



CITY OF BRANDON

FIREFIGHTER/PARAMEDIC Short List

Generic Applicant Handbook



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COMPETITION WELCOME

We appreciate your interest in employment with Brandon Fire and Emergency Services.

Brandon Fire and Emergency Services is a progressive Department serving the City of Brandon. As a part of the City Manager's Division, our mission is to protect life, property and the environment through education, prevention, emergency communications, firefighting, rescue and medical services.

The following package has been prepared to provide future applicants with an outline of the application and competition process. The pages contain information that will answer many of your questions. If you are unclear on any requirements, please call a Competition Administrator for clarification.

To ensure everyone receives equal treatment without exception throughout any competition, application deadlines will be strictly adhered to. The time frames set out for each step are the best estimate of how long each part of the process will take.

NOTE: These contents are based on the most recent competition and are subject to change. You must obtain the Competition Handbook with applicable forms and complete the requirements within the dates outlined of the competition into which you are entering.

Competition Administrators:

Sandra Wallace, HR Officer

Human Resources
410 – 9th Street
Brandon, MB. R7A 6A2
Office: 729-2246
s.wallace@brandon.ca

Garry Bell, Deputy Fire Chief

120 – 19th Street North
Brandon MB R7B 3X6
Office: (204) 729-2401
g.bell@brandon.ca

Steve Romanik, Deputy Fire Chief

120 – 19th Street North
Brandon MB R7B 3X6
Office: (204) 729-2452
s.romanik@brandon.ca

LETTER FROM THE CHIEF

January 23, 2012

Dear Applicants:

Brandon is Manitoba's second largest City and is set in one of Canada's finest wheat growing regions. Our City is home to approximately 46,000 friendly people with varied cultural and ethnic backgrounds.

As Fire Chief, it is my obligation to provide the citizens of our community with the best qualified employees available. High recruitment standards for the Department are maintained in order to meet the many challenges and demands faced daily by firefighter/paramedics.

I invite you to meet the challenge of a rewarding career in Emergency Services with Brandon Fire and Emergency Services and wish you good luck in the future competition into which you choose to participate.

Yours truly,

Brent Dane
Fire Chief

BRANDON FIRE AND EMERGENCY SERVICES

Brandon Fire and Emergency Services belongs to the City Managers Division of the City of Brandon. It is a dual service department providing both fire protection and emergency ambulance service to a population of approximately 46,000. Service is provided in Brandon and to four outlying municipalities (Elton, Whitehead, Cornwallis and Oakland).

Brandon Fire and Emergency Services also belongs to the Grand Valley Mutual Aid District which consists of three volunteer and two career fire departments, responding as a backup if any of these departments require our service.

Services provided include:

- Ambulance Service – Technician Paramedic with some advanced transfer of function medical skills
- Fire Protection
- Rescue services involving motor vehicle accidents, water, ice, high angle and confined space.
- Fire Prevention and Inspection
- Public Education

The Department currently has a staff complement of 67, headed by Chief Brent Dane, Deputy Chief Garry Bell, and Deputy Chief Steve Romanik. The Department has 2 Training Officers, 4 Inspectors, 56 Firefighter/Paramedics, and three administrative support staff.

Employees are represented by the Brandon Professional Firefighter's/Paramedic Association. The Association negotiates a Collective Agreement with the City on behalf of its' members. The Agreement sets out salaries, benefits, and working conditions.

There are two fire stations located in the City. The Department has a Quint, two TME pumpers, a rescue unit, five ambulances, a rapid response/brush truck unit, four fire prevention and inspection vehicles, a 4x4 fire emergency vehicle with (2) specialized rescue trailers, a public education training trailer (shared among GVMA members), and one antique unit that is on display in the museum at the #1 Fire Hall.

TRAINING

Newly hired firefighters are graduates of a recognized public fire protection program or are volunteer firefighter/paramedics who have completed all the necessary courses in the Public Fire Protection Program or the Public Fire Paramedic Program, and as such, the majority of their training in fire suppression and rescue has been completed.

Throughout their career, it is expected that firefighter/paramedics take on various roles in the department; therefore further upgrading of technical skills is an important focus. There are a variety of courses coordinated by the Training Officers to ensure high performance levels are maintained in providing service to citizens while assisting members in career development.

SALARIES (January 1, 2011 Rates)

<u>Rank</u> (all rates quoted are with ACLS certification)	<u>Bi-weekly</u>
Probationary Firefighter	\$2,008.10
4 th Level Firefighter	\$2,370.67
3 rd Level Firefighter	\$2,510.12
2 nd Level Firefighter	\$2,649.57
1 st Level Firefighter	\$2,789.02
8 Year Firefighter	\$2,816.91
12 Year Firefighter	\$2,844.81
16 Year Firefighter	\$2,872.69

Progression through the ranks of Probationary Firefighter to 1st Level Firefighter is attained on an annual basis subject to satisfactory performance. Increments beyond that occur at the 8 year, 12 year, and 16 year marks. Promotions are based on the merit principle.

