



**THE CORPORATION OF THE CITY OF ELLIOT LAKE
ELLIOT LAKE FIRE SERVICE**

PAID VOLUNTEER FIREFIGHTERS

The Corporation of the City of Elliot Lake is seeking applications for Paid Volunteer Firefighters.

Minimum qualifications are as follows:

- Be at least 18 years of age
- Valid Class "G" drivers licence and clean driving record
- Own or have immediate access to a vehicle for transportation to emergency scene
- Have good knowledge of the streets and/or passageways of the City of Elliot Lake
- Ability to follow all orders as given by a Superior Officer of the Fire Dept.
- Be team oriented
- Ability to work effectively in stressful situations and under stressful conditions
- Ability to participate fully in all Fire Service training sessions
- Ability to pass a medical examination and be declared fit for duty by a Doctor so qualified as a condition of employment

Starting Rate of Pay \$17.00/hour (As per City Council Policy)

Application packages outlining the requirements and process are available below and can be returned to:

Human Resources
City of Elliot Lake
45 Hillside Drive North
Elliot Lake, Ontario
P5A 1X5

Website: www.elliottlakefire.com

All applicants are thanked but only those selected for an interview will receive further notice. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of candidate selection. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

THE CORPORATION OF THE CITY OF ELLIOT LAKE

APPLICATION FOR EMPLOYMENT – FIRE SERVICE VOLUNTEERS

DATE: _____

DATE AVAILABLE FOR WORK: _____

NAME: _____
Last First

TELEPHONE: _____ CELL PHONE: _____

PRESENT ADDRESS: _____
No. Street Province Postal Code

Email: _____

HAVE YOU WORKED FOR THE CITY PREVIOUSLY: (Circle One) YES NO

If yes, When? _____

EDUCATION:

SCHOOL	COURSE OF STUDY	CIRCLE FINAL YEAR COMPLETED	DID YOU GRADUATE?
Secondary		1 2 3 4 5	YES NO
University/College		1 2 3 4 5	YES NO
Other/Specify		1 2 3 4 5	YES NO

STATE BRIEFLY YOUR EXPERIENCE, IF ANY, IN ANY EMERGENCY SERVICES:

LIST BELOW, BEGINNING WITH YOUR MOST RECENT, PRESENT AND PAST EMPLOYMENT:

NAME OF COMPANY	FROM	TO	DESCRIPTION OF WORK PERFORMED	REASON FOR LEAVING	SUPERVISOR

ARE THERE ANY OTHER EXPERIENCES, SKILLS OR QUALIFICATIONS, WHICH YOU FEEL WOULD ESPECIALLY QUALIFY YOU FOR WORK WITH THE MUNICIPALITY? (E.G., CLASS OF DRIVER'S LICENCE, CERTIFICATES, AND DETAILS PERTAINING TO PAST JOB EXPERIENCE AS IT RELATES TO JOB YOU ARE APPLYING FOR, ETC.)

REFERENCES: List three (3) career-related references and telephone numbers. Do not include family members.

NAME AND OCCUPATION	TELEPHONE NO.

The facts set forth above in my application for employment are true and complete. I understand that, if employed, false statements on this application shall be considered sufficient cause for legal action.

Signature of Applicant

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act, R.S.O. 1990 and will be used for the purpose of candidate selection.

HIRING POLICY RESERVE / VOLUNTEER FIREFIGHTERS

1. Complete an “Application for Employment – Fire Service Volunteers” for The Corporation of the City of Elliot Lake.
 - a. Must have valid Class “G” Driver’s Licence and a clean driving record.
 - b. CPR Certification and First Aid Certification are considered assets.

2. An interview will be conducted by the Fire Chief and the President of the Volunteer Firefighters Association.

3. After the application is approved by the Fire Chief, the applicant must:
 - a. Complete a written aptitude test to be taken at the Municipal Office under the supervision of the Human Resources Department and a mark of at least 60% must be attained. The test will not be returned to the applicant but the mark will be made known to the applicant.
 - b. Attend 12 unpaid part-time training sessions and/or any special training made available.
 - c. Complete a physical fitness test which is to be conducted by senior staff of the Elliot Lake Fire Service. All components of the physical test must be completed on a continuous sequence and conducted annually. The physical fitness test will consist of the following:
 - 1 mile run in 10 minutes or less;
 - Carry an 85 lb. weight up five floors and down, touching every step on the way down in 5 minutes or less;
 - Drag a 200 lb. sleigh 50 feet and back through a course as set up on flat ground in 3 minutes or less;
 - Pull a 35 lb. weight up 30 feet twice in 3 minutes or less;
 - Ascend and descend the 90 ft. aerial ladder.

In order to pass this physical test, all components must be completed within the time limits.

4. Successful candidates will be offered the position conditional upon them producing documentation no older than three months of the following (at their own cost):
 - a. Doctor signed medical using City Form Exhibit “C” attesting to candidate’s fitness.
 - b. Clean criminal record search.
 - c. Clean driver’s record search.
 - d. Photocopy of current driver’s license.

5. The recommendation will then be made to the Human Resources Department for hiring and the final paper work completed.

THE CORPORATION OF THE CITY OF ELLIOT LAKE

Job Description

VOLUNTEER FIREFIGHTER

The Candidate shall meet the following qualifications for acceptance into the Elliot Lake Fire Service as a Volunteer Firefighter:

Qualifications

- Must reside and continue to reside within the municipal boundaries of the City of Elliot Lake.
- Pass a medical examination and be declared fit for duty by a doctor so qualified.
- Pass annual department physical fitness test.
- Own or have immediate access to a vehicle for transportation to emergency scene.
- Have a good knowledge of the streets and passageways of the City of Elliot Lake.
- Shall have the ability to follow all orders as given by a senior officer.
- Be team oriented.
- Be able to work effectively in stressful situations under stressful conditions.
- Be willing and able to continue the educational process throughout career as a volunteer firefighter.

The Volunteer Firefighter will be expected to perform the following duties and responsibilities:

Duties

- Respond when paged and/or called to fire incidents and other emergency situations, as required.
- Wear all appropriate firefighting equipment as supplied by the Fire Service.
- Effectively and efficiently follow all orders as given by a senior officer.
- Participate fully in all Fire Service training sessions.
- Assist senior officer as ordered in all fire and emergency operations.

Responsibilities

- Know the location and safe operation of all tools and appliances of the Fire Service.
- Be proficient in wearing and using self contained breathing apparatus (SCBA).
- Communicate courteously and effectively and refer all media inquiries to senior fulltime officer.
- Maintain a physical condition that ensures the capability to perform the duties and responsibilities.

Continued employment with the Elliot Lake Fire Service shall be based on compliance with all policies and procedures.

I have read and understand and agree to the above requirements. I further agree to follow all rules and regulations that are now in place or may come into force in the future.

Date: _____ Signature: _____

ELLIOT LAKE FIRE SERVICE

RELEASE – FITNESS TEST

RELEASE

I, _____ do hereby release from all liabilities, the Elliot Lake Fire Service and The Corporation of The City of Elliot Lake and their respective employees and agents, for any injuries, illness or other mishaps of any kind, including death that may be incurred as a result of taking the volunteer physical fitness test of the Elliot Lake Fire Service.

In the event that I should be injured or become ill, I authorize any medical treatment that may be required and will assume full financial responsibility for all treatment received.

DATE

SIGNATURE