

# How to Apply to the Joint Fire Recruitment Process Using Workopolis

This year, all applications must be received electronically during the recruitment campaign. To apply, you must access our posting via any one of our City websites, or through Workopolis.com. We have created this “how to” brochure to guide you through the process.

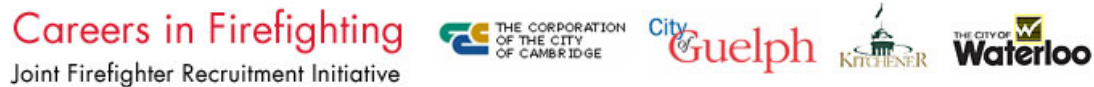
Please note that if you encounter technical issues while you apply, please contact the technical support staff at Workopolis by email:

[comments@support.workopolis.com](mailto:comments@support.workopolis.com)

The following screenshots have been taken from our Joint Fire Recruitment site available on any one of the 4 municipalities’ employment website under Firefighter Recruitment. This site will provide all relevant information pertaining to minimum requirements, timelines for the recruitment process and other useful links. You can also access the **Frequently Asked Questions (FAQ)** page of our website if you would like more details.

## Step 1: Preparing yourself to apply:

- Click on the “Apply Now” link when you are ready to apply. We encourage you to submit your resume, cover letter and questionnaire in a timely fashion and to do so prior to the closing date.



### **Minimum Requirements**

Find out what it takes to be considered for a career in firefighting in Cambridge, Guelph, Kitchener and Waterloo...

### **Application Guide**

Learn more about the recruitment process, from application to testing, interview to job offer...

### **Other Useful Links**

[CPAT Testing – University of Waterloo](#)  
[Pre-Service Program – Conestoga College](#)  
[Office of the Ontario Fire Marshal](#)  
[Ontario Association of Fire Chiefs](#)

### **Apply Now!**

View the posting, submit your resume and complete the required questionnaire...

### **My Resumes**

Create and manage resumes and cover letters

### **My Profile**

Register now or update your personal information...

### **Frequently Asked Questions**

Find answers to frequently asked questions about this site...

Need help? Click [here](#)  
Your use of the information on this site is subject to the terms of Workopolis [Legal](#) and [Privacy](#) Notices.  
Careers Section **Powered by** [workopolis.com](#)


## Step 2: Accessing the application

- To access the application system, please click on the “Apply for this job” icon found on the left side of the job posting screen or at the bottom of this page.

[Home](#) | [Minimum Requirements](#) | [Application Guide](#) | [FAQ](#) | [Apply Now](#) | [My Resumés](#) | [My Profile](#) | [Logout](#)

**Job Posting**

**Tools**

 [Apply for this job](#)  
[Print it.](#) Click for a printer friendly version.

**Email This Job:**

From:

To:

Text  HTML

**Probationary Firefighters (8649668)**

**Job Type:** Full Time  
**Location:** Guelph, ON, CANADA; Kitchener, ON, CANADA; Cambridge, ON, CANADA; Waterloo, ON, CANADA;  
**Job Category:** Emergency Services  
**Industry:** Government  
**Date Posted:** Nov 1, 2006

**Joint Firefighter Recruitment Initiative**  
Cambridge \* Guelph \* Kitchener \* Waterloo

*We are currently seeking applicants to establish a pool of qualified candidates for consideration in the hiring of firefighters over the next year. To be considered, you must meet the following minimum qualifications:*

- Over 18 years of age and legally entitled to work in Canada
- Able to understand and communicate clearly in oral and written English
- At least 20/30 corrected binocular vision and satisfactory colour and peripheral vision
- Have a secondary school graduation certificate or equivalent
- Successful completion of an Ontario Pre Service Firefighter certificate or Certified Firefighter or Certified Career Firefighter through the Ontario Fire Marshal (completion of Components 1,2,3), or equivalent
  - Equivalents may include full-time, hands-on programs such as:
    - Firefighter Training Program Certificate from fire etc. (a division of Lakeland college, Vermilion, Alberta)
    - Career Firefighter Pre-Employment Certificate from the Justice Institute of British Columbia
    - Basic Fire Suppression NFPA 1001 Firefighter I & II certification from Texas A&M University, or another institution accredited by the International Fire Service Accreditation Congress (IFSAC) or the Pro Board
- Have a valid First Aid certificate and a valid CPR Basic Rescuer Certificate (Level C)
- Have a valid Class DZ Driver's Licence in good standing

Only applicants who complete the attached questionnaire will be considered. Applicants who meet the minimum requirements will be invited to attend the CPS testing taking place on February 11, 2007. Invitations for this event will be sent out electronically by February 2, 2007 to the e-mail address that you used when you registered on this site.

The closing date for receipt of applications is December 17, 2006.

The Cities of Cambridge, Guelph, Kitchener and Waterloo are equal opportunity employers.



