



West Nipissing Fire and Emergency Services Volunteer Firefighter Application

1. Applications must be completed and submitted to the West Nipissing Fire and Emergency Service
2. All pages of the Application Form must be completed in full or the application will not be considered. Resumes may accompany application forms but will not be substituted for the formal Application Form.

Personal Information

<i>Last Name</i>		<i>First Name</i>	
<i>Home Phone</i>		<i>Cell Phone</i>	
<i>Business Phone</i>		<i>E-mail Address</i>	

Residence Address, must include 911 identifier to match application to relevant station, and must include postal code

<i>Street / 911 Address</i>		<i>Apt, PO Box or Rural Route #</i>	
<i>City</i>		<i>Postal Code</i>	

Mailing Address, if different from above

<i>Street / 911 Address</i>		<i>Apt, PO Box or Rural Route #</i>	
<i>City</i>		<i>Postal Code</i>	

1. Applications will be considered for Hall assignment based on residence address.

<i>Station 1, Sturgeon Falls</i>		<i>Station 8, North Monetteville</i>	
<i>Station 2, Crystal Falls</i>		<i>Station 9, Cache Bay</i>	
<i>Station 3, Tomiko Lake</i>			
<i>Station 4, Field</i>			
<i>Station 5, River Valley</i>			
<i>Station 6, Verner</i>			
<i>Station 7, Lavigne</i>			

Education

<i>Grade 12 (or equivalent)</i>	
<i>College</i>	
<i>Fire-fighter Prep Course (College)</i>	
<i>Other, Fire-Related Courses or Training</i>	

Employment Experience (Please provide for past two years attach additional sheet if needed)

Employer Name		Position Held	
From		To	
Employer Name		Position Held	
From		To	

Additional sheet attached Yes No

References (Provide one professional and one personal reference)

Professional Reference (employer, supervisor, coworker...)

Last Name	First Name	Contact Number
Alternate Contact Number		Relationship to reference
May we contact this reference: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Personal Reference (Neighbor, Family Member, Friend ...)

Last Name	First Name	Contact Number
Alternate Contact Number		Relationship to reference
May we contact this reference: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Other Experience

Previous /Current Firefighting		Number Years/Months	
Volunteer or Community Work		Number Years/Months	
		Number Years/Months	
Other		Number Years/Months	
		Number Years/Months	

Additional Comments on related work or volunteer experience:

Driving Experience (Minimum Ontario Valid Class "G" Licence Required – Place "X" in the corresponding box and provide your driver's license number:

Class "G"		
Class "D" or above (if above please indicate class)		
Airbrake endorsement "Z"	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Do you have any experience or training in driving heavy vehicles as well as any driving convictions? If yes, please explain:

Do you have any medical conditions that could hinder your ability to perform firefighting duties? If yes, please explain.

Yes

No

Do you possess certification or training in any of the following areas?

CPR (Cardio-pulmonary resuscitation)		First Aid		Other medical training (please explain below)	
A Certified Trade (mechanic, electrician, etc)		Leadership courses		Computer Technology/Electronics	
Fire Safety Systems (alarms, extinguishers))		Knowledge of breathing apparatus (scuba diving, etc)		Occupational Health and Safety	
Rescue procedures (lifeguard, auto extrication)		PAD / Defibrillation Training		Other (please state below)	

Please utilize this area for additional relevant certifications.

Declaration: I understand and agree:

1. That the information contained in this application is true and complete.
2. I am legally entitled to work in Canada.
3. If a successful applicant, I will abide by the process and hiring requirements.
4. That, if a successful candidate, I must observe all rules, regulations and instructions governing employment by the Municipality of West Nipissing in effect at the time of employment, or as established at any subsequent time.
5. That I must attend 70% of regular training sessions at assigned Hall(s) and complete mandatory training programs as required by departmental policies and procedures.
6. That I must attend incidents in my assigned station primary response area as required by departmental policies and procedures.
7. That all uniforms, gear, protective clothing, equipment and supplies that may be issued to me remain the property of the Fire Service, and will be maintained and cared for by me in accordance with departmental policies and procedures, and returned to the Fire Service upon resignation or termination of my employment. I further understand that I may be held responsible for equipment damaged due to neglect.
8. In completing and signing this form I give my consent to the municipality to collect and use the information contained within for the purposes of employment and understand that this information is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act, as amended from time to time.*

Applicant Signature	
Print Name	
Date of Signature	

Office Use Only:

Date Received	Date Recorded and Filed
Resolution of Application:	



West Nipissing Fire and Emergency Service

Volunteer Firefighter Agreement

Please read carefully prior to completing your application:

- Agreement must be submitted with application and does not guarantee successful application.
- All successful candidates will be expected to successfully complete a mandatory recruit training program.
- Selected Volunteer Firefighters will be assigned to the fire station nearest their home address. Unless otherwise approved by the Fire Chief.
- Applicants must complete the application form in its entirety and the information must be accurate to the best of your knowledge in order for the application to be considered.

