

**Carleton Place Fire Department
PAID-ON-CALL FIREFIGHTER RECRUITMENT
PACKAGE (VOLUNTEER)**



**15 Coleman Street, Carleton Place, ON, K7C 4N9
Office: 613-257-5526**

<https://carletonplace.ca/town/municipal-services-info/fire-services>



PAID-ON-CALL FIREFIGHTER RECRUITMENT PACKAGE (VOLUNTEER)

Dear Potential Paid-On-Call Firefighter Candidate (Volunteer)

On behalf of Carleton Place, we thank you for taking the time to consider a paid-on-call position (Volunteer) with our department. This package has been produced to inform you of the position requirements and your role as a potential candidate in our paid-on-call firefighter recruitment process.

What follows is an explanation of the stages of the recruitment process. **Please thoroughly read this information before proceeding in the process.** Applicants who do not meet the minimum requirements or does not provide all the required documentation will not be considered.

Once you have reviewed this package in its entirety, if you are interested in proceeding further with the recruitment process, please submit the required documents at the time of your initial application. **A list of required and optional documents is outlined on page 11 in this package.**

Submit the application cover letter, resume, and documents by email by Friday, **Aug. 1, 2025 by 11:00 a.m.** to the following:

Human Resources: "Paid on call/volunteer"
Carleton Place Town Hall
175 Bridge Street, Carleton Place ON K7C 2V8
Email hr@carletonplace.ca

Applicants who are considered beyond the application stage will be contacted by phone to advise of further testing and interview dates.

Thank you again for taking the opportunity to explore a position with our Fire Department. We wish you every success in your endeavours.

Sincerely yours,

Dave Joy
Deputy Fire Chief



Employment Opportunity

Paid-On-Call Firefighter (Volunteer)

The Carleton Place Fire Department is accepting applications for the position of Paid-On-Call Firefighter. (Volunteer)

The Carleton Place Fire Department is comprised of a full-time Fire Chief, full-time Deputy Fire Chief, and a full-time Assistant Chief, 2 full-time Fire Prevention Officers, a full-time Administration Assistant/CEMC, and paid-on-call firefighters (Volunteer). We serve properties covering the town of Carleton Place. We also provide fire protection services to neighbouring municipalities through Automatic and Mutual Aid Agreements.

Firefighters are required to respond to calls for emergency assistance including but not limited to fires, medical emergencies, motor vehicle accidents, water/ice rescue and hazardous material incidents.

Training is a critical component of being a firefighter. After successfully completing an initial approx. 250-hour recruitment training course, each member is expected to attend a minimum of four hours of training per month, there are also numerous training opportunities held at various locations and times during the year.

In this paid on-call, volunteer position, you will be provided with extensive training and have opportunities to obtain certification in fire prevention, firefighting, and rescue activities. You will participate alongside other firefighters in stressful, physical, and mentally challenging situations which can be inherently dangerous, for which you will receive specialized training.

In addition to emergency response and training, paid-on-call firefighters participate in local festivals, fundraising functions, public education, and other community events. Taking on the challenge of becoming a paid-on-call firefighter (Volunteer) requires a significant commitment but the experience of being an active member within your community is extremely rewarding.

The minimum qualifications to be considered for this position are as follows:

- Be at least 18 years of age.
- Provide an acceptable criminal records check – When offer is presented.
- Be able to pass a comprehensive medical exam.
- Successfully complete the written & physical tests
- Hold a valid Ontario G class driver's license (or equivalent), with no more than six (6) demerit points accumulated within 6 months of the employment.

- Must obtain a DZ within the first 36 months at own cost.
- Provide a current Driver's Abstract – When offer is presented.
- Hold a Secondary School Diploma (Grade 12) or academic equivalent diploma by the application **deadline of Aug. 1, 2025.**
- Must have or be currently enrolled in an IFSAC OR PROBOARD NFPA 1001 Standard for Fire Fighter Professional Qualifications, Level I certification program, or/and must attend and successfully complete our in-house training.
- Possess a minimum 20/30 corrected vision with color and peripheral vision. appropriate for the position of firefighter when offer is presented, if requested.

Applications for this position shall be done by completion of the Paid-On-Call Firefighter (Volunteer) Recruitment Package, with supporting documentation. Applications shall be submitted and may be considered for further involvement in the selection process. Only those candidates who are selected for further consideration will be contacted. Successful applications will commence employment on the dates indicated or otherwise agreed to and should be prepared to undertake the time commitment necessary for this position.

