

FREQUENTLY ASKED QUESTIONS**What can I expect during the recruitment process?****Phase 1: Receipt of Applications**

- The City of Barrie will start our 2020 Fire Fighter Recruitment on Monday, September 28, 2020.
- Complete applications must be submitted electronically only to HRFire.RecrUIT@Barrie.ca by 11:59 p.m. on Monday, October 26, 2020.
- Please review the job posting for detailed instructions on how to apply.

Phase 2: Application Review

- The Selection Committee will be reviewing and evaluating each eligible application.

Phase 3: Interview

- A select number of candidates will be invited to participate in an interview with our Selection Committee.
- No alternate dates will be scheduled.

Phase 4: Psychometric Assessment

- A select number of candidates who take part in the interview process will be invited to participate in a Psychometric Assessment.

Phase 5: References

- Candidates will be required to submit at least three (3) references including at least one (1) current and one (1) past supervisory reference.
- The City of Barrie will contact references of those candidates that the Selection Committee would like to further consider in the recruitment process.

Phase 6: Conditional Offers of Employment

- Conditional offers will be made to a select number of candidates.

Phase 7: Formal Employment Offers

- Formal employment offers will be extended to candidates based on meeting all of the conditions of employment.

Phase 8: Uniform and Bunker Gear Fitting

- Candidates offered a position with the City of Barrie will be required to attend a session in order to be fitted for uniforms and bunker gear.

Phase 9: Commence Employment

- Employment is expected to commence March 2021.
- Further details of the start date will be provided at the time of employment offer.

FREQUENTLY ASKED QUESTIONS**What level of Fire Fighter are you recruiting for?**

- The City of Barrie is recruiting for 5th Class Fire Fighters.
- Consideration above this rank will be reviewed at the conditional employment offer stage.

How often does Barrie Fire and Emergency Service recruit for Fire Fighters?

- Generally, a Fire Fighter recruitment is initiated based on the need and subject to budget approval. It is not always known how many positions will become available from year to year and during a given recruitment period.
- The City of Barrie is currently recruiting for multiple vacancies.

What are the qualifications/requirements needed to be eligible to apply?

- For details regarding the key qualifications, please view the job posting on the [Current Employment Opportunities](#) page on the City of Barrie's website (PB-20-03).

How do I apply (Application Process)?

- An application for the 2020 Fire Fighter Recruitment consists of the following documentation (saved in one PDF file). For ease of review, applicants must submit qualifications/documentation in the following order:
 - Cover Letter
 - Resume
 - National Fire Protection Association (NFPA) 1001 Fire Fighter Level I and II certified from an accredited program from a recognized institution, accredited by the International Fire Service Accreditation Congress (IFSAC) or the Pro Board
 - National Fire Protection Association (NFPA) 472 Hazardous Materials Awareness certified from an accredited program from a recognized institution, accredited by the International Fire Service Accreditation Congress (IFSAC) or the Pro Board, or equivalent
 - Valid Standard First Aid and CPR Level HCP Certificates
 - Proof of Education
 - Professional Qualifications (Licences, certificates, etc.)
 - Community Involvement
 - Ontario Fire Administration Inc. (OFAI) Candidate Testing Services Certificate (Stage One, Two, Three and Swim Test) if valid and completed.

**** Please note that failure to submit documents in the proper order will result in disqualification****

- The 2020 Fire Fighter Recruitment application deadline is Monday, October 26, 2020 at 11:59 p.m. Applications are to be submitted electronically only to HRFire.Recruit@Barrie.ca in one (1) PDF document (one (1) file). Hardcopies of applications and/or applications received after 11:59 p.m. on Monday, October 26, 2020 will not be considered.
- The City of Barrie is not responsible for any application that may be delayed or lost electronically. It is the applicant's responsibility to ensure that the City of Barrie receives their complete application within the stipulated deadline. An electronic message will be sent to each applicant acknowledging receipt of their application.
- Updates on the status of the recruitment process will be provided on the City of Barrie's website. Other inquiries are to be forwarded electronically to HRFire.Recruit@Barrie.ca. Due to the anticipated high number of applicants, we ask that you do not phone the Human Resources Department or Barrie Fire and Emergency Service Department.

FREQUENTLY ASKED QUESTIONS**What happens to my application once submitted?**

- The Selection Committee will review your application to determine whether or not you meet the eligibility requirements.
- Applications will be reviewed and assessed on the minimum qualifications, as well as the preferred qualifications.
- A select number of applicants who meet the selection criteria will be invited to participate in the interview process.

