

Township of Langley Fire Department



Firefighter Application Manual

2018

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MESSAGE FROM THE FIRE CHIEF

Thank you for your interest in becoming a member of the Township of Langley Fire Department. We are committed to recruiting talented and motivated firefighters possessing integrity to serve our community.

Due to the trust our citizens place in the fire department and its members, it is important our members have a strong commitment to professional conduct both on and off duty.

Firefighters are the foundation of our Fire Department. They are role models and will become leaders within our organization and the community. We select firefighters who take this leadership responsibility seriously and who pursue excellence as part of their daily activities.

We expect our firefighters to be accountable for their choices and the resulting consequences. Accountability earns trust and respect. We pledge to treat our employees fairly and respectfully. In return, we expect nothing less.

The role of a firefighter is not suited to everyone. Desire alone does not suggest a good fit. We ask you to conduct an honest self-evaluation before you send us your application. Familiarize yourself with the job functions and use this information to build your skill-sets. Review our screening process in its entirety to gain a full understanding of your role before you apply.

If you decide to apply, be aware, the competition will be tough. Fortunately, tough competition results in strong candidates. Strong candidates produce quality firefighters. Preparation, a positive attitude, and a strong foundation are essential to your success.

Stephen R. Gamble, LLD (HONORARY), ECFO, FIFireE
Fire Chief

THINGS TO CONSIDER BEFORE APPLYING

The Township of Langley firefighter recruit selection process is lengthy, competitive, and complex.

A commitment to maintaining a daily fitness regime and monitoring personal wellness is essential to ensuring firefighter safety and longevity. Make sure you have the strength, stamina, and cardiovascular conditioning required to take on the physical and psychological challenges of a suppression firefighter position. Ethical behaviour and accountability must be part of your nature. Taking responsibility for and ownership of your actions is vital to success.

TIPS DURING THE RECRUITMENT PROCESS

There is no single factor to ensure success in your pursuit to join the Township of Langley Fire Department; however, we do offer you these tips:

1. If your personal contact information changes, please keep us informed.
2. Before you submit your firefighter application, take the time to learn all you can about the job. Familiarize yourself with the job tasks, the different steps in the hiring process and the current economic and social environment in Township of Langley. Do your homework; better to be over prepared than to be not prepared at all.
3. You must be able to follow and act on complex oral and written instructions; you will be evaluated on these skills throughout our assessments.
4. We expect you to be prepared and ready to participate in our assessments at all times. At times, you may experience little advance warning to participate in tests; other times, you may experience lengthy delays with little feedback. The very nature of our business is being prepared to respond to the next call.
5. Your demeanor and input throughout the selection process are taken into consideration as part of the final hiring decision.
6. Job fit is one of many critical factors considered in our decision making processes.
7. Completion of all steps in the process does not ensure a job offer.

SELF-EVALUATION QUESTIONNAIRE

Use these questions to help decide if fire fighting is the career choice for you.

ASK YOURSELF:

- Does my lifestyle support ethical and responsible choices and actions?
- Am I prepared to maintain a level of professionalism **on and off duty**?
- Does my lifestyle align itself with the Fire Department core values of Act with integrity; be compassionate; be innovative; be prepared and be safe?
- Have I been free from involvement in unlawful activities?
- Am I actively supporting my community for the benefit of others?
- Have I adopted and do I maintain physical fitness as a way of life?
- Am I physically able to perform firefighter job tasks?
- Can I work for extended periods of time under difficult and strenuous conditions?
- Am I free of phobias relating to height, confined spaces and able to maneuver with limited or no visibility?
- Am I comfortable using different hand/power tools and technical equipment?
- Can I disengage from emotional suffering, tragedy or loss of life in order to complete essential job tasks?

- Do I have a support system in place for debriefing and stress relief?
- Have I considered the impact shift work will have on my family environment?
- Am I familiar with and able to operate within a paramilitary working environment?
- Do I understand and will I abide by the hair, jewelry wearing and other grooming standards?
- Am I able to work harmoniously in close quarters with other persons?
- Do I treat all people with respect, dignity and professionalism regardless of race, creed, gender or beliefs?
- Am I able to and do I take steps to maintain a positive attitude?
- Am I able to motivate myself? Do I motivate others?
- Do I actively engage myself in a problem solving capacity?
- Am I able to follow and carry out complex oral and written instructions?
- Do I have a thirst for life-long learning?
- Do I meet and am I prepared to maintain the minimum qualifications?
- Have I familiarized myself with the firefighter wages and Township of Langley's economic and social climate?

APPEARANCE AND GROOMING GUIDELINE

Proper deportment and appearance by Township of Langley firefighters indicates a sense of pride, professionalism and projects these values to the public.

Please be aware of our appearance and grooming guideline that all members must follow.

- The hairstyle must not interfere with the proper wearing of regulation headgear nor impede the donning or utilization of any equipment, and/or accomplishing any function that a member may be required to perform.
- Facial hair must not interfere with the proper seal of the Self-Contained Breathing Apparatus face piece or respirator mask.

