

# **EMPLOYMENT APPLICATION**



**APPLICATION TO JOIN THE HORTON FIRE DEPARTMENT**

The Fire Department in the Township of Horton is known as the Horton Fire Department (HFD). Our Fire Hall and Offices are located at 2253 Johnston Road in the Township of Horton.

Since its conception in 1967, the Horton Fire Department has enjoyed a unique history of dedicated service to the Township of Horton.

The members of the Horton Fire Department are extremely proud of this history of protection of life and property in the Township.

We have, over past years, experienced many and varied types of response requests and we have always dealt with them as professionals... and it is our intention to continue to do so through our efforts of Fire Prevention and Public Education, Inspection and Enforcement and Emergency Response, the three lines of defence.

Our staff, consisting of a Fire Chief, Deputy Fire Chief, Captains, and Firefighters, are dedicated and extremely well trained. Our firefighting equipment is current, well maintained and second to none.

In addition to compensation for scheduled training and emergency responses the Township of Horton offers WSIB and supplementary VFIS (Volunteer Fire Fighter Insurance Services) to all personnel accepted into the department.

Your decision to join the ranks of the Horton Fire Department should be taken seriously. Careful consideration should be made of the many factors associated with becoming a firefighter, and the impact upon work, personal and family commitments.

We thank you for your interest in the Horton Fire Department; we hope that you are successful. If not successful at this time, your application will be kept on file by the department for a period of not less than one (1) year, and you will be notified should a suitable opening becomes available.

Completed Applications accompanied with Resume and Cover Letter may be e-mailed, faxed, mailed or hand delivered to the following address:

Horton Fire Department  
Attention: Fire Chief  
2253 Johnston Road  
Renfrew, Ontario  
K7V 3Z8  
Fax: (613) 432-3658  
[firechief@hortontownship.ca](mailto:firechief@hortontownship.ca)

## **FIREFIGHTER (BASIC) REQUIREMENTS**

Without restrictions, and to the general nature and scope of the work involved, the ten following items are examples of which may be expected of, or applicable to “Paid Casual (Volunteer) Firefighters”.

1. You must be 18 years of age, with a valid Ontario Driver’s License (minimum Class G)... and proof of such must be given.
2. A clear Criminal Background Check is a condition of employment.
3. You must reside within a reasonable distance of the Fire Hall located at 2253 Johnston Road, Renfrew, On. K7V 3Z8.
4. You are expected to always have reliable transportation to respond when the alarm sounds... and you will proceed responsibly to all alarms.
5. You will be expected to always conduct yourself in an orderly manner... as a member of HFD you represent the Department and the Municipality on and off duty.
6. You are expected to attend all training exercises and meetings.
7. You are expected to be able to take directions from department officers, appointed trainer facilitators and/or senior members of the department (when applicable).
8. Beards and heavy facial hair are not acceptable.
9. You will work under the requirements of the Occupational Health & Safety Act with Regulations for Ontario and Ontario Fire Service Health and Safety Section 21 Firefighter Guidance Notes.
10. Your probationary period will be one (1) year.

See also:

**Firefighter Job Description.**

## HORTON FIRE DEPARTMENT

### EMPLOYMENT APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Years at above address: \_\_\_\_\_ Married: \_\_\_\_\_ Number of Dependants: \_\_\_\_\_

Have you discussed your application with your spouse/family? Yes \_\_\_\_\_ No \_\_\_\_\_

Drivers License: Class \_\_\_\_\_ "Z" Endorsement Yes \_\_\_\_ No \_\_\_\_

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Current Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Current hours of work: Day \_\_\_\_\_ Nights \_\_\_\_\_ Shift \_\_\_\_\_

Does your employer agree with you making application to join a part time Fire Department?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Will your employer let you leave during working hours to answer a fire call: Yes \_\_\_\_ No \_\_\_\_?

Would you consent for us to contact your employer: Yes \_\_\_\_\_ No \_\_\_\_\_?

