



**CENTRAL YORK FIRE SERVICES**  
**Probationary Firefighter**  
**RECRUITMENT INFORMATION PACKAGE**  
**2019**

**General**

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

A career Firefighter 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 Fire Services Firefighter, 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 Inc. - Candidate Testing Program** for Stages One, Two, and Three at the time of application; Valid Swim Test Certificate if selected for interview.
- 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

- Candidates must meet the vision requirements as outlined in Chapter Six of NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments.
- Permitted hearing loss is no greater than 40 decibels, unaided, in either ear at 500 Hz/db, 1000 Hz/db, 2000 Hz/db and 3000 Hz/db.
- 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
- Firefighter 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**

**READ this document in its entirety prior to applying.**

The procedure for selecting Probationary Firefighters consists of the following:

Phase 1 – Successful completion of the Ontario Fire Administration Inc. Candidate Testing Services (OFAI-CTS) Stages one, two and three, at the time of application

Phase 2 – Application via Town of Newmarket's online recruiting (HR Smart).  
October 14, 2019 to December 2, 2019 (closes 4:00 p.m.)

Phase 3 – Review of applications - December 3, 2019 to December 20, 2019

Phase 4 – CYFS specific Skills Testing – January 14 - 16, 2020  
(Invites to candidates to be sent out January 6 - 7, 2020)

Phase 5 – Interviews - February 3 to February 21, 2020  
(Invites to candidates to be sent out January 22 - 27, 2020)

Candidates selected for an interview will be required to complete and pass the OFAI-CTS Swim Test and provide valid swim test certificates by February 21, 2020.

Phase 6 – Reference Checks – February 21 – March 6, 2020

Phase 7 – Conditional Offers - March 9 to 13, 2020

## Phase 8 – Probationary Firefighters Training Class – April 6, 2020 (to be confirmed) & Candidate List

Remaining candidates from phase 5 will be informed of their status for consideration up to December 31, 2020 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.](http://www.ofai.ca) Click [here](http://www.ofai.ca) ([www.ofai.ca](http://www.ofai.ca)) 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, and Three. Certificate status will be verified by OFAI-CTS prior to Phase 4 Invites. (Swim Test certificate will be required for those candidates selected for an interview).

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

This recruitment process will be used for the selection of candidates for Spring 2020 hiring and may be used up to Spring 2021. 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 [www.newmarket.ca](http://www.newmarket.ca) and online application system. Applicants must complete the online screening questionnaire and provide the following attachments:

Attachment 1:

- Cover Letter
- Resume

Attachments 2-5:

- Current Standard First Aid and CPR-C Certificate
- Proof of education and other education/training certificates

*(Tip: Our online applicant system will only allow a maximum of five attachments; therefore, scan documents into files together rather than individual files for each document).*

Note: Do not attach Driver's Abstract, Criminal Reference Check or OFAI-CTS certificates with application. Certified copies or originals will be required if offered a position.

## **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 verify all certificates are complete.

## **Phase 4 – Basic Firefighter Skills Evaluation**

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

Applicants selected for interview (Phase 5) will be required to complete and pass the Ontario Fire Administration Inc. Candidate Testing Services Swim Test and provide a copy of their valid certificate at the end of Phase 5.

### **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 Firefighter 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.
- Copies of Certificates, certifications and licenses.

Interviewees will be required to provide their Valid OAFI-CTS Swim Test Certificates by February 21, 2020.

### **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 2018 recruit class will be contacted for references.

### **Phase 7 – Conditional Offer**

Upon completion of references, a conditional offer of employment for Probationary Firefighter will be provided electronically to those candidates being offered a position in our Spring 2020 recruit class. This offer is conditional upon:

- Original or certified copy of a Driver's Abstract, with proof of DZ endorsement, issued no earlier than July 15, 2019.
- Original or certified copy of a Vulnerable Sector Screening clearance issued by the RCMP or your local police service, issued no earlier than April 15, 2019.
- A Physician Assessment and completion of the Medical Assessment Form that declares the candidate medically fit to perform the duties of a Firefighter.

### **Phase 8 – Training Class & Candidate List**

Probationary Firefighter training is scheduled to begin on April 6, 2020 (to be confirmed).

Applicants remaining from Phase 5, who were not offered positions in the Spring 2020 recruit class, will be informed of their status on a candidate list that will be maintained until December 31, 2020. Those candidates will be contacted in order of ranking for a second interview and begin the recruitment process at Phase 5 when CYFS holds a recruitment, up to and including December 31, 2020.

Only those candidates invited to a second interview will be contacted. Candidates are not guaranteed a position, and any interested candidates not contacted and/or offered a position, 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, by mail, fax or email.
- 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. (Exception: Swim Test certification will be completed by those applicants who are selected for an interview).
- 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.
- There will be no exceptions to expiration dates of certificates, or issue dates of Driver's Abstracts and Vulnerable Sector Screenings.
- Firefighter 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.