BENEFITS

Mandatory Benefits

Employees are required, as a condition of their employment, to participate in all benefit plans offered by the City of Brandon or negotiated through the Collective Bargaining process. Presently these benefits include dental, employee assistance, pension, life insurance, and disability income protection plans which are co-funded by the City and its employees. Other benefits include paid overtime, sick leave, maternity leave, and vacation entitlement which are tied to the Collective Agreement and length of service.

Group Life Insurance comes into effect on your first day of employment. Premiums are paid monthly, in advance, so your first cheque will have double deductions to catch you up. Permanent employees are automatically insured for 2 times their regular annual salary, rounded to the nearest \$1,000. The City of Brandon pays half of the premiums for this amount of insurance. Employees may choose 1 times their annual salary instead of 2 times, or may apply for up to 2 times more coverage, but any extra cost is entirely employee funded.

Pension participation begins on your first day of employment. Bi-weekly deductions are 6.3% (7.5% of earnings over the CPP maximum) of your gross income. The employee contributions to this pension plan are matched by the City of Brandon. After two years of employment with the City, these funds are locked-in and must be transferred to a locked in retirement account if the employment relationship ends prior to retirement. If you were previously enrolled in a similar plan with a public service employer, a reciprocal agreement can sometimes be arranged.

Disability Income Protection (D.I.P) comes into effect on your first day of employment. Premiums are deducted bi-weekly and calculated on your gross income (1% of earnings). They are funded 50/50 by the employee and the City of Brandon. D.I.P. is designed to provide a portion of the regular income if the employee is unable to work due to long term disability.

Dental Benefits come into effect after 6 months of service.

The City of Brandon also provides a fully funded **Employee Assistance Program**, effective after 6 months of service, at no cost to eligible employees. This service is available to you and your immediate family members to help with any personal or work related problems which you may encounter. There is no cost for you to use the program which provides up to twelve hours of counseling service per family per year. (If an employee waives the 6 month waiting period for dental benefits then the Employee Assistance Benefits start at the same time as the Dental Benefits).

Optional Benefits

These plans are completely employee funded. All optional plans are administered by Manitoba Blue Cross except for the Voluntary Accident Insurance which is administered by MEBP.

- Voluntary Accident Insurance up to \$250,000 coverage available;
- Ambulance/Hospital Semi-Private Plan includes coverage for recognized medical hostels;
- Extended Health includes prescription drug and ambulance/hospital coverage;
- Travel Health Plan may supplement provincial government and medical plan coverage.

This is a sample document.

COMPETITION PROCESS

Brandon Fire and Emergency Services and Human Resources have developed this competition information and application package for qualified firefighters who want to work for the City of Brandon and are looking to be placed on the firefighter/paramedics short list.

Applicants are required to complete all the forms and submit documentation listed in this handbook prior to the competition closing date to be considered in the competition. All application and declaration forms are attached.

The competition time line for applicants is outlined below.

COMPETITION TIME LINES:

(The City of Brandon reserves the right to amend the process should it be deemed necessary)

Action	Details
Applications Received	Applications and supporting documentation must be received by Human Resources by 4:00 p.m. on closing date of the competition.
Applications Reviewed Candidates Contacted	Candidates who have submitted complete application packages and who meet the stated qualifications will be contacted as soon as possible.
Skills Assessment Examination (SAE)	Applicants selected to participate in the competition will be scheduled for the Testing approximately 2 weeks after competition closing date.
Selection Interviews	Successful candidates will be contacted for a selection interview. Interviews will be scheduled approximately 2 weeks after SAE.
Instructor Interviews/ Reference Checks	References reviews/checks, including those from Manitoba Emergency Services College Instructors, will be performed during the competition process. This usually takes about 4-6 weeks.
Offers of Employment - Short List	Both successful and unsuccessful candidates will be contacted. Short List will be created.

STEP 1 – THE APPLICATION

WHO:	Recruit Opportunity
WHAT:	Application Process (for a posted competition)
WHERE:	Obtain applicant handbook from the City of Brandon web site or from Human Resources 410 - 9 th Street, Brandon, MB. Phone (204) 729-2246.
WHEN:	Applications will be accepted until 4:00 p.m. on closing date of the competition.
COST:	No Cost. However, applicants are responsible for all costs incurred to complete the application and participate in the competition

The application process for the firefighter/paramedics competition requires the submission of multiple forms as well as an on-line application. This section explains the qualifications and various forms. All the necessary forms are attached. Applications **must be complete** before the applicant will be considered for advancement in the competition.

