



## **CBS Fire Department Recruitment Process Guidelines**

|   |  |  |   |  |  |                    |             |
|---|--|--|---|--|--|--------------------|-------------|
| SURNAME   |  | GIVEN NAMES  |   |  | SOCIAL INSURANCE NUMBER                                  |                    |             |
| DATE OF BIRTH (YYYY-MM-DD)                                      |  | MARITAL STATUS                                     | NUMBER OF DEPENDANTS  | HOME TELEPHONE   | WORK TELEPHONE   | CELLULAR TELEPHONE |             |
| CIVIC ADDRESS   |  | EMAIL ADDRESS                                      |   |  | TOWN   | PROVINCE           | POSTAL CODE |
| HIGHEST HIGH SCHOOL EDUCATION                                   |  | POST SECONDARY EDUCATION (INSTITUTION AND PROGRAM) |   | HAVE YOU EVER BEEN PREVIOUSLY EMPLOYED BY THE TOWN OF CBS? IF SO, WHICH DEPARTMENT, AND FOR WHAT TIME PERIOD |  |                    |             |
| DRIVER'S LICENSE NUMBER   |  | LICENSE CLASS                                      | CAN YOU DRIVE A STANDARD TRANSMISSION COMMERCIAL SIZE VEHICLE |  | LIST SUCCESSFULLY COMPLETED SAFE DRIVER TRAINING COURSES |                    |             |
| CHECK CURRENT CERTIFICATIONS, AND INDICATE EXPIRY DATE IF KNOWN |  | EMERGENCY FIRST AID                                | STANDARD FIRST AID  | CPR  |  | OXYGEN THERAPY     |             |

### LIST YOUR THREE MOST RECENT EMPLOYMENT EXPERIENCES

|          |         |        |            |                    |            |             |
|----------|---------|--------|------------|--------------------|------------|-------------|
| COMPANY  | ADDRESS |        | SUPERVISOR | TELEPHONE          | START DATE | FINISH DATE |
| POSITION |         | DUTIES |            | REASON FOR LEAVING |            |             |
| COMPANY  | ADDRESS |        | SUPERVISOR | TELEPHONE          | START DATE | FINISH DATE |
| POSITION |         | DUTIES |            | REASON FOR LEAVING |            |             |
| COMPANY  | ADDRESS |        | SUPERVISOR | TELEPHONE          | START DATE | FINISH DATE |
| POSITION |         | DUTIES |            | REASON FOR LEAVING |            |             |

### LIST THREE CHARACTER AND/OR PERFORMANCE REFERENCES

|      |         |  |           |
|------|---------|--|-----------|
| NAME | ADDRESS |  | TELEPHONE |
| NAME | ADDRESS |  | TELEPHONE |
| NAME | ADDRESS |  | TELEPHONE |

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND COMPLETE

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PLEASE RETURN THIS APPLICATION , ALONG WITH YOUR RESUME AND YOUR DRIVERS ABSTRACT TO THE OFFICE OF THE FIRE CHIEF**

|                           |                   |                       |                      |                         |
|---------------------------|-------------------|-----------------------|----------------------|-------------------------|
| DATE APPLICATION RECEIVED | DATE MEDICAL FORM | DATE DRIVERS ABSTRACT | DATE EDUCATION CERT. | DATE SECURITY CLEARANCE |
|---------------------------|-------------------|-----------------------|----------------------|-------------------------|



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### **Volunteer Firefighter Application Entrance Requirements**