Jewelry:

- All members are encouraged to refrain from wearing jewelry while on duty.
- Any jewelry worn above the neck is prohibited, i.e. earrings, ear bands, elaborate hair accessories, piercing paraphernalia, etc.
- Necklaces must be worn in a fashion to prevent a snagging hazard and that makes them not visible.
- A wristwatch or medic-alert bracelet may be worn on either wrist, provided it is snug enough to prevent a snagging hazard.
- The safest practice for rings, is removal at the beginning of shift.
- Sunglasses shall not be of a mirrored type lens, they may be worn whenever conditions warrant their use. Sunglasses will be removed while addressing a member of the public, and/or participating in any media interview or photograph.

Tattoo:

- Visible tattoos are permitted if they are not offensive in nature (e.g. offensive - nudity and/or slang).

Application:

All requirements set out in this guideline will be applied in a manner consistent with human rights laws.

ENVIRONMENTAL AND WORKING CONDITIONS

Environmental factors play a large role in the performance of a firefighter's duties. Some working conditions that firefighters experience as part of operating procedures include:

- The requirement to report for each shift "fit for duty", both physically and psychologically.
- Working 10-hour day shifts and 14-hour night shifts, including holidays and weekends.
- Performing required tasks while wearing full personal protective equipment including self-contained breathing apparatus.
- Experiencing physically demanding tasks during extreme fluctuations in temperature.
- Working on and around moving machinery, vehicles, and equipment.

FITNESS REQUIREMENTS

The Fire Service views fitness as an integral component in fire fighting due to the physical strain induced while performing operational tasks varies according to each person's muscular strength/endurance, cardiovascular conditioning, motor coordination, and flexibility.

PHYSICAL DEMANDS / BACKGROUND

The risk of injury in fire fighting and rescue work results mainly from:

- The use of various heavy machines and apparatus
- Dangerous entrances and awkward spaces for moving
- Extreme heat exposures
- Rapidly changing environmental conditions

In emergency situations, firefighters must be physically able to act quickly and at times, under duress.

FOR EXAMPLE

In a multi-storey structure fire, a firefighter climbs stairs while wearing heavy and cumbersome personal protective equipment (weighing up to 25-kg) and carrying tools (weighing up to 15-kg). Following this strenuous stair climb, the firefighter must be fit enough to then carry out physically demanding operational tasks.

In rescue operations associated with traffic accidents, a firefighter must be capable of handling hydraulic tools (weighing up to 15 kg) in strenuous and awkward work positions for considerable lengths of time.

PHYSICAL FITNESS PREPARATION

A personal commitment to a life-long fitness regime is essential to safely performing firefighter duties. To prepare for this challenge, you need to follow and maintain a total body program that is specific for the job tasks and one that focuses on:

- Flexibility
- Cardiopulmonary Endurance
- Muscular Strength
- Muscular Endurance

Body composition is also considered an area of physical fitness. Excess body fat increases the workload placed on the body and decreases its ability to dissipate heat.

Consulting a Certified Personal Fitness Trainer or Certified Fitness Consultant can help you achieve your fitness goal.

CAUTION

PHYSICAL ACTIVITY READINESS

Before beginning any exercise routine or aerobic fitness evaluation, it is essential you have an awareness of your ability to partake in physical activity.

Please read the following questions carefully and answer each one honestly. Common sense is your best guide when selecting the appropriate choice:

	Yes	No
• Has your doctor ever said that you have a heart condition and recommended only medically approved physical activity?		
• Do you have chest pain brought on by physical activity?		
• Have you developed chest pains (while resting) in the past month?		
• Do you lose consciousness or balance as a result of dizziness?		
• Do you have a joint or bone problem that could be aggravated by prescribed activity?		
• Is your doctor currently prescribing medication for your blood pressure or a heart condition?		
• Are you or have you been pregnant within the last six (6) months?		
• Are you aware, through your own experience or a doctor's advice, of any other reason against your exercising without medical approval?		

If you have answered “Yes” to any of the above questions, please consult your physician BEFORE you begin aerobic fitness training

If you are uncertain how to interpret any of the questions and/or their relationship to your health, please discuss with your doctor.

VISION REQUIREMENTS

The vision requirements of the Township of Langley Fire Department are those required by the Insurance Corporation of BC to obtain a Commercial Vehicle Driver's License.

MEDICAL CONDITIONS AFFECTING ABILITY TO SAFELY PERFORM ESSENTIAL JOB TASKS

Medical standards follow the guidelines outlined under the National Fire Protection Association Standard on Comprehensive Occupational Medical Program for Fire Departments (referred to as "NFPA 1582").

The following information is provided as a general guideline and is not all-encompassing. A complete copy of the NFPA 1582 standard can be purchased from the National Fire Protection Association at www.nfpa.org or (617) 770-3000.

