

Asphodel-Norwood Fire
& Rescue
Darryl Payne, Fire Chief/CEMC
Email: dpayne@antownship.ca



27 Alma St., Box 29
Adm. Office: 4440 Hwy #7
Norwood, On K0L 2V0
Phone: (705) 639-5412
Cell: (705) 761-0407
Fax: (705) 639-5434

Information and Requirements for Applicants

1. Applications shall be completed in full, signed and may include a resume.
2. Preference may be given to those applicants who live closest to the appropriate Fire Station.
3. Selected applicants will be required to participate in an interview, by the Department Officers.
4. Candidates who qualify after the Interview will be given a physical ability test.
5. Applicants selected for the position must agree to comply with the training requirements of the Department.
6. Selected candidates will have two medical criteria expectations:
 - a. Medical Clearance Form – Due before recruit course begins
 - b. MTO medical to obtain a DZ license at their own expense
7. Successful candidates will:
 - a. Be on probation for a period of up to 100 emergency incidents and training hours
 - b. Be subject to a full review within one year
 - c. During this period the probation firefighter will perform only specified duties
 - d. Will receive reduced remuneration for services rendered
8. In order to successfully complete the probation period, the candidate must complete the following requirements:
 - a. Complete and pass the firefighters recruit training program at the Eastern Ontario Emergency Training Academy. This consists of approximately 15 Saturdays or Sundays starting in January 2027. (A relevant certificate, experience or diploma may be considered as equivalency)
 - b. Obtain a class 'DZ' license (or better) – will be trained within the department and tested by the Ministry of Transport
 - c. Obtain Department approved certificates in First Aid, CPR and Defibrillation (available by the department)

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9. During probation candidates will be subject to evaluation by the Department Officers.
 10. The candidate must comply with the Establishing and Regulation By-Law, Operation Policies and Procedures and follow the instructions of the Department Officers.
 11. Selected candidates will be required to obtain a satisfactory Police Record Check.
 12. Failing any requirement, the candidate may be dismissed.
 13. CSA approved work boots are required, (not supplied).
 14. The Township of Asphodel-Norwood has a cost recovery process in place.
 - a. The Recruit Course at the Eastern Ontario Emergency Training Academy (EOETA) costs the Township @ \$3500.00
 - b. If a new recruit resigns during the first 3 years of employment a reimbursement will be required

Amount of Service	Reimbursement Amount
Less than 12 months of Service	100% reimbursement of EOETA Costs
More than one year but less than two years of service	50% reimbursement of EOETA Costs
More than two years but less than three years of service	25% reimbursement of EOETA Costs
More than three years of service	Full cost of EOETA absorbed by the Twp.

15. A resume maybe included and is encouraged with application for the position of Recruit

Applications must be received by June 05, 2026 at 1600 hours at the Municipal Office or Fire Administration Office.

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PROBATIONARY FIREFIGHTER OR RECRUIT

Position Responsibilities

1. In accordance with By-law, the Probationary Firefighter or Recruit is to help the Township of Asphodel-Norwood Fire Department to achieve higher performance and to enhance its reputation through innovative solutions and initiatives.
2. Live and or work within an acceptable distance from the Fire Station the Recruit is applying for.
3. Be able to conduct routine maintenance and cleaning stations and all types of apparatus and equipment within the Fire Department
4. To successfully complete the Asphodel-Norwood Fire and Rescue Recruitment process.
5. Be able to work in a highly structured work environment, and follow the rules, regulations, and procedures of Asphodel-Norwood Fire and Rescue.
6. Be capable of learning and performing the various methods and techniques used in extinguishing and preventing fires, and associated rescues.
7. Have the ability to acquire a general knowledge of hazardous materials, poisonous substances, arson detection, life safety systems, and other job-related subjects, and be familiar with the procedures associated with these subjects.
8. Have the ability to make decisions and react calmly and quickly in emergency situations.
9. Maintain the physical strength and agility to perform hard work and operate all firefighting/rescue equipment, as well as safety equipment under adverse conditions, frequently, for a prolonged period of time.
10. Not have any criminal convictions for which a pardon has not been granted.



