

Township of Puslinch Fire and Rescue Services



Auxiliary Firefighter Training Program Recruitment Manual

Thank you for your interest in becoming a member of **Puslinch Fire and Rescue Services**. This manual provides an overview of the recruitment process and the expectations at each stage. Please review the information carefully and take note of all minimum requirements, mandatory training and selection process.

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About Puslinch Fire and Rescue Services

For more than 50 years, Puslinch Fire and Rescue Service has served and protected its citizens and visitors from risks, threats, and challenges that occur in our community. Our greatest asset in carrying out the Puslinch Fire and Rescue Service mission is our team of hardworking professionals dedicated to the delivery of quality fire prevention, public education, and suppression services.

Puslinch firefighters spend countless hours in the community, supporting various fundraising events and charitable programs. Our goal is to support those in need through friendship, community service, education, prevention, and protection.

Our Mission: Our Community, Our Commitment to Educate, Prevent and Serve those in need.

Puslinch Fire and Rescue Service recruits are involved with one of the longest and most extensive recruit training programs in the province which includes mandatory successful completion of the National Fire Protection Association (NFPA) 1001 Level 1 and 2, and specialty rescue courses.

Firefighter recruits are expected to participate in over 200 hours of County training, not including the many hours of home study, all within a six-month period. Training goes beyond the initial six months, as every firefighter is immersed in ongoing training from the day they are hired until the day they retire.

Being a Puslinch firefighter requires a significant commitment of your time to both train and respond to emergency incidents. The safety of the public, yourself and your fellow firefighters depends on the skills you will learn and, more importantly, maintain and improve. Puslinch firefighters are on call 365 days a year (including holidays), 24 hours a day, and 7 days a week.

All successful candidates enter our Auxiliary Firefighter Recruitment Program. As an auxiliary firefighter, you will participate in training, public education, and everything we do as a department apart from responding to emergency calls. As we have openings in staffing, our fully trained Auxiliary Firefighters will have the opportunity to step onto the floor to fill those roles.

Township of Puslinch Auxiliary Firefighter Program Job Advertisement

The Township of Puslinch is currently accepting applications for Auxiliary Firefighter Program for the Puslinch Fire and Rescue Service. If you are compassionate, motivated towards a challenging and rewarding career, strive to make a difference in your community, and enjoy helping others, then this may be the opportunity for you.

The minimum qualifications for this position include:

- High School diploma or equivalent.
- 18 years of age or older.
- Applicants must be residents of the Township of Puslinch or reside within 8 km of the Puslinch Fire and Rescue Services Fire Hall.
- Excellent written and verbal communication skills and a positive attitude.
- Current Basic First Aid/CPR Certificate.
- Possess a valid G Driver's Licence.
- Able to provide a recent satisfactory driver's abstract (within 30 days) in good standing and to the satisfaction of the Township of Puslinch.
- Police Vulnerable Sector Check required upon hire.
- Excellent interpersonal and customer service skills, including the ability to work effectively in a team environment.
- Ability to respond to matters of a sensitive nature and maintain strict confidentiality.
- Able to respond to emergencies with no prior notice.
- Fulfill the physical requirements of the position including heavy lifting and the ability to work under strenuous conditions.

Interested applicants are encouraged to apply with a detailed resume, cover letter, and completed Application Form to hr@puslinch.ca no later than Friday, October 9, 2026 at 4:00pm. Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

If you require an accessible version, please contact hr@puslinch.ca or call (519)763-1226 ext. 226

The Recruitment Manual and Application Form are available by visiting the Township's website at [Township of Puslinch Careers](#)

Thank you to all applicants for their interest. Only candidates selected for an interview will be contacted. The Township of Puslinch is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

The Recruitment Process

Step One: Application

The Auxiliary Firefighter Program Recruitment Manual and Job Advertisement are available on the Township website at [Township of Puslinch Careers](#)

Applicants are asked to submit a resume, cover letter, and completed application form. Please include information about your involvement in the Township and why you are interested in becoming an Auxiliary Firefighter.

Applications can be submitted by email to hr@puslinch.ca or in person no later than Friday, October 9, 2026, at 4:00 p.m.

In-person applications can be dropped off during business hours (9:00 a.m. to 4:30 p.m. M-F) at the Township of Puslinch Municipal Office, located at 7404 Wellington Road 34 Puslinch, Ontario

Your application will be assessed for completeness and compliance. Only selected candidates will be contacted.

Step Two: Formal Interview

Following the application review, selected applicants will be invited to participate in an in-person interview with members of Puslinch Fire and Rescue Services.

The interview will provide an opportunity to learn more about you, your interest in the Auxiliary Firefighter Training Program, and your suitability for the role. Details regarding the interview process will be provided to selected applicants

Step Three: Aptitude Test (Written)

Selected candidates will advance to the Written Aptitude Test. A broad range of general knowledge and problem-solving skills are important in firefighting. The written test assesses a variety of skills and knowledge relevant to the role of an Auxiliary Firefighter within Puslinch Fire and Rescue Services.

Candidates must successfully complete the Written Aptitude Test to advance to the next stage of the recruitment process.

The Aptitude Test was developed by the Recruitment Team and will assess your competence with respect to:

- Reading comprehension
- Mathematical skills (calculators will not be permitted)
- Problem solving
- Writing skills
- General knowledge of Puslinch Township (i.e., roadways, businesses, government, etc.)

Questions on the test will take the form of multiple choice, true or false, and fill in the blanks.

If you are successful in achieving a passing score on the Aptitude Test, you will be invited to proceed to the next stage in the recruitment process. The Recruitment Team will not provide test scores.