NFPA 1582 Chapter 6: Medical Evaluations of Candidates

6.2 Medical Conditions Affecting Ability to Safely Perform Essential Job Tasks.

6.2.1 Medical conditions that can affect a candidate's ability to safely perform essential job tasks shall be designated either Category A or Category B.

6.2.2 Candidates with Category A medical conditions shall not be certified as meeting the medical requirements of this standard.

6.2.3 Candidates with Category B medical conditions shall be certified as meeting the medical requirements of this standard only if they can perform the essential job tasks without posing a significant safety and health risk to themselves, members, or civilians.

MINIMUM FIREFIGHTER QUALIFICATIONS

IMPORTANT QUALIFICATION NOTES

- It is your responsibility to understand and meet the minimum qualifications before you submit your application.
- You are to provide legible proof of minimum qualifications at time of application.
- You will need to maintain your qualifications throughout the assessment processes.
- Failure to meet the minimum requirements will result in the rejection of your application file.
- If you are found to have falsified or intentionally misrepresented your credentials, your application file will be permanently closed.

You must be:

- 19 years or older (from the bulletin's close date).
- **You must provide documents verifying you have all of the required items below in the following format: one PDF document (can be black and white) labeled "TOL 18-F001 Documentation". Document must not exceed 20 Megabytes.**
 - Diploma, Certificate, or Transcripts demonstrating a Minimum Grade 12 graduation, GED completion or equivalent. Equivalencies can include a two year diploma, an undergraduate or applied degree or journeyman certificate or a Red Seal Trade Certificate. A copy must be provided with your application

- Completion of NFPA 1001 Level II certification – a copy with appropriate IFSAC / ProBoard seals, must be provided with your application
- Completion of NFPA 472 Operations- a copy with appropriate IFSAC / ProBoard seals, must be provided with your application
- A valid Class 3 or Class 1 Provincial driver's license with air brake endorsement (restriction 15) or equivalent for vehicles with more than 2 axels (Automatic transmission is accepted) . A current (less than 30 days old) driver's abstract must be submitted with your application. You must have no present suspensions, charges pending or more than six (6) points. Driving records are considered in the selection process. Infractions on your Driver's Abstract (within the last 5 years for Driving under the Influence (DUI) will eliminate applicants from consideration. An Immediate Roadside Prohibition (IRP) within last 2 years of application closing, may eliminate an applicant from further consideration.
- Current recognized first aid certificate pertinent to a firefighter and CPR Level C (e.g. First Responder Level III with AED and/or spinal endorsement; Emergency Medical Responder, Occupational First Aid Level 3, paramedic license or equivalent). A copy must be provided with your application.
- Good physical condition and physically and psychologically suitable for the position of firefighter. Candidates must pass a health and medical evaluation provided by a qualified 3rd party medical professional approved by the Township. The cost for screening will be the responsibility of the candidate **and will only be requested upon moving from Step 4 to Step 5 of the Selection Process**. Only candidates who are medically suitable for all fire fighting duties will be considered. Please refer to NFPA 1582 Chapter 6 for Medical Suitability
- Current (within 6 months of this bulletin's close date) Candidate Physical Ability Test (CPAT) certificate **or** University of Alberta Firefighter Applicant Physical Aptitude Evaluation, **or** University of Victoria Firefighter Physical Abilities Test. A copy must be provided with your application
- No conviction for a criminal or summary offence related to the job of a firefighter
- Legal entitlement to work in Canada.
- Fluency in English (written and verbal)

Other Desirable Training and Experience:

- Training or experience at the technical, trades or equivalent level. Transcripts must be provided at time of Application.
- Completion of advanced Fire Service Training such as:
 - Fire Investigation
 - Fire Prevention Inspector I
 - Fire Service Instructor I or II
 - Fire & Life Safety Educator I
- Completion of Fire Service related courses such as auto extrication, rope rescue, confined space rescue, hazardous materials or incident command.
- Participation in the delivery of public education programs.
- Demonstrated knowledge of various applicable codes and standards.
- Work/Life skills related to fire fighting.

APPLICATION AND SELECTION PROCESS

The application and selection process for the Township of Langley Fire Department has been broken down into seven different stages. **At each stage of the process the candidate's suitability to continue forward will be evaluated based on the aggregate of all stages to that point.**

- Stage 1 – Application
- Stage 2 – Employee Suitability
- Stage 3 – Knowledge, Aptitude, and Cognitive Testing
- Stage 4 – Initial Interview
- Stage 5 – Medical Evaluation
- Stage 6 – Fire Chief Interview
- Stage 7 – Conditional Job Offer

Stage 1 – Application

- **Application:** The application is intended to provide information on the applicant's education, relevant training, work experience, physical activities, hobbies and interests, community volunteer experience and current references. **All applications will be through municipality's on-line application process at www.tol.ca/careers.** The applications will be reviewed for required and desired qualifications and a pool of candidates will be selected to proceed. If you do not include information such as training courses taken, certifications or other qualifications, the missing information will not be included in our assessment of your qualifications.
- **Screening:** Applicants will be screened based on their application and factors such as education, training, previous experience will be used to determine eligibility to be considered for the first round of testing. Only candidates who have all of the required qualification on the closing date of application may be considered.

