



**TOWN OF OLDS FIRE DEPARTMENT
4512 – 46 STREET
OLDS, ALBERTA T4H 1R5**

VOLUNTEER FIREFIGHTER RECRUITMENT – 2018

The Town of Olds Fire Department is accepting applications from individuals, male and female, who are over 18 years of age, in good physical and mental condition, live in or within 10 minutes of the Town of Olds and are willing to be part of an organization that serves a specialized need for the community.

The application package consists of three parts:

1. A detailed information package
2. An application for membership
3. **A physical testing medical clearance (*which is to be used only if you are contacted by the fire department for an interview*).**

All costs associated with submitting an application for membership shall be borne by the applicant.

If you are interested in applying for membership with the Town of Olds Volunteer Fire Department, please submit the “application for membership package” to the

**Town of Olds Administration Building
by 4:00 p.m. on Friday, February 16, 2018.**

Late or incomplete submissions will not be accepted.

Only those successful in the application process will be contacted for an interview and the testing component.

******Please remember - the attached medical clearance form is to be used only if you are contacted by the fire department******

The Town of Olds Fire Department is not obligated to accept a pre-determined number of candidates. Recruit class size varies from year-to-year depending on available vacant membership space and department resources.





FIREFIGHTER APPLICATION PROCESS INFORMATION PACKAGE



**VOLUNTEER
FIREFIGHTERS**

GENERAL INFORMATION

The following information package outlines the application process for probationary firefighter with the Town of Olds Fire Department. Only those individuals who are successful will be contacted.

STAGE 1

APPLICATION

- Attached to this information package is an application form.
- The application form is to be filled out and returned along with the following **required** information:
 1. **Current copy of your driver's abstract. As a minimum a valid class 5 driver's license is required.**
 2. **Criminal record background check researched and signed by the RCMP**
- This package is to be returned to the Town of Olds Fire Department **via** Town of Olds Administration Building at 4512 – 46 Street or by mail to the following address:

Town of Olds Fire Department
c/o Town of Olds Administrative Building
4512 – 46 Street
Olds, Alberta
T4H 1R5

Only those individuals who are successful in the application process to this point will be contacted to participate further in the recruitment process. Selection of individuals, if any, is the sole discretion of the Town of Olds Fire Department recruitment committee.

The Town of Olds Fire Department is not obligated to accept a pre-determined number of candidates. Recruit class size varies from year-to-year depending on available vacant membership space and department resources.

STAGE 2

WRITTEN EXAMINATION

- The applicant will be contacted and notified of the date of the written comprehension examination. The applicant is given two hours to complete the examination.
- *The Town of Olds Fire Department reserves the right to forgo the written examination and proceed directly to the interview.*

STAGE 3

INTERVIEW

- The applicant will be contacted to schedule a date for an interview with the recruitment committee.

APPLICANTS REFERENCES

- The Town of Olds Fire Department recruitment committee reserves the option to consult the applicant's references as well as any fire department referenced as previous experience.

Only those individuals who are successful in the application process to the end of Stage 3 will be contacted. Selection of individuals, if any, is at the sole discretion of the Town of Olds Fire Department recruitment committee.

STAGE 4

JOB RELATED PHYSICAL TESTING

- The successful applicant will be notified regarding the date for the physical testing.
- Enclosed is the description of the tasks that are expected of the applicant
- **A waiver must be signed prior to the physical testing.**
- **A completed copy of a physical examination – medical clearance form signed by a doctor IS required if you are contacted by the fire department to participate further in the recruitment process.**

PROBATIONARY FIREFIGHTER TRAINING PROGRAM

- Successful applicants must pass the Town of Olds Fire Department probationary firefighter training program which includes classroom and practical components. There will be evening and weekend classes. Successful applicants will be provided with a training calendar outlining dates.
- At the conclusion of the program, the candidate may be required to successfully pass a written exam. Each firefighter candidate will then be placed on probation prior to taking on an active firefighter role.

