

GUIDELINE TO RECRUITMENT PROCESS
January 13, 2012 to May 6, 2012

Volunteer Firefighters - VFFs

A. INTRODUCTION

Welcome to The City of Kawartha Lakes Volunteer Firefighter recruitment process. This guideline has been designed to provide you with helpful information about our recruitment process, including the standards and requirements that candidates are expected to meet throughout the recruitment process.

To advance through this process, candidates will be required to successfully pass or complete the requirements of the individual steps.

Section B provides a general overview of our recruitment process.

Section C includes a listing of the required qualifications and documentation that successful candidates must prove and submit prior to starting employment. **WE URGE YOU TO READ THIS INFORMATION CAREFULLY SO THAT YOU ARE FULLY PREPARED FOR EACH STEP.** Failure to follow directions or to meet the minimum qualifications at any step of this recruitment process will prevent you from advancing.

Refer to **Section D** for general information regarding employment and pre-employment requirements.

B. OVERVIEW OF PROCESS AND TIMELINES

Applying for a position as a Volunteer Firefighter is an open process. Completed Volunteer Firefighter Application Forms will be accepted by the Human Resources Office via the City's website job-line, by mail, or in person, at any time throughout the year. Applications will be held in the Human Resources Office for a period of one-year from the date of receipt.

Recruit Process	Timeline
Applications available	Volunteer Firefighter Application Form (Form LRR10-002) is available on the City's website under Volunteer Recruitment Process, or in hard-copy from the Human Resources Office.
Applications reviewed	Human Resources advised that recruit will occur, and for which Halls on January 13, 2012 ; on January 17, 2012 , Human Resources will provide applications to Assistant Chief to commence recruit process for Halls participating in a recruit process.
Invitation to Interview	Is dependant upon Service requirements of each

	individual Hall. Interviews for actively recruiting Halls will be scheduled by Officers assigned to the respective Halls from January 23 to 27, 2012 , at the direction of the Assistant or District Chief.
Interviews, Written and Physical Agility Skills Tests, and Informed Consent Agreement	Interviews and Testing will be held January 30 to February 3, 2012 . Candidates must receive a mark of <u>70%</u> or greater on the written test and successfully pass all components of the physical agility testing following completion of the Informed Consent Agreement (Form LRR10-003). Tests will be scheduled and administered by the Officers.
Reference Checks ** (See Below)	Conducted by Station Coordinator or District Chief immediately following the interview February 6 to February 17, 2012 . Candidates must provide a signed Reference Permission Form (Form LRR10-004) at the time of interview, in the form attached ** Refer to section on references.
Conditional Offer of Employment	Made by Human Resources to recommended candidates immediately following reference checking process February 22 to 24, 2012 .
Submission of required documentation	To be submitted to Human Resources on or before March 8, 2012 , just prior to the Candidate Orientation evening.
Candidate Orientation – Assigned to respective Hall(s); Written Offer of Employment provided	To be held March 15, 2012 following submission of required documentation
Hall Training following Orientation	Candidates who meet their immediate conditions of employment will be permitted to begin attending training at their respective Halls commencing March 22, 2012 . They may not participate in Fire Calls until successful completion of 40-Hour Unpaid Training.
40-Hour Unpaid Training	Candidate offers of employment remain conditional pending successful completion of 40-Hour Unpaid Training Sessions to be held April 19, 20, 21 and May 3, 5 and 6, 2012 .
Attainment of Valid “D” Class, with “Z” endorsement licencing	Offers of employment remain conditional pending successful completion of “DZ” driver’s licencing requirement for a period of one calendar year from date of employment.

References: Following the interview and testing process, the Station Officers will conduct confidential work-related reference checks to assess each candidate’s work history, work performance and attendance record. Candidates will be required to provide names and current contact information of two (2) work-related, supervisory references. *City of Kawartha Lakes current employees, an applicant’s spouse/partner, parent, in-laws or other relative are not acceptable references.* Candidates are encouraged to provide day, evening or alternate (cell phone) numbers for each of their references, and are expected to contact their references in advance to notify them they may be contacted by City of Kawartha Lakes personnel for the purpose of providing a reference during the period **February 6 to 17, 2012**. Candidates are required to complete (sign) and submit the attached Reference Permission Form (Form LRR10-004) which permits the City of Kawartha Lakes to contact candidate references.

Candidates who receive a **Conditional** Offer of Employment will be asked by Human Resources to submit the documents set out in **Section C**, and within the time-lines set out. The offer of employment remains conditional upon the candidate submitting **ALL** required documentation to Human Resources by the established deadlines. If a candidate fails to submit the required documentation, they will not be hired.

Candidates who do not meet their conditions and/or who fail to attend the scheduled orientation will not receive a Written Offer of Employment.

C. REQUIRED QUALIFICATIONS AND DOCUMENTATION

Candidates who are offered a Conditional Offer of Employment will be required to submit certain documentation to Human Resources. As noted above, employment is conditional upon receiving the required documentation. Candidates who fail to submit all documentation will not receive a Written Offer of Employment. See **Section D** for further information on required documentation.

