

The Brantford Fire Department is a highly skilled and dedicated team committed to providing the highest level of safety, protection of life, property and the environment to those who live, work or play in our community. We will respond to our citizen's needs by providing professional services that are crucial to the safety, health and welfare of the community. We will accomplish this through fire suppression, fire prevention, public education, emergency medical services and other activities. Looking to the future we embrace the challenges and opportunities, which lay before us!

## **The Firefighters' Job**

Firefighting is a profession where physical strength, courage, intelligence, knowledge and experience are called upon. In considering the profession of a firefighter, are you:

- Free of phobias of height and confined spaces?
- Above average in hand-eye coordination?
- Technically and mechanically oriented to work with machines and equipment?
- Committed to the education of our citizens in fire and life safety?
- Familiar with Brantford and surrounding area?
- Able to function in close proximity to others and do so harmoniously?
- Able to respond to orders and directions in critical and non-critical situations?
- Willing to undertake housekeeping duties at the Fire Station?
- Able to work in extreme environmental situations, which may cause mental and physical stress?
- Committed to on-going job related training and personal development on duty and off duty when required?
- Able and willing to work shifts including holidays and weekends?
- Able to meet medical and physical standards required for this position?

The current applicant pool, which began January 2007, will expire on **May 29<sup>th</sup>, 2009** after which persons in the pool will no longer be eligible for hire unless they re-qualify through the new recruitment process.

## **The Recruitment Process**

The Recruitment Process for Firefighters consists of multiple stages. Each stage is very important and applicants should become familiar with them. Failure to meet the minimum requirements at any stage will disqualify the applicant from the process. Applicants will be allowed only one attempt at any stage in the recruitment drive not including Stage Six.

Stage One: Pick up Recruitment Package.

Stage Two: Submission of Application.

Stage Three: Review of Applications.

Stage Four: Written Interview

Stage Five: Aptitude Test

Stage Six: Oral Interview and Reference Checks

## **Stage One: Pick up Recruitment Package**

Recruitment packages will be available for pick-up from Friday, February 6<sup>th</sup>, 2009 to Thursday, March 5<sup>th</sup>, 2009 at the Human Resources Department, 1 Market Square Suite 110 Monday to Friday 08:30 to 16:30 hours. There is a non-refundable \$20.00 (includes GST) cash administration fee for each application package. At the time of pick up of your application you will be required to show the following:

- An official transcript as proof of Grade 12 (only) or equivalent (GED) as approved by the Ministry of Education of Ontario.
- Documented evidence of current CPR and First Aid certificates or proof of enrollment that you will be certified by Tuesday, May 19<sup>th</sup>, 2009.

## **Stage Two: Submission of Application**

Qualifications for Firefighters include:

- The ability to verbally communicate in the English language and understand and respond to verbal commands. In addition, the applicant must be able to read and communicate in writing using the English language.
- A Valid Driver's licence (minimum Class G2) to operate a vehicle in Ontario without supervision (which must be upgraded, at your expense, to the class required by the department, currently minimum Class DZ, prior to becoming a First Class Firefighter).
- Legally entitled to work in Canada.

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Applications must be received no later than Thursday, March 5<sup>th</sup>, 2009 at 16:30 hours. All expenses associated with the various reference checks and the Occupational Physical Requirements Assessment are the responsibility of the candidate. The application package must include:

- An original numbered and stamped completed application form for the City of Brantford
- A cover letter and resume
- A copy of an official transcript as proof of Grade 12 (only) or equivalent (GED) as approved by the Ministry of Education of Ontario.
- A copy of documented evidence of current CPR and First Aid certificates or proof of enrollment that you will be certified by Tuesday, May 19<sup>th</sup>, 2009.

### **Stage Three: Review of Applications**

Applications and resumes will be reviewed and screened by Staff from both the Brantford Fire Department and the Human Resources Department the week of March 9<sup>th</sup>, 2009. Selected candidates will have their Applicant Number listed on the Brantford Fire website ([www.brantfordfire.ca](http://www.brantfordfire.ca)) by Friday, March 13<sup>th</sup>, 2009 and invited to the next stage in the process.

### **Stage Four: Written Interview**

The written interview will be administered by the City of Brantford on Thursday, March 19<sup>th</sup>, 2009 at 19:00 hours at Assumption College, 257 Shellard Lane, Brantford. The test will begin at 19:00 hours and your registration must be confirmed prior to participation. No one will be allowed in once the testing begins. Applicants must provide official photo identification at the written interview. Applicants who do not provide this information will be disqualified and removed from the selection process. Applicants must bring their own writing tools (i.e. pencil or pen). No mechanical aids including computers, calculators, cell phones or blackberry devices and/or dictionaries will be allowed in the interview room. Applicants who successfully complete this stage will have their Applicant Number listed on the Brantford Fire website ([www.brantfordfire.ca](http://www.brantfordfire.ca)) and invited to the next stage in the process.

