

## Firefighter Candidate Application Package

Please read the following information carefully before submitting an application for a Firefighter position.

Applications are only accepted for positions that are posted; the next expected Firefighter recruit class has an anticipated start date of Summer 2022. The City of Saskatoon posts its vacant positions on the Current Employment Opportunities page at [www.saskatoon.ca](http://www.saskatoon.ca)

### **+ Step 1: Pre-Application Requirements**

The following are the required qualifications for Firefighter applicants:

- 18 years of age or older
  - Minimum of Grade 12 education or equivalent
  - Possession of a certificate in Public Fire Protection from a school accredited by the International Fire Service Accreditation Congress (IFSAC) and/or ProBoard. The specific Public Fire Protection Course Requirements are:
    - NFPA 1001, Fire Fighting Practices Level I and II
    - NFPA 1002, Apparatus Driver / Operator (Pumper)
    - NFPA 1031, Fire Inspection Level 1 (preferred)
    - NFPA 1041, Fire Service Instructor Level 1
    - NFPA 472 OR NFPA 1072 Hazardous Materials (Operations Levels)
  - Listed as a Practicing Unrestricted Primary Care Paramedic at the 2011 National Occupational Competency Profile (NOCP) level on the most current members roster of the Saskatchewan College of Paramedics (preferred).
- Or**
- Certified as either a Medical First Responder or Certified Emergency Medical Responder.
  - Current ITLS certificate.
  - Possession of a valid Saskatchewan Class 5 Driver's License or equivalent from other provinces.
  - Current drivers abstract demonstrating a safe driving record.

- Successful completion of the Fitness York Fire Fighter Applicant Fitness Assessment. This includes testing to verify that candidate hearing and vision meet the NFPA 1582 Standards.  
*Instructions will be provided for this within the recruitment process.*
- Successful completion of medical testing upon conditional offer.
- Satisfactory criminal record check including vulnerable sector search upon offer of employment.

### **+ Step 2: Submit Application Package**

Applicants are required to submit complete application packages when applying for Firefighter positions. Please ensure a complete application package is submitted. **Individuals who submit incomplete application packages will not be considered in the competition.**

The following documents make up a complete application package:

- Cover letter
- Resume
- Copy of Fire College Transcripts  
*Copies of certificates are not required at the application stage. Applicants will be asked to provide copies of certificates if they are offered a Firefighter position.*
- Copy of Saskatchewan Primary Care Paramedic Licence showing 2011 NOCP level of practice (must be listed as a practicing unrestricted PCP licensed in Saskatchewan) OR Medical First Responder or Emergency Medical Responder.
- Current International Trauma Life Support (ITLS) certificate
- Current Driver's Abstract, dated no more than 30 days prior to the closing date of the Firefighter posting.  
*Provincial equivalents will be accepted; out of province applicants who are offered a Firefighter position must show proof of a Saskatchewan driver's license on their first day of work*

Please note that costs associated with the recruitment and selection process are the responsibility of the applicant. This includes expenses such as:

- Driver's Abstract
- Travel/Accommodation to/from interview(s)
- Medical Examination
- Fitness York Fire Fighter Fitness Assessment; including, vision and hearing test

***Only applicants considered for interviews are contacted. The City of Saskatoon thanks all applicants for their interest. Applicants are advised that all interactions with the Saskatoon Fire Department during the process are considered when screening and assessing***

## Firefighter Selection Process

Once a candidate completes Steps 1 and 2 outlined above, the selection process continues with the steps outlined below. The number of applicants advancing in each step may vary. Any applicant not being advanced to the next step in the process will be advised in writing.

### **+ Step 3: Screening Interview**

During this step, selected candidates will participate in a brief introduction interview to review their qualifications with representatives from Human Resources and Saskatoon Fire Department.

### **+ Step 4: Optimal Readiness Assessment**

Applicants successfully advancing from Step 3 will then be assessed for optimal readiness with the organization.

Note: This step has three parts. The order that each part occurs will be scheduled based on operational requirements and interview schedules. There is no preferred order to complete each part, but all three parts must be completed.

#### **Part A – Firefighter Selection Tool (FST)**

Candidates will complete the IOS Fire Fighter Selection Tool (FST), which is a comprehensive assessment of job-related performance predictors. The FST combines a challenging cognitive ability measure with three non-cognitive measures: personality constructs, integrity, and biographical data. These four measures produce a score for test takers that is highly predictive of their job success in a firefighter position.

The FST is an entry-level firefighter (written) test that is completed in a proctored classroom environment. It is administered in two sections. Section I consists of the non-cognitive components of the test and has an administration time of 30 minutes. Section II consists of the cognitive component and has an administration time of 2 hours. Allow a total time of 2 hours and 45 minutes for the administration when factoring in instructions.

Note: Candidate informational guides, preparation guides and practice tests are available. These can be purchased by candidates through [IOS' website](#).

#### **Part B – Panel Interview and Reference Checks**

Candidates will be invited to participate in a 45-minute panel interview conducted by representatives from Saskatoon Fire Department and Human Resources. Reference checks will also be completed at this time.

## **Part C – Candidate Fitness Assessment**

The Saskatoon Fire Department uses the *Fitness York Fire Fighter Applicant Fitness Assessment Protocol* to assess candidates. The fitness assessments are administered by Human Performance Center (HPC) staff at the University of Saskatchewan.

Applicants are required to complete a series of tests including aerobic fitness, vision, colour blindness (Ishihara and Farnsworth testing conducted), hearing, lung function, and eight validated job-related performance tests.

The eight job-related performance tests are designed to simulate the physical demands of a firefighter's job which requires muscular strength, coordination and endurance. To prepare for these tests, you may wish to participate in supervised weight training, stretching and an aerobic exercise program to increase strength, improve flexibility and enhance aerobic fitness and capacity. The performance tests are:

1. Ladder Climb (Acrophobia)
2. Search Enclosed Area (Claustrophobia)
3. Hose/Climb Carry
4. Rope Pull
5. Hose Advance/Drag
6. Ladder Lift
7. Victim Drag
8. Forced Entry

### **+ Step 5: Conditional Offer of Employment**

The panel will select successful applicants using all information gathered in the previous Steps. Successful applicants will receive a verbal conditional offer of employment. The verbal offer of employment is conditional upon satisfactory completion of the following items:

- Criminal Record Check, including Vulnerable Sector Search
- Medical Examination

### **+ Step 6: Offer of Employment**

Upon satisfactory completion of the items in Step 5, Human Resources will remove the conditions from the offer of employment and a formal written offer will be extended to successful applicants.