

## General

In all we do, we have the freedom to be our best self, belong, excel....

### Why Innisfil?

Join a community-focused team that thrives on doing things differently to better serve our residents. We are an award-winning municipality applying two hundred years of small-town independence and collaboration toward a future of innovation and prosperity. Located on the shores of Lake Simcoe, Innisfil is centrally located and combines big city access with small-town.

Under the direction of the Deputy Chief and guidance of the Captain, the Firefighter is responsible for firefighting entailing the combating, extinguishing, and preventing of fire, and the saving of life and property; as well as rapidly and efficiently performing various duties while working to mitigate an emergency incident, which frequently involves considerable hazards. Responsibilities also include assisting with fire prevention activities and developing and delivering public education activities to the community.

## Selection Process

The Town of Innisfil uses a process that promotes fairness and equity among candidates while ensuring we hire candidates that are best suited for the position and our organization. Please read this entire section to gain a better understanding of the process. Please note that movement from one step to the next will depend on the applicant's performance at each step of the process.

Costs associated with obtaining qualifications, certifications and mandatory requirements are the responsibility of the candidate.

The procedure for selecting firefighters consists of the following steps.

- Step 1 – Applicant Pre-Register with Firefighter Services of Ontario
- Step 2 – Applicant Assessment at Firefighter Services of Ontario
- Step 3 - Application Form / Qualifications
- Step 4 – Interview Process
- Step 5 – Background Screening
- Step 6 – Job Offer
- Step 7 – Onboarding/Start Date

## Step 1 – Pre-Registration

Applicants must pre-register to complete the seven (7) testing components with Firefighter Services of Ontario by **4:00p.m. EST on January 2, 2026**.

To pre-register for the required assessments please go to <https://register.fireontario.com/>. Please register for all seven components listed in step 2.

### Already completed FSO testing?

Candidates who successfully completed the core four (4) tests in one day (Clinical, CPAT, Tread Water, Aptitude), on or after February 7, 2025, you would be required to complete:

1. Clinical Assessment (if expired, valid for 6 months)
2. Medical, Acrophobia, and Emotional Stability and Resiliency Assessment (if expired, valid for 1 year)

Please email [info@fireontario.com](mailto:info@fireontario.com) to confirm eligibility, testing requirements and application submission.

## Step 2 – Applicant Assessment

To be considered in the application process, candidates must complete all seven (7) pre-employment screening assessments with Firefighter Services of Ontario:

- Clinical Evaluation
- CPS Aptitude Examination
- Candidate Physical Ability Test (CPAT)
- Tread Water Test
- Medical Assessment (Vision and Hearing Screening)
- Acrophobia Test
- Emotional Stability and Resiliency Test *\*\*Different deadline\*\**

Core Four

The core four (4) must be successfully completed on the same day (Clinical, CPAT, Treat Water Test and CPS Aptitude Examination). Inquiries regarding candidate eligibility can be directed to Firefighter Services of Ontario ([info@fireontario.com](mailto:info@fireontario.com)). The costs associated with this testing will be the responsibility of the applicant.

For further information about what is required from each test, visit Firefighter Services of Ontario ([www.fireontario.com](http://www.fireontario.com)).

**Emotional Stability and Resiliency assessment Deadline:** 4:00PM EST on January 16, 2026.

**Testing Deadline (remainder of the tests):** February 7, 2026

### **Step 3 – Application Form / Qualifications**

Candidates are required to submit their cover letter, resume and proof of mandatory/preferred qualifications outlined below to Firefighter Services of Ontario. Firefighter Services of Ontario will forward all provided documents and test results to the Town of Innisfil.

Bring hard copies of the documents along with the application checklist to your test date.

#### **Already completed FSO testing?**

Candidates who have completed testing should submit their documents directly to Firefighter Services of Ontario along with the application processing fee, no later than 11:59 p.m. EST on February 7, 2026. Please email [info@fireontario.com](mailto:info@fireontario.com) for details on application submission.

#### **Mandatory & Preferred Qualifications**

In order to be considered for this position with the Town of Innisfil, you must meet the following mandatory qualifications:

- A graduate of a recognized Pre-Service Firefighter Education and Training Program and experience as a career and/or volunteer firefighter preferred OR
- High school diploma and a minimum of (5) years experience as a career and/or volunteer firefighter preferred.
- Must have a clean driver's abstract; a valid Ontario Class "DZ" Drivers Licence, and access to vehicle for conducting Corporate business.
- Must be available to work a variety of scheduled shifts including weekends, days, evenings and statutory/other holidays, in accordance with the 24-hour shift schedule as outlined in the Collective Agreement, including the ability to respond to periodic unscheduled emergency call outs after regular working hours.
- The successful candidate must be able to pass a Police security clearance including a criminal reference check as well as vulnerable screening.
- NFPA-1001 Firefighter I & II certification (Including NFPA 1072).
- A valid Standard First Aid and a CPR Level "C" certificate would be an asset.

- Successful completion of all seven components of the Fire Services of Ontario (FSO) testing.

This section encompasses the education and skills that most closely reflect the firefighters' responsibilities, the preferred qualifications are:

- Firefighting experience (career or volunteer)
- Registered nurse or paramedic
- Valid trade certificate
- Pre-service Firefighting Education and Training diploma
- Fire Prevention/Inspection
- Public Educator

## **Step 4 – Job Interview**

The interview panel may consist of Innisfil Fire & Rescue Management Team members and members of the Town's People & Talent Team (Human Resources). The questions are situational and behavioural based and will probe your professional experiences in areas related to past experiences, the core competencies of a firefighter and our core values.

If you are selected for an interview, you will be notified via email to book your timeslot. Interviews will be scheduled in February 2026.

## **Step 5 – Background Screening**

Short-listed candidate(s) will be required to undergo a complete background screening process consisting of:

- Education verification
- Drivers abstract check
- Criminal record check
- Social media check
- Reference checks
- Vulnerable sector screening
- Medical screening/examination (based on Town provided form and at candidate's own cost)

## **Step 6 – Job Offer**

Upon review of the completed background screening and medical screening/examination, the top candidate will receive an offer of employment.

The successful candidate will be required to attend a uniform fitting date with the Town's uniform vendor at a date and time to be determined upon the signing of the offer of employment.

The Town reserves the right to terminate a candidate's participation in the recruitment process should any of the information in the background screening and/or medical screening/examination not meet the Town's standards.

IFRS will recognize class for class hiring provisions as per our collective agreement when considering a job offer to a candidate.

## **Step 7 – Start Date/Onboarding**

We are hiring 1 Firefighter. We may be adding other recruitment candidates to a candidate pool for future Firefighter hires within a nine (9) month period. The Candidate Pool will be maintained for a period of nine (9) months or as deemed appropriate at the discretion of the Fire Chief or designate.

The anticipated start date for the successful firefighter will be in March 2026. The new recruit will undergo in-house training prior to being placed on shift.

There is a twelve-month probationary period in which extensive in-service training will continue. A new recruit not meeting performance expectations during this training period may be terminated.

## **Additional Information/ FAQ**

Please ensure you read the information in this guide closely before reaching out with additional questions to People and Talent Team at 705-436-3710. Due to the high volume of applications received for this position, please refrain from calling to inquire about the status of your application. Recruitment status updates will be made on the Town of [Innisfil's Career Page](#).

The Town of Innisfil is committed to diversity and inclusion in our workplaces. We are passionate about attracting and retaining individuals who represent the diversity in our own community and beyond, as we work together to best serve our residents. We inspire one another in an inclusive environment where all individuals belong and are valued, respected and uplifted.

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation, please contact People & Talent.

