



## CENTRAL YORK FIRE SERVICES

### RECRUITMENT INFORMATION PACKAGE FOR 2017 and 2018

#### General

Fire fighting entails the combating, extinguishing and prevention of fire, and the preservation of life and property.

A career Fire Fighter is responsible for performing various duties under emergency conditions frequently involving considerable hazard. Routine duties also include the maintenance of firefighting equipment and Fire Department property, and carrying out specific orders and directions received from senior officers.

#### Required Qualifications

In order to be considered for a career as a Central York Services Fire Fighter, you must meet the following eligibility criteria:

- NFPA 1001-Firefighter I and II certified, education and training program from an accredited institution;
- **Valid Certificates from the Ontario Fire Administration- Candidate Testing Program** for Stages One, Two, Three and the Swim Test at the time of application
- Must have completed a minimum of grade 12 or equivalent as approved by the Ministry of Education
- Must be able to understand and communicate clearly in verbal and written English
- Must be at least 18 years of age
- Be legally entitled to work in Canada (must be either a Canadian citizen, permanent resident, landed immigrant)
- Must not have a criminal record unless a pardon has been granted under the Criminal Record Act of Canada
- Must possess a valid Ontario Drivers License Class "D" with "Z" endorsement at the time of application
- Must possess a current Standard First Aid and CPR-C, or higher, Certificate and be current throughout the duration of the recruitment process
- Have prescribed 20/30 uncorrected vision in each eye without corrective lenses, with colour vision, depth perception and peripheral vision that is safe for fire fighters.

- Have prescribed normal unaided hearing – hearing thresholds no greater than 30 decibels in each ear at 500 Hz, 1000 Hz and 2000 Hz, and no significant loss in higher frequencies
- Availability to work shifts that may vary (days, nights, weekends, statutory holidays); ability to work extended hours when required as a result of emergency responses; ability to work 24-hour shift schedule.

#### **Additional Preferred Qualifications:**

- Pre-service firefighter education and training program certificate
- Additional Education
- Fire Fighter experience
- Trade apprenticeship or certification
- Working experience
- Medical training or experience (i.e. Paramedic, Nursing etc)
- Other relevant specialized training, qualifications or experience
- Demonstrated community service and/or volunteer involvement

### **Recruitment Procedure**

The procedure for selecting Fire Fighters consists of the following:

Phase 1 – Successful completion of the Ontario Fire Administration Inc. Candidate Testing Program at the time of application

Phase 2 – Application via Town of Newmarket's online recruiting (HR Smart).  
November 23 to December 23, 2016 (closes 12:00 p.m.)

Phase 3 – Review of applications - January 3 to 23, 2017

Phase 4 – CYFS specific Skills Testing – February 6 and 7, 2017  
(Invites to candidates to be sent out January 23-27, 2017)

Phase 5 – Interviews - February 15 to 28, 2017  
(Invites to candidates to be sent out February 8-10, 2017)

Phase 6 – Reference Checks - March 6 to 10, 2017

Phase 7 – Conditional Offers - March 13 to 17, 2017

Phase 8 – Probationary Fire Fighters Training Class – April 3, 2017 – May 19, 2017 (to be confirmed) & Candidate List

Remaining candidates from phase 5 will be informed of their status for consideration up to 2018 recruitment.

At each step, a “short list” of applicants will proceed to the next step in the selection process. Only applicants selected for Phase 4 and beyond will be contacted.

Please be advised that email and telephone will be used to communicate with applicants. It is the applicant’s responsibility to include a current phone number as well as a current email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. skills testing booking, interview dates, offers of employment), it is imperative that applicants check their email regularly.

Note: All costs incurred shall be paid by the applicant.

### **Phase 1 – Ontario Fire Administration-Candidate Testing Program Certification**

Ontario Fire Administration Inc. provides a standardized and uniform approach to the candidate testing process for candidates pursuing a firefighting career in municipal fire departments in Ontario.

The Ontario Fire Administration Inc. Candidate Testing Services (OFAI CTS) will enable those individuals whose aptitude, interpersonal skills, physical abilities and practical firefighting skills align with the needs of municipal fire services, to pass through the system. When a candidate successfully completes the three stage testing process, they are ready to apply to Central York Fire Services.

Prior to applying, Candidates are required to complete and pass all required tests with [Ontario Fire Administration Inc.](#) Click [here](#) for more information on the Candidate Testing Services.

Note: Transportation costs and any fees associated with the Ontario Fire Administration Inc. screening will be the responsibility of the applicant.