How often can I update my application?

- You are not able to modify or reapply once your application has been submitted.
- Please ensure your application is fully complete before submitting, including all required documentation, as incorrect or incomplete applications will not be accepted.

I just finished my educational requirements and have not received my certificates in the mail. What type of documentation can I submit?

- You must provide supporting documentation, which includes NFPA 1001 Fire Fighter Level I and II Certificates, NFPA 472 Hazardous Materials Awareness Certificate or equivalent, and Standard First Aid and CPR Level HCP Certificates.
- Please note that we are not able to correspond with your institution on your behalf, you must contact them directly and request this information.

What is involved in the initial shortlist process?

- The Selection Committee reviews and evaluates each eligible application with the top ranked candidates being invited to participate in the interview process.
- It is important to complete the application in detail, as the evaluation is determined by the information you have provided on your application.
- Please note that the evaluation and ranking of each application is confidential and will not be released to the candidate.

What is involved in the interview process?

- The interview process consists of a formal interview conducted by the Selection Committee.
- Should you be selected for an interview, a representative from the Human Resources Department will provide you with the date, time, location and related details.
- No alternate dates will be scheduled.
- At the time of the interview, the representative from the Human Resources Department will request the candidate provide his/her work reference information.

FREQUENTLY ASKED QUESTIONS**What happens after the interview?**

- Please note that all candidates interviewed will be contacted to confirm their status in the recruitment process.

Psychometric Assessment

- Following the interview process, selected candidates will be invited to participate in a psychometric assessment.

Reference Check

- Following the psychometric assessment, selected candidates will be contacted and informed that references will be contacted.
- At this stage of the recruit, with the authorization from the candidate, a representative from the Human Resources Department will complete a reference check with the candidate's past and present employers regarding his or her work record.
- The candidate's reference checks will be used to assess the candidate's suitability for the position of Fire Fighter.

Conditional Offer of Employment

- At this stage of the recruit, selected candidates will be required to show proof of the following documents:
 - **Satisfactory Criminal Record Check and Vulnerable Sector Check**
A Criminal Record Check and Vulnerable Sector Check, at the candidate's expense, is required to be submitted at the conditional employment offer stage and must be conducted no earlier than 30 days from the employment offer. Employment offers will only be made if the results of the candidate's checks, performed in accordance with the Ontario Human Rights Code, are satisfactory.
 - **Valid Ontario Class 'D' Driver's Licence with a 'Z' Endorsement and Driver's Abstract**
Candidates must provide confirmation of a valid and unrestricted Ontario Class 'D' Driver's Licence with a 'Z' endorsement at the conditional employment offer stage. A driver's abstract will be required at the conditional employment offer stage and must be dated no earlier than 30 days from the conditional offer date. Candidates must have a driving record that demonstrates responsible and safe driving behavior and those with six or more demerit points are ineligible for consideration. Please do not include proof of your driver's licence and abstract with your initial application.
- This offer will also be conditional upon successful completion of the Ontario Fire Administration Inc. Candidate Testing Services Certificate.
 - **Ontario Fire Administration Inc. (OFAI) Candidate Testing Services Certificate**
Candidates to provide confirmation of a valid Ontario Fire Administration Inc. (OFAI) Candidate Testing Services (CTS) Certificate, including Stage One, Two, Three, and the Swim Test certificates. Should a candidate not possess the required OFAI CTS Certificate at the time of application, as a condition of employment, the candidate will be required to obtain a valid OFAI CTS Certificate prior to start date, which will be scheduled by the Barrie Fire and Emergency Service Management Team and at the candidate's expense. Should a candidate's OFAI certificates expire prior to the employment offer, as a condition of employment, the candidate will be required to renew their certificates at the candidate's expense.
- This offer will also be conditional upon a physician assessment.
 - **Pre-Placement Medical Requirements**
A candidate recommended for employment will be required to undergo a pre-employment medical examination completed by a medical practitioner designated by the City of Barrie. The medical examination must indicate good health in accordance with the opinion of the examining medical practitioner.
- Please note that failure to meet any of the conditions of employment will result in the conditional employment offer being withdrawn.
- Once all conditions have been met, a formal employment offer will be confirmed and further details will be provided to the candidate with respect to start date, orientation, training, and any other pertinent information.