

Township of Langley Fire Department



Firefighter Application Manual

2022

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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 from our employees.

Not only do firefighters require a high level of mechanical aptitude and physical fitness, they must also be prepared to encounter circumstances beyond their control which will take mental fortitude and resiliency to overcome.

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.

A focus on psychological fitness and mental stamina is required in order to cope with the job-related stress factors. Firefighters may work in chaotic environments and are regularly exposed to psychological stressors beyond that of the general public.

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 the assessment process; 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. Teamwork, integrity and a positive attitude are critical to the position at all times
8. Completion of all steps in the process does not ensure a job offer.

SELF-EVALUATION QUESTIONNAIRE

Use these questions to help decide if firefighting 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 able to manage psychological stressors?

- 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?
- Can I operate within a team environment?
- 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?
- Am I humble and can I suppress my ego?
- 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 desire for life-long learning?
- Am I prepared to accept calculated risks?
- 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 GUIDELINES

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.

Hair:

- 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 (i.e. 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.
- Operating in a sensory deprived environment
- Working at heights or enclosed spaces
- Relying on equipment and training in dangerous environments

FITNESS REQUIREMENTS

The Fire Service views fitness as an integral component in firefighting role 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 AND PSYCHOLOGICAL 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
- Exposure to extreme mental and physical stressors

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
- Proper diet
- Psychological fitness

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 this 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 1.800.344.3555 (US & Canada) or 1.617.770.3000 (international).

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/have the following:

- 19 years or older (from the bulletin's close date).
- Legal entitlement to work in Canada.
- 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) Personal Driving Record with five (5) years history 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 Personal Driving Record (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 spinal endorsement; EMA FR, EMR, Occupational First Aid Level 3, paramedic license or equivalent)
- 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. Only candidates who are medically suitable for all firefighting duties will be considered. Please refer to NFPA 1582 Chapter 6 for Medical Suitability (www.nfpa.org).
- No conviction for a criminal or summary offence related to the job of a firefighter.
- 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 and 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.

DOCUMENT SUBMISSION INSTRUCTIONS

All applications will be accepted via an online application system through the Township of Langley's Careers website - www.tol.ca/careers. Please create a career profile (My Profile). Instruction guides on [how to create a profile](#), [how to navigate your profile](#), and [how to apply for a position](#) are located on the main Careers page.

Due to the volume of applications we receive, communication with candidates will be primarily via email. When creating career profile we encourage candidates to consent to the **Email Communication**. Candidates will receive emails regarding updates to the employment process only. Ensure to check your email (Inbox and Junk folders) regularly for updates on the competition.

Email Communication Consent

Please specify your consent to receive email communications. Note that you need to save your profile to record your email notification consent choices.*

I consent to allow this organization to send emails to my email address in order to facilitate the process for employment at this organization. The sender email address will be from @cgi.com or @njoyn.com on behalf of this organization.

I wish to unsubscribe my email address from receiving all emails regarding employment at this organization.

When applying for the Firefighter position, candidates will be required to answer job specific questions, upload/select relevant documents (2 PDF documents only), and select a file type.

SUBMIT YOUR APPLICATION DOCUMENTS IN THE FOLLOWING FORMAT:

1. One PDF file labeled "Firefighter Documentation" including cover letter, resume, and required licenses and certificates.
2. Second PDF file labeled "Other" including all additional related and desirable training and experience.

NOTE:

- Document title cannot contain special characters (/ - _ ,) as it will not open. System only accepts documents in the following format: .doc, .pdf, .txt, .wpd, .docx, .rtf. The system does not permit picture files such as .jpg, .png, etc.
- The *File Type* must match your two documents "Firefighter Application" and "Other". You will be required to select from the drop-down.
- Please ensure you receive a written email confirmation of your submitted application.

APPLICATION AND SELECTION PROCESS

The application and selection process for the Township of Langley Fire Department has been broken down into ten (10) different stages:

Stage 1	Application
Stage 2	Screening
Stage 3	Employee Suitability Assessment
Stage 4	Knowledge, Aptitude, and Cognitive Assessment
Stage 5	Initial Interview
Stage 6	Candidate Physical Ability Test
Stage 7	Medical Evaluation
Stage 8	Fire Chief Interview
Stage 9	Clearance (References, Police Information Check, Proof of Vaccination, Residency Confirmation)
Stage 10	Job Offer

Stage 1 – 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. 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.

Stage 2 - 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 assessment. Only candidates who have all required qualification on the closing date of application may be considered.

Stage 3 – Employee Suitability Assessment

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

Stage 4 – Knowledge, Aptitude and Cognitive Assessment

Fire Service Knowledge, Aptitude and Cognitive Assessment is a written assessment that assess the knowledge, skills, abilities and personal characteristics necessary for success. The assessment 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 passing score to be considered is 70% or higher in each competency assessed.

Stage 5 – 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 6 – Candidate Physical Ability Test (CPAT)

Firefighting requires above average aerobic and anaerobic power, muscular strength and endurance, and flexibility. CPAT is designed to identify individuals who have the physical attributes to perform the job of a Firefighter. The assessment is designed to ensure that candidates possess the physical ability to complete the critical and essential tasks of firefighting.

Stage 7 – 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 8 – 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 9 – Clearance (References, Police Information Check, Proof of Vaccination, Residency Confirmation)

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.

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.

Proof of Vaccination: Employment with the Township is conditional on applicants providing the Township with proof, prior to the start date of employment and in a form satisfactory to the Township, that applicants are fully vaccinated against COVID-19.

Residency Confirmation: The applicants will be asked to submit a proof of residency requirement.