Application Deadline: **Aug. 1, 2025 by 11:00 am.** **Start Date:** **Sept 4, 2025**

Job Requirements:

In addition to responding to emergency calls, other firefighter tasks include but are not limited to:

- Attending all meetings and training sessions regularly
- Assisting with fire prevention and public education activities
- Following Carleton Place Fire Department policies and procedures
- Regularly returning to the fire station after calls to clean equipment and ensure vehicles are ready for the next alarm.
- Maintaining records of attendance at alarms and training activities
- Cleaning and maintaining protective equipment to ensure it is ready for use.
- Participating in training activities and serving on committees as elected or appointed.
- Representing the fire department at various community events and festivals

Of Importance to Note:

- Responding to emergencies, on-going training, and community involvement requires a tremendous amount of time and commitment. It may require you to respond in the middle of the night, or during family activities.
- Success in the position of paid-on-call firefighter (Volunteer) is greatly attributed to the on-going support of family and friends.
- On a yearly basis you may attend approximately 48 hours of training, and 200-220 emergency calls.
- All Carleton Place firefighters must maintain a minimum attendance of 75% for regular monthly training and 50% response to fire calls to maintain employment.



PAID-ON-CALL FIREFIGHTER (Volunteer) RECRUITMENT PROCESS

The recruitment process consists of six (6) stages. Each stage is described in more detail in the following pages. At the conclusion of each stage, it shall be decided which candidates may proceed to the next stage. **All stages are mandatory.**

STAGE 1 - ADVERTISEMENT

The Carleton Place Fire Department shall advertise using various methods. Interested candidates will be invited to apply for a Paid-On-Call Firefighter position. **Closing Aug. 1, 2025 at 11:00 am.**

STAGE 2 - APPLICATION REVIEW

A complete resume and required documents required at the point of application. Candidates must verify all qualifications with supporting documentation including photocopies of all certificates, diplomas, transcripts, etc.

STAGE 3 – Orientation night – applicants will be contacted

We will host an orientation night for you and your partner to discuss the expectations of being a Paid-On-Call/volunteer Firefighter. **DATE & TIME: Aug. 5, 2025 - 1900 hrs at CP Fire Hall**

STAGE 4 – TESTING - applicants will be contacted

The Practical Physical Fitness test and the knowledge test are designed to gauge the candidate's physical and mental fitness and basic knowledge to meet the requirements of the job. Candidates must pass all tests to be considered for a position. See the Practical Fitness Testing Release for in Appendix "A" for details of the tests.

Practical Fitness Testing release forms must be signed prior to fitness tests.

DATE & TIME: Aug. 12, 2025 between 1800 - 2100 hrs at CP Fire Hall

"Appendix A" – Job Related Physical Fitness Test – This form must be signed by candidate prior to undergoing Practical Fitness Testing.

STAGE 5 – VERBAL INTERVIEW - applicants will be contacted

Candidates who are successful at the physical/written testing will be considered for an interview. The interview is not designed to test the candidate's technical knowledge but rather allows for the opportunity to further assess the candidate's suitability in other areas.

DATE & TIME: Aug. 19 & 20, 2025 between 0830 – 1630 at CP Fire Hall

STAGE 6 - SELECTION AND APPOINTMENT

Based on information that is obtained from the entire process, the selection committee shall choose a suitable candidate(s). The successful candidate(s) will be offered the position of probationary paid-on-call firefighter.
(Medical assessment may be required)

STAGE 7 - MEDICAL ASSESSMENT AND EYE EXAMINATION

Medical Assessment and Eye Examination

Candidate may be required to undertake a complete medical exam at the Town's schedule.



CARLETON PLACE FIRE DEPARTMENT

PAID-ON-CALL (Volunteer) APPLICATION FORM

ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED

Accurate, legible completion of this Application Form is the first step in the screening process. Incomplete or inaccurate applications will not be accepted. Please supply all information requested.

NAME: _____ / _____
Last First

TELEPHONE (home): _____ TELEPHONE (work): _____

TELEPHONE (mobile): _____

ADDRESS: _____

POSTAL CODE: _____

E-MAIL ADDRESS: _____

ONT DRIVERS: YES, ____ NO ____ CLASS ____ (must list class)

AIR BRAKE ENDORSEMENT (Z): YES, ____ NO ____

DO YOU HAVE YOUR OWN VEHICLE FOR TRANSPORTATION? YES, ____ NO ____

DO YOU HAVE ANY PHOBIAS (height, enclosed spaces, etc. YES, ____ NO ____

If yes, please explain:

DO YOU HAVE A CRIMINAL RECORD: YES, __ NO __?

