

**Municipality Of Chatham-Kent**  
**Full-time Probationary Firefighter**

**2018 Recruitment Guide**

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**1. Application Process**

On June 23, 2018 applications will be available for completion either electronically or downloaded from our website, <http://www.chatham-kent.ca/Jobs/MunicipalJobs/Pages/MunicipalJobsList.aspx>. If unable to obtain a copy from the website, please call (519) 436-3270.

Applications along with a detailed resume and certificates will be accepted by one of the following methods. Duplicates will be shredded. Please **do not** include a cover letter.

1. Email at [ckresume@chatham-kent.ca](mailto:ckresume@chatham-kent.ca); or
2. In person to address below; or
3. Mail to:  
Municipality of Chatham-Kent  
Civic Centre  
315 King Street West  
Chatham ON N7M 5K8  
Attention: Fire Department Recruiting

The Municipality of Chatham-Kent will only accept applications until **4:30 p.m. August 31, 2018**.

**2. Candidate Testing**

Candidates must possess valid Ontario Fire Administration Inc. (OFAI) Candidate Testing Service certificates for Stage One, Two and Three to apply to Chatham-Kent.

If you require information about the Candidate Testing Program, please visit <http://www.ofai.ca/>.

**Copies of the certificates** must accompany candidates' application.

**3. Review Of Applications**

It is anticipated that applications will be reviewed from September 4, 2018 to September 21, 2018. This process will ensure that candidates meet all minimum requirements of the position. Any that do not meet the minimum requirements will be disqualified.

#### 4. Interviews

**Interviews will be conducted during the week of October 1, 2018.** Chatham-Kent Fire and Emergency Services will contact you after September 21, 2018 to schedule your interview if you are selected.

#### 5. Conditional Offer(s)

Conditional job offer(s) will be based on the number of vacancies. The following conditions must be satisfied:

1. Driver's Abstract Check
2. Police Check (satisfactory to the Municipality of Chatham-Kent)
3. Medical Examination
4. Reference Checks

**Note:** The Police Check is to be paid by the applicant.

**Dates are subject to change**