TOWN OF OLDS FIRE DEPARTMENT MEMBERS DUTIES

1. Respond to as many emergency situations as possible when paged. Currently no minimum mandatory requirement.
2. Attend training sessions. These sessions take place at regular intervals, a minimum of two times per month. Failure to attend the minimum required amount of training sessions may result in disciplinary action.
3. Participate in equipment and apparatus checks.
4. Participate in fire station duties. These include, however are not limited to: general cleaning and maintenance of the station, equipment, and fire apparatus.
5. Participate in team duties and projects. The department is divided into 3 separate teams each headed by a Captain. Each team is responsible for various duties and projects on a rotating yearly basis. These include raising funds for muscular dystrophy, fair and parade, fire prevention, public education, etc.
6. Be "on call" as required. Shifts are structured to cover the May long weekend and summer long weekends. You are expected to be available at minimum, one long weekend and two short weekends throughout the year and on occasion, regular weekends during the summer months. This requires that you remain within response limits from 18:00 hours on the Friday until 18:00 hours on the following Sunday or Monday. You must be available for duty in the case of an alarm. Please note - standby members are compensated for this.
7. Participate in fire training courses which are presented locally in Olds or in the area by the Town of Olds Fire Department. Other fire training courses are offered throughout the year in various other locations within Alberta.
8. Participate in emergency scene activities as required.
9. Maintain a level of training and professionalism.
10. Take an active and enthusiastic role as a firefighter.
11. Serve your town and surrounding community with pride and dignity.

TOWN OF OLDS FIRE DEPARTMENT MEMBERS CODE OF ETHICS

As a volunteer, I realize I am subject to a code of ethics, similar to that which binds the professionals in the field in which I work. Like them, I assume certain responsibilities and expect to account for what I do in terms of what I am expected to do:

1. I will keep all confidential matters confidential.
2. I interpret "volunteer" to mean that I have agreed to work without compensation in money, but having been accepted as a worker, I am expected to do my work according to standards, as a paid staff is expected to do their work.
3. I promise to take to my work an attitude of open-mindedness, to be willing to be trained for it, to bring it to interest and attention.
4. I realize that I have assets that my co-workers may not have and I shall use these assets I have to enrich the project that my co-workers and I are working on together.
5. I realize also that I may lack assets that my co-workers may have, however, I will not let this make me feel inadequate, but endeavor instead to assist in development of good teamwork.
6. I plan to find out how to best serve the activity for which I have volunteered, and to offer as much as I am sure I can give, but no more.
7. I will observe and respect the chain of command utilized by the fire department.
8. I realize I must live up to my promise, and therefore, will be careful that my agreement is so simple and clear that it cannot be misunderstood.

I believe that my attitude toward volunteer work should be professional. I believe that I have an obligation to my work, to those who direct my work, to those whom my work is done, to my colleagues and to the public.

APPLICATION FOR MEMBERSHIP

PERSONAL

Last name:

First name:

Middle name:

Address:

Home phone number:

Work phone number:

Current employer:

Position:

Address:

Supervisor:

Home phone number:

Work phone number:

Nature and location of work:

EMPLOYMENT DATA

Do you currently work shift work?

- YES
- NO

If yes, please explain your shift procedure:

Will your employer allow you to attend Emergency Calls during your working hours?

- YES
- NO

If yes, a letter of approval must be submitted with application and also must be signed and dated by your employer.

Do you have a valid driver's license?

- YES
- NO

If yes, list class and endorsements:

Do you have 24-hour access to a vehicle?

- YES
- NO

Are you able to drive a vehicle with manual transmission and a 2-speed axle?

- YES
- NO

Are you bondable?

- YES
- NO

WORK EXPERIENCE (beginning with most recent)

1. Employer name:

Address:

Job title:

Length of employment:

Reason for leaving:

Brief description of responsibilities:

2. Employer name:

Address:

Job title:

Length of employment:

Reason for leaving:

Brief description of responsibilities:

3. List other experience, skill or qualifications you have that would relate to your application for membership. For example: personality traits, work habits etc.:

EDUCATION

Highest grade completed:

- Grade 12
- Grade 11
- Grade 10
- Grade 9
- Grade 8
- Other – please specify:

1. Degree/Diploma/Certificate/License

Specialization:

Completed

- YES
- NO

Year:

2. Degree/Diploma/Certificate/License

Specialization:

Institution:

Completed

- YES
- NO

Year:

3. Degree/Diploma/Certificate/License

Specialization:

Institution:

Completed

- YES
- NO

Year:

List and describe any other courses, training, apprenticeships or education you may have:

PREVIOUS FIRE FIGHTING EXPERIENCE

If you have previous firefighting experience please name the fire department/brigade you were a member of and your reason for leaving.

