

## ***Recruitment Process***

### ***Policy statement***

Hiring of firefighters within the Department will respect the values of fairness, transparency and the hiring of firefighters will be based on the assessment of the individual's merit.

### ***Procedure***

#### **Steps**

1. Advertise in local paper, and any other means available.
2. Applicants must submit an application form along with a résumé.
3. The application for and résumé will be reviewed to ensure eligibility.
4. Applicants must successfully complete an aptitude written test.
5. Applicants must sign the required waiver form.
6. Applicants must complete an agility test consisting of wearing an air pack, climbing a ladder, rolling hose etc. and other activities typical of fire fighting.
7. Applicants will be interviewed by at least one Deputy Chief and Captain. All officers will be invited to participate in the interview process.
8. A recommendation for membership will be made to the Fire Chief.
9. If accepted by the Fire Chief, the applicant will be required to obtain a medical report from a physician approved by the Fire Chief. In addition a Criminal Record Check and Vulnerability Check will be conducted through the OPP.
10. The Fire Chief will make a recommendation to the Fire Management Board to accept the chosen applicants as probationary fire fighters.

(note: the failure of the applicant to successfully complete to standard, any of the steps above, will result in the application for membership being denied)