Stage 2 – Employee Suitability

- The Hogan Select Advantage test is a pre-hire selection tool, targeted that measures general employability and predicts a candidate's on-the-job performance. The test is delivered online.

Stage 3 – Knowledge, Aptitude and Cognitive Test

- Fire Service Knowledge, Aptitude and Cognitive Test: This is a written test that assess the knowledge, skills, abilities and personal characteristics necessary for success. The test will be used to evaluate the applicants' knowledge of the principles and practices of Fire Suppression, Incident Command, Fire and Life Safety Inspections and Public Education. The pass score to be considered is 70% overall and 70% in each competency tested.

Stage 4 – Initial Interview

- The applicants will be interviewed by a panel. The interview will give the applicant the opportunity to elaborate on his or her qualities, skills and abilities that relate to this position. The applicant will also be asked to relate actual work/life experiences that demonstrate their proficiency of the various competencies required to be successful as a firefighter.

Stage 5 – Medical Evaluation

- The medical evaluation is provided by a qualified 3rd party and will screen for medical conditions that might affect the candidate's ability to function as a firefighter. The cost for the screening will be the responsibility of the candidate. Only those candidates who are medically suitable for all fire fighting duties will be accepted. Please refer to NFPA 1582 Chapter 6 for Medical Suitability.

Stage 6 – Fire Chief Interview

- The applicants will be interviewed by the Fire Chief. The interview will give the applicant the opportunity to elaborate on their qualities, skills and abilities that relate to this position. The applicant will also be asked to relate actual work/life experiences that demonstrate their proficiency of the various competencies required to be successful as a firefighter.

Stage 7 – Conditional Job Offer

- **Selection:** The results of all the steps in the selection process will be considered when selecting the candidate(s) to proceed. Remaining candidate(s) may be retained on an eligibility list for one (1) year.
- **Police Information Check (PIC):** The applicants will be asked to submit a request for a search of their criminal record to the local RCMP detachment. This check will be for a person in a position of trust.
- **Background and Reference Checks:** Applicants will be asked to list their most recent employers and describe the work done in that position. They will also be required to provide three references from individuals who have managed or supervised them in their work place over the course of their careers. Additional information and authorization will be required to complete a general background check on the applicant. The results of all the steps in the selection process will be considered in determining the final successful candidates. Applicants who indicate previous fire department experience will be required to have a reference from the department.
- **Offer to Successful Candidates:** The results of the selection process will be communicated to the individuals involved in an appropriate manner.

IMPORTANT DATES AND DEADLINES

All of the dates provided are subject to change. This timeline is meant to provide applicants with a rough guideline to the process.

Stage	Date	Description
Call for applications	April 10, 2018 (Tuesday)	All applications and required documents must be submitted to our on-line application system, www.tol.ca/careers
Stage 1 – Application Close for current Township of Langley IAFF employees	April 16, 2018 (Monday)	Must be submitted before 16:30
Stage 1 – Application Close for external candidates	May 8, 2018 (Tuesday)	Must be submitted before 16:30
Screening of minimum qualifications	May 10 - 15, 2018	
Successful candidates notified	May 17, 18, 2018	
Stage 2 – Employee Suitability	May 23, 2018	Send On-Line link to be completed by May 30, 2018
Successful candidates proceeding to Stage 3 notified	June 6, 2018	Notified of Knowledge, Aptitude and Cognitive Test for June 19, 2018

Stage 3 – Knowledge, Aptitude and Cognitive Test	June 19, 2018	0900 hours to 1200 hours Fire Hall 6 22170 - 50 Avenue
Screening of requirements and notification to successful candidates proceeding to Stage 4	June 20, 2018 to June 28, 2018	
Stage 4 – Initial Interviews	July 17, 18, 19, 2018	08:00 - 16:00 at Township of Langley Human Resources , 20338 65 Avenue, Langley, B.C.
Stage 5 – Medical Evaluation	July 24, 2018	Candidates selected to obtain a medical assessment will be advised
Stage 6 – Fire Chief Interview	August 22, 2018	Candidates selected interview with the Fire Chief.
Stage 7 – Conditional Job Offer	August 23 - 31, 2018	Candidates selected, reference checks and Police Information Checks will be conducted. Additional candidates may be selected for a waiting list. Selected candidates will be notified.
Recruit Camp begins	October 1, 2018	

GENERAL INFORMATION

MINIMUM PHYSICAL FITNESS HIRING STANDARDS

Candidate Physical Ability Test

In 1997, the International Association of Firefighters (IAFF) and International Fire Chiefs Association (IAFC) teamed up with 10 major North American fire services and unions to create the Candidate Physical Ability Test (CPAT).