### **Stage Five: Occupational Screening**

An employee or agent of the City of Brantford will administer the Occupational Screening on Thursday, April 2<sup>nd</sup>, 2009 at 19:00 hours at Assumption College, 257 Shellard Lane, Brantford. The test will begin at 19:00 hours and your registration must be confirmed prior to participation. No one will be allowed in once the testing begins. Applicants writing the Occupational Screening will be required to pay a \$60.00 (includes GST) cash administration fee and will be given an official receipt at the site. Applicants must provide official photo identification at the test and a certificate from either the University of Waterloo, Brock University or York University indicating you have passed the occupation specific fitness assessment for Firefighter applicants within the past six months. Applicants who do not provide this information will be disqualified and removed from the selection process. No mechanical aids including computers, calculators and/or dictionaries will be allowed in the testing room. Upon receipt of the final results from the screening agency, only those individual applicants who achieve the required benchmark will have their Applicant Number posted on the Brantford Fire website by Thursday, April 16<sup>th</sup>, 2009 ([www.brantfordfire.ca](http://www.brantfordfire.ca)) and be permitted into the recruitment pool.

### **Stage Six: Oral Interviews and Reference Checks**

Interviews will be conducted as positions become available. If you are called for an interview you may be expected to attend a series of interviews for the vacancy being filled. These interviews may take place over an extended period of time. The selection of applicants to be interviewed will be based on merit and qualifications. If after being interviewed, you are not selected for the position, your application will be returned to the applicant pool. Having been interviewed for one position does not guarantee that you will receive future consideration. At the time of the interview you will be required to bring with you the original documentation of the following items:

- Drivers' Abstract (no more than 90 days old).
- Current Police Clearance Certificate (no more than 14 days old).

As a condition of employment all candidates who are offered positions must hold a current (dated after December 5<sup>th</sup>, 2008) York University occupation specific fitness, hearing and vision assessment for firefighter applicants or pass one paid for by The Brantford Fire Department prior to their start date.

## **Disqualification of Applicants**

Applicants can be disqualified at any stage of this application or selection process for a variety of reasons including:

- Knowingly supplying false or misleading information at any stage of the process.
- Submitting incomplete or copied applications and/or supporting documentation and/or failing to submit the administration fee.
- Not submitting the required documentation on time.
- Arriving late after a session has commenced. Once the session has begun no one will be admitted to the room.
- Failing to meet the standards at any stage.

## **General Information**

The Corporation of the City of Brantford will retain the applications in the pool for a period determined by the City. The City, at its discretion, will establish this time frame to accommodate any recruitment demands it may experience. All applications will be assigned a number for administrative purposes.

Applicants are required to provide any changes of name, address or phone numbers to the Human Resources Department as they occur. Applicants are also responsible to provide changes in references listed on the application form (e.g. phone numbers). Please appreciate that the volume of applicants is substantial and requires your co-operation. At no time outside of the time frame listed for application submission will the City accept or hold applications that did not pre-qualify for the applicant pool. Official receipts for all cash payments will be distributed when requested.

We respect that candidates who are successful may be working for another employer at the time of hire. The City will make reasonable effort to accommodate an individual wherever possible. We will attempt to provide selected candidates with a minimum of three (3) weeks notice prior to the start date of a position.

**Important Dates to Remember**

<b>ACTION</b>	<b>DATE/TIME</b>	<b>MISCELLANEOUS</b>
Pick up Recruitment Package	Friday, February 6 <sup>th</sup> , 2009 to Thursday, March 5 <sup>th</sup> , 2009	Human Resources Department 1 Market Square, Suite 110
Submission of Applications Deadline	Thursday, March 5 <sup>th</sup> , 2009 at 4:30 p.m. sharp	Human Resources Department 1 Market Square, Suite 110
Review of Applications	Week of March 9 <sup>th</sup> , 2009	
Written Interviews	Thursday, March 19 <sup>th</sup> , 2009	Assumption College 257 Shellard Lane
Occupational Screening	Thursday, April 2 <sup>nd</sup> , 2009	Assumption College 257 Shellard Lane

The Brantford Fire Department anticipates hiring in 2009. Past practice has been to hire in the Spring or the Fall. When vacancies occur candidates to be interviewed would be contacted a minimum of one week prior to the interview and would find out within two weeks after the interview if they were successful in that set of interviews.

**For Further Information**

If you have a question or require clarification please contact one of the following:

Kathy Weidhaas (519) 759-4222 ext. 2318

Deputy Chief Ray Jackson or Deputy Chief Randy Kalan (519) 752-4346

Information is also available on our website at [www.brantford.ca](http://www.brantford.ca) and [www.brantfordfire.ca](http://www.brantfordfire.ca)

**Applications Returned**

**Applications are to be returned to:  
The Human Resources Department  
1 Market Square Suite 110  
Brantford, ON N3T 6C8**