If "Yes", indicate Supervisors Name \_\_\_\_\_ Phone # \_\_\_\_\_

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Have you ever been convicted of a Criminal Offence for which a Pardon has not been granted?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you consent to submit to a "Police Records Check" to aid in determination of personal suitability? Yes \_\_\_\_\_ No \_\_\_\_\_

## OTHER EXPERIENCE

Previous EMS Experience	Yes	No (if yes, explain)
Previous Firefighter Experience	Yes	No (if yes, explain)
Community Work	Yes	No (if yes, explain)
Military or Police	Yes	No (if yes, explain)

## RELATED SKILLS (please complete this section even if a resume is submitted)

Indicate Level Appropriate to Your Training and Skills

0 – NO EXPERIENCE OR EXPOSURE

1 – SOME FAMILIARITY & COMPETENCE

2 – ADVANCED AMATEUR OR POST-SECONDARY COURSES

3 – CERTIFICATION OR PROFESSIONAL EXPERIENCE

RELATED SKILLS	LEVEL	EXPLAIN
Motor Vehicle Mechanic		
Medical Related Field		
Professional Driver		
Radio Communications		
Rescue Procedures		
Firefighting		
Pumps, Valves & Sprinkler System		
Trades (Carpentry, Plumbing, etc.)		
Read Blueprints		
Heavy Equipment Operator		
Scuba Diving		
Coaching/Teaching Skills		
Bilingual Ability		

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**Cardiopulmonary Resuscitation: Level \_\_\_\_\_CURRENT CERTIFICATE?**      **YES**  
**NO**

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**Would you participate in a job-related physical fitness evaluation?**    Yes \_\_\_\_\_ No \_\_\_\_\_

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**Have you read and understood the requirements?      Yes \_\_\_\_\_ No \_\_\_\_\_**

**Note:            If accepted, the following will be adhered in lieu of existing situations:**

- 1.   Beards or long facial hair will not be tolerated.**
- 2.   Hair must be kept to a reasonable length.**
- 3.   Probationary period will be 12 months at which time your performance will be reviewed.**

**Signature of Applicant: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Completed applications may be e-mailed, faxed, mailed or hand delivered to Horton Township office. You may submit a resume with this application, if desired.**

Horton Fire Department  
Attention: Fire Chief  
2253 Johnston Road  
Renfrew, Ontario  
K7V 3Z8  
Fax: (613) 432-3658  
[firechief@hortontownship.ca](mailto:firechief@hortontownship.ca)

# **HORTON TOWNSHIP FIRE RESCUE**

## **Firefighter Job Description**

**Revised June 14, 2022**

### GENERAL NATURE OF WORK

Under general supervision and as part of a team to engage in fire suppression, prevention, and education activities; to protect life and property; to operate and maintain firefighting apparatus and equipment; set up hoses, ladders and use equipment to fight fires; participate in fire training and drills; the study of firefighting science and techniques; maintenance of facilities and equipment and other related work as required by the Fire Chief or designate.

### ESSENTIAL JOB FUNCTIONS

Responds to all alarms for fire, accident, and hazardous materials with designated equipment; connects and lays hose lines, enters burning structures with lines, operates nozzles, carries, raises, and climbs ladders. As assigned, drives and/or operates fire apparatus, locating it at a fire; connects to fire hydrant or other water supplies, operates pumps to maintain desired pressures to support fire suppression activities. May be called upon to perform emergency first aid.

### WORKING CONDITIONS

A variety of indoor and outdoor environments. Employees are subject to inclement weather, hazardous conditions, and strenuous physical exertion when responding to various types of emergencies.

### PHYSICAL DEMANDS

Extreme physical, mental, and emotional demands exist when fighting fires and high demands exist in station and training duties. The individual must be able to lift fifty to sixty pounds (22 to 27 Kg.) of gear while climbing ladders and pulling charged hoses through adverse conditions. Normal hearing and vision, or correctable to a normal level: possess physical strength, endurance, and agility. Ability to work while wearing protective gear and self-contained breathing apparatus.