1. Applications shall be fully completed using a current membership application form, available for the East and West Fire Stations, or from the Town of CBS website, and shall be submitted to the Office of the Fire Chief.
2. Each application form shall have the following documents attached:
  - a. Personal Resume
  - b. A copy of your valid driver's license
    - i. Must be able to drive a large standard transmission vehicle such as those used by the CBS Fire Department as fire apparatus;
  - c. A certificate of conduct from a Police Department (RNC or RCMP)
  - d. A current driver's abstract
  - e. Successful completion of the physical requirements as outlined in the physical testing document. **Applicant must provide a physician's note to declare that he / she is capable of participating in the physical testing process.**
3. Upon acceptance of the application form, all applicants will be subject to the following:
  - a. Must be able to drive a large standard transmission vehicle such as those used by the CBS Fire Department as fire apparatus;
  - b. Must have regular 24x7 access to a motor vehicle for responding to calls;
  - c. Must attend a personal interview with the Executive of the Fire Department;
  - d. Successful completion of a three month basic training program which will be conducted by the Fire Department or some other agency
  - e. Upon successful completion of the training program, followed by the successful completion of a three month probation period, the applicant will be given final acceptance, and will be permanently assigned to a response crew



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1. Recruitment Threshold
  - a. The target strength of the Volunteer segment of the CBS Fire Department is typically 35 members
  - b. Whenever the active strength declines to about 29 members, typically a membership recruitment initiative will be established
  
2. Solicitation of Recruits
  - a. The Executive Committee (Fire Chief, Deputy Fire Chief, and Assistant Fire Chief) will review all current membership applications on file
  - b. If there is not a sufficient number of potentially suitable applications on file, solicitation for recruits will be advertised in both The Telegram and The Shoreline newspapers
    - i. The Telegram will be for a consecutive Friday, Saturday and Sunday publication
    - ii. The Shoreline will be for a single weekly edition
  - c. There will be a time to respond interval of two weeks after the publication date for potential applicants to get their applications submitted to the Office of the Fire Chief
  - d. Copies of the application form can be picked up at either the East or West fire station, or downloaded from the Fire Department area of the Town of CBS website
  - e. Copies of the entry requirements into the fire Department can be picked up at either the East or West fire station, or downloaded from the Fire Department area of the Town of CBS website
  - f. Copies of the physical fitness requirements can be picked up at either the East or West fire station, or downloaded from the Fire Department area of the Town of CBS website
  
3. Review of Applications
  - a. All new and existing applications will be reviewed by the Executive Committee and the Training Officer, and all potentially suitable applications will be selected.
  - b. The Training Officer will notify all potential candidates, by telephone, of the next step of the process, which is a general recruit orientation session.
  
4. Recruit Orientation
  - a. The Executive Committee and the Training Officer will host a recruit orientation seminar.
  - b. The seminar will be facilitated through the use of a Microsoft Power Point presentation that is designed to ensure all pertinent administrative details are covered in an orderly and inclusive manner.
    - i. Chain of Command
    - ii. Committee Structure
    - iii. Fire Department history and development
    - iv. Expectations of the Department of its members
    - v. Initial Training and Probation
    - vi. Department response activities
    - vii. Security
    - viii. Relationships with other agencies
    - ix. Communications
    - x. Constitution and Rules & Regulations
    - xi. Insurance and Workers Compensation
    - xii. Social Activities
    - xiii. Honorariums