Stage 10 – Job Offer

The results of all the steps in the selection process will be considered when selecting the candidate(s) for hire. Remaining top qualified candidates may be retained on an eligibility list for one (1) year. Please note that placement on an eligibility list does not guarantee employment. The results of the selection process will be communicated to the individuals involved in an appropriate manner.

IMPORTANT DATES AND DEADLINES

Below timeline is meant to provide applicants with a rough guideline to the recruitment process. Note, all of the dates provided are subject to change. Shortlisted candidates will be required to participate and be available to complete mandatory online and in-person assessments of the recruitment process.

Stage	Date	Description
Call for applications	March 23	All applications and required documents must be submitted to our on-line application system, www.tol.ca/careers
Application Closing Date for current Township of Langley IAFF employees	March 29	Must be submitted before midnight
Application Closing Date for external candidates	April 6	Must be submitted before midnight
Screening of minimum qualifications	April 7 - 14	
Employee Suitability Assessment	April 19 - 22	Online assessment
Knowledge, Aptitude and Cognitive Assessment	May 2 - 13	Virtually proctored exam
Initial Interview	May 24 -31	In-person interview

Candidate Physical Ability Test	June 6 - 14	In-person assessment
Medical Evaluation	June 23 – July 15	Cost to be covered by candidate
Fire Chief Interview	July 27 and 28	In-person interview
Clearance	August 8 - 18	
Job Offer	August 19	
Recruit Camp begins	Approximately September 6	

EMPLOYEE SUITABILITY ASSESSMENT

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

KNOWLEDGE, APTITUDE AND COGNITIVE ASSESSEMENT

Fire Service Knowledge, Aptitude and Cognitive Assessment is a written exam that assess the knowledge, skills, abilities and personal characteristics necessary for success. The exam will be used to assess 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% or higher 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 will consist of general interest, behavioural, technical, and scenario questions.

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 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.

CANDIDATE PHYSICAL ABILITY TEST (CPAT)

Firefighting requires above average aerobic and anaerobic power, muscular strength and endurance, and flexibility. CPAT is designed to identify individuals who have the physical attributes to perform the job of a firefighter.

CPAT was developed to assess firefighter candidates on their ability to perform simulated tasks consistent with the duties of a firefighter. The assessment is designed to ensure that candidates possess the physical ability to complete the critical and essential tasks of firefighting.

CPAT consists of eight (8) separate events performed in a continuous manner and must be completed in 10 minutes and 20 seconds (or less), with each event completed correctly. CPAT assessment is a pass/fail event.

CPAT Weights and Clothing

The entire CPAT is completed while wearing a 50 pound (22.68 kg) vest to simulate the weight of the self-contained breathing apparatus (SCBA) and firefighter protective clothing. An additional 25 pounds (11.34 kg), using two 12.5 pound (5.67 kg) weights that simulate a high-rise pack (hose bundle), is added only for the stair climb event.

What to wear for CPAT Assessment and Walk-Thru Orientations

Throughout all events, the candidate must wear long pants and footwear with no open heel or toe. A hard hat with chin strap, work gloves will be provided. Watches and loose or restrictive jewelry are not permitted.

CPAT Tools and Equipment

All props were designed to obtain the necessary information regarding a candidate's physical ability to complete firefighting tasks. The tools and equipment have been chosen to provide the highest level of consistency, safety and validity in measuring the candidate's physical abilities.

CPAT Event Sequence and Timing

The events of the CPAT are placed in a sequence that best simulates their use in a fire scene. The assessment consists of a series of eight events separated by an 85 foot (25.91 m) walk between each event. This walk allows the candidate approximately 20 seconds to recover and regroup before each event. To ensure the highest level of safety and to prevent you from hitting exhaustion, no running is allowed between events.

Preparing for the CPAT

The CPAT simulates the physically demanding tasks of firefighting. As such, successful completion of the CPAT requires a high degree of physical fitness in the areas of aerobic and anaerobic power, muscular strength and endurance, flexibility and balance.

In order to ensure successful completion of the CPAT all candidates should view the CPAT Orientation videos review the CPAT Orientation Guide. The CPAT Candidate Preparation Guide provides information on how to physically prepare for the CPAT assessment.

It is the responsibility of all candidates to be familiar with the CPAT sequence of events, requirements of each event and the criteria which constitute a pass or fail at each event.

Remember that it is the responsibility of the candidate to be familiar with CPAT procedures and expectations prior to your scheduled CPAT date. Since CPAT guidelines specify that all applicants must be given an opportunity to attend two orientation sessions within eight weeks prior to scheduled CPAT, any candidates registering less than eight weeks in advance must complete the Waiver of Orientation form.

It is your responsibility to ask questions if you do not understand any part of the CPAT events or procedures.

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.

CLEARANCE

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 firefighting 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 the 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.

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.

IMPORTANT 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 Personal Driving Record will be required just prior to the date of hire.
- Proof of being fully vaccinated against COVID-19 (BC Vaccine Passport with QR code) will need to be submitted prior to the start date.
- The information contained within the fire recruit instructional materials is property of the Township of Langley Fire Department.
- Individuals with a Job Offer 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.*

JOB OFFER / 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.

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, 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.

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 (FAQ)

FAQ – 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 1.800.344.3555 (US & Canada) or 1.617.770.3000 (international).. 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.

FAQ – 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 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 recruitment phases, 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.

FAQ – 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 some questions or help you recall a certain situation. Reading directly from your notes is not permitted. Any brief jotted notes in the interview will need to be discarded at the end of the interview.

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 to one hour.

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

A There is no preset number.

FAQ – 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 assessments 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.

FAQ – 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 firefighting 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.