



# THE CORPORATION OF THE TOWN OF INGERSOLL

Invites applications for the position of

## Volunteer Firefighter

The Town of Ingersoll is currently seeking a Volunteer Firefighter to join the Ingersoll Fire & Emergency Service team.

### Position Overview

Reporting to the Fire Chief, the Volunteer Firefighter is responsible for responding to emergency incidents and protects life and property by controlling and extinguishing fires, responding to medical emergencies, and attending all other rescue emergencies as described in the Fire Department's Establishing and Regulating By-Law.

Specifically, the Volunteer Firefighter will be responsible for:

- Carrying a paging device and attending emergency incidents.
- Responding to alarms and participating in all phases of emergency operations as authorized under the Fire Department's Establishing and Regulating By-Law.
- Responding to and operating within high-risk environments.
- Driving and operating departmental vehicles and equipment including pumper/aerial operations.
- Attending fire department training (weeknight and some weekends).

### Qualifications

Applicants must possess the following qualifications, skills, and experience:

- Grade 12 education
- Minimum G license
- Passing grade on Candidate Physical Ability Testing (CPAT)
- Acceptable drivers abstract
- Acceptable police background check (including vulnerable sector screening)
- Live within 2 KM of the Town Boundary.

### Availability Requirements

Carry a paging device and be on call 24hrs a day for emergency response, attend assigned overnight shifts at the fire station.

### Wage Rate

Volunteer Firefighters receive a monthly honorarium, RRSP contribution, and counselling benefits.



## Application Instructions

Qualified candidates are invited to submit their application in confidence, to the attention of the Fire Chief no later than **January 31, 2020, at 4:00 pm**. Applications, including resume and mandatory application form (see below), are to be dropped off at the Ingersoll Fire Hall located at 110 Mutual Street. Application forms are available online as well as at Town Hall and the Fire Hall.

***The Town of Ingersoll is an equal opportunity employer and will make accommodations available to applicants with disabilities upon request and throughout the entire recruitment process.***

***While we appreciate all applications received, only those invited for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine suitability for the position advertised.***



# Ingersoll Fire & Emergency Services

## EMPLOYMENT APPLICATION- VOLUNTEER FIREFIGHTER

**PLEASE COMPLETE ALL SECTIONS OF THIS FORM**

- ✓ Be sure to read this application carefully before completing.
- ✓ If completing manually, print clearly.
- ✓ Incomplete or unsigned applications will be rejected.
- ✓ Attach a copy of your resume with your application.

**APPLICATION DEADLINE: Refer to the job posting for the application deadline.**

### APPLICANT INFORMATION

Last Name		First Name	
Application Date			
Street Address		Apartment/Unit #	
City		Province	Postal Code
Telephone		Cellular/Mobile	
Email Address		Date available to commence duties	
Are you legally entitled to work in Canada?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you ever worked for the Town of Ingersoll?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If YES, please list the department, position title, and duration of employment			
Have you ever been convicted of a criminal offence for which you have not received a pardon?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If, YES, explain			
Do you currently live within the municipal boundaries of the Town of Ingersoll?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you currently work in Ingersoll?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have a valid driver's license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Class: <input type="text"/>
Did you include a copy of your resume with this form?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

### DISCLAIMER AND SIGNATURE

I acknowledge the Town of Ingersoll's Volunteer Firefighter application process and understand that my name will be placed on a qualifying list. I understand the Ingersoll Fire & Emergency Services will only contact the most qualified candidates from the qualifying list for interviews.

I hereby certify that the information provided is correct and that any false statements or deliberate omission of a material fact made by me on this application or in the recruitment or selection process may be sufficient cause for cancellation of the application and, if I have been employed, for immediate dismissal from The Corporation of the Town of Ingersoll.

I agree to submit to a fitness test, to ascertain my ability to perform the essential duties of the position after an employment interview.

Signature		Date	
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# Ingersoll Fire & Emergency Services Recruitment Guide

The recruitment process consists of five (5) stages. Each stage is described in more detail in the following page. At the conclusion of each stage, it shall be decided which candidate(s) may proceed to the next stage.

## OVERVIEW

### STAGE 1 ADVERTISEMENT AND APPLICATION

The Town of Ingersoll Fire and Emergency Services shall advertise using various methods. A resume and Town application form are required at the point of application. Candidates must verify all qualifications with supporting documentation; however it is not required at this stage. Applications and resumes must be received before the application deadline. Applications received after the deadline will not be considered during the recruitment.

**APPLICATION DEADLINE: January 31, 2020 at 4pm**

### STAGE 2 VERBAL INTERVIEWS

Resumes and applications will be reviewed and eligible candidates will be invited to attend an interview. Candidates will take part in a panel interview conducted by the fire department officers. Successful candidates will be referred to a second interview conducted by the Fire Chief and Deputy Fire Chief.

**First Interview: Week of February 2, 2020 (dates to be determined)**

**Second Interview: Week of February 10, 2020 (dates to be determined)**

### STAGE 3 PRACTICAL PHYSICAL FITNESS TEST

The Practical Physical Fitness test is designed to gauge the candidate's physical and mental fitness to meet the requirements of the job. Candidates will take the Candidate Physical Ability Test (CPAT) fitness test through Firefighter Services Ontario located in St. Catherine's Ont, test dates and times will be arranged for you. It is the candidate's responsibility to know and understand the testing components prior to taking the test. The registration fee for the test will be paid for by the Town, however, transportation arrangements and costs will be the candidate's responsibility. Information regarding the test can be found at:

<http://fireontario.com/>

**TIME: Date and Time to be determined.**

### STAGE 4 CRIMINAL RECORD CHECK

Candidates at this stage will complete a criminal record check with vulnerable sector screening. This will be conducted by the Oxford O.P.P.

Candidates will also have to provide a copy of their driver's abstract. This can be obtained from the Ministry of Transportation.

Any fees associated with these documents are to be paid by the applicant.

### STAGE 5 SELECTION AND APPOINTMENT

Based on information that is obtained from the entire process, the selection committee shall choose a suitable candidate(s). The successful candidate(s) will be appointed to the position of probationary volunteer firefighter.