CPAT consists of eight separate events in sequence requiring you to progress along a predetermined path from event to event in a continuous manner. This test was developed to allow fire departments to test pools of trainable candidates who are physically able to perform essential job tasks at fire scenes. This is a pass / fail test based on a validated maximum total time of 10 minutes and 20 seconds.

CPAT Course Layout

CPAT consists of eight separate stations in sequence requiring you to progress along a predetermined path from event to event in a continuous manner:

- Station #1 - Stair Climb
- Station #2 - Hose Drag
- Station #3 - Equipment Carry
- Station #4 - Ladder Raise and Extension
- Station #5 - Forcible Entry
- Station #6 - Search
- Station #7 - Rescue
- Station #8 - Ceiling Breach and Pull

The eight events are placed in a sequence that best simulates fire scene events while allowing an 85-foot (25.91-m) walk between events. This walk allows approximately 20 seconds to recover and regroup before the next event. To ensure the highest level of safety and to prevent exhaustion, candidates are not allowed to run between the events.

Testing Gear and Equipment

During these events, candidates wear a 50-pound (22.68-kg) vest (provided) to simulate the weight of a self-contained breathing apparatus (SCBA) and firefighter protective clothing. An additional 25-pounds (11.34-kg), composed of two 12.5-pound (5.67-kg) weights (provided) that simulate a high-rise pack (hose bundle), is added to the shoulders for the first event, the stair climb.

In the Lower Mainland, Abbotsford Fire Rescue Service provides CPAT testing. More information on CPAT testing and scheduled test dates can be found at www.abbotsfordcpat.ca/ or contact AFRS at 604-853-3566. CPAT certificates from other providers in Canada and the United States are acceptable.

Physical Abilities Testing from the following Universities are also acceptable:

- University of Alberta Firefighter Applicant Physical Aptitude Evaluation
- University of Victoria Firefighter Physical Abilities Test

More info for University of Alberta: <https://www.ualberta.ca/kinesiology-sport-recreation/research/centres-and-units/firefighter-fitness-testing>

More information for the University of Victoria: <http://www.firetest.ca/>

EMPLOYEE SUITABILITY TESTING

The Hogan Select Advantage test is a pre-hire selection tool, targeted that measures general employability and predicts a candidate's on-the-job performance. The test is delivered online. More information on this test can be found at <https://www.hoganassessments.com/>

KNOWLEDGE, APTITUDE AND COGNITIVE TESTING

Fire Service Knowledge, Aptitude and Cognitive Test: This is a written test that assess the knowledge, skills, abilities and personal characteristics necessary for success. The test will be used to evaluate the applicants' knowledge of the principles and practices of Fire Suppression, Incident Command, Fire and Life Safety Inspections and Public Education. The pass score to be considered is 70% overall and 70% in each competency tested. A study guide may be purchased at: <http://www.publicsafetycompass.com/product/entry-level-firefighter-2nd-edition/>

INITIAL INTERVIEW

This is the initial interview where a panel of interviewers will be rating you based on the responses you provide. They have been trained to objectively capture data for this purpose. It is your responsibility to provide the information in a clear and concise manner.

The Township of Langley has established core competencies for all employees. The interview questions will be designed to solicit your responses and may be in the following areas of competency:

Performance Skills:

- Communication Team skills
- Planning & organization
- Creativity & innovation Leadership
- Decision making & problem solving

- Technical skills:
 - Conflict resolution of roles
 - Records, schedules, manual & other
 - Policy & procedure conflicts
 - Supervisory skills
 - Computer skills

The behavioural questions will be measured to determine if you meet the criteria for successful job performance.

The intent of the personal interview is to allow us to learn more about you, your experiences and your abilities from your perspective. The interview is also an opportunity for you to display your best attributes and sell yourself for the job. Historically, the interview is the step in our firefighter hiring process where we lose the most candidates. Often, the main reasons for an unsuccessful interview are due to a lack of interview preparation by the candidate.

Each of your responses is rated to determine whether you have met the competency's criteria for successful job performance. The interview is the first opportunity for you to meet with us face-to-face to sell yourself for the position. It is not enough that you want the job; you must demonstrate through awareness and past behaviours that you are suitable for this type of career.