Education and Training

1. Have a valid Class "G" Ontario Driver's license
2. Possess or be willing to obtain, a valid Class "DZ" Ontario Driver's License
3. Possess, or be willing to obtain training or certification in:
 - a. NFPA 1001, Standard for Fire Fighter Professional Qualifications;
 - b. NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications;
 - c. First Aid and CPR
 - d. Other training as required

Experience

1. Must be 18 years of age
2. Must educate to obtain knowledge of modern firefighting and fire prevention methods, rescue and first aid procedures.
3. Obtain knowledge of the community and surrounding areas protected by agreement.
4. Obtain knowledge of the type of buildings in the community.
5. Must Learn the safety procedures, rules, and equipment.
6. Must have the ability to observe fire fighters, maintain discipline, use sound judgment, and be resourceful.
7. Must be in physical condition, high alertness, and be conscientious and dependable.
8. Must be willing and able to enter hazardous atmospheres/areas.
9. Probationary Firefighters or Recruits are not to perform any task without accepted education, knowledge and abilities deemed necessary by the Fire Chief during the probationary period.
10. Every newly appointed volunteer firefighter shall complete a term of probation of twelve (12) months and/or one hundred (100) hours of combined

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training and incident attendance, during which time he or she shall successfully complete all training and examinations, and shall meet all attendance and performance expectations, as may be required by the Fire Chief.

11. At the discretion of the Fire Chief, a probationary firefighter may be placed on an additional term of probation of up to twelve (12) months at the completion of the initial probationary period should circumstances warrant, and the probationary firefighter shall successfully complete all training and examinations and shall meet all attendance and performance expectations during the additional probationary period.

Qualities

1. Good team skills to relate to department members, officers, emergency response teams, and the general public.
2. Good decision-making skills when under high stress conditions.
3. Ability and willingness to work in all types of weather and conditions are less than ideal.
4. Willingness to perform any task assigned.
5. Conscientious and dependable.
6. Must attend regular training sessions and drills to practice existing procedures and learn new firefighting and rescue methods, and to become familiar with all department equipment, practices, and procedures.
7. Not have any criminal convictions for which a pardon has not been granted.
8. Take such training courses as may be required by the Fire Chief

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**VOLUNTEER FIREFIGHTER APPLICANT
(Please Print)**

Full Name: _____

Address: _____

Postal Code: _____ **Length of time at this address:** _____

Are you 18 Yrs. of age or older? Y N

CONTACT INFORMATION:

Home # _____

Cell # _____

E-Mail _____

EMERGENCY CONTACT

Home # _____

Cell # _____

E-Mail _____

PRESENT EMPLOYER:

Supervisor: _____

Company Name: _____

Address: _____

Phone #: _____

Employed: From _____ To: _____

Are you on shift work? Y N

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Will your Employer allow you to attend fire calls during work hours? **Y N**

PREVIOUS EMPLOYER:

Supervisor: _____

Company Name: _____

Address: _____

Phone : _____

Employed: From _____ To: _____

Reason for Leaving: _____

EMERGENCY EXPERIENCE

Previous Firefighting experience: **Y N** Length of time: ____

Details: _____

Experience as a Medical worker: **Y N** Length of time: ____

Details: _____

Experience in Military or Police service: **Y N** Length of time ____

Details _____

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EDUCATION

List pertinent information (e.g., Course/Diploma/Degree or Final Grade)
High School:
College:
University:
Other:
Other Relevant Courses:

HOBBIES and INTERESTS

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RELATED SKILLS

Please complete this section even if a resume is attached. Please check the level of skill appropriate.

- Level 1. Some familiarity and competence.
- Level 2. Advance amateur or post-secondary courses.
- Level 3. Certificates or professional experience.

Applicant Skill(s)	Level Achieved			Explanation
	Level 1	Level 2	Level 3	
Athletic/Sports				
Automotive Mechanic				
Building Designs				
Building Trades				
Coaching				
Communication				
Computer				
CPR Training				
Driver's License				A D F G Z Other:
Driver/Operator (large vehicles)				
Electrical Systems				
Electronic Systems				
First Aid Training				
Formal Education				
Heavy Equipment				
Leadership Skills				
Motivation Skills				
Portable Pumps				
Pre-Service Fire Training				
Radio Communications				
Scuba Diving/Swimming				
Teaching				
Trade Skills				

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Valves/Sprinklers				
Volunteerism				
Other(s):				

References	Phone Number(s)
1.	
2.	
3.	

Applicant Additional Information (If Applicable)

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All sections of this Application must be filled out completely; a resume is welcomed, but not necessary with this Application.

Please attach photocopies of all diplomas, certificates, and relevant documents with this application.

I _____ have read and agree:

- a. That the information provided is correct and that any false statements or deliberate omission of material made by me is cause for cancellation of application and/or immediate dismissal from the Asphodel-Norwood Fire Department.
- b. Have read and understand the requirements and information stated in the Asphodel-Norwood Probationary Firefighter or Recruit Application Document.

I authorize the Municipality to make enquiries respecting the foregoing information as may be deemed necessary.

THIS APPLICATION IS CONFIDENTIAL WHEN SUBMITTED

Name of Applicant _____

Signature of Applicant _____

Name of Witness _____

Signature of Witness _____

Date: _____

The Asphodel-Norwood Fire Department appreciates your interest in helping your community, a follow-up will be provided on the status of your application.