



FREQUENTLY ASKED QUESTIONS
PROBATIONARY FIREFIGHTER RECRUITMENT DRIVE: 2024

Q: When will your next firefighter recruitment drive be held?

A: *The Probationary Firefighter Recruitment Drive will be held from **May 22 – June 19, 2024.***

Q: What are the minimum requirements for applying, and what is considered “an asset”?

A: Minimum requirements:

- You must be legally entitled to work in Canada
- Able to understand, and communicate clearly in oral and written English
- Completion of a minimum of Grade 12 (or equivalent as approved by the Ministry of Education)
- Certified to NFPA 1001 Firefighter Level I & II (issued by Ontario Fire Marshal with IFSAC seal or proof of grandfathering)
- Certified to NFPA 472 or 1072 Hazardous Materials Awareness and Operations Levels (issued by Ontario Fire Marshal with IFSAC seal)
- Be available to work on a 24 hour shift schedule that involves working any day of the week, including weekends and holidays, to fulfill shift requirements
- Possess and maintain a valid unrestricted Ontario DZ driver’s licence with air brake endorsement. Selected candidates will be required to provide a current satisfactory driver’s abstract pre-employment. Recent changes in driver’s licence or demerit point status and changes in other stated qualifications must be disclosed at time of job offer and before the start of employment.
- Current clear Criminal Record Search, Vulnerable Sector Screening from an accredited Police Service
- Standard First aid certificate, level ‘C’ CPR
- Select candidates will be required to participate in skill testing session prior to offer.

Note – if you do not possess the minimum requirements, you are not eligible to apply.

Preference will be given to candidates who hold the following:

- **Current employment as a career firefighter or part time (volunteer) firefighter**
- **A Pre-fire service college diploma from an accredited program or institution**

Considered an asset:

- Trade apprenticeship or certification recognized by an accredited College of Trade in any discipline
- Medical training or experience (i.e. paramedic, nursing etc.)
- Other relevant specialized training, qualifications or experience (note – short, 1, 2, or 3 day third party courses that do not result in a NFPA certificate being awarded are not considered an asset)



- Demonstrated consistent, current (within 2-3 years) community service and/or volunteer involvement

Q: If I am not certified to NFPA 1001 Firefighter Level I & II (issued by Ontario Fire Marshal with IFSAC seal or proof of grandfathering) or, if I am not certified to NFPA 472 or 1072 Hazardous Materials Awareness and Operations Levels (issued by Ontario Fire Marshal with IFSAC seal), am I eligible to apply?

A: All documents must be issued by the Ontario Fire Marshal. If training was obtained outside of the Province of Ontario, all applicants must be in possession of OFM issued documents verifying reciprocal training and/or equivalency to be eligible to apply.

Q: What costs will I incur at the start of the application process?

A: You will be required to pay the application fee of \$151.00, plus HST. Payment receipt must be submitted together with your application.

Q: How do I pay the application fee?

A: You must pay the application fee online by following the instructions below.

1. *Candidates will need to sign up for a Perfect Mind account at vaughan.perfectmind.com:*
 - a. **How do I set-up an account?**
To set up an account, visit vaughan.perfectmind.com and select 'Sign up'. Alternatively, watch '[How to Register for an Account Online](#)' on the [recvaughan YouTube](#) channel.
 - b. *Register your personal information (please ensure that the spelling of your name, mailing address, e-mail address are the same as the ones you use in your Application)*
 - c. *If you are a current City of Vaughan employee, please use your personal email address when creating an account. Do not use your City of Vaughan issued e-mail address.*
2. *Once you have created an account you must register for the program (course ID 00072008):*
 - a. **How do I register for a program online?**
To register for a program online, select 'Program Registration' along the top ribbon of your screen. Here you will have the ability to filter your search based on preferences such as location and area of interest. You can also search for the Course ID (00072008) in the 'Keyword' section. Select an area of interest, and you will be able to view a list of available courses that meet your needs. Select 'Register Now' to begin the process. Alternatively, watch these short videos to learn [How to Register for a Program](#).
 - b. **You can [CLICK HERE](#) for a direct link to process payment for the application fee.**



3. Please remember to include a copy of the receipt of payment when uploading your documents when you apply.

Please note – once you have paid the application fee, you will receive a ‘Registration Confirmation’ email from our automated system. This registration confirmation pertains to confirmation of payment of the application fee only. Please disregard the ‘Event Information’ noted in the confirmation with respect to attendance at City Hall on June 20, 2024 at 7:00 am. Further communication and information will be sent out to candidates moving forward in the process with respect to the aptitude test.