If you require an accommodation for the written skills evaluation, please contact hr@puslinch.ca.

Step Four: Fitness Evaluation

Selected candidates will advance to the Fitness Evaluation, known as the Candidate Physical Ability Test (CPAT). The testing is conducted by a 3rd party testing facility located in Welland ON, that gauges your ability to perform routine activities involved in firefighting. There is an out-of-pocket cost of approximately \$200 to be tested and obtain a certificate. Full information, including description of all components of the test can be found at

<https://www.fireontario.com/site/services>

Applicants who have already completed the assessment may submit a valid certificate in lieu of retesting.

There are many water courses throughout our Township, and water and ice rescue are a part of our rescue services. As a member of Puslinch Fire and Rescue Service, you are required to have basic swimming ability. On the same day as the CPAT test, you will be required to complete a swimming evaluation which consists of treading water, unassisted, for fifteen (15) consecutive minutes. The cost of this out-of-pocket evaluation is approximately \$40. If you have an equivalent proof of swimming ability, you may submit that for consideration (ex: bronze medallion, bronze cross, national lifeguard).

Step Five: Verification Process

The Recruitment Team will review your application package and may conduct employment verification checks.

As part of the verification process, a member of the recruitment team may call the employment and character references that you have provided. It is the responsibility of the applicant to ensure that all reference information is correct and up to date.

Step Six: Auxiliary Recruitment Training Program Selection

A member of the Recruitment Team will contact successful candidates by phone to advise them that they have been selected to participate in the Auxiliary Firefighter Training Program.

A mandatory component of the Auxiliary Recruit Program Training is participation in the Wellington County Recruit Training Program, alongside recruits from fire departments across Wellington County. The approximately four- to five-month program includes online learning, written assignments, lectures, hands-on skills training, physical practical skills and evaluation days at various locations, with instruction provided by a variety of experienced instructors.

Recruits should expect to attend one to two training sessions per week, typically on weekends, in addition to completing required self-study. The training program generally commences in early February and runs through the end of June, with most sessions scheduled on Saturdays.

Prior to participating in the County training, recruits will be required to successfully complete an SCBA facepiece fit test and bunker gear fitting. Further communication will be provided regarding training dates, times, locations, required equipment and other expectations.

Through the Wellington County Recruit Training Program, candidates will receive the training and complete the required examinations to obtain the following certifications and successfully complete the Auxiliary Recruit Training Program:

- National Fire Protection Association (NFPA) Firefighter 1001 Level's 1 and 2 Certifications
 - Including NFPA 1072 Hazardous Materials Awareness and Operations Certification
- Canadian Red Cross First Responder

On the Job: Recruit Firefighter Class 4

Upon successful completion of the Auxiliary Recruit Program Training (ARPT), recruits will have the opportunity to apply for vacant Recruit Firefighter Class 4 positions, subject to available vacancies and the Township's recruitment process.

Appointment as a Recruit Firefighter Class 4 provides an opportunity to continue developing firefighting skills, gaining practical experience and contributing to the community as a member of the fire service.

Serving as a volunteer firefighter is a rewarding opportunity to serve your community, make a meaningful difference in the lives of others and be part of a dedicated team. The role provides a challenging and dynamic environment where you can develop valuable skills, continue learning, work alongside others and build strong connections with your fellow firefighters and the community you serve

To be considered for a job opportunity, recruits will be required to provide proof of the following prior to receiving an offer of employment:

- National Fire Protection Association (NFPA) Firefighter 1001 Level's 1 and 2 Certifications
- A satisfactory driver's abstract with no more than three (3) demerit points. This abstract can be obtained through a Service Ontario location, or through the following website:
<https://services.ontario.ca/web/driver-record-3-year/information>
- A Police Vulnerable Sector Check.

Successful candidates will be required to demonstrate and maintain:

- Regular attendance and participation at weekly training sessions (Wednesday evenings)
- Be a resident of the Township or live within 8 km of the Township fire station.
- Obtain a DZ Driver's Licence within one year of employment.
- Demonstrate a commitment to maintaining physical fitness.
- Demonstrate the ability to understand and follow oral and written instructions.
- Work effectively and cooperatively with others in a team environment.
- Demonstrate respect, integrity and professionalism when interacting with all individuals.
- Demonstrate the ability to perform duties effectively in emotionally challenging situations, including exposure to suffering, tragedy or loss of life.
- Maintain a positive attitude and professional conduct both on and off duty.
- Comply with the Township's Code of Conduct and all applicable policies and procedures.

The following vaccinations are strongly recommended, although not mandatory:

- Hepatitis B (e.g., Twinrix, as applicable).
- Tetanus and diphtheria.
- Measles, mumps and rubella (MMR).
- Annual influenza vaccination

Note for Experienced Firefighters: If you are currently serving as a firefighter with another fire department, please contact us to discuss the recruitment and onboarding process. Consideration may be given to those candidates who have previously completed the required training, certifications and operational experience. Additional training or assessment may be required to ensure familiarity with Township procedures, equipment and operational practices. please contact us to discuss the process.

Final Words

Becoming a firefighter is an exciting and rewarding commitment and a meaningful way to give back to your community. What you gain from the experience is directly related to the effort and commitment you put into it. Throughout your career, you will have opportunities to develop new skills, expand your knowledge and continue learning. Being a firefighter is more than a role—it is an opportunity to be part of a dedicated, professional and life-saving organization. We are proud of the work we do and the difference we make in our community, and we wish all recruits the very best as they begin this journey.

