



# Recruitment FAQ

## Frequently Asked Questions

### Applications

#### How do I apply?

The Northern Territory Fire and Rescue Service (NTFRS) run recruitment campaigns on a “as needed” basis. To apply for the NTFRS you will need to submit an application through the Employment Opportunities Online Website <https://jobs.nt.gov.au/Home/Search> You will need to submit a one page covering letter, a Curriculum Vitae and attach all the necessary supporting documentation. Eg: Drivers licence, First Aid Certificate, Authority to release Criminal History and Health Assessment form.

If you do not attach all of the necessary documentation, your application **will not** be progressed.

When your application has been successfully completed you will be invited to participate in the first stage of the assessment process, Beep Test, after the period for applications has closed.

#### I applied last time and got to the physical assessment stage do I have to submit another application?

Yes, once a squad has been recruited the file is closed and all previous applicants are required to reapply.

NOTE: Written assessments remain valid for 12 months, if you sat your written assessment less than 12 months prior to making your new application, you should speak to the Recruitment Officer.

#### Is there a limit to how many times I can apply?

You are only permitted to submit one application in each recruitment campaign. However, if you have been unsuccessful in previous campaigns you may apply again.

#### Can any of the recruitment tests be undertaken interstate?

The written assessment will be conducted Online through an external agency. The Physical Aptitude Test (PAT) will only be conducted in Darwin and Alice Springs and face to face interviews are conducted in Darwin and Alice Springs with possibility of interstate applicants being interviewed using Skype.

#### What level do I need to obtain in the Beep Test?

You will need to obtain the level of 9.6 to enable you to progress further. The Beep Test will be held at a date prior to the physical assessment.

### Eligibility

#### Are there age limits?

No. However, there is an age restriction in relation to the Heavy Rigid Licence. In the Northern Territory the minimum age to hold a Heavy Rigid Licence is 19 years of age.

### **Can I apply if I have a criminal record?**

The NTFRS are aware that people make mistakes and all criminal history matters are assessed and are considered on a case-by-case basis. Some serious offences may mean applications will not progressed.

### **I am from overseas can I apply?**

To be employed as a permanent employee of the Northern Territory Government you need to be either an Australian citizen or have permanent residence status. Once you have either of these you are able to apply.

New Zealand citizens with a Special Category visa allowing them to remain and work in Australia indefinitely can apply.

### **Do I need MR Licence to apply?**

No, the licence is not required at the time of submitting the initial application. However, it is important to note that if your application is successful you will need to have your Heavy Rigid Licence (manual) at least **1 week prior to the course start date**. If you do not have your HR Licence at that time your position will be forfeited and offered to another applicant.

Evidence will be required at interview to show that applicants have started the process of obtaining their Heavy Rigid Licence (manual).

### **Do I need to have my First Aid Certificate?**

Yes, your certificate will need to be presented to the Recruitment Officer prior to the physical testing stage. During the recruit course the Northern Territory Fire & Rescue Service (NTFRS) will provide extra emergency care training as part of our recruit course in order that participants become familiar with NTFRS procedures and equipment.

### **Am I at a disadvantage if I am female or from a culturally diverse background?**

No. NTFRS is seeking to employ people who reflect the diverse culture and skills of the Northern Territory.

We are continually encouraging people from diverse backgrounds to apply with an aim to achieving a gender and cultural balance with the NTFRS.

### **Can I have a part-time job while employed as a permanent firefighter?**

Whilst you are completing the Recruit firefighter course you cannot undertake any form of part-time employment. Once you have completed the recruit course, provided there is no conflict of interest and your priority is to your employment as a firefighter you may apply for approval to have secondary employment.

### **I wear glasses can I still apply?**

There are levels of corrected sight and each case is assessed individually. Applicants are required to provide a report from their optometrist that will assist in assessing the application. Please refer to the medical guidelines on our website.

### **I didn't finish year 12 can I still apply?**

You are still eligible to apply if you have completed a trade certificate or other tertiary or VET qualification. If you have not completed the above but have completed at least 2 years of full time

employment demonstrating your ability to acquire new skills and have continued a reasonable amount of learning through your adult life then your application will be considered.

### **Is there anything I need to study prior to applying?**

There are no specific topics that you need to study up on, however, a basic understanding of mechanical tools and their use would be advantageous should you be successful in gaining a position.

## **Selection Process**

### **How long does the process take?**

The entire recruitment process takes approximately 6 months from the start of recruitment campaign to the recruit course. This can vary depending on public holidays etc.

### **What is the course start date?**

The course start date will be announced when the advertising campaign commences.

### **Does the NTFRS pay for travel?**

Not in the assessment and interview stages. Should you be successful in gaining a position, the NTFRS will make arrangements for you and your family's relocation to Darwin or Alice Springs.