The minimum qualifications for applicants are:

- must be 18 years of age or older
- must be legally entitled to work in Canada
- must be fluent in the English language
- completed Grade 12, GED, or Mature Student
- must have completed all mandatory qualifications
- possess a valid Class 4 with air endorsement Province of Manitoba driver's license
- driving record acceptable to Department standards
- Possess current CPAT letter. Due to limited access to CPAT Testing, we will accept job applications without a current CPAT Certificate; please be aware that prior to an offer of employment being made, candidates must produce a current CPAT certificate within date restrictions provided.
- meet vision and hearing standards

Applications and accompanying documentation will be reviewed to ensure it meets the qualifications. If your application is incomplete, it will be rejected.

Please note the City of Brandon does not assume responsibility for applications/documentation not received prior to the deadline.

Applicants will be assessed based on their application package. The top candidates will be invited into the competition process.

Applications should be forwarded to:

City of Brandon
Human Resources
410 - 9th Street
Brandon MB R7A 6A2
Fax: (204) 729-1904

This is a sample document.

On-Line Application Form

Along with submitting their resume, each applicant is required to complete the on-line application form (www.brandon.ca/employment) and the documents included in Appendix 1(attached).

Education

The education level required to compete is a minimum Grade 12, G.E.D., or Mature Student standing. Proof of graduation is required in the form of a certificate or diploma with your application.

A transcript in place of a diploma is only acceptable if it contains a statement signed by the principal attesting to graduation requirements having been met. If that statement does not appear, it will not be accepted as proof of Grade 12 standing.

Applicants who have successfully completed other post-secondary education should attach documentation with respect to graduation.

Mandatory Fire Related Training

Applicants must provide with their resume/application proof they have obtained the following certifications including transcripts for the courses from the Manitoba Emergency Services College or equivalent Public Fire Protection Program:

- Firefighting Practices - Level 1 (meets NFPA 1001) Accredited version
- Firefighting Practices - Level 2 (meets NFPA 1001) Accredited version
- Rescue Practices
- Fire & Life Safety Educator (meets NFPA 1035)
- Fire Apparatus/Operator (meeting NFPA 1002)
- HazMat Awareness (meets NFPA 472)
- HazMat Operations (meets NFPA 472)
- Certificate in Public Fire Protection, Public Fire Paramedic Program, or documentation that demonstrates equivalency to these certifications.
- All applicants must possess a Manitoba Technician Paramedic License or be in the process of obtaining licensure. A copy of this license must be submitted with resume or prior to hiring.

Driving Record

Applicants are required to have a valid Class 4 with air endorsement Province of Manitoba driver's license. As good driving habits and ability are important traits in firefighter/paramedics, applicants will be subject to scrutiny of their driving record. You must include with your application, a photocopy of your driver's license and an original driver's abstract no older than 3 months. **The fee for obtaining the driver's abstract is borne by the applicant.**

This is a sample document.

Applicants with more than four (4) demerits as assessed by the Department will not be accepted into the competition. The general criteria for the Driver's Abstract Review can be found in Appendix 2.

If at any time during the competition process, there are changes in your driving record they must be reported to the Competition Administrator. Applicants with more than 4 demerits may be disqualified at this point.

Candidate Physical Ability Test (CPAT):

Applicants must submit, with their applications, their latest CPAT letter. Failure to do so will result in their names being excluded from the competition process.

Due to limited access to CPAT Testing, we will accept job applications without a current (dated within the last year) CPAT Certificate; please be aware that prior to an offer of employment being made, candidates must produce a current CPAT certificate.

Vision Requirements

The Department has a vision standard which applicants must meet at the time of applying. These tests must be completed by an optometrist. The minimum standards are:

- visual acuity of 20/30 or better in the best eye (aided or unaided)
- visual acuity not less than 20/50 in the weaker eye (aided or unaided)
- minimal colour vision abnormalities

Appendix 1 contains a form indicating this standard. Please provide it to your optometrist for completion. Your optometrist's signature, address and phone number must appear on the form when you return it with your application. **All costs associated with the vision test are borne by the applicant. Forms must be dated within 3 months of the competition closing date.**

Laser Surgery Vision Requirement

Applicants who have had laser eye surgery within the last twelve (12) months and presently meet the vision standard will be accepted into the competition under the following conditions:

- Should the applicant be successful in the competition, the corrected vision must continuously meet the required standard in the ensuing 12 months from the date of the procedure, and
- Should the candidate be successful in the competition, a condition of employment shall be that the candidate supply at their cost, proof of meeting the vision standard within 30 days of the expiration of the 12 month period following the laser surgery.
- Failure to maintain the standard or provide proof of meeting the standard within 30 days of the expiration of the 12 month period, shall result in termination of employment.

Applicants who are already 12 months free of the laser eye surgery procedure must still meet the vision standards.

This is a sample document.

Hearing Requirements

Brandon Fire and Emergency Services has a hearing standard which applicants must meet at the time of applying. These tests must be completed by an audiologist. Applicants may not have Category A or B medical conditions:

Category A medical conditions shall include hearing deficit in the pure tone thresholds of no more than 30 db hearing loss unaided in either ear average at 500, 1000, 2000, 3000 Hz.