Tip # 1 - Research the Position / Conduct a Self-Analysis / Compare Your Results

- First Step - Research the position to build a list of essential job tasks. Do what you can to research the tasks and activities performed by a firefighter. Begin building a list of typical firefighter job duties. Use whatever resources are available to you to identify the duties and the types of work environments in which these tasks are performed (i.e. Internet, your local fire crew, fire training programs, or our website www.tol.ca).
- Second Step - Conduct a self-assessment to help determine your Job Fit. Job Fit is an important factor to consider when preparing for your interview. If you enjoy the activities that are important to successful job performance, you are more likely to find this type of work personally satisfying. Begin building a list of activities that you know you find satisfying and enjoy performing.
- Next Step - Reflect on past personal experiences to identify similar behaviours to the job tasks. Think of and build a list of situations in the past four or five years where you have demonstrated similar behaviours to those on your list of firefighter tasks. You do not require prior firefighter experience to successfully meet the position's competencies. Consider all

- your experiences including those gained through your school years, team/sports activities, volunteer opportunities, etc.
- Final Step - Compare your lists to identify common factors or shortfalls. Compare all of your lists to see how closely they match to identify your strengths. By conducting this comparison, you will be able to:
 - Identify what factors of this job you are drawn to
 - Identify any shortfalls you may have in the area of experience and skill
 - Compile a list of related examples to draw from during your interview

Tip # 2 - Know the structure, culture and community which the Fire Department serves

Your objective should be to develop an understanding of the type of community, the nature and history of the position and the particular issues the organization and the department is facing. If you are not familiar with the Township of Langley and its surrounding communities, learn what you can of its make up (i.e., the climate and geographical layout, the sociological issues, Council's priorities, economic environment, etc.) to better identify the types of emergency response calls and the resources utilized by the Service.

Tip #3 - Commit to adequate preparation before your interview

Preparation is vital to the fire service. Prepare for your interview with the same energy you would commit to responding to an emergency as a firefighter. You may have little advance notice of your interview spot. Ensuring you are adequately prepared will lessen some of the stress associated with an interview and allow you to focus on marketing yourself for the position.

Tip # 4 - Presentation is important

This is your opportunity to form a positive impression with your interviewers. A professional and confident demeanour will go a long way. Your dress, grooming and deportment will be considered. Err on the side of conservative and present a professional image. Be well versed with the Service's hair and jewelry standards and recognize that the fire department is a paramilitary organization which incorporates a rank and structure model. A respectful approach is warranted.

Recognize any distracting nervous habits you may have and develop strategies to curtail or lessen their impact on your behaviour. Practice maintaining good posture and direct eye contact. Plan your arrival for no more than 10 - 15 minutes before your appointed time to avoid confusion for the interviewers. Arriving late always creates a bad first impression. If circumstances beyond your control prevent you from arriving on time, ensure you contact the Human Resources Division at (604) 533-6061 to discuss your options.

Tip # 5 - Use your interview time wisely

A job interview is a communication process. Hone your verbal communication skills to ensure you:

- Listen carefully (Ask for clarification if needed)
- Remain professional and positive
- Speak clearly and audibly
- Answer the questions with specific examples
- Moderate your volume and animation

- Although it is wise to avoid excessively lengthy responses, ensure that you provide the relevant details
- You don't want to leave your interview thinking "oh, I forgot to tell them about...".
- When given the opportunity, ask well-thought out questions which demonstrate your interest in the position. Let your interviewers know why you want the job and what you can offer.

MEDICAL EVALUATION

The medical evaluation is provided by a qualified 3rd party and will screen for medical conditions that might affect the candidate's ability to function as a firefighter. The cost for the screening will be the responsibility of the candidate. Only those candidates who are medically suitable for all fire fighting duties will be accepted. Please refer to NFPA 1582 Chapter 6 for Medical Suitability.

FIRE CHIEF INTERVIEW

The applicants will be interviewed by the Fire Chief. The interview will give the applicant the opportunity to elaborate on their qualities, skills and abilities that relate to this position. The applicant will also be asked to relate actual work/life experiences that demonstrate their proficiency of the various competencies required to be successful as a firefighter.

SELECTION

Once you successfully advance to this step, your file has reached the point where a hiring decision is made. All data is compiled and your file is presented to Senior Management. The purpose is to review the perspective on your suitability for this position to determine if you are to receive a job offer. Our hiring decision is based on consideration of your competencies, skills, physical abilities and job fit.

REFERENCE CHECKS

We use a number of tools throughout our assessment processes to validate your information and to capture a clear representation of your history. At this stage of the process, we substantiate this information by contacting your references and discussing their impressions of you as a worker and an individual. Our Human Resources professionals will be contacting your references for feedback.

When providing references we require references from three of your most recent employment supervisors. If you have fire fighting experience we will require a reference from a Chief Officer of the organization you were with.

Your references will also be asked to provide their assessments of you in your present/past employment as well as their beliefs on your suitability for a Township of Langley Firefighter position. As standard protocol, Human Resources personnel will follow-up with your references to validate and clarify any comments made.

Note: You may be asked to seek out additional references if the data received is insufficient.

CONDITIONAL JOB OFFER

The Township of Langley Fire Department hiring needs are difficult to predict and fluctuate as a result of a number of factors (i.e., retirements, municipal growth, funding/resource availability, etc.). This may mean you have successfully advanced through the hiring process, yet have to wait until the positions are available in the department to be offered employment.

When the Fire Department requires additional personnel, a fire recruit training class is scheduled. Successful applicants are contacted and provided with a conditional job offer. Stated within the terms of the conditional job offer will be time-sensitive information to ensure you are ready to begin fire recruit training.