### **Do I have to pay for any of the recruitment selection testing?**

All stages of the recruitment process are managed by NTFRS and the applicants are not required to pay for any of the assessments.

Any travel and accommodation expenses incurred to attend these assessments are to be met by the applicant.

### **Do you have any guidelines to help prepare for the Interview?**

The interview will seek further information regarding the capabilities required for the position. You will be expected to articulate your motivation for wanting to become a firefighter and the benefits you can bring to the NTFRS. You should also be prepared to answer behavioural based/scenario questions. Do not assume that if you reach this stage the interview is simply a formality. It is critical part of the selection process and is subject to rigorous assessment.

You can download a copy of the Preparing for Interview Guide from the NTFRS website. The guide will give you a greater understanding of the interview process and how best to prepare.

### **Does training or service as a volunteer help with securing a position?**

Previous experience and qualifications in a Fire Service role may enhance the applicant's performance during the selection stages but does not guarantee you will be more competitive or gain employment.

### **Can I find out what I need to do for the Physical Assessment?**

The Physical assessment consists of both fitness and simulated on-the-job tasks. The complete physical assessment is outlined in the Recruit Firefighter Information Booklet.

## **Recruit Training**

### **Do I get paid during my initial training to become a firefighter?**

Yes, Recruits are paid from their commencement date with the NTFRS in accordance with the recruit firefighter award rate.

### **Where and when does the Recruit Training Course take place?**

The Recruit Training Course takes place at the NT Police, Fire and Emergency Services College, Peter McAulay Centre from Monday to Friday. The course runs for approx. 20 weeks with hours varying according to the scheduled training.

### **What can I expect to be doing during the course?**

The course comprises nationally accredited training from Certificate II and III in Public Safety (Firefighting and Emergency Operations) with intensive practical and theoretical instruction. Assessments and tests are used to assess recruits competency for each subject. Recruits must attain the required standard for each subject.

### **Is there a probationary period?**

Yes, there is a probationary period of 12 months.

## **Employment and Conditions**

### **Can I transfer between fire stations within the Northern Territory?**

Yes, there is opportunity to transfer to other regional stations within the Northern Territory. As positions become vacant they are advertised within the NTFRS and all members who have the relevant qualifications are encouraged to apply.

### **Can I transfer from another state fire service to the NTFRS?**

Yes but there are conditions on this type of entry into NTFRS.

### **What is the standard hours of duty?**

As an operational firefighter you will be required to work on a rotational shift basis consisting of two consecutive day shifts of 10 hours each day followed by two consecutive night shifts of 14 hours each night, followed by 4 days off.

- Day shift hours are 0800 hours to 1800 hours
- Night shift hours are 1800 hours to 0800 hours.

Office based work hours are Monday to Friday 0800 hours to 1630 hours.

### **As a firefighter what types of leave am I entitled to?**

- **Personal (sick) Leave** – All firefighters are entitled to 144 hours of personal leave per annum which equates to 12 shifts per year. (six day shifts and six night shifts). Medical Certificates are required for periods of personal leave exceeding 4 separate single day or night absences, or for periods of two or more consecutive shifts.
- **Recreation Leave** – Rostered shift workers receive 312 hours of annual recreation leave per annum. In addition a further 90 hours of Leisure Leave is accrued on an annual basis.
- **Long Service Leave** – Long service leave is accumulated for every 10 years of continuous period of service at the rate of four months per 10 years of service.

### **Can I transfer my long service leave from defence?**

In most cases you can. As long as there is not more than a 2 month break in service between the Defence and commencement with NTFRS. Upon commencement with NTFRS you will need to submit a request for recognition of that service.

## How much would I be earning as a firefighter?

Position	Salary per annum
Recruit Firefighter	\$69,255 (first four months 78% of FFA Class)
	\$72,807 (next eight months 82% of FFA Class)
Firefighter D Class	\$75,469
Firefighter C Class	\$77,245
Firefighter B Class	\$87,010
Firefighter A Class	\$88,787

## Allowances

### First Aid Allowance

Members who are deemed First Aid qualified by the Executive Director or their delegate will receive a First Aid Allowance of \$19.90 per week.

### Superannuation

In accordance with Federal Government requirements, the Northern Territory Government will contribute an amount equal to 9.5% of the member's salary into a superannuation fund nominated by you. You are not required to provide any contributions from your salary, however voluntary contributions and salary sacrifice are permitted.

You may nominate the superannuation fund of your choice as long as it is a compliant fund. If a superannuation fund is not nominated after 28 days of commencement, contributions will be paid to the Government default fund of Statewide Super. You can elect to transfer to a compliant fund of your choice at any time following commencement.

## Who can I contact for more information?

All enquiries should be made to [fire.recruitment@pfes.nt.gov.au](mailto:fire.recruitment@pfes.nt.gov.au) or by contacting the Manager, Recruitment on 08 89464 101 during business hours.