Category B medical conditions shall include:

- (a) Auditory canal - atresia, severe stenosis or tumor;
- (b) Severe external otitis;
- (c) Auricle - severe agenesia or traumatic deformity;
- (d) Mastoid - severe mastoiditis or surgical deformity;
- (e) Meniere's syndrome or labyrinthitis;
- (f) Otitis media;
- (g) Any other ear condition that results in a person not being able to perform as a firefighter.

Appendix 1 contains a form indicating this standard. Please provide it to your audiologist for completion. Your audiologist's signature, address and phone number must appear on the form when you return it with your application. **All costs associated with the hearing test are borne by the applicant. Forms must be dated within 3 months of the competition closing date.**

Confidential Reference Form:

Attached to this package you will find a sample of the Brandon Fire and Emergency Services Confidential Reference Form (Appendix 4).

When a competition is posted, applicants are to copy and distribute the competition numbered form to the individuals they provide as References. The Referees should return this form directly to:

City of Brandon, Human Resources Department
410 – 9th Street,
Brandon, Manitoba
R7A 6A2
Attention: Sandra Wallace, HR Officer.

Applicants are reminded that (2) References are required.

This is a sample document.

STEP 2 – SKILLS ASSESSMENT EXAMINATION

WHO:	Applicants selected to participate in competition
WHAT:	Skills Assessment Examination
WHERE:	Manitoba Emergency Services College
WHEN:	TBA
COST:	No Cost to Candidates

Applicants accepted into the competition will be contacted to attend the Skills Assessment Examination in Brandon. This is a two part examination. The first section is 100 multiple choice questions based on Medical Knowledge and NFPA 1001 Level 2. The second part is a series of multiple-choice, video-based tests measuring teamwork, public relations skills, mechanical aptitude and reading ability. (Please see reference guide at the end of this handbook for more details about this test.)

Applicants attending the skills assessment examination are required to provide photo identification and sign in prior to writing the exam. Pencils will be provided. Dress comfortably for the exam; you are not graded on your appearance.

The first section will last for approximately three (3) hours. The pass mark is 75%. The second section will last for approximately two and a half hours (2.5). Unsuccessful candidates will not proceed in the competition.

NOTE: Either section of the examination may be reversed in order to take advantage of video equipment and/or testing site availability.

STEP 3 – SELECTION INTERVIEW

WHO:	Applicants selected to participate in competition
WHAT:	Selection Interview
WHERE:	City Hall – 410 – 9 th Street, Brandon, MB.
WHEN:	TBA
COST:	No Cost to Candidates

Candidates will be interviewed by a selection panel. The behavioural interview will examine a number of job dimensions related to this position.

Candidates will be ranked by the Selection Panel.

This is a sample document.

STEP 4 – REFERENCE CHECKS/REVIEWS

WHO:	Candidates who are successful through the selection interviews
WHAT:	Reference reviews/checks and Instructor Interviews
WHERE:	n/a
WHEN:	During the competition process
COST:	No Cost to Candidates

You are no doubt aware that a firefighter/paramedic must be of good character with no criminal record. At this step in the competition, the selection panel will review/check references and interview instructors for feedback.

At this stage you will be required to submit a Criminal Record Check.

Successful candidates will be contacted to be put on the short list for future vacancies.

APPENDIX 1 – APPLICATION & FORMS

Applicant Checklist

Having read all of the material provided in this applicant handbook, you should now understand how the process works, what happens at each step of the process, and what is expected of you to participate in this competition.

If you are not perfectly clear on all of this, please refer back to the index and study each topic again. When you are ready to proceed, here is your checklist to use to ensure everything is submitted with your application.

- | | |
|--|---|
| <input type="checkbox"/> Applicant Information
*Ensure your form is signed and dated
*Attach your resume | <input type="checkbox"/> Grade 12, GED, or Mature Student
*Diploma, or signed transcript attesting graduation requirements have been met |
| <input type="checkbox"/> Training Record
*Copies of certificates | <input type="checkbox"/> Educational Diplomas/Degrees/Certificates
*Transcripts must be signed to be acceptable |
| <input type="checkbox"/> Driver's Abstract
*Original required
*Dated no earlier than TBA. | <input type="checkbox"/> Manitoba Technician Paramedic License |
| <input type="checkbox"/> Copy of Driver's License Class 4A | <input type="checkbox"/> Vision Test Form
*Optometrist signature, address, and phone number is required |
| <input type="checkbox"/> Hearing Test Form
*Audiologist signature, address, and phone number is required | |

Note: Vision Test Form and Hearing Test Form must be dated no earlier TBA.

When you have gathered and completed all the above information, you are ready to apply. Fill out your application form on-line at www.brandon.ca and all documentation must be: attached on-line, received by mail, fax, or delivered in person to:

Human Resources - Competition #TBA
410 - 9th Street
Brandon, Manitoba R7A 6A2
Fax: 204-729-1904

The City of Brandon is not responsible for material that gets lost in the mail, is not received via e-mail, or is not completely faxed. If you want to confirm your application has been received, you may call Human Resources at 204-729-2246.

