



Date: January 24, 2012
To: Firefighter Recruit Applicants
From: Charles Hamilton
RE: Recruit Selection Process & Training

Below is a brief summary of the process that will be followed for selecting firefighter recruit candidates for interviews and the training provided to those whom are selected to fill any vacancies.

Application packages available	Jan-25-12
Applications received	Jan-27-12 to Feb-10-12
Pre-screening & interview arrangements	Feb-13-12 to Feb-17-12
Interviews & final selection	Feb-20-12 to Mar-02-12
Recruit Training Period	Mar-12-12 to Aug-31-12

With respect to your applications, please fill out the application form legibly as unreadable, incomplete or incorrect information may eliminate you from proceeding any further in the selection process.

If you have any particular training or skills that are listed on your application please supply photocopies of your certificate that indicates successful completion of the training. Do not include your originals, as they will not be returned.

You are to return your application as directed. Any other method is unacceptable and will be rejected. You may submit your application at the Town of Erin Municipal Office, 5684 Trafalgar Road, Hillsburgh during business hours (8:30 am to 4:30 pm) on or before February 10, 2012. Or your application can be submitted during the Information Session to be held February 5, 2012 at Station 10 in Erin between 9 and 11am. It will be up to you to ensure that your application is received during this time frame. All applications will be date and time stamped. Late applications will not be opened or acknowledged.

Training will be provided by staff from the department and will run approximately 6 months in duration. The training provided will follow the Ontario Fire Marshal Curriculum Component 1 and the Canadian Red Cross First Responder Manual. Additional specialized training such as auto extrication is also planned.

Good Luck and I look forward to meeting you shortly,

Charles Hamilton

**Chief Training Officer
Erin Fire & Emergency Services**