

THE CORPORATION OF THE CITY OF ELLIOT LAKE

APPLICATION FOR EMPLOYMENT – FIRE SERVICE

DATE: _____

DATE AVAILABLE FOR WORK: _____

NAME:

TELEPHONE NO.:

Last

First

PRESENT ADDRESS:

No. Street City Province Postal Code

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 FIT YOU FOR WORK WITH THE MUNICIPALITY? (E.G., CLASS OF DRIVERS LICENCE, CERTIFICATES, DETAILS PERTAINING TO PAST JOB EXPERIENCE AS IT RELATES TO JOB YOU ARE APPLYING FOR, ETC.)

REFERENCES:

NAME AND OCCUPATION	ADDRESS	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.

POLICY FOR HIRING VOLUNTEER FIREFIGHTERS

Complete an “Application for Employment – Firefighters” for The Corporation of the City of Elliot Lake.

Must have valid Class “G” drivers licence and a clean driving record.

Must have and provide proof of CPR Certification and First Aid Certification.

After the Fire Chief or Deputy Fire Chief approves the application, the applicant must attend 12 unpaid part-time training sessions and / or any special training made available.

A written aptitude test must 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.

A physical test must be taken which is to be conducted by senior staff of the Elliot Lake Fire Service as follows:

- 4 laps around the ELSS track in 10 minutes or less;
- Climb Elliot Lake’s aerial in the upright position in 10 minutes or less;
- Carry an 85 lb. weight up and down five floor, touching every step on the way down in 7 minutes or less;
- Drag a 200 lb. sleigh 50 feet and back through a course as set up on flat ground in 4 minutes or less;
- Pull a 35 lb. weight up 30 feet two times in 3 minutes or less.

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

An interview will be conducted by the Fire Chief, Deputy Fire Chief, 1 full-time firefighter and one volunteer firefighter all of the Elliot Lake Fire Service.

Successful candidates will be offered position conditional upon passing a medical (at their own cost) and completion of a criminal and driver record search (provided by successful candidate at their own cost).

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

- Pass a medical examination and be declared fit for duty by a Doctor so qualified.
- Own or have immediate access to a vehicle for transportation to emergency scene.
- Have a good knowledge of the streets or passageways of the City of Elliot Lake.
- Shall have the ability to follow all orders as given by a Superior Officer.
- Be team oriented.
- Be able to work effectively in stressful situations and under stressful conditions.
- Be ready, willing and able to continue the educational process throughout career as a volunteer firefighter.
- Must have and provide proof of CPR Certification and First Aid Certification.

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

Duties

- Respond as requested by full-time personnel, to training sessions fire or other emergency situations.
- Wear all appropriate firefighting equipment as supplied by the Fire Service.
- Effectively and efficiently, follow all order as given by a Superior Officer.
- Participate fully in all Fire Service training sessions.
- Assist Superior Officer as ordered in fire and emergency operations.

Responsibilities

- Know all tools and appliances that the Department has now or may obtain in future; know the location and safe operation of same.
- Be proficient in wearing and using breathing apparatus.
- Communicate courteously and effectively with the public and respond appropriately to inquiries.
- 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 of the proceeding and attendance of at least 50% of all training sessions and emergency response calls annually and continued residence in The Corporation of the City of Elliot Lake.

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 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 pre-employment 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

OPERATIONAL GUIDELINE #25

ELLIOT LAKE FIRE SERVICE

SECTION: VOLUNTEERS

SUBSECTION: SAFETY

SUBJECT: VEHICLE OPERATION

1:00 PURPOSE

To establish driving requirements for the operation of the following Fire Service vehicles:
#3 and #4 pick-ups.

2:00 SCOPE

This guideline applies to all full-time, part-time and City personnel.

3:00 RESPONSIBILITY

All volunteer firefighters.

4:00 PROCEDURAL GUIDELINE

Must hold valid driver's licence and have a good driving record with the Ministry of Transportation.

ELLIOT LAKE FIRE SERVICE

CODE OF OFFENCES AGAINST FIRE SERVICE DISCIPLINE

OFFENCES DEFINED

A member of the Service commits an offence against discipline if he/she is guilty of:

1. Disobedience of Orders
That is to say, if he/she disobeys or without sufficient cause fails to carry out any lawful order.
2. Insubordination
That is to say, if he/she is insubordinate to an officer of the Service, or to a member acting in the capacity of an officer.
3. Abuse of Authority
That is to say, if an officer abuses his/her authority by oppressive conduct towards a member of lower rank.
4. Neglect of Duty
That is to say, if any member:
 - a. Without sufficient cause, fails to carry out his/her duty promptly and diligently.
 - b. By carelessness or neglect causes damage, loss or injury to occur to any person or property.
 - c. Leaves his / her station or place of duty without permission.
 - d. Fails to make any entry in any book or document which it is his / her duty to record.
 - e. Fails to report any matter which it is his / her responsibility to report.
5. Falsehood
That is to say, if any member:
 - a. Knowingly make any false or misleading statement either orally or in writing in the course of his/her duty.
 - b. Without sufficient cause alters, erases, mutilates or destroys any official department document or record.
6. Breach of Confidence
That is to say, if any member divulges any matter which it is his / her duty to keep secret.
7. Corrupt Practice
That is to say, if a member:
 - a. Improperly uses his / her position as a member of the Service for his / her private advantage.

- b. Fails to account for or return any monies or property which may come into his / her possession in the course of his / her duty.

- 8. Absence from Duty
That is to say, if any member is without reasonable cause absent from duty, or late for duty.

- 9. Damage to Personal Clothing or Equipment
That is to say, if any member willfully or negligently damages or loses any article of clothing or equipment with which he / she has been provided, or fails to take proper care thereof.

- 10. Drunkenness
That is to say, anytime when on duty or liable to be called upon for duty, he / she is unfit for duty through drink or drugs.

- 11. Discreditable or Disorderly Conduct
 - a. Acts in a disorderly manner or any manner, which undermines the discipline of the Service.
 - b. Acts in a manner likely to bring discredit on the reputation of the Fire Service.