BRANDON FIRE AND EMERGENCY SERVICES

APPLICANT INFORMATION

GENERAL INFORMATION:

Please Print Clearly:

Surname:	Other Surnames (maiden name, etc.) if applicable:
Given Name(s):	
Full Address:	Home Telephone: Work Telephone: Alternate Telephone:
E-Mail Address:	

EMPLOYMENT HISTORY:

FIREFIGHTING EXPERIENCE (if applicable):

Employer:	Employer Address:	
Position:	Start Date:	End Date:
Supervisor:	Work Phone:	Home Phone:

AMBULANCE EXPERIENCE (if applicable):

Employer:	Employer Address:	
Position:	Start Date:	End Date:
Supervisor:	Work Phone:	Home Phone:

OTHER EMPLOYMENT EXPERIENCE:

Employer:	Employer Address:	
Position:	Start Date:	End Date:
Supervisor:	Work Phone:	Home Phone:

Employer:	Employer Address:	
Position:	Start Date:	End Date:
Supervisor:	Work Phone:	Home Phone:

PLEASE ATTACH RESUME OUTLINING MORE DETAILS OF YOUR WORK HISTORY.

Are you legally entitled to work in Canada? Yes No

HIGHWAY TRAFFIC ACT OR CRIMINAL CODE CHARGES:

Provide information with respect to charges under the Highway Traffic Act or the Criminal Code.

Year	Month	Location	Details	Disposition

Note: An original Driver's Abstract dated no earlier than TBA must accompany your application.

REFERENCES:

The following references should be business or academic references, not personal or family references.

	Reference 1	Reference 2
Name:		
Address:		
Work Telephone:		
Home Telephone:		
Occupation:		

Applicants: Please note that the Confidential Reference Form (Appendix 4) should be copied and distributed to your Referees. Referees should return the completed form directly to the City of Brandon Human Resources Department. References should be postmarked no later than TBA.

DECLARATION:

I hereby declare the foregoing information to be complete and accurate to the best of my knowledge and understand that any misrepresentation or omission herein may result in the cancellation of this application or in my dismissal, if employed.

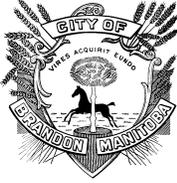
I further authorize the release of any and all information from given references and other sources sought with respect to my suitability for employment with the City of Brandon. I hereby release the City of Brandon and the sources of such information from all liability for any damages arising therefrom.

This personal information is being collected and will be used to assess suitability for employment. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection, contact Human Resources at 410 - 9th Street, Brandon, Manitoba, R7A 6A2 or at (204) 729-2246.

DATE: _____

SIGNATURE: _____

This is a sample document.



FIREFIGHTER/PARAMEDIC

Applicant Vision Examination Report



A. Applicant Particulars					
Surname			Given names		
Address				Postal Code	
B. Findings of Eye Examiner					
1. Visual Acuity Test	Visual Acuity - Far			Visual Acuity - Near	
	Uncorrected	Corrected		Uncorrected	Corrected
Right Eye					
Left Eye					
Both Eyes					
Method of Measurement	Snellen	Decimal	AMA	Snellen	Jaegar Point
2. Visual Correction			Frequency of use:		
<input type="checkbox"/> Nil	<input type="checkbox"/> Eyeglasses	<input type="checkbox"/> Contact Lenses	<input type="checkbox"/> for permanent use	<input type="checkbox"/> for occasional use	
3. Corrective Procedures					
<input type="checkbox"/> Nil	<input type="checkbox"/> Radial Keratotomy	<input type="checkbox"/> Orthokeratology	<input type="checkbox"/> Laser Keratectomy	<input type="checkbox"/> X-Chrom Lenses	<input type="checkbox"/> Other
Details of corrective procedures: (Include date of procedure, prior vision, complications, prognosis. If space is insufficient, attach separate page.)					
4. Visual Fields					
A normal visual field for the purpose of this examination is defined as a vision of 120° in each eye in the horizontal plane and the absence of scotoma.					
<input type="checkbox"/> Normal	<input type="checkbox"/> Defective (Details):				

This is a sample document.