DOCUMENTATION TO BE SUBMITTED AFTER CONDITIONAL OFFER MADE

Qualifications/Documentation (originals must be provided for verification):	
<input type="checkbox"/> Grade 12 Diploma, or equivalent	Equivalency may comprise of work experience, post-secondary, or fire-related education
<input type="checkbox"/> Canadian Police Information Centre (CPIC)	An acceptable report must include Vulnerable Sector Search and must be an original dated within 15 days from date of conditional verbal offer
<input type="checkbox"/> Volunteer Firefighter Medical Certificate	City Form LRR10-005 attached; must be an original dated within 3 months from date of conditional verbal offer
<input type="checkbox"/> Driver's Licence	Current original must be produced; minimum Ontario Valid Class G
<input type="checkbox"/> Driver's Abstract	3-year Driver's Abstract, an acceptable original as issued by the Ministry of Transportation Licensing Office dated within 15 days from date of conditional verbal offer
<input type="checkbox"/> Social Insurance Card (SIN)	Original must be produced

DOCUMENTATION TO BE SUBMITTED ON ORIENTATION NIGHT

On the night of orientation, you will be required to provide, or complete:

<input type="checkbox"/> Banking Information for Direct Deposit (provide)	<input type="checkbox"/> Void Cheque <input type="checkbox"/> Direct Deposit Pre-Authorized Transaction Form (obtained from your bank)
<input type="checkbox"/> Confidentiality Form (City of Kawartha Lakes Form)	
<input type="checkbox"/> Emergency Contact Information (City of Kawartha Lakes Form)	Candidates will be required to provide the names and contact information for two persons who may be contacted on their behalf in the event of emergency.
<input type="checkbox"/> Federal and Provincial Tax Forms	
<input type="checkbox"/> Consent for Use of Personal Information (City of Kawartha Lakes Form)	Your picture will be taken that evening for the purpose of producing Fire Service Identification Tags.
<input type="checkbox"/> Employee Code of Conduct	The City's Employee Code of Conduct will be reviewed and provided to candidates. Candidates will be required to sign the Employee Code of Conduct.

D. GENERAL INFORMATION

1. Costs

All costs related to obtaining required documentation, certificates and medical examinations, shall be the sole responsibility of the candidates.

2. Confidentiality

All personal information submitted for employment purposes is collected under the Municipal Freedom of Information and Protection of Individual Privacy Act (MFIPPA). No information regarding any applicant will be given without the explicit written permission of the candidate. During the course of their employment Volunteer Firefighters will also have access to and be responsible for records containing confidential information and/or personal information. Volunteer Firefighters must hold such information confidential, except as may be legally required, and are not disclose or release it to any person at any time.

3. Advancement during recruitment process

A candidate may not advance at any step of this recruitment process for a number of reasons, including but not limited to:

- Candidates who knowingly supply false or misleading information.
- Candidates who submit incomplete documentation or fail to submit required documentation.
- Candidates who fail to meet the standards or requirements at any step will not progress.

4. Maintaining or gaining Professional Credentials

All new Volunteer Firefighters shall be required to successfully pass the requisite 40-Hour Unpaid Training Sessions, as scheduled by Fire Services personnel, and to achieve a valid Ontario minimum class "D" Driver's Licence, with "Z" endorsement, within one-year from their date of hire.

In addition to suppression calls, Volunteer Firefighters are expected to attend requisite on-going training offered throughout the year at individual Halls. All employees are required to maintain the credentials required to perform the job. It will be the responsibility of the employee to stay current with 'best practices', to maintain their professional knowledge and credentials, and to attend a minimum of 50% of paged fire calls (suppression) and 60% of scheduled training hours in each year.

5. Hours of Work and Compensation

Volunteer Firefighters are expected to be available for call-out to suppression calls, as the need or emergency arises. Place of residence and work-location may be a consideration when assigning employees to the respective Halls. Employees are encouraged to consult with their Station Coordinator or District Chief to determine their ability to attend suppression call-outs during their regular working hours.

2010 Volunteer Firefighter Wages:

	Suppression	Training
Basic (new hire)	\$18.00	\$18.00
Advanced (as recommended)	\$20.26	\$20.26
Officers	\$22.51	\$20.26
District Chiefs	\$24.04	\$20.26

*Rank above Officers receive an annual honourarium, at rate determined in each year.

- 6. Volunteer Firefighter Medical Certificate**
All new employees will be required to submit a Medical Certificate (Form LRR10-005 attached), completed by their physician, as a condition of their employment. It is your responsibility to arrange a medical appointment with your physician to meet the documentation deadline as indicated in Section B.
- 7. Canadian Police Information Centre (CPIC) Check**
All employees are required to provide a satisfactory Canadian Police Information Centre (CPIC) Check. An acceptable report must include a Vulnerable Sector Search and be an original copy, dated no more than 15 days prior to the date of conditional offer. If you do not have a current original CPIC Check Human Resources will provide a letter that will allow a CPIC Check to be completed by the Kawartha Lakes Police Department, or City of Kawartha Lakes OPP detachment, as applicable.
- 8. Hall Orientation**
Following successful completion of orientation with Human Resources, candidates will be instructed to attend their respective Halls to arrange orientation with their Station Coordinator.
- 9. Withdrawal of Application**
At any time during the recruitment process, a candidate may withdraw their application. A voluntary withdrawal from the recruitment process must be made in writing to: The City of Kawartha Lakes Human Resources Department. P.O. Box 9000, 28 Francis Street, Lindsay, ON K9V 5R8 or email to jobs@city.kawarthalakes.on.ca
- 10. Contacts**
All questions concerning this recruitment process should be directed to the City of Kawartha Lakes Human Resources Department at 705-324-9411 or 1-888-822-2225.