

Algonquin-Lake in the Hills Fire Protection District

1020 West Algonquin Road
Lake in the Hills, IL 60156
(847) 658-8233



APPLICATION FOR: (CHECK ONE)

- PART-TIME FIREFIGHTER/EMT OR PARAMEDIC
 FIREFIGHTER IN TRAINING (FIT) PROGRAM

PERSONAL DATA

Please print clearly

1 **Name** _____
Last First Middle

2 **List any other names you have used or been known by (include maiden name)** _____

3 **Address** _____
Number & Street City State Zip

4 **E-mail Address** _____

5 **Home Phone** () _____ 6 **Cell Phone** () _____

7 **Driver's License No.** _____

8 **Social Security No.** _____

9 **U.S. Citizen?** Yes No

If no, have you applied for United States citizenship? Yes No

LIST ALL FORMER ADDRESSES FOR THE PAST TEN YEARS IN CHRONOLOGICAL ORDER

10 **Address** _____
Number & Street City State Zip

11 **Address** _____
Number & Street City State Zip

12 **Address** _____
Number & Street City State Zip

13 **Address** _____
Number & Street City State Zip

EDUCATION AND TRAINING

14 **CIRCLE HIGHEST GRADE COMPLETED**

GED CERTIFICATE HIGH SCHOOL COLLEGE 1 2 3 4
GRADUATE SCHOOL M.A. Ph.D. OTHER

	Name and Address of School (include City and State)	Date(s) Attended	Graduate?	
			Yes	No
15	High School _____			
16	Undergraduate Education _____			
17	Graduate Education _____			
18	Trade Schools _____			
19	What college degrees have you attained? _____			
20	List course work relevant to position applied for: _____ _____			

MILITARY SERVICE RECORD

- 21 Are you now or have you ever been in the military service of the United States?
 Yes No
- 22 Branch of service _____
Service Serial Number _____ Highest Rank Held _____
Type of Discharge _____
- 23 Give dates and location of active duty _____
City and State _____
Period of Active Duty: From _____ To _____
- 24 Are you now or were you ever an active member of any branch of the U.S. Military Reserve Forces or National Guard Unit? Yes No
Rank _____
- 25 Unit _____ From _____ To _____

CONVICTION HISTORY

26 Have you ever been convicted of a crime other than minor traffic violations?
 No Yes If "Yes," explain below:

DATE	POLICE AGENCY	OFFENSE	DISPOSITION OF CASE

27 List all traffic convictions and accidents you have had in the last ten years.

LOCATION (City-State)	APPROXIMATE DATE	VIOLATION	DISPOSITION

28 Have you ever been refused a driver's license? Yes No

If yes, explain: _____

29 Has your driver's license ever been suspended or revoked? Yes No

If yes, explain: _____

33 **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Supervisor's Name _____

Do you object to our contacting them? _____

Reason for leaving _____

Employed _____ to _____ **Salary** _____ **Per** _____
month-year month-year

34 **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Supervisor's Name _____

Do you object to our contacting them? _____

Reason for leaving _____

Employed _____ to _____ **Salary** _____ **Per** _____
month-year month-year

35 Have you ever been suspended or terminated, other than from an economic layoff, from any prior employment? Yes No
If yes, please explain: _____

36 Have you ever resigned from any employment position because of misconduct or unsatisfactory performance or while under investigation? Yes No
If yes, explain: _____

37 Have you ever taken a civil service exam? Yes No

Agency _____ Date _____ Position on List _____

Status _____

38 Are you currently on any eligibility list(s)? Yes No
If yes, indicate position applied for, status on list and expiration date of each:

REFERENCES

Please list three adults not related to you and not former employers, who have known you for more than three years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other qualities.

39 Name _____ Address _____
Home Phone _____ Business Phone _____
Occupation _____ Relationship _____

40 Name _____ Address _____
Home Phone _____ Business Phone _____
Occupation _____ Relationship _____

41 Name _____ Address _____
Home Phone _____ Business Phone _____
Occupation _____ Relationship _____

42 List organizations of which you are a member that relate to the position for which you are applying:

43 Explain your reasons for wanting to become a Firefighter/Paramedic: _____

44 Please review the job description for the position you are applying for, and state whether you can perform the essential job functions listed therein with or without reasonable accommodation.