Prior to applying, applicants must have successfully completed all stages of the Ontario Fire Administration Inc Candidate Testing Program ([www.ofai.ca](http://www.ofai.ca)) and hold valid certificates for Stage One, Two, Three and Swim Test.

## **Phase 2 – Application via the Town of Newmarket online application system (HR Smart)**

**We do not have a pool of applicants. Interested applicants are required to apply at this time.** This recruitment process will be used for the selection of candidates for 2017 and 2018 hiring. Following this recruitment, any applicants not informed of selection will be required to apply again in the future.

Applicants who have met all of the above minimum qualifications must apply via the Town of Newmarket's website and online application system. Applicants must complete the online screening questionnaires and provide the following attachments:

- Cover Letter
- Resume

Copies of the following as one document attachment:

- Current Standard First Aid and CPR-C Certificate
- Ontario Fire Administration Inc. CTS certificates for Stage One, Two, Three and swim test (issued after successful completion of testing)
- Proof of education
- Driver's Abstract, with proof of DZ endorsement, issued within 3 months prior to date of application
- Vulnerable Sector Screening clearance issued by the RCMP or your local police service, issued within 6 months prior to date of application.

Note: Candidates selected to move beyond the application stage, will be required to provide originals or certified copies.

## **Phase 3 – Review of Applicants**

In addition to the initial screening in the application software, applications will be reviewed and assessed on the minimum qualifications, as well as additional preferred qualifications. OFAI – Candidate Testing Services will be contacted to ensure all certificates are complete.

## **Phase 4 – Basic Fire Fighter Skills Evaluation**

Applicants proceeding to Phase 4 will be required to attend a CYFS specific basic Fire Fighter Skills assessment at the Central York Fire Services Training Centre where they will be put through a number of fire fighter and interpersonal activities. Applicants participating in this phase will provide authorization to be photographed for the recruitment process.

### **Phase 5 – Selection Interview**

Applicants proceeding to Phase 5 will be required to attend an interview before a Selection Panel. Applicants will be assessed as to their suitability for employment as a Fire Fighter with CYFS.

Candidates will be required to bring the following documentation with them to the interview:

- Three contacts from present and/or past employers, and preferably from immediate supervisors, for the purpose of obtaining reference information.
- Certificates, certifications and licenses
- Originals or certified copies of the Driver's Abstract and Vulnerable Sector Screening.

### **Phase 6 – Reference Checks**

Applicants proceeding to Phase 6 will be contacted and informed that references will be contacted. It is preferred that candidates at this point contact their references and confirm availability. Only those applicants being considered for the Spring 2017 recruit class will be contacted for references.

### **Phase 7 – Conditional Offer**

Upon completion of references, a conditional offer of employment for Probationary Fire Fighter will be provided electronically to those candidates being offered a position in our Spring 2017 recruit class. This offer is conditional upon a physician assessment and completion of the Medical Assessment Form that declares the candidate medically fit to perform the duties of a fire fighter.

### **Phase 8 – Training Class & Candidate List up to Spring 2018**

Probationary Fire Fighter training is scheduled to begin on April 4, 2017 (to be confirmed).

Applicants remaining from Phase 5, who were not offered positions in the Spring 2017 recruit class, will be informed of their status on the candidate list that will be maintained until the Spring 2018 recruitment. Those candidates will be contacted in order of ranking for a second interview and begin the recruitment process at Phase 5 when CYFS has a vacancy, up to and including the Spring 2018 recruitment class.

Only those candidates invited to a second interview will be contacted. Candidates are not guaranteed a position, and any interested candidates not offered a position by the Spring 2018 class, must apply when opportunities are posted in the future.

### **Important Notes:**

- When applying online, you will receive an email confirmation that your application has been successfully received. Please check your junk or spam folder if you do not see this confirmation email in your inbox.
- Only those applicants selected to move forward in the recruitment process will be contacted by the town.
- Applications and all required documentation will only be accepted online. CYFS will not accept applications delivered in person or by mail.
- Applicants must possess all necessary certifications outlined in this posting at time of application. Applicants who are in the process of obtaining required certifications will not be considered.
- Applicants are responsible for all costs (i.e.: certificates, testing, travel, medical) throughout the recruitment process.
- Completion of the OFAI certificate does not guarantee applicants will move forward in the recruitment process.
- Fire fighter recruitments attract a high volume of applicants. CYFS is unable to respond to individual inquiries during or after the recruitment process. **Please do not call the Towns of Newmarket or Aurora, Human Resources or Fire department.** If you require assistance with the online application process, please email [hr@newmarket.ca](mailto:hr@newmarket.ca) and we will respond within two (2) business days.