



# CITY OF WELLAND FIRE AND EMERGENCY SERVICES

## Volunteer Firefighter Application Package



### INSTRUCTIONS

- The application form must be completed in its entirety
- All information provided must be to the best of your knowledge
- Please attach required documentation, as indicated in the application package
- The completed application package, including an updated resume, and any required documents must be delivered directly to the drop box at City Hall, in a sealed envelope marked Attention Human Resources, by no later **16:00 on Friday, January 20, 2023**.

### PERSONAL INFORMATION:

First Name		Last Name	
Phone Number		Email Address	
Address			
City	Province	Postal Code	How long have you lived at this address?
Are you legally entitled to work in Canada?		<input type="radio"/> YES <input type="radio"/> NO	
Are you at least 18 years of age?		<input type="radio"/> YES <input type="radio"/> NO	
Have you ever been convicted of a criminal offence for which a pardon has not been granted?		<input type="radio"/> YES <input type="radio"/> NO	



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### AVAILABILITY FOR RESPONSE AND TRAINING

Are you able to participate in scheduled weekly training sessions (usually Wednesday morning or evenings)?	<input type="radio"/> YES <input type="radio"/> NO
Are you able to attend the occasional training or education opportunity that may take you away from home for up to a week at a time?	<input type="radio"/> YES <input type="radio"/> NO
What is your current occupation?	
In what City is your current job located?	
Do you work shifts?	<input type="radio"/> YES <input type="radio"/> NO
If yes, what are your shift times (rotation)?	
If you do not work shifts, what is your current work schedule?	
Have you spoken with your current employer about applying for this position?	
Will your employer allow you to leave work to attend emergency calls?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> SOME OF THE TIME
When you are not working, how often are you in the City and available to respond to emergencies or attend training?	<input type="radio"/> a) <u>90% of the time/almost always</u> <input type="radio"/> b) <u>50% of the time/sometimes available</u> <input type="radio"/> c) <u>24% of the time or less/almost never</u>
Have you discussed becoming a Volunteer Firefighter with your family?	<input type="radio"/> YES <input type="radio"/> NO
Does your family support you becoming a Volunteer Firefighter?	<input type="radio"/> YES <input type="radio"/> NO



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### OTHER EXPERIENCE:

Do you have current, or previous Firefighting experience?	<input type="radio"/> YES <input type="radio"/> NO
If yes, please explain (including # of years)	
Do you have previous Military, Police or EMS service?	<input type="radio"/> YES <input type="radio"/> NO
If yes, please explain (including # of years)	

### DRIVING EXPERIENCE:

Do you have a valid Ontario Driver's Licence:	<input type="radio"/> YES <input type="radio"/> NO
What class driver's licence do you hold?	
Have you have any experience, or training driving heavy vehicles?	<input type="radio"/> YES <input type="radio"/> NO
If yes, please explain	
You will be required to provide your own motor vehicle to respond to emergency calls. Do you currently own a motor vehicle that is available to you at all times?	<input type="radio"/> YES <input type="radio"/> NO
If no, please explain	



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### SKILLS

**Skill Level 1:** Candidate holds a Trade, Licence or recognized Certificate, or significant professional experience has been acquired. If this category is selected, proof of a Trade, Licence or Certificate must be submitted with your application.

**Skill Level 2:** Candidate has some familiarity and competence has been acquired through personal experience, high school courses or other informal training.

**Skill Level 3:** No formal or significant experience skills.

SKILL	Yes/No	LEVEL 1	LEVEL 2	LEVEL 3
Active in Sports/Fitness programs				
Building Technology – training/work experience				
Climbing Skills – rope, ladder, outdoor				
Coaching/Recreational Leadership – Sports				
Coaching/Teaching/Counselling – Other				
College Firefighter Preparation Courses				
Computer/Information Technology Courses				
Electrical Systems – training/work experience				
Fire Safety Systems – training/work experience				
Medical Knowledge – education/work experience				
SCUBA or other breathing apparatus training or experience				
Mechanical Aptitude – motor/equipment/tools				
Lifeguard or other rescue procedure training				
Health and Safety (OHSA) training/work experience				
<b>Other skills you feel would benefit you as a Volunteer Firefighter</b>				



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### SELECTION PROCESS:

The screening process for the selection of volunteer firefighters is detailed to ensure that candidates become aware of the degree of skill, commitment, and personal character required in becoming a successful volunteer firefighter.