Yes No

45 If accommodation is needed, please explain: _____

46 I understand that I must provide the Fire District with my official transcripts of my high school and post-high school education as evidence of completion **before I am eligible for this position**. These official transcripts are attached to this application.

47 I understand that if I am offered employment, I will be fingerprinted, and a set of my fingerprints will be furnished to the Illinois Department of State Police and to the Federal Bureau of Investigation.

48 **Prior to employment**, all applicants must produce a valid driver's license or state identification card and one document listed below:

- *A birth certificate issued by the State Department, Form FS-545;*
- *A birth certificate issued abroad by the State Department, Form DS-1350;*
- *An original or certified copy of a birth certificate issued by a state, county or municipal authority, bearing a seal;*
- *Native American tribal documents;*
- *A United States citizen identification card, INS Form I-197, or*
- *An identification card for use of a resident citizen in the United State INS Form I-179.*

I HEREBY CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND STATEMENTS, AND I CERTIFY THAT THERE ARE NO WILLFUL MISREPRESENTATIONS, OMISSIONS, OR FALSIFICATIONS IN THIS QUESTIONNAIRE, AND THAT ALL MY ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS ON THIS QUESTIONNAIRE MAY RESULT IN MY APPLICATION NO LONGER BEING CONSIDERED OR IN TERMINATION OF MY EMPLOYMENT WITH ALGONQUIN-LAKE IN THE HILLS FIRE PROTECTION DISTRICT.

Dated at _____ Illinois, this _____ day of _____, 20_____.

Signature in Full _____

Firefighter In Training Program (F.I.T.)

The Algonquin-Lake in the Hills Fire Protection District (ALFPD) F.I.T. program was developed to assist those who have a desire to become a State Certified Firefighter II and provide an opportunity to gain the knowledge and experience to have a successful career as a firefighter. The F.I.T. candidates will complete the same prehire process as required for full-time career firefighters. This provides the F.I.T. candidate the experience of what is involved in the hiring process before even accepting a firefighter position.

The ALFPD F.I.T. applicants are required to participate in a group oral interview, where they are asked several questions and evaluated on their responses. After completing the group interviews, the ALFPD will re-interview, on a one-on-one basis, the top candidates prior to selection for the F.I.T. program.

All expenses for prehire testing and school tuition are the responsibility of the candidate.

Upon successful completion of the interview process, the candidate are required to complete an ALFPD Firefighter In Training Agreement, Candidate Physical Ability Test (CPAT), background investigation, psychological test, and a NFPA 1582 medical physical.

After completing the prehire requirements, the candidate will be responsible for registering at McHenry County College Fire Academy and take the Volunteer Oath of Office.

ALFPD F.I.T. members will be supplied with turnout gear and any other equipment needed to complete the Academy. The candidate is also required to attend all classes and practical's during the Academy and maintain a "C" grade average.

During the Academy, the candidate is responsible to volunteer a minimum of 24 hours a month. This is required to provide the candidate hands on experience and time responding to incidents with a fire company. While on duty, the candidate will be assigned to a Battalion Chief and a mentor. The candidate will be responsible for completing many hours of training with his mentor and assigned company. Upon completion of the Academy, all equipment will be returned to the ALFPD.

After successfully completing the academy and obtaining OSFM FF II certification, the candidate will be placed on an eligibility list. The ALFPD F.I.T. eligibility list is utilized to fill a part-time position, when a vacancy occurs. It is our intention to place three candidates in each Firefighter II Academy using this process.

Tips to be successful:

- 1. Arrive early to all interviews / tests and dress professionally.**
- 2. Acquire your CPAT card.**
- 3. If possible, complete EMT-B.**

3.06 FIREFIGHTER/PARAMEDIC

I. Job Summary:

Protect life and property by performing a variety of complex functions, including fire fighting, emergency medical services, rescue operations, handling hazardous materials incidents, maintaining fire equipment, apparatus and facilities, fire prevention and education, and establish good working relationships with the community.