Name of Department:

Date served:

Reason for leaving:

Name of Department:

Date served:

Reason for leaving:

Please list any firefighting related courses or valid certificates that you hold (eg. First aid, CPR)

REFERENCES

Please provide 2 references who are not personal friends or relatives to correspond to your job performance. Please include name, address, work relationship and be sure to mark whether or not they can be contacted on your behalf.

1.

2.

The Town of Olds Fire Department Recruitment Committee reserves the option to consult the applicant's references as well as any fire department referenced as previous experience.

VERIFICATION

I, the applicant, so hereby state that all of the above information is correct and I realize that deliberately falsifying any information will result in immediate cancellation of my application or dismissal from the Town of Olds Fire Department.

I, the applicant, understand that by my submission of an application for membership with the Town of Olds Fire Department does not obligate the Town of Olds Fire Department to contact me nor hire me as a probationary fire fighter.

I, the applicant, understand that should I not be contacted to participate in further aspects of the recruitment process that the Town of Olds Fire Department is under no obligation to release to myself their (Olds Fire Department Recruitment Committee) reasons for deciding so.

Name (print clearly): _____ Date: _____

Signature: _____



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**PHYSICAL TESTING MEDICAL
CLEARANCE**

(Only to be used if contacted by the Town of Olds Fire Department to participate in physical ability/fitness testing)

Attention: Physician

The person who has made this appointment with you is applying to be a probationary firefighter with the Town of Olds Fire Department.

As a pre-requisite, the applicant must demonstrate a minimum level of physical ability/fitness. This is to be accomplished by successfully completing a firefighter job related physical test.

The physical test consists of **five** events.

EVENT #1: The candidate, wearing a helmet, breathing apparatus, gloves and safety belt, must climb to the top of a ladder and attach a “safety hook” to a ladder rung. Then, by reaching over the top rung, the candidate must connect hose couplings together. After connecting the couplings together, the candidate must extend his/her arms upward and outward. Then, the candidate must again reach over the top rung, undo the hose couplings, release the ladder belt “safety hook” and descend to the starting position on the ground.

EVENT #2: The candidate, wearing a helmet and breathing apparatus with “blacked out facepiece”, must proceed through a designated mask maze.

AT THIS TIME THE APPLICANT WILL BE ALLOWED A REST

EVENT #3: Wearing a helmet and gloves provided, the candidate must pull/hoist the designated rope in a “hand-over-hand” manner causing the weighted end to rise and touch the pulley located approximately 9 m above the ground. Weight is then lowered “hand-over-hand”. Repeated 3 additional times. Allowable time – 65 seconds.

EVENT #4: The candidate stands 3 m from the hydrant. The candidate must take two of four female hose couplings – with hose attached, and connect them “hand-tight” onto the corresponding male connections on the hydrant. The candidate must then return and pick up the two remaining couplings and repeat the procedure. The candidate then

breaks the couplings and returns the hose to the starting position.
Allowable time – 90 seconds.

THE APPLICANT WILL AGAIN BE ALLOWED A REST

EVENT #5: Starting 3 m behind the pumper tailboard, the candidate must grasp one rolled length of hose from the ground, step up onto the tailboard and place the hose roll on to the “hose bed” of the pumper. Repeated 3 additional times. Candidate then returns the hose to the starting position. Repeated with the 3 other hose rolls. Allowable time – 50 seconds.

To minimize the health risk and to determine whether the applicant is healthy enough to undertake the firefighter job related physical test; the applicant is required to submit this completed medical clearance form.

In your professional opinion, do you feel the applicant in question is able to perform the above-mentioned physical testing?

In your professional opinion, are there any medical conditions that would interfere or prevent the applicant’s performance of active firefighting duties?

APPLICANT’S NAME: _____

DATE: _____

COMMENTS: _____

DOCTOR’S NAME (please print): _____

SIGNATURE: _____