The screening and selection process will consist of the following steps:

- Completed Application Package and current Resume submitted directly to the drop box at City Hall, in a sealed envelope marked Attention Human Resources by 16:00, **Friday, January 20, 2022**.
- Written aptitude test (**Tuesday, January 24, 2022**)
- In-person Interview (**weeks of January 30 & February 6, 2023**)
- Physical and mental abilities test (Acrophobia, Claustrophobia and CPAT) at the applicant's expense (**Saturday, February 11, 2022**)
- Employment reference check
- Conditional offer of membership (conditions include; satisfactory medical examination, driver's abstract and Police Vulnerable Sector Check)
- Recruit training (see Training Dates section below)
- Completion of a one-year probationary period

Applicants will be notified if they are eligible to proceed throughout each stage of the selection process.

### OTHER INFORMATION:

Successful applicants will be required to become a member of the United Steelworkers, Local 14241-08.

Volunteer Firefighter positions are paid an hourly rate as per the Collective Agreement and pay is deposited quarterly.

Volunteer Firefighters must continuously reside within the City of Welland, be available to attend training and respond to emergencies, and be members in good standing.

Volunteer Firefighters must maintain an overall average of 60% of all scheduled training practices and 30% of all emergency responses as a condition of employment. Higher attendance for training practices is expected during the one-year probationary term, to ensure safety and skills training is completed efficiently.

**Applicant's Initials recognizing this requirement: \_\_\_\_\_**



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The City of Welland is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. The City of Welland is committed to accommodating persons with disabilities. Should you require any accommodations, we will work to meet your needs.

All applications will be held in strict confidence.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.

Firefighting is an inherently dangerous occupation, to ensure the protection of each firefighter they are responsible to maintain themselves in manner that ensures that their face is free of facial hair, jewellery, or otherwise that may prohibit them from safely using a respirator.

**Applicant's Initials acknowledging this requirement: \_\_\_\_\_**

Volunteer Firefighters must complete a skills and knowledge evaluation as a condition of satisfying their probationary requirements. Testing is based upon the knowledge and skills that the candidate acquires throughout the probationary term and all testing materials, instruction, coaching and feedback are provided to the candidate throughout the year.

**Applicant's Initials acknowledging this requirement: \_\_\_\_\_**

### **TRAINING DATES:**

Successful applicants are required to attend mandatory recruit training dates as identified below. No alternate dates are available, attendance on each date is required.

Recruit training will occur throughout the probationary year. The recruit training is split into 2 parts:

#### **Part A: SafeStart Recruit Program (14-16 weeks)**

The SafeStart Program is designed to prepare new recruits for responding to emergencies. During the probationary year, firefighters will perform duties at scenes in alignment with the degree to which they are trained.

During the SafeStart Program, recruits will be required to attend and participate in training every Tuesday or Thursday evening (day of week to be confirmed prior to start of program), as well as 1 weekend day (Saturday or Sunday) each month.



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### **Part B: In-service Recruit Training**

Once the new recruit has completed the SafeStart Program, they will be approved to begin responding to emergencies and begin attending regular Wednesday training with the other volunteer firefighters.

The remaining recruit training will occur over the course of the probationary year. These training sessions will happen once per month, on either a weekday evening or one day on a weekend,

At the conclusion of the probationary year all new recruits will undergo NFPA 1001 testing and certification, to be provided by the department.

**Applicant's Initials acknowledging this requirement: \_\_\_\_\_**

### **DECLARATION:**

I hereby declare that the information provided in the Volunteer Firefighter Application Package, and all attached correspondence submitted as part of my application, is true and completed to the best of my knowledge. I understand that a false statement may disqualify me from membership as a Volunteer Firefighter.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_