#### Typical Physical Activities

- Operate Township emergency vehicles
- Communicates orally and in writing with Township staff, co-workers, volunteers, and the public in face-to-face, one-on-one settings; regularly uses a telephone, radio, or office equipment for operational purposes
- Must be able to carry, push, pull, drag, reach, and lift equipment and parts weighing up to 50 lbs. (22 kg.)
- Stoops, kneels, crouches, crawls, and climbs during emergency work; stands and walks for extended time periods; works in an environment with exposure to smoke, dust, dirt, and significant temperature changes between cold and heat; hearing and vision within normal ranges.
- Use self-contained breathing apparatus, ladders, and high-pressure hoses

**The Firefighter will require the following skills to properly execute his/her duties:**

Revised June 2022



- Physical stamina and strength to sit, stand, walk, kneel, crouch, stoop, squat, twist upper body, climb and lift moderate weight
- Mental alertness and comprehension involved in carrying out essential duties.

#### KNOWLEDGE OF/OR PROOF OF CERTIFICATION OF:

- Current firefighting operations, principles, and practices.
- Township residential, commercial, industrial, and geographical features including unusual fire risk occupancies, water sources and other relevant features
- Methods and techniques used in modern firefighting for protection of life and property
- NFPA 1001 Firefighter Level 1 and Level 2
- NFPA 1072 Hazardous Materials awareness and practices
- Fire Protection and Prevention Act 1997
- Ontario Fire Code
- Federal and provincial regulations regarding the fire service and safety in the workplace
- First Aid and CPR techniques

#### ABILITY TO:

- Work harmoniously as a team member with other employees
- Make decisions independently in accordance with established policy
- Use initiative and judgment in the completion of tasks and responsibilities with only general instruction and guidance
- Use tact and judgment when dealing with the public
- Communicate effectively orally and in writing.
- Learn the location of streets, addresses, hydrants, and other water supplies
- Learn and maintain proficiency in basic first aid and CPR techniques
- Demonstrate physical endurance, agility, dexterity, and strength necessary to perform required duties
- Understand and act in accordance with department rules, policies, and operational guidelines (OG's) and demonstrate skill in applying these toward specific situations
- Analyze fire and driving situations and adopt effective courses of action for them
- Establish and maintain effective working relationships with others
- Understand and carry out both verbal and written directions in emergency and non-emergency situations
- Demonstrate the ability to perform in a manner that protects the interests of the community, the Township and Fire Department
- Produce extreme effort and energy for periods of time in highly stressful situations
- Retain presence of mind in normal and emergency situations

#### **The Firefighter will be expected to participate in the Fire Service by:**

- Always acting in a safe, responsible, professional, and efficient manner
- Fully participating in authorized firefighting, training, maintenance, public education, and emergency operations
- Communicating effectively verbally and in writing at all levels of the organization, with the public and other organizations.
- Utilizing the required and appropriate Personal Protective Equipment and working in compliance with Health and Safety Guidelines
- Complying with all Department, Township, Provincial and Federal Legislation and Regulations

- Learning, retaining, and applying technical information, terminology, equipment, and guidelines.
- Analyzing problems and making recommendations for resolution.
- Adapting to changing times and technologies.
- Maintaining effective working relationships with civic and official groups and the general public, as well as commanding and holding the respect of co-workers.
- Dealing effectively with people.
- Dealing with confidential material in a discrete manner
- Ensuring all vehicle and equipment deficiencies and problems are recorded and reported to an officer in a timely manner
- Representing the fire department in relationships with the general-public and with other public and private agencies to promote and increase public awareness of fire department activities
- Other duties as required by the Fire Chief

**Firefighter Job Description:**

- **Original Draft and Acceptance**
- **March 2010**
- **Revision #1 Adopted March 2014-06-09**
- **Revision #2 Adopted September 16, 2018**
- **Revision #3 Adopted July 9, 2020**
- **Revision #4 Adopted June 14, 2022**

**Signed as revised this day June 14, 2022**

**J. Allan Cole**  
**Fire Chief / Chief Fire Inspector**  
**Horton Fire Department**