[Apply for this job](#)

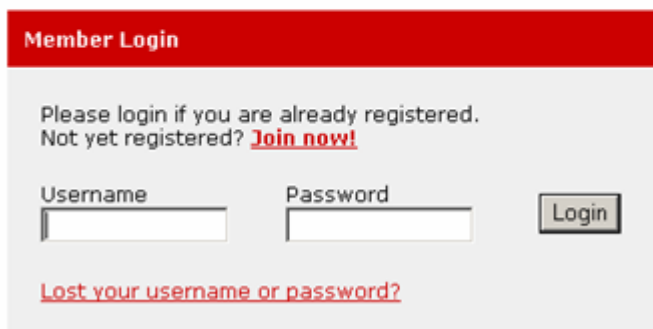
### Step 3: Creating A User Name and Password:

- If you are a new applicant to our Joint Recruitment Program, you will be required to register as a member with Workopolis.
- If you have applied to Kitchener, Cambridge, Guelph or Waterloo in the past 2 years, you can use your existing “user name” and “password”. However, if you have applied to other Fire departments, using a similar online application tool within Workopolis or CorporateWorks, you will be required to create a unique “user name” and “password” specific to our Joint Recruitment.
- You will need to record your user name and password for future reference. You will also need to provide an email address when you join. The invitation to attend our aptitude test and other important correspondence will be sent to this email address provided in the months to come.

#### **Member Login**

If you are already a registered user of this site, apply to this job by submitting either one of your existing saved resumés or by creating a new one. To do so, enter your username and password in the fields below and click the **Login** button.

Non-registered candidates are invited to sign in by clicking the **Join Now!** link provided below.



The screenshot shows a 'Member Login' form with a red header. Below the header, it says 'Please login if you are already registered. Not yet registered? [Join now!](#)'. There are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a 'Login' button. Below the input fields is a link: [Lost your username or password?](#). A red arrow points to the 'Login' button.

### Step 4: Submitting Your Resume and Cover Letter

- Once you login to Workopolis, you will be prompted to provide your resume. You will be provided with two options as to how to create an online resume.
- Although you can choose either **Resume Expert** or **Resume Basic**, for ease of use, we recommend cutting and pasting your resume into the **Resume Basic** tool.
- To do so, click on **Resume Basic**, you will be taken to a screen which will ask you to fill in your name, address and relevant information. You will then be provided with an option to copy and paste from an existing resume.
- Please note, you may find the formatting of your resume may change, keep in mind it is your skills and experience we are assessing, not the format.

## Create Resumé

Creating a resumé has never been easier - we have the tools to help! Check out our "how to write" tutorials on subjects like writing a [targeted resumé](#), key [power words](#) and [catch phrases](#) that are sure to get you noticed.

 Take our online tutorial [Click here](#) and learn how to create a resumé with ResuméExpert.

## ResuméExpert™

Your resumé is your ticket to the future.

ResuméExpert optimizes your resumé for our NEW powerful ResuméRanking search engine. What does it mean for YOU?

- If you are the most qualified candidate for a great new job, your resumé goes to the top of the list!

ResuméExpert™ >

## ResuméBasic™

Click on ResuméBasic to upload or cut and paste your resumé here so you can quickly and easily apply for any job, and choose to be seen by thousands of employers.

The major difference? ResuméBasic will not have the same ranking capabilities as ResuméExpert, and you won't be able to make your resumé confidential.

ResuméBasic™ >

- Once you have completed the resume portion, the next screen will allow you to create a cover page to accompany your resume.

Apply for the Job **JOINT FIREFIGHTER  
RECRUITMENT INITIATIVE/Probationary  
Firefighters**  
**Cover Letter**  
Step 3 of 3

[ResuméBasic™](#) [Preview](#) [Cover Letter](#)

This is your opportunity to make a good first impression on a potential employer. A cover letter is often helpful. Cover letters are limited to 4000 characters.

Your contact information will be sent with the message, so there is no need to repeat it.

Cover letter content

- Although your resume and cover letter is a critical step to completing your application, please ensure that you click on the "Next:" box to complete the questionnaire.

## Step 5: Completing the Questionnaire

- The questionnaire has been designed to capture a snapshot of your qualifications and will allow us to compare your qualifications to our minimum requirements. Please note that any false information given during the application process, either on your resume or on the questionnaire, will be grounds for suspending your application from further consideration. Also, you will want to ensure you complete the questionnaire within 20 minutes as the system may time out. Below is an example of what to expect in the questionnaire portion.

### Questionnaire

Thank you for submitting your resume. You are now required to complete the following questionnaire. There are 29 questions in total. Please answer carefully. Answers cannot be changed once the completed questionnaire is submitted. To ensure your questionnaire is submitted properly, please use the "Previous" and "Next" buttons to navigate through the questionnaire, and avoid using your browser's "Back" button.

