

# Application Process

## Information for Seasonal Forest and Fire Operations Officer (formerly Project Firefighter) applicants

### Position title change

The position title of our seasonal roles has changed. This new title better reflects the nature of the work that our seasonal employees do. When they are not responding to emergencies, they are helping to deliver land management activities.

### Vacancies

Each year the department employs approximately 500 Seasonal Forest and Fire Operations Officer (SFFOOs) at 80 locations across Victoria. The total number of positions varies depending on the forecast severity of the fire season and other factors. Final numbers may not be known until late September.

A third of SFFOO positions are filled by staff with a 5-year contract, the remainder are filled through this recruitment campaign.

Not all locations shown on the Work Centre Location Map have vacancies at the time of advertising. However, vacancies can appear at any time in the lead up to the fire season.

### Location Preferences

The number of SFFOO's at each location varies from 2 to 15 depending on capacity of the workcentre and the area of park or forest they service.

We generally receive fewer applications per vacancy for the more remote locations, particularly in the west of the state.

Applicants may choose up to three location preferences. Applicants who select three location preferences will also be given the option to indicate that they are prepared to work anywhere in the state by selecting which regions they are prepared to work in.

If your first location preference has no current vacancies, you will be referred to your 2<sup>nd</sup> or 3<sup>rd</sup> location.

Depending on the volume of 1st preference applications received for the location, second and

third preference locations are not always considered.

### Shortlisting

Shortlisting will take a couple of weeks from the closing date, particularly for those areas with large volumes of applications.

The panel recruiting for your first preference location has primary responsibility for your application. They will review your application and assess it against the requirements of the position and the key selection criteria, then rank the applicants. The highest ranked applicants are short-listed for interview.

Most panels will shortlist at least three applicants for each vacancy and may refer other applicants to 2<sup>nd</sup> and/or 3<sup>rd</sup> preference locations where there are vacancies.

### Next steps

Most interviews are completed before the end of September and in the northwest of the state, interviews are conducted in August as their fire season comes on earlier.

Recommended applicants must then successfully complete the medical and task based/fitness assessment.

There may be delays in finalising the medical assessment as applicants are quite often asked to source more information from their usual doctor or undertake additional specialist tests. Any additional information or tests will be at your own cost.

If applicants fail the medical or fitness assessment, the next ranked applicant will be considered.

Training for new recruits generally occurs in October - December. We conduct medicals, fitness assessments and training for additional suitable candidates, just in case somebody drops out at the last minute. We call these "**Reserves**", and they are employed on a casual basis whilst undertaking training but are not guaranteed a full-time position.