IMPORTANT JOB OFFER NOTES

- All tasks identified in your conditional job offer must be completed in order to begin employment.
- A Police Information Check (PIC) will be conducted and the information must be received from the RCMP or your police of jurisdiction where you live, as part of meeting the requirements of a conditional offer.
- Failure to maintain the Department BC driver's licensing standards will directly impact your ability to begin employment. A follow up Driver's Abstract will be required just prior to the date of hire.
- The information contained within the fire recruit instructional materials is property of the Township of Langley Fire Department.
- Individuals with a Job Offering with a scheduled recruit class date are classified as a 'Candidate'.
- The Fire Department has a residency requirement:
 - *All career Suppression Firefighters must reside in the area bounded by Scott Road to the West, Fraser River to the North, US Border to the South, and Abbotsford-Mission Highway / Sumas Way to the east (the "Restricted Living Area").*
 - *Following submission of a written request and only with the subsequent approval of such request by the Fire Chief, a career Suppression Firefighter may be permitted to reside outside of the Restricted Living Area but in no event shall the number of employees exceed ten percent (10%) of the total number of career Suppression Firefighters within the Township of Langley Fire Department*
 - *The determination as to whether a request will be granted is in the sole discretion of the Fire Chief who will consider the particular circumstances of the request including distance from the Restricted Living Area and transportation alternatives, and operational needs of the department including requirements related to response time.*
 - *Career Suppression Firefighters living outside the Restricted Living Area will not be eligible for emergency call back or short notice backfill (overtime) assignments.*
 - *Breach of the residential requirements may result in discipline up to and including termination of employment.*

PREPARING FOR FIRE RECRUIT TRAINING

As you are expected to maintain standards throughout your career as a Township of Langley Firefighter, you must physically and mentally prepare yourself to begin a rigorous fire recruit training program. Your abilities, attitude and demeanour will be assessed throughout your career.

Township of Langley Fire Department training programs are designed to give firefighters the knowledge and skill to cope with the hostile environments they face. Recruit training curriculum incorporates in-class theory, practical, hands-on training on the Training Ground and evaluations. During your recruit training, the emphasis will be on making sure you have the basic skills required to safely operate with an experienced crew on the fire ground. Once you have successfully completed the training, you will be placed on your assigned shift for the remainder of your probationary period.

KNOWLEDGE PREPARATION

During recruit training, you will be tested frequently on your theoretical and practical knowledge to ensure you meet the standards. Failure to meet these standards will result in letters of warning and could result in dismissal.

Note: A recommended amount of studying time is 1½ to 2 hours a day. Preparation is essential.

PHYSICAL PREPARATION

To enhance the likelihood of success during recruit training and to reduce the risk of injury, you must report to training in top physical shape. It is imperative that you are prepared for a high volume of fitness activity. Fire ground training conditions will tax you physically (i.e., breathing compressed air, extreme heat/temperature changes, constant physical activity during inclement weather conditions, etc.).

PROBATIONARY PERIOD

Your probation period will be one year from the date of hire. During your probationary period, you will undergo extensive training and evaluation to determine suitability to the occupation. You will undergo quarterly evaluations after which your strengths and weaknesses will be explained so that you have the tools you need to successfully complete your probationary period. Candidates failing to meet training standards may be released.

FREQUENTLY ASKED QUESTIONS – MINIMUM QUALIFICATIONS

Q *“Can I apply before I have met all of the minimum qualifications if I intend to complete them once you’ve accepted my application (e.g. Class 3 with Air, CPR, basic first aid?)”*

A No, you must have all of the required qualifications and/or certifications when you apply.

Q *“Where can I find information on becoming eligible for employment in Canada?”*

A Please contact the Government of Canada’s Citizenship and Immigration Centre at <http://canadainternational.gc.ca> or email to enqserv@international.gc.ca.

Q *“How can I determine if a medical condition I have makes me ineligible for hire?”*

A Your physician is the best resource for information on your personal health. We encourage you to book a complete physical with your physician before you decide to submit a firefighter application to identify and/or discuss any conditions that may affect your ability to perform essential entry-level firefighter job tasks. Please note that this will not substitute for the medical examination required by the Township of Langley as part of your application.

To aid your physician in understanding the job tasks, a copy of the *NFPA 1582* standard can be purchased through the National Fire Protection Association at (<http://www.nfpa.org>) or (617) 770-3000. Please do not submit a vision report, audiogram report or any other medical information with your application.

Q *"I did not complete a High School Diploma. What will you accept as a suitable equivalent?"*

A We will accept a Diploma, Certificate, or Transcripts demonstrating a Minimum Grade 12 graduation, GED completion or equivalent. Equivalencies can include a two year diploma, an undergraduate or applied degree or journeyman certificate or a Red Seal Trade Certificate.