The application process for volunteer firefighters is designed to help candidates understand the degree of skill, commitment, and personal character required to be a successful volunteer firefighter.

Description for the Position of VOLUNTEER FIREFIGHTER

Summary of Duties

Firefighters respond to emergency situations and primarily protect people, the environment and property from all types of incidents and emergencies. The position is manual work of a hazardous nature involving the fighting of fires, rescue work and patient care generally performed under the direct supervision of fire officers. They work closely with the local community to increase their level of fire safety awareness in order to help prevent fires and accidents from occurring. Lectures, exercises, practice drills and other forms of training are an integral and ongoing part of the job.

Emergency Duties

Performs firefighting and emergency response duties under the broad supervision of the Captains, Deputy District Chiefs, District Chiefs and Incident Command.

- Respond safely to emergency calls and calls for assistance 24 hours per day, 7 days per week in accordance with attendance policies. May involve working on weekends, holidays and in all types of weather conditions.
- Drive and operate firefighting and emergency equipment, as well as personal vehicles, safely and in accordance with policies and applicable legislations.
- Enter burning or contaminated buildings, structures, and other areas to perform rescues and/or fight fires while wearing appropriate firefighting equipment as supplied by the fire service, and as directed by Incident Command.
- Apply proper firefighting and/or rescue techniques needed to control and/or extinguish fires and extricate/remove people.
- Minimize distress and suffering, including giving first aid/CPR before ambulance crews arrive; safeguarding their own and other people's personal safety at all times.
- **Wear and properly uses all appropriate PPE and equipment as supplied by the West Nipissing Fire and Emergency Service**
- Communicate appropriately in accordance with established guidelines.
- Attend training sessions to maintain and upgrade firefighting skills in accordance with established policies and operational guidelines. **Meets attendance requirements of 70% of all training.**
- **All incidents should be treated with the same level of urgency (MVC, Fire, Alarm ...)**

Other Duties:

- The volunteer firefighter must have the ability to deal with the public in a polite, sympathetic and efficient manner, regardless of how frustrating or unnerving the situation may be.
- The volunteer firefighter should be able to cope with a high level of stress and perform all duties efficiently in an emergency situation.
- The volunteer firefighter should be able to speak in a clear, articulate manner.
- There may be times when firefighters may be required to make decisions and work without supervision until an officer arrives on scene.
- Maintain links with the local community and educating and informing the public to help promote fire safety, e.g. hall tours, assisting in fire safety education program, smoke alarm program.
- Must maintain a high degree of confidentiality at all times.
- Refrains from disclosing information to the news media or other persons without authorization from the Fire Chief.
- Co-operates with Police, EMS and other agencies when required.
- Performs other related duties as assigned.

Responsibilities

- It is the applicant's responsibility to obtain a police background check with vulnerable sector (CPIC with VS) at his/her own cost. Successful applicants may apply with the Fire chief for reimbursement
- During training, emergency response, or station activities will respect and follow the chain of command and he/she will follow all orders of superior ranking department officers.
- The volunteer firefighter may make recommendations to his/her company officer regarding operational procedures and equipment maintenance.
- Work in accordance with established policies, operational guidelines and the Occupational Health and Safety Act and any other relevant legislation or orders.
- Shall not participate in any fire service operations/activity while under the influence of alcohol, illegal substances and/or prescription drugs which cause impairment.
- Only licenced firefighters with a valid class DZ or higher who have been trained may operate fire apparatuses
- Ability to obtain and maintain a valid First Aid and CPR Level C with AED qualification.
- The successful applicant will be placed on a **probationary period of no less than one year.**
- **Abide by department facial hair policy.**
- **Abide by the social media policy.**
- Abide by any and all existing and future operating procedures as they are implemented.

I have read and understand the above requirements as well as understand that should I be a successful applicant I will respect and follow duties and responsibilities as outlined by this agreement. It is also understood that the authority to deviate from any above mentioned information rests solely with the Fire Chief or his designees.

Dated: _____

Print Name: _____

Signature: _____