<p>5. Diplopia</p> <p><input type="checkbox"/> Absent</p> <p><input type="checkbox"/> Present (Details):</p>	<p>6. Colour Vision</p> <p>Use Ishihara Pseudo-Isochromatic plates. If deficiency is found, administer Farnsworth D-15 as an alternatively acceptable test. In the event of a colour vision deficiency, kindly attach actual Ishihara and Farnsworth D-15 results for subsequent review.</p> <p><input type="checkbox"/> Normal</p> <p><input type="checkbox"/> Deficiency</p>	
<p>7. Other conditions or comments (if space is insufficient, please attach separate page).</p>		
<p>Candidate meets standard stated below:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>C. Particulars Regarding Examiner</p>		
Surname	Initials	Qualifications
Address (Number, Street, Suite no., City)		Signature
Telephone		Date of Examination

Vision Standards for Firefighter/Paramedic Competition

Visual Acuity: 20/30 or better in the best eye (aided or unaided) and not less than 20/50 in the weaker eye (aided or unaided)

Colour Vision: Minimal colour vision abnormalities



FIREFIGHTER/PARAMEDIC

Applicant Hearing Examination Report



A. Applicant Particulars				
Surname			Given names	
Address				Postal Code
B. Findings of Examiner - Category 'A'				
	500 Hz	1000 Hz	2000 Hz	3000 Hz
Standard dB Loss				
Right Ear				
Left Ear				
Pure tone hearing may be no more than 30 db unaided in either ear average at 500, 1000, 2000, 3000 Hz.				
B. Findings of Examiner - Category 'B'				
	Right Ear	Left Ear		
a) Auditory Canal - atresia, server stenosis, or tumor				
b) Severe external otitis				
c) Auricle- severe agenesis or traumatic deformity				
d) Mastoid - severe mastoiditis or surgical deformity				
e) Meniere's synforme or labyrinthitis				
f) Otitis media				
Comments or any other ear condition that results in a person not being able to perform as a fire fighter (if space is insufficient, please attach separate page).				

Candidate meets standard:		
<input type="checkbox"/>	<input type="checkbox"/>	
Yes	No	
C. Particulars Regarding Examiner		
Surname	Initials	Qualifications
Address (Number, Street, Suite no., City)		Signature
	Telephone	Date of Examination

Testing Standards for Firefighter/Paramedic Competition

1. pure tone reception threshold testing using appropriate psychophysical techniques be conducted at each of the following four frequency levels - 500 Hz, 1000 Hz, 2000 Hz, and 3000 Hz
2. each ear be tested separately
3. testing be conducted in an ANSI approved "soundproof" booth (ANI 83.1 - 1997), with equipment calibrated to ANSI standards (ANSI 83.6 - 1973)
4. testing be conducted under the supervision of a trained hearing specialist
5. applicants be tested without correction or amplification devices of any kind (including hearing aids)

Appendix 2

Criteria for Driving Abstract Review

COMPETITION #TBA

Protective Services Policy concerning selection of recruits advises that a candidate can have no more than four demerits as assessed by Brandon Fire and Emergency Services.

To assist those who are involved in the review of driving records, the following criteria have been created. Below are listed the major offences under the Highway Traffic Act. These offences have a predetermined number of points assessed with a conviction.

Should a person have been convicted of the following offences under the Highway Traffic Act within five years prior to the posting of the competition, they will be ruled ineligible:

Section 76.1 HTA	Disobey Police Officer	8 Demerits
Section 95(1) HTA	Speeding in Excess of 49 Km/h	8 Demerits
Section 155(1) HTA	Fail to Exchange Accident Info	8 Demerits
Section 155(2) HTA	Leave the Scene of Accident	8 Demerits
Section 155(3) HTA	Fail to Leave Information on Parked Vehicle/Object	8 Demerits
Section 188 HTA	Careless Driving	8 Demerits

Should a person have been convicted of the following offences under the Highway Traffic Act within three years prior to the posting of the competition, they will be ruled ineligible:

Section 170 HTA	Misuse Registration/License	4 Demerits
Section 171 HTA	Alter/Misuse Plate	4 Demerits
Section 217(1)(a) HTA	Littering	4 Demerits
Section 222(2) HTA	Park to Obstruct	4 Demerits
Section 224(1) HTA	Make a False Statement	4 Demerits
Section 226(1) HTA	Drive W/O Vehicle Insurance	4 Demerits

There are many situations where a person may have four or fewer demerits, but has a continuous history of poor driving. A review of the abstract will point out the obvious history. If this is the case and the history is poor, the person can be rejected. Past performance is an indicator of future performance.

Recent changes were introduced to driver's abstracts to better meet the information needs of data users such as the police. These changes came into effect on May 1st, 1999. Since this date, Roadside Breathalyzer Suspensions appear on drivers abstracts and remain in place for five years. This means that any person who has had their driver's license suspended for 24 hours with or without charge (i.e. fail at roadside and blow under the chargeable % on the Breathalyzer or blow a warning on the roadside device) within the previous three years from the date of posting of the competition will be considered ineligible.

This is a sample document.

It stands to reason that if a person has a criminal record, then they would be excluded from the competition. In some instances, a criminal offense may be listed on a driver's abstract. Under the Criminal Records Act, persons with a criminal record may apply for a pardon. Should a pardon be obtained, the criminal record would not exist and could not be used to assess suitability. A pardoned offence will continue to show on the driver's abstract until a request to have it removed has been made to Driver and Vehicle Licensing. Should an applicant not realize that the pardoned offense was not removed from his/her abstract and hands in application, the application will be rejected. A person must prove that a pardon has been obtained and will be advised to contact driver and vehicle licensing to have offense removed.

