



**The City of Richmond Hill
Fire Services**

Probationary Firefighter – Candidate Pool

Information Guide

Application Deadline: November 13, 2025

Prerequisites:

To be considered for a career as a Richmond Hill Firefighter, you must meet the following eligibility criteria:

- Be at least 18 years of age
- Be legally eligible to work in Canada
- Be actively involved in and serve your community
- Have an Ontario Secondary School Diploma, or Ontario approved equivalent
- Possess NFPA 1001 Firefighter I and II certifications or grandfathering equivalent
- Provide proof of valid First Aid, CPR Level C from a recognized Organization/Provider
- Possess a valid unrestricted Ontario DZ Driver's License, or able to obtain one no later than six (6) months from date of hire at the candidate's expense
- Possess a satisfactory Ontario Driver's License Abstract, valid within 3 months of date of hire
- Communicate clearly and effectively in English (verbally and written)
- Demonstrate the City's corporate values of service, collaboration, care, and courage
- Possess superior interpersonal skills and the ability to work cooperatively as a member of an effective and professional team
- Possess the ability and willingness to follow instructions promptly and efficiently
- Have a strong work ethic and desire to serve the community.

Preference will be given to candidates that possess all or some of the following additional certifications:

- NFPA 1006, Standard for Technical Rescue Personnel
- NFPA 1035, Standard on Fire and Life Safety Educator
- NFPA 1031, Standard for Fire Inspector
- Completion of Primary Care Paramedic Program, or equivalent
- Completion of a post-secondary education degree or diploma in a related field
- Completion of a recognized trade certification
- Service in a paramilitary organization
- Considerable volunteer or career Firefighter work experience.

RECRUITMENT AND SELECTION PROCESS

You must be successful at every phase of the selection process to be considered for hire.

Stage 1: Online Application

All applicants must apply online using the City of Richmond Hill's online applicant tracking system. **Any submission in any other form will not be accepted**

IMPORTANT: Please complete your applications as follows:

- **Scan all documents in black and white into one pdf file including your cover letter, resume and only the required qualifications as listed on the job posting.**

Documents that must be submitted

1. Proof of Ontario Secondary School Diploma or equivalent education
2. Proof of NFPA 1001 Firefighter I and II certifications or grandfathering equivalent
3. Proof a valid unrestricted Ontario Driver's License
4. Proof of current First-Aid, CPR Level C Certification from a recognized Organization/Provider

Please note that your file must be less than 5 MB to be accepted.

There is no fee to apply online. However, applicants who are selected to move forward in the recruitment process will be responsible for the cost of the testing. The total cost for testing is \$118.48 plus HST.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.

Stage 2: Written Aptitude Test

Applicants who have applied and have met all the required qualifications listed in the job posting and who are selected to move forward will be contacted by email only inviting them to participate in the Aptitude testing. You will be notified of the exact date, time and location by email.

You will be required to bring the following items with you on the date of your test:

- A valid piece of government issued photo identification.
- **Candidates who do not bring a valid piece of photo identification will not be permitted to write the test.**
- No. 2 pencil/HB lead pencil
- Your confirmation email inviting you to the aptitude testing.

The Probationary Firefighter Aptitude Test is intended to evaluate your abilities in the following areas:

- Decision Making
- Coping in Stressful Situations
- Professional Responsibility
- Math, Mechanics and Logical Ordering
- Interpersonal Communication and Style

The test consists of multiple-choice questions and has a 2-hour pre-determined time limit for completion. It requires no study preparation.

Please note that candidates arriving late will not be permitted and forfeit their invitation to write the test, no exceptions.

Stage 3: Practical Assessment and Job Ability Testing

Candidates that meet established criteria in the written aptitude testing will be invited to a practical assessment and job ability testing opportunity held at the Richmond Hill Fire and Emergency Services Training Centre. Invited candidates will be assessed on several job-related activities and team scenarios to measure ability and suitability for the role.

Candidates that cannot attend the date(s) determined by RHFES will be removed from the Firefighting Recruitment process.

Stage 4: Formal Interview(s)

Based on the successful results of both stages 1, 2 and 3, selected candidates will be invited to the interview phase. The interview panel will consist of Richmond Hill Fire Services Chief Officers and Human Resources representatives.

The intent of the formal interview is to assist us in learning more about you. We will use several assessment techniques within a structured interview format such as behaviour-based questions, situational questions and position knowledge questions.

At the time of your interview, you are required to bring with you the following documents:

- Resume and Cover Letter
- **Original** copies of educational diplomas, current First Aid CPR Level C certificate, NFPA 1001 Firefighter I and II certifications or grandfathering equivalent and any other relevant qualifications
- A list of three relevant references, two being previous work-related supervisors.

Any costs associated with obtaining these documents are the applicant's responsibility.

Stage 5: Physical and Medical Assessment

Following the interviews, selected candidates moving forward will be contacted to undergo a medical assessment at York University.

Stage 6: Reference Check

The reference check is a tool used to substantiate information you have provided, and they will allow us to learn more about you. Candidates that are moving forward will be asked to authorize the City of Richmond Hill to contact the references provided at the interview stage.

Stage 7: Final Review and Selection

The Selection Committee will determine a "short list" of selected candidates for final consideration. The selection of candidates is based on qualifications, job suitability, skills, abilities, motivational fit and organizational fit as determined from their application, testing, interviews, reference checks and vulnerable sector check.

Candidates moving forward will receive an offer of employment.

Remaining candidates on the "short list" who were not given an offer of employment will be notified in writing and their application will remain on the Eligibility List for future opportunities.