Q: How do I apply?

A: Please visit our website: www.vaughan.ca/careers, then click on “Employment Opportunities”. Click job number: **J0424-0707**

Proceed to create an applicant profile and wait for confirmation that your profile was created. You will then be prompted to “apply” for this position. Please follow the steps until you receive confirmation that you have applied. If you do not receive confirmation, it means you have not applied.

Please ensure that you have all the minimum requirements prior to submitting your application on-line, and that all of your certification cards/certificates are available when applying.

When you apply:

You will be required to upload copies of all the following as **one document** when you apply:

- Copy of payment receipt for application fee
- Resume, formatted in the following order: Education, Current work Experience going back no more than 15 years, Certifications/Qualifications, Community Service/Volunteerism).
- NFPA 1001 Level 1 & 2
- NFPA 472 or NFPA 1072 (Awareness and Operations)
- Current Standard First Aid and CPR-C Certificate

Q: What are the stages of this Firefighter recruitment?

A: The stages of the recruitment process for the position of Firefighter will be as follows:

Stage 1: Application and payment

- All applicants **MUST** utilize the City of Vaughan’s on-line portal to submit their application and upload a copy of their receipt of payment for the application fee.

Stage 2: Aptitude Test



- Applicants that have submitted an application form and paid the application fee will be contacted (via email) confirming details of the on-line third party proctored aptitude testing.
- There will be a \$50 USD application fee that must be paid by candidates in order to complete the test.
- Candidates will be assessed on the following 4 categories:
 - Reading Comprehension
 - Mathematical Ability
 - Mechanical Reasoning
 - Teamwork, Public Relations, and Community Living
- When registering your personal information, please ensure that the spelling of your name, mailing address, e-mail address are the same as the ones you use in your Application.

Stage 3: Applicant Pool

- All applicants that have successfully met the prerequisites and have scored higher than the threshold pass mark on the Aptitude Test are automatically entered into the Applicant Pool. (NOTE: entry into the Applicant Pool does not guarantee an interview).
- The applicant pool remains active for approximately two years or until the next recruitment drive.
- As Probationary Firefighter positions become available, the Selection Review Team selects candidates from the Applicant Pool to participate in skill testing sessions which will also include an interview. The number of positions that might open up during the period of the Applicant Pool is active and cannot be guaranteed.
- Applicants from the Applicant Pool who do not receive a position during the active period must reapply during the next recruitment drive if they wish to be considered again.

Stage 4: Skill Testing Session & Interview

- Candidates selected to proceed to this stage of the process will rotate through approximately 8 skills stations and 1 group station. At each station candidates will be assessed and evaluated on different types of fire service knowledge and skills.

Stage 5: Short List

- Following the skills testing session/interview, selected candidates will be placed on a "Short List" for final consideration, conditional on:

- *Successful completion of the York University Medical Assessment and Firefighter Fitness Test (cost paid by the candidate). Candidates must attend the specific fitness test scheduled by the Vaughan Fire and Rescue Service. Certificates from previous tests are not acceptable.*
- *Satisfactory employment reference checks*
- *Satisfactory MTO Driver's Abstract (provided by candidate)*
- *Satisfactory Police "Vulnerable Sector Screening" (provided by candidate)*

Stage 6: Final Review and Selection

- *Selected candidates from the short list will be given job offers, conditional on:*
 - *Available vacancy*
 - *Current York Fitness Certificate*
- *The selection of candidates is based on merit and qualifications as determined from the applications, test, skill testing/interview and reference checks.*
- *Candidates on the short list who are not given job offers will be notified in writing and applications will be returned to the Applicant Pool.*

Q: What will the Fitness Testing at York University consist of?