## **CBS Fire Department Recruitment Process Guidelines**

- xiv. Next Steps
  - c. If after being exposed to the above information the candidates are still interested in becoming a volunteer firefighter, and reaffirm they are able to meet the Fire Departments' expectations, they will be invited to the next step of the recruitment process.
5. Test Comfort Level in Confined Spaces
  - a. A general introductory session will be scheduled to give each candidate an opportunity to discover if they have a fear or feel uncomfortable when working in confined spaces
  - b. The candidates will be dressed in full bunker suits and SCBA, and will be escorted into a dark restrictive workspace and directly monitored while conducting the test exercise
  - c. If the candidate displays and pronounces a high degree of comfort, they will proceed to the next pre-testing phase
6. Test Comfort Level Working at Heights
  - a. This exercise is designed to give each candidate an opportunity to discover if they will have a have a fear or feel uncomfortable when working at heights
  - b. The candidates will be dressed in full bunker suits, and will be escorted up a 28' extension ladder, and monitored for comfort level
  - c. If the candidate displays and pronounces a high degree of comfort, they will proceed to the next pre-testing phase
7. Complete a Structured Physical Testing Exercise
  - a. Perform a minimum of 25 standard pushups without pausing
  - b. Five minute break
  - c. Given a beam secured to a level surface, measuring 20 feet by 3-4 inches, and given a fire hose weighing at least 20 pounds, the candidate shall walk the full length of the beam, carrying the hose, without falling or stepping from the beam
  - d. Five minute break
  - e. Perform 35 bent knee sit-ups within two minutes
  - f. Five minute break
  - g. Given a weighted object of 125 pounds, the candidate shall lift the object from the floor and carry the object a distance of 100 feet without stopping or dropping the object
  - h. Thirty minute break
  - i. Candidates shall complete their choice of one of the following:
    - i. Run 2.4 kilometers within 13 minutes
      1. Not permitted to walk
    - ii. Walk 4.8 kilometers within 38 minutes
      1. Not permitted to run
  - j. If the candidate successfully completes all of the above the physical testing, they will proceed to the next recruitment phase
8. Individual Recruit Interviews
  - a. Each candidate will be scheduled for a private interview with the Executive Committee
  - b. The Executive Committee will select the required number of recruits from the interviewed candidates
  - c. The selected candidates will be notified by the Training Officer of their successful application, and will be advised of the first recruit training session



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9. Initial Training Program
  - a. All new recruits will be trained as a single team under the direction of the Training Officer
  - b. Training will consist of both theoretical classroom training, as well as practical hands-on exposure and rehearsal
  - c. All recruits will be required to pass a written exam at the end of various topics, and must obtain a minimum grade of 70%
  - d. Recruits will be assigned appropriate safety and bunker equipment as required
  - e. Recruits will not respond to emergency calls until such time as advised by the training officer. Only then may the recruits attend response calls in the periphery, and assist with cleanup.
  - f. The initial training program typically spans a three month period
  
10. Probation Period
  - a. The probation period shall be for a period of three months after successful completion of the initial training program, as certified by the Training Officer
  - b. The Training Officer and Crew Captains will provide the Steering Committee with regular updates on the progress of the new recruits
  - c. If there are any negative issues that can not be acceptably resolved, the recruit will be dismissed from the Department, with no appeal recourse.
  
11. Acceptance into the Department
  - a. After successfully completing the initial training program and the trial probation period, the new recruit will be permanently assigned to a crew.
  - b. The new member will now be expected to attend all regular crew training sessions, and to attend all calls



## **CBS Fire Department Recruitment Process Guidelines**

### **Physical Fitness Testing Requirements for Membership Acceptance as a Volunteer**

To be completed in one contiguous session

1. The candidate shall perform a minimum of 25 standard pushups without pausing;
  - a. This will be followed by a five minute break
2. Given a beam secured to a level surface, and measuring 20 feet by 3 to 4 inches, and given a length of fire hose weighing at least 20 pounds;
  - a. The candidate shall walk the full length of the beam, carrying the hose, without falling or stepping from the beam;
  - b. This will be followed by a five minute break
3. The candidate shall perform 35 bent knee sit-ups within a two minute period;
  - a. This will be followed by a five minute break
4. Given a weighted object of 125 pounds, the candidate shall lift the object from the floor, and carry the object a distance of 100 feet without stopping or dropping the object;
  - a. Candidate may use any comfortable method to carry the object, such as the shoulder or cradle carry
  - b. This will be followed by a 30 minute break
5. Candidates shall complete their choice of one of the following:
  - a. Run 2.4 km within a 13 minute period;
    - i. Candidate is not permitted to walk
  - b. Walk 4.8 km within a 38 minute period;
    - i. Candidate is not permitted to run

**Failure in any task will result in a disqualification;  
There will not be any retries.**