Convictions for criminal offences are maintained on a drivers abstract for ten years. Any applicant with a conviction for the following offences within the 10-year period prior to the date of the posting of the competition will be ruled ineligible. (As stated previously, this would not apply to a person who has obtained a pardon.)

Section 219 CC	Criminal Negligence	15 Demerits
Section 220 CC	Criminal Negligence (Death)	15 Demerits
Section 221 CC	Criminal Negligence (Injury)	15 Demerits
Section 249(1) CC	Criminal Negligence/Motor Vehicle	15 Demerits
Section 249(1)(a) CC	Dangerous Driving	10 Demerits
Section 249(3) CC	Dangerous Driving/Injury	15 Demerits
Section 249(4) CC	Dangerous Driving/Death	15 Demerits
Section 252(1) CC	Leave Scene of Accident	15 Demerits
Section 253(a) CC	Impaired Driving	10 Demerits
Section 253(b) CC	Drive Over .08	10 Demerits
Section 254(5) CC	Refuse Sample	10 Demerits
Section 255(2) CC	Impaired Cause Injury	15 Demerits
Section 236 CC	Manslaughter	15 Demerits
Section 259(4) CC	Drive While Disqualified	10 Demerits
Section 334 CC	Theft (Vehicle)	10 Demerits
Section 335 CC	Take Auto Without Consent	10 Demerits
Section 354 CC	Possession of Property Obtained by Crime	10 Demerits
Section 355 CC	Misuse of Auto Keys	10 Demerits
Section 430(4) CC	Mischief to Property (Vehicle)	10 Demerits
Section 434 CC	Arson to a Motor Vehicle	10 Demerits

It has to be remembered that past performance can indicate future performance, but at the same time recognize that people can change. These criteria are an attempt to strike a balance.

APPENDIX 3

REFERENCE GUIDE

SKILLS ASSESSMENT EXAM

Reference Guide - Objectives

- The Reference Guide is designed to provide each applicant with an equal opportunity to prepare for the written test.

The examiner will supply all of the material necessary to write the test.

It is imperative that you arrive in time to start the exam at the scheduled hour. Candidates who arrive late may be subject to dismissal from the competition at the discretion of the proctors.

Section 1 Test Format

This test consists of 100 multiple choice questions for a total value of 100 marks. Questions will be based on NFPA 1001 Level II and Medical Knowledge.

Time Allotment for Test

Time management will be an important factor in successfully completing this test. While candidates who complete the test early will not be given any consideration for this task, candidates who do not complete all the test questions, due to running out of time, will have the unanswered questions marked as wrong and the appropriate mark will be deducted from their score.

The total time allotted for Section 1 is approximately three (3) hours and the total time allotted for Section 2 is (2.5) two and a half hours.

We will have a scheduled break between tests.

Pass Mark

On the multiple choice portion of the test there is a possible total of 100 points as a perfect test mark. ***Seventy five per cent (75%) is the pass mark for this test.***

Note: This is a sample document.

Section 2

Background Orientation for FireTEAM Testing

FireTEAM Testing System was developed to measure specific aptitudes important to the occupation of firefighter and emergency response personnel. There are four components to FireTEAM testing system: a reading ability test, a mechanical aptitude test, a human interaction test and a math test.. All test items were developed through rigorous research with many panels of experienced firefighting and fire service professionals. You don't need experience to answer the questions in this test. Common sense is always your best guide.

Character is important to us. You will be required to sign a security and confidentiality agreement stating that you have not and will not violate test security through coaching or exchange of specific information about test items. Breach of this agreement is subject to prosecution under federal copyright law and would be viewed as an unacceptable integrity failure for an employee or prospective employee.

The answer sheet is machine scored so mark only one answer for each question and fill in the circle completely. If you mark more than one answer, you will get the question wrong. If you don't know the answer to a question, the best strategy is to guess because you may get it right anyway and you will definitely get it wrong if you don't answer.

Four Components of FireTEAM Testing System

FireTEAM Video-Based Human Relations Test
40 Scenarios, 115 Questions, 80 Minutes

Part I

FireTEAM Video-Based Human Relations Test focuses on teamwork and human relations skills and was specifically designed for firefighters. You will watch a video segment, then choose the BEST course of action in a multiple choice format. Once you have chosen the BEST possible course of action, you will be asked to identify the WORST possible course of action. This test is presented on video and the items play without stopping. You will have 10 seconds to answer each question.

You don't need experience to answer these questions. FireTEAM Video-Based Human Relations Test is not intended to be a test in any way of your knowledge of policy or technical aspects of the job. Any such information that may be needed to answer a question is provided in the test. For instance, in the video you will hear firefighters instructing business owners about safety requirements. You are not expected to know anything other than what is stated. Base your answers only on information given in the test and your own common sense.