**1. What class driver's licence do you currently possess? (Check all that apply)**

- A
- B
- C
- D
- Out of Province - Equivalent to D or higher

**2. If you answered "Out of Province - Equivalent to D or higher", please indicate here what type of driver's licence you currently possess and from what province/state.**

**3. Do you have a valid air brake (Z) endorsement?**

- Yes
- No

**4. Are you over 18 years of age and legally entitled to work in Canada?**

- Yes
- No

Next 

- Upon completion of the first page of questions, click the next button and complete all of the questions. Many of the questions are mandatory and the system will not let you complete the survey until these questions are answered. There are also a few optional questions, such as open text fields to provide more detail if applicable. When finished all questions, click "Done"

### Questionnaire

**29. Please sign the above declaration (electronically, by typing in your name and date) in the following free format text box:**

This is a free format text answer:

Thank you for completing this questionnaire. We wish you success in your endeavours to become a Firefighter.

Previous Done 

## Step 6: Confirmation that Your Application has been received:

- Once you have completed the questionnaire, the next screen will confirm that your application has been submitted.

### Application Complete

Your Application  
has been submitted to

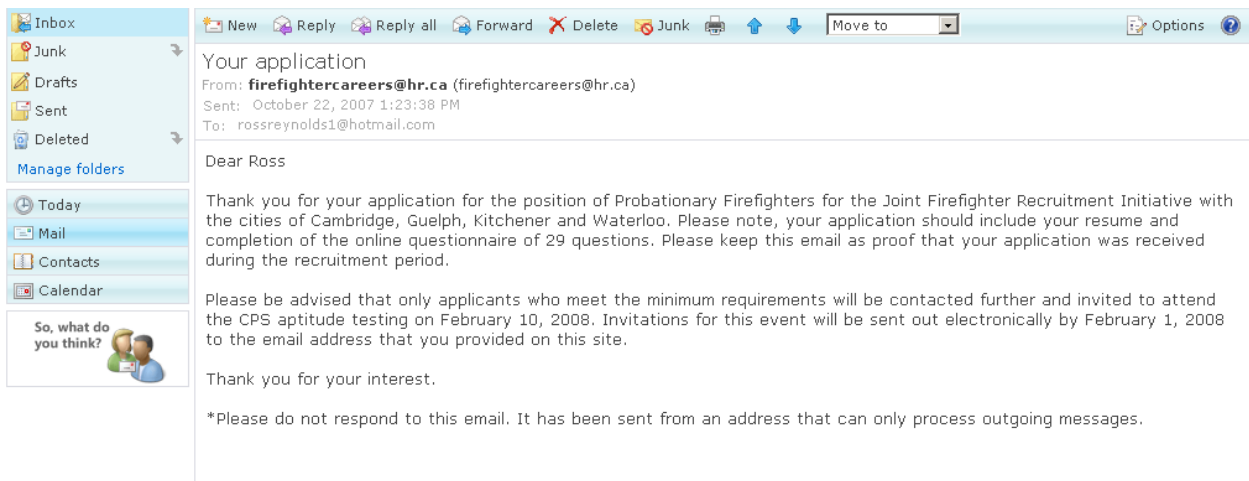
Company **JOINT FIREFIGHTER RECRUITMENT INITIATIVE**

Position **Probationary Firefighters**

Date **2007-10-22 12:27:45**



- You should also receive an email acknowledgment as illustrated below confirming your application to Workopolis. **Please print and keep a copy** of this email as proof of your submission to the Joint Fire Recruitment.



## Step 7: Updating Your Resume and Cover Letter In the Future

- Although your questionnaire cannot be updated once submitted, you can revise your resume or cover letter to add new information or qualifications. Here are the steps to do so:
- Access the Joint Firefighter Recruitment Page - Click on the “My Resumes” option



**Careers in Firefighting**  
Joint Firefighter Recruitment Initiative

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**My Resumes**  
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**Frequently Asked Questions**

- The next screen will walk you through the steps to access your existing resume & cover letter

### My Resumés

In this section you can create and manage different resumés and cover letters.

Need to update a submitted resumé? No problem! Click on the name of the resumé you would like to modify, edit your information and click **Save**. Your changes will automatically be reflected to the employer.

#### Resumés

Some of your resumés are still in **ResuméBasic format** -- to take advantage of our **ResuméRanking** search engine click the "Upgrade" button and we'll walk you through the five easy steps.

**ResuméRanking** means that if you are the most qualified for a great new job, your resumé goes to the top of the list!



If you want to target your resumé to highlight what an employer is looking for, [create an alternate resumé here](#). You can create up to 10 Resumés -- simply make a copy of your regular Resumé and format it using our Experience, Skills, or Education template.

Take our online tutorial [Click here](#) and learn how to edit a resumé or cover letter with ResuméExpert



Resumé Name	Modified	Recruiter views	Searchable	Non-searchable
<a href="#">Ross Fire Resume</a> <a href="#">add FR</a>	Oct 22, 2007	2 times	<input type="radio"/>	<input checked="" type="radio"/>

If you have further questions, please refer to our **Frequently Asked Questions (FAQ)** page on our web.

If experience any technical issues, please email your questions to:

[comments@support.workopolis.com](mailto:comments@support.workopolis.com)