged emergency response calls.

I have read and understand and agree to the above requirements. I further agree to follow all rules and regulations that are now in place or may come into force in the future.

Date: _____

Signature: _____

ELLIOT LAKE FIRE SERVICE

RELEASE – FITNESS TEST

RELEASE

I, _____ do hereby release from all liabilities, the Elliot Lake Fire Service and The Corporation of The City of Elliot Lake and their respective employees and agents, for any injuries, illness or other mishaps of any kind, including death that may be incurred as a result of taking the volunteer pre-employment physical fitness test of the Elliot Lake Fire Service.

In the event that I should be injured or become ill, I authorize any medical treatment that may be required and will assume full financial responsibility for all treatment received.

DATE

SIGNATURE