Q *"I do not live in British Columbia. How can I determine if my operator's license and/or demerit points meet your driver license qualifications?"*

A Please contact the Insurance Corporation of British Columbia <http://www.icbc.com/> or in the Lower Mainland: Phone 604-661-2800. Elsewhere in B.C., Canada and the U.S.: 1-800-663-3051.

Q *"Do I require previous fire fighting experience or training prior to making application?"*

A No. Training will be delivered prior to being placed on active duty however you must have completed NFPA 1001 Firefighter II Certification and NFPA 472 Hazmat Operations prior to submitting your application.

FREQUENTLY ASKED QUESTIONS – APPLICATION

Q *"What will screen me out during the initial application process?"*

A You must demonstrate that you can follow instructions clearly and that begins with submitting your application by the deadline and being sure to include all required information.

Q *"Do I need to attach a résumé and certificates to the application form?"*

A Please attach all documentation requested by in the application process

Q *"What happens after you've received my application?"*

A A review of your application will be conducted. Candidates meeting the criteria will be advised if they are moving forward in the process. Candidates not meeting the criteria will not be advised, however, you will be eligible to re-apply in a future recruitment process.

Q *"Do you accept out-of-province applicants?"*

A Yes. However, be aware you will be required to travel to Township of Langley on many separate occasions to participate in the different tests, sometimes with little advance notice.

Q *"What offenses will exclude me from being eligible for a career firefighter position?"*

A It is likely that recent offences such as fraud, B & E, theft, shoplifting, impaired driving, property crimes, sexual assault amongst others may impact eligibility. A final review will be conducted by the RCMP and an assessment made on the nature of the incident and the implications of being a firefighter.

FREQUENTLY ASKED QUESTIONS – INTERVIEW

Q *"What do I need to bring with me to my interview?"*

A When your interview has been booked, we will contact you to outline items you are expected to bring to your appointment.

Items required for your interview:

- Your driver's license for identification purposes

Note: Failure to bring the requested item will result in the cancellation of your interview.

Q *“What if I cannot come up with an answer to an interview question?”*

A You can ask to gather your thoughts or to bypass the question and return to it later. If you cannot recall a specific experience to share, try to reflect back on any volunteer experiences or situations that you have dealt with involving your family or friends.

Q *“Can I bring notes or other reference information to the interview?”*

A You can bring personal notes or whatever other information you think you might need in order to provide clear, concise answers to any question we may ask. You may refer to notes while answering any of our questions.

Q *“How can I prepare for my interview?”*

A Don't wait until the last minute to prepare! Practice and preparation ahead of time are essential to your success.

Q *“Who will be on the panel for my interview?”*

A The Fire Chief and/or his designate, senior staff and a representative from the Township Human Resources Division.

Q *“How long will the interview be?”*

A Approximately 45 minutes.

Q *“How many candidates will be going through to the interview step?”*

A There is no preset number.

FREQUENTLY ASKED QUESTIONS – SELECTION PROCESS

Q *“How long is the selection process?”*

A Unfortunately, there isn't a set time frame to follow as the hiring needs of our department fluctuates and are dependent on outside factors such as retirements, funding, city growth, legislation, etc. It may be necessary for us to “speed up” or “slow down” our process in order to meet operational needs. You may be asked to participate in one or more tests in a short period of time or you may need to wait a period of time until sufficient resources are available. While we intend to keep to the published schedule it is subject to change. It is your responsibility to ensure that you know when and where you should be to participate in any of the steps of this process.

Q *“How often should I expect to hear from Recruitment personnel?”*

A We endeavour to keep you informed and current with information as it is relevant to the status of your file. It is your responsibility to keep us informed if you have a change in contact information or if you will be unavailable for a period of time (i.e., on vacation, out of the country, etc.).

Q *“Can you recommend courses to take to better my chances of being selected?”*

A Due to the competitive nature of the assessment process, we do not counsel or provide recommendations to potential applicants on how to increase their competitiveness.

Q *“If I am unsuccessful at any step in the selection process, what feedback can I expect?”*

A Appropriate feedback will be provided, which will outline your eligibility to re-apply and if applicable, the length of time that must transpire before a future application will be accepted.

FREQUENTLY ASKED QUESTIONS – CONDITIONAL JOB OFFER

Q *“I am currently a professional firefighter with another city. Do you have an experienced firefighter transfer program?”*

A No. If hired you will start out as a new hire at the 1st six month (probationary) rate and work up from there. You will also participate in our recruit firefighter program.

Q *“Am I required to provide 3 reference checks from 3 previous employers?”*

A Yes, you need to provide three reference checks from your employers. We expect that these references will be from your supervisors. If you have fire fighting experience, we expect a reference from one of your Chief Officers.

Q *“I currently do not live in the Township of Langley, do you have a residency requirement?”*

A Yes, the Fire Department has a residency requirement that will be discussed during the recruitment process. The present boundaries are Scott Road to the West, Fraser River to the North, US Border to the South, and Abbotsford-Mission Highway / Sumas Way to the east.