A: When selected candidates are offered an opportunity to qualify for a position on the Short List, they will be required to successfully complete the York University Firefighter Applicant Medical and Fitness Evaluation (cost paid by candidate).

The assessment process at York University – Fitness has three major components:

1. A complete medical examination that will be conducted by a physician appointed by York University – Fitness which includes:

- *Pre-Exercise Blood Pressure & Heart Rate*
- *Clinical Examination*
- *Review of the completed Record of Medical History document completed by the applicant*
- *Visual Acuity: 1) 20/30 in each eye uncorrected and 2) NFPA Standard ((Vaughan Fire & Rescue Service vision requirement is in accordance with NFPA 1582 - Visual acuity shall be at least 20/30 using both eyes together, corrected and at least 20/100 using both eyes together uncorrected).*
- *Colour Vision (City University Test or Farnsworth D-15 Test)*
- *Hearing (Audiometer, NFPA Standard)*
- *A resting 12 Lead electrocardiogram to flag electrical irregularities in the heart that may indicate a risk for vigorous intensity exercise participation or may require additional follow-up testing to rule out any significant risks to engaging in vigorous intensity exercise.*



- Urine sample to detect the presence of blood, glucose and protein ONLY, which can be symptoms of underlying risks for participation in vigorous intensity exercise.
- Hearing (Audiometer, NFPA Standard)
- Resting Pulmonary Function Tests (Forced Vital Capacity and Forced Expiratory Volume in one second). If participants are having difficulty breathing at rest they should not undergo the vigorous intensity work-specific assessment until additional information has been obtained

2. Assessment of Job-Related Aerobic Fitness: perform a graded exercise test consisting of exercising to maximum on a motor-driven treadmill while breathing through a mouthpiece into a collecting device to determine the candidate's **VO₂max**

3. Critical Job-simulation performance tests as described below:

A. CLAUSTROPHOBIA TEST: Wearing a blacked-out face piece, you will be guided into and locked in a confined area for a time to be determined by the tester. While you are confined, you will be instructed by the tester to perform a manual task. This tests the candidate for fear of confined areas.

B. ACROPHOBIA TEST : Climb a 12m (40 ft) extension ladder and perform a manual task on the top rung of the ladder, then climb back down the ladder. A belt, safety harness, and Self-Contained Breathing Apparatus are worn. **NOTE: This tests the candidate for fear of heights, not the ability to climb a ladder.**

While performing the following tests, participants are required to wear a 14.5 kg (32 lb) weighted jacket and 3.6 kg (8 lb) ankle weights to simulate the wearing of firefighting gear:

A. HOSE CARRY/CLIMB: Lift and carry a bundle of fire hose and nozzle, with a mass of 38.5 kg (85 lb), over the shoulder, and climb up and down stairs for a total distance of 30.5 m (100ft). **Timed**

B. ROPE PULL: Hoist and lower an object three times that has the equivalent mass of a 15 m (50 ft) section of 65 mm (2.5 in) hose plus nozzle (22.68 kg; 50 lb), a total distance of 20 m (65 ft), using a controlled hand-over-hand motion both up and down. **Timed**



- C. HOSE ADVANCE:** *Using a shoulder-strap, pull a weighted sled a distance of 15 m (50 ft). Pulling the sled requires the same force required to advance two sections of water-filled 65 mm(2.5) fire hose and nozzle. **Timed***
- D. LADDER LIFT:** *Remove a 7.5 m (24 ft) ladder from wall-mounted brackets, place the ladder on the floor, and then put it back on the brackets. **Not Timed***
- E. VICTIM DRAG:** *Drag a simulated victim, with a mass of 90.7 kg (200 lb), a distance of 15 m (50 ft) while weaving in and out of plastic cones placed every 2.5 m (8 ft). **Timed***
- F. FORCED ENTRY:** *Using a sledge hammer, hit and move a heavily weighted tire (positioned at door handle height) a distance of 300 mm (12 in). **Timed***

For further information regarding the fitness testing, please email: fityork@york.ca

Q. When do I have to submit other documentation?

Pre-offer, selected candidates will be advised and required to provide proof of/original certifications outlined on resume, training, current Vulnerable Sector Check, Current driver's abstract etc.