FireTEAM Video-Based Human Relations Test is not meant as training or as an example of how firefighters should handle their jobs. In some cases, you will see firefighters who make poor choices about what to do.

Also, none of the questions or answers are meant to be tricky. Although all the answers may not be equal in terms of common sense, they would all be choices available to the firefighter. In no case is an answer wrong because the choice would not be possible. For instance, a firefighter can make decisions based on circumstances about how to work with members of the public in enforcing safety regulations.

Note: This is a sample document.

Part II

In addition to answering the questions on Part I of FireTEAM Video-Based Human Relations Test, you will be instructed to observe the behaviors of the individual firefighters portrayed. You will have the opportunity to observe behavior on multiple occasions for many of the firefighters. Part II of FireTEAM Video-Based Human Relations Test consists of questions about these firefighters and their behaviors. Part II is on the same video and immediately follows Part I.

FireTEAM Animated Mechanical Aptitude Test ***40 Questions, 45 Minutes***

FireTEAM Animated Mechanical Aptitude Test is a multiple-choice mechanical aptitude test presented on video. You will see a detailed introduction to an animated brick making factory and then be asked questions about the factory. Most of the questions are about basic mechanical objects such as valves and principles such as water pressure. You will also be asked to answer trouble shooting type questions and observe system operations for problems. All of the questions can be answered based on common sense and observation of how everyday objects work. FireTEAM Animated Mechanical Aptitude Test is also timed. You will see the introduction for each question only once. Again, after each question is presented, you will have a brief period to mark the answer you think is best before the next question is presented.

FireTEAM Reading Test ***25-27 Questions, 15 Minutes***

This test is designed specifically for firefighters, a job requiring on-going study of difficult and technical materials. This test is based on training material and you will be required to choose a word that best fits in the blank. You are given 15 minutes to complete this test.

FireTEAM Math Test

In this video based segment, you will be asked to make the kind of quick calculations firefighters must do every day. No paper and pencil, you will do this math “in your head”.

FireTEAM Practice Test

For more detailed information and 30+ practice items with discussion, visit the FireTEAM website at www.fireteamtest.com.

Note: This is a sample document.

APPENDIX 4

**BRANDON FIRE AND EMERGENCY SERVICES
CONFIDENTIAL REFERENCE FORM**



**Competition #TBA
Firefighter/Paramedic Shortlist**

Please note that the reference you provide will remain confidential and shared only with those individuals directly involved in the recruitment and selection process for Competition #TBA.

Referees should complete this form and return it to Sandra Wallace, HR Officer, Human Resources, City of Brandon, 410 – 9th Street, Brandon, Manitoba, R7A 6A2. References must be postmarked no later than TBA. Should you require clarification or any additional information, please contact the aforementioned at (204) 729-2246.

Please Note: The City of Brandon Human Resources Department may need to contact referees to further clarify or expand on any of the information contained in this Reference.

Name of Candidate: _____

Name of Referee: _____

Note: This is a sample document.

- 1) **Relationship:** (How long have you known the candidate and in what capacity i.e. reporting structure, work relationship, teacher, etc.).
- 2) **Principles:** Provide some information about the candidate (describe the candidate's character i.e. self-starter, flexible, how they adapt to change, decisiveness, willingness, interpersonal skills, dependable, energy level).
- 3) **Work Style:** Provide some information about the candidate's work abilities (i.e. ability in profession, quantity and quality of work, results, organizational skills, consistency, production, independence, energy level, use of time, ability to meet deadlines, punctuality, discipline, etc.)
- 4) **Interpersonal Skills:** Provide some information about how the candidate gets along with coworkers, management, peers, and customers.
- 5) **Stress Management:** How does the candidate handle pressure?
- 6) **Communication Skills:** Describe the candidate's communication skills (verbal, written, listening).
- 7) **Customer Service:** Describe a time when the candidate wowed you or a customer with the level of customer service given?
- 8) **Leadership/Initiative:** Tell us about the candidate's initiative (ability to work independently, initiative for new methods, leader at work, school, etc.)
- 9) **Teamwork Skills:** Describe the candidate's ability to work closely in a team environment (i.e. role, function, etc.).
- 10) **Key Strengths:** In your opinion, what are the candidate's key strengths?
- 11) **Key Weaknesses:** In your opinion what are the candidate's key weaknesses?
- 12) **Reservations:** Do you have any reservations about recommending the candidate for this position? If yes, please explain.
- 13) **Rehire:** If applicable, would you rehire or hire this candidate again if the opportunity presented itself. If no, why?
- 14) **Additional Information:** Please include any additional information that you would like to add or further emphasize in this reference.

Note: This is a sample document.

Referees Contact Information: please include name, address and telephone number.

Referees Signature: _____

Date: _____

Please note that this reference will remain confidential to those individuals directly involved in the recruitment and selection process for this competition.
