



FREQUENTLY ASKED QUESTIONS PROBATIONARY FIREFIGHTER RECRUITMENT DRIVE: 2019

Q: When will your next firefighter recruitment drive be held?

A: The Probationary Firefighter Recruitment Drive will be held from August 2 – September 2, 2019.

Q: What are the minimum requirements for applying, and what is considered “an asset”?

A: Minimum requirements:

Possess a valid Ontario Fire Administration Inc. (OFAI) Candidate Testing Service certificate, including Stage One, Stage Two and Stage Three. Certificates must be valid at time of application. Please visit www.ofai.ca for more information.

- *You must be legally entitled to work in Canada*
- *Able to understand, and communicate clearly in oral and written English*
- *Completion of a minimum of Grade 12 (or equivalent as approved by the Ministry of Education)*
- *NFPA 1001 Level 1 & 2 Pro Board certified*
- *NFPA 472 or NFPA 1072 (Awareness and Operations)*
- *Be available to work on a 24 hour shift schedule that involves working any day of the week, including weekends and holidays, to fulfill shift requirements*
- *Possess and maintain a valid unrestricted Ontario DZ driver's licence with air brake endorsement. Selected candidates will be required to provide a satisfactory driver's abstract pre-employment. (upon request)*
Changes in driver's licence or demerit point status and changes in other stated qualifications must be disclosed at time of job offer and before the start of employment.
- *Current clear Criminal Record Search, Vulnerable Sector Screening from an accredited Police Service (upon request)*
- *Standard First aid certificate, level 'C' CPR*

Considered an asset:

- *Pre-fire service college diploma*
- *Trade apprenticeship or certification recognized by an accredited College of Trade in any discipline*
- *Medical training or experience (i.e. paramedic, nursing etc.)*
- *Other relevant specialized training, qualifications or experience*
- *Demonstrated consistent community service and/or volunteer involvement*



Q: How do I apply?

A: Please visit our website: www.vaughan.ca/careers, then click on “Employment Opportunities”. Click job number: [J0819-0016, Firefighter](#)

Proceed to create an applicant profile and wait for confirmation that your profile was created. You will then be prompted to “apply” for this position. Please follow the steps until you receive confirmation that you have applied. If you do not receive confirmation, it means you have not applied.

Please ensure that you have all the minimum requirements prior to submitting your application on-line, and that all of your certification cards/certificates are available when applying. You will be required to download a cover letter, resume, and copies of all cards/certificates as one document when you apply. Selected candidates will be required to provide proof of/original certifications, training, etc.

Ensure that you retain your profile password should you be required to make changes to your submission after you apply.

**OFAI does not submit candidate certificates or applications to the City of Vaughan. Each candidate is responsible for and required to submit their application directly to the City of Vaughan.*

Q: When is the deadline to apply to the job posting?

A: The deadline to apply is Monday, September 2, 2019. Late applications will not be accepted.

Q: I’m experiencing technical difficulties creating my profile and uploading documents.

A: If you experience technical difficulties with the website, please click “Help” located on the right side of the page.

If you still require assistance, please contact the career application system help desk directly by email or telephone.

Email address: candidate.njoynhelp@cgi.com

Phone number: 1-877-427-7717

Hours of operation: Monday to Friday 8 am to 8 pm, EST (except statutory holidays)



Q: I've applied before – do I need to apply again?

A: Yes, each recruitment / posting is a separate campaign and you must apply for each new posted recruitment.

Q: Do I have to provide you with a copy of a Vulnerable Sector Screening (V.S.S.) when I apply?

A: No, you will be required to provide this in the final stages of the recruitment process if you are being considered for employment. We will let you know if you are required to submit one. Please familiarize yourself with the process you are required to follow to obtain a V.S.S. from your local Police Service.

Q: What is an Ontario Driver Record, or Driver's Abstract?

A: For more information, please contact the Ministry of Transportation.

Q: What courses do you recommend that will get me hired?

A: Due to the competitive nature of the assessment process, we are unable to provide recommendations to potential applicants on how to advance.

Q: Will I be allowed to update my application package during the duration of the applicant pool?

A: Yes, it is your responsibility to provide us with updates to your package as they become available. You will be required to access the applicant profile you created on the City of Vaughan website when you applied and upload new information.

Q: How will I be notified of my status after I apply?

A: Candidates selected for an interview will be notified via e-mail. Please ensure that you provide us with updates to your contact information (on your applicant profile) to ensure that you receive correspondence from us.



Q: If I have a college diploma or university degree, do I need to show my high school diploma?

A: You may provide a college or university diploma or transcript instead of proof of a high school diploma.

Q: What if I can't find my diploma or degree?

A: It is your responsibility to contact your high school or post-secondary institution for a copy of your transcript. This must be attached to your application package when you apply.

Q: Do I have to provide a list of references when I apply or at the interview stage?

A: No, the Human Resources Department will let you know if and when your list of reference check names are required.

Q: If I am a resident of another Country can I apply to the VFRS recruitment drive?

A: You are required to be legally eligible to work in Canada. Please contact Citizenship and Immigration Canada to find out about requirements and your eligibility to work in Canada.

Q: Do I require a DZ licence at time of application?

A: Yes.

THE APPLICANT POOL:

Q: How often should I expect to hear from the recruitment team if I am in the applicant pool?

A: You will be contacted regarding the status of your application after each phase you complete or as is relevant to the status of your application. It is your responsibility to ensure that you update your contact information as it changes (e-mail, phone number, address), or if you will be out of the country for an extended period of time. If, as a result of the failure to do so, we are unable to reach you, we will move to the next applicant.

You will be expected to check your e-mail regularly (also ensure you check your junk mail folder so that you do not inadvertently miss important information being relayed to you).



Q: Will I be guaranteed a job if I am in the applicant pool?

A: You will not be guaranteed a job if you are in the applicant pool.

Q: Would my candidacy be denied because I have tattoos?

A: We currently do not have a policy in place as it relates to tattoos. Your candidacy would not be denied because you have body art.

Q: How many people will be interviewed during the duration of the applicant pool?

A: This depends on the number of vacancies that will be filled. The Human Resources Department will notify you if you are being scheduled for an interview.

Q: How many firefighters will be hired during the next recruitment drive?

A: Positions are filled based on the need.

Q: What can I do to prepare for the recruitment process?

A: You may consider the following, which do not guarantee employment, but may better prepare you for the process:

- *Provide as much information as possible on your application*
- *Ensure that your application package is complete and submit it as per instructions outlined in posting*
- *Prepare for the interview process*
- *Keep your certifications current*
- *Learn about the Vaughan Fire & Rescue Service*
- *Learn about the City of Vaughan*
- *Maintain good standing on your driving record*
- *Pursue additional training or education*
- *Learn as much as you can about the position and requirements*



Q: Will I be made an offer of employment if I successfully complete all phases of the recruitment process?

A: Successful completion of all phases does not ensure a job offer. Selected candidates from the short list will be given job offers conditional on available vacancy. The selection of candidates is based on merit and qualifications as determined from all phases of the recruitment process, which includes the application, interviews, valid certifications, current clear Vulnerable Sector check, current satisfactory driver's abstract, and reference checks.