Ensure that you retain your profile password should you be required to make changes to your submission after you apply.

Q: I've applied before – do I need to apply again?

A: Yes, each recruitment / posting is a separate campaign and you must apply for each new posted recruitment.

Q: Do I have to provide you with a copy of a Vulnerable Sector Screening (V.S.S.) when I apply?

A: No, you will be required to provide this in the final stages of the recruitment process if you are being considered for employment. We will let you know if you are required to submit one. Please familiarize yourself with the process you are required to follow to obtain a V.S.S. from your local Police Service.

Q: What is an Ontario Driver Record, or Driver's Abstract?

A: For more information, please contact the Ministry of Transportation.

Q: What courses do you recommend that will get me hired?



A: Due to the competitive nature of the assessment process, we are unable to provide recommendations to potential applicants on how to advance.

Q: Will I be allowed to update my application package during the duration of the applicant pool?

A: Yes, it is your responsibility to provide us with updates to your package as they become available. You will be required to access the applicant profile you created on the City of Vaughan website when you applied and upload new information.

Q: How will I be notified of my status after I apply?

A: Candidates selected for an interview will be notified via e-mail. Please ensure that you provide us with updates to your contact information (on your applicant profile) to ensure that you receive correspondence from us.

Q: If I have a college diploma or university degree, do I need to show my high school diploma?

A: You may provide a college or university diploma or transcript instead of proof of a high school diploma.

Q: What if I can't find my diploma or degree?

A: It is your responsibility to contact your high school or post-secondary institution for a copy of your transcript. Failure to provide proof of any education/certificates/etc., will disqualify candidates from the recruitment process.

Q: Do I have to provide a list of references when I apply or at the interview stage?

A: No, the Human Resources Department will let you know if and when your list of reference check names is required.

Q: If I am a resident of another Country can I apply to the VFRS recruitment drive?



A: You are required to be legally eligible to work in Canada. Please contact Citizenship and Immigration Canada to find out about requirements and your eligibility to work in Canada.

Q: Do I require a DZ licence at time of application?

A: Yes.

THE APPLICANT POOL:

Q: How often should I expect to hear from the recruitment team if I am in the applicant pool?

A: You will be contacted regarding the status of your application after each phase you complete or as is relevant to the status of your application. It is your responsibility to ensure that you update your contact information as it changes (e-mail, phone number, address), or if you will be out of the country for an extended period of time. If, as a result of the failure to do so, we are unable to reach you, we will move to the next applicant.

You can expect to be contacted primarily via e-mail. You will be expected to check your e-mail regularly (also ensure you check your junk mail folder so that you do not inadvertently miss important information being relayed to you).

Q: Will I be guaranteed a job if I am in the applicant pool?

A: You will not be guaranteed a job if you are in the applicant pool.

Q: Would my candidacy be denied because I have tattoos?

A: We currently do not have a policy in place as it relates to tattoos. Your candidacy would not be denied because you have body art.

Q: How many people will be interviewed during the duration of the applicant pool?

A: This depends on the number of vacancies that will be filled. The Human Resources Department will notify you if you are being scheduled for an interview.

Q: How many firefighters will be hired during the next recruitment drive?

A: Positions are filled based on the need.



Q: What can I do to prepare for the recruitment process?

A: You may consider the following, which do not guarantee employment, but may better prepare you for the process:

- *Provide as much information as possible on your resume*
- *Ensure that your application package is complete and submit it as per instructions outlined in posting*
- *Prepare for the interview process*
- *Keep your certifications current*
- *Learn about the Vaughan Fire & Rescue Service*
- *Learn about the City of Vaughan*
- *Maintain good standing on your driving record*
- *Pursue additional training or education*
- *Learn as much as you can about the position and requirements*

Q: Will I be made an offer of employment if I successfully complete all phases of the recruitment process?

A: Successful completion of all phases does not ensure a job offer. Selected candidates from the short list will be given job offers based on available vacancy. The selection of candidates is based on merit and qualifications as determined from all phases of the recruitment process, including, the application, interviews, testing, valid certifications, current clear Vulnerable Sector check, current satisfactory driver's abstract, and reference checks.