EDUCATION:

Grade 12 Graduation Year: _____

Name of School Attended: _____

Post-Secondary, Vocational or Trade Training: YES, _____ NO _____

Educational credential(s), trade, or type of training:

Additional qualifications or courses:

Fire Service Certificates (IFSAC or Proboard):

<u>Standard Obtained</u>	<u>#</u>
<hr/>	<hr/>
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Previous firefighting experience: (where and when)

Previous first aid experience: (where and when)

COMMUNITY EXPERIENCE:

Have you ever volunteered in the community? YES, _____ NO _____

If yes, describe where you volunteered, and describe the duties:

WORK EXPERIENCE:

Presently employed:

_____ full-time (more than 35 hours/week)

_____ student

_____ part-time (more than 25 hours/week)

_____ unemployed

_____ part-time (less than 25 hours/week)

_____ other (please explain)

_____ self-employed (please explain)

Present Employer: _____

Occupation: _____

Is your job in the Town of Carleton Place. YES, _____ NO _____

Would your employer allow you to respond to emergency calls during working hours?

Always _____ Usually _____ Rarely _____ Never _____

What are your regular hours of work?

Are you a shift worker? YES, _____ NO _____

If so, please explain hours and days of work:

Are you normally available to respond to daytime emergencies:
(Monday to Friday between the hours of 7 am to 6 pm)?

Always _____ Usually _____ Rarely _____ Never _____

If accepted by the Fire Department, you are required to attend evening, daytime and/or weekend practices. Every Thursday evenings we have training (1900-2100 hrs).
Can you meet this requirement?

YES, _____ NO _____



Carleton Place Fire Department

Job Related Physical Fitness Test

Job related practical skills: Modified CPAT test

All physical tests will be done with 40 LBS weight vest worn.

1. Stairs climb: 6 times in total with a 2.5 hose on your shoulder.
2. Hose drag: Pull 1 ¾ inch dry hose over your shoulder 50 feet, then drop to at least one knee and pull 50 feet must stay in designated box.
3. Equipment carry: One at a time remove 2 saws from a table and place them on the ground. Simultaneously pick up both saws and walk 50 ft around a cone and back. Place the saws on the ground and one at a time replace them back on the table.
4. Ladder raise: Set and raise single ladder 2 times.
5. Forcible entry: Moving a truck tire with a sledgehammer 18 inches.
6. Hose lift: Lift a 2 ½ inch hose to the top railing and over 2 times.
7. Rescue: Drag the mannequin 35 feet around the cone and back The mannequin must be dragged until it crosses the marked finish line.
8. Hose pull: Pull hose with weight plates off the ground and lower 5 times four sets (Weight 70 LBS) under control.

Please Note

All physical testing performed in gym attire.

We encourage you to research the above skills to prepare for testing.



APPENDIX "A"

Carleton Place Fire Department

"Job Related Physical Fitness Testing" Release Form

I, _____, have applied to the town of Carleton Place for a position with the Fire Department.

It is deemed necessary before my application is finally dealt with that I, in common with other applicants, should submit myself to a series of physical fitness tests, including climbing, carrying, lifting, dragging, and other physical activities incidental to the ordinary work of a fire fighter, through the Fire Department and its agents.

I, the undersigned, do hereby agree to submit myself to all the physical fitness tests required by the Fire Department of the town of Carleton Place, under the supervision of the Fire Chief or his representatives, for the purpose of ascertaining my physical qualifications for the employment for which I have applied.

I do hereby, for myself, my heirs, administrators, executors, and assigns, remise, release, and forever discharge the said town of Carleton Place and its officers, servants, and employees of and from all actions, causes of action, claims, and demands whatsoever, which I or my heirs, executors, administrators, or assigns may have arising out of my submission to the said physical fitness tests.

I, hereby, further acknowledge that I submit myself to the said tests of my own free will and with full knowledge of their nature, and with full knowledge of the contents of this release.

Dated: D/M/Y _____ / _____ /20_____

Applicant

Name (please print)



Document Check List

The following documents **MUST** be submitted at the time of application:

- ☐ Completed Application Form
- ☐ Complete Current Resume
- ☐ Job Related Physical Fitness Testing Release Form

Additional documents that may be submitted:

- ☐ Certificates i.e., IFSAC and/or Pro Board
- ☐ Educational Credentials, Certificates
- ☐ Awards or Achievements

To be submitted upon acceptance of offer of employment:

- ☐ Current Criminal Record Check
- ☐ Current Driver's Abstract
- ☐ Current 20/30 corrected vision with color and peripheral vision documentation
- ☐ References upon request