II. Essential Job Functions:

- A. Fight fires, which includes: Contain and extinguish fire, receive and relay fire calls and alarms, operate radio and other communication equipment, correctly handle hazardous materials, drive fire apparatus, operate aerial devices, operate pumps and related equipment and lay hose.
- B. Give advanced life support emergency medical assistance and perform rescue operations.
- C. Participate in fire drills; attend classes in firefighting, emergency medical, hazardous materials, and related subjects.
- D. Inspect buildings, hydrants and other structures in fire prevention programs.
- E. Perform maintenance in and around facilities and equipment; clean living area and wash walls and floors, care for grounds around station; make minor repairs; wash and dry hose; wash, clean, polish, maintain and test fire apparatus and equipment.
- F. Present programs to the community on safety, medical, and fire prevention topics.
- G. Operate listed tools and equipment.

III. Other Job Functions:

- A. Serve as a member of various employee committees.
- B. Follow District safety rules and practices.
- C. Perform other duties as required or assigned.

IV. Minimum Requirements:

- A. High School Diploma or equivalency.
- B. Age 21 or older at time of application.

- C. Valid Class B Illinois Driver's License, or obtain within first year of employment.
 - D. U.S. Citizenship.
 - E. No felony convictions or disqualifying criminal histories.
 - F. Illinois State Fire Marshal Firefighter II certificate, or obtain within first two years of employment.
 - G. Illinois Department of Public Health Paramedic (EMT-P) certification, or obtain within first two years of employment.
 - H. Illinois State Fire Marshal Technical Rescue Awareness (TRA) certification, or obtain within first two years of employment.
 - I. Illinois State Fire Marshal Hazardous Materials Operations certification, or obtain within first two years of employment.
 - J. Illinois State Fire Marshal Fire Service Vehicle Operator certification, or obtain within first two years of employment.
 - K. In employment years three through five, obtain Illinois State Fire Marshal Firefighter III certification.
 - L. In employment years three through five, obtain Illinois State Fire Marshal Fire Apparatus Engineer (FAE) certification.
- V. Proficiency In:
- A. Operating the listed tools and equipment
- VI. Working Knowledge Of:
- A. Driver safety.
 - B. Advanced Life Support.
 - C. Firefighting.
- VII. Ability To:
- A. Apply standard techniques of firefighting, emergency aid, and fire prevention; handle hazardous materials.

- B. Exert peak physical effort during emergency or training activities at extreme heights for prolonged periods of time under conditions of intense heat, cold, smoke, vibration, flying debris, fumes or chemicals.
- C. Use sound judgment and take verbal and physical control in hazardous or life threatening situations, which may involve instantaneous decision-making.
- D. Evaluate situations, draw conclusions, and make decisions.
- E. Remain alert, calm and composed under pressure.
- F. Communicate effectively orally and in writing using the English language.
- G. Establish and maintain effective working relationships with employees, supervisors, other departments and the general public.
- H. Follow verbal and written instructions, and adhere to the Chain of Command.
- I. Learn the District's geography.

VIII. Tools and Equipment Used:

- A. Fire engine, fire truck, ambulance, staff car, squad, tanker, fire apparatus
- B. Pumps, hoses, ladders
- C. First Aid equipment
- D. Small tools
- E. Hammers, wrenches, ball cock, shovels, axes
- F. Power tools
- G. Drill, chain saw
- H. Generator
- I. Map / Hydrant books
- J. Physical fitness equipment
- K. Vacuum cleaner
- L. Radio, pager
- M. Personal computer, telephone
- N. Writing utensils, and clipboard

IX. Physical Demands:

- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodations.
- B. While performing the duties of this job, the employee:
 - 1. **Regularly** - talks, hears, uses hands to finger, handle, or feel objects, tools, or controls, reaches with hands and arms, stands and walks.

2. **Frequently** - climbs, balances, stoops, kneels, crouches, crawls, pushes, pulls, lifts, drives, reads, writes.

C. While performing the duties of this job, the employee is required to move from the sedentary position to a highly active or strenuous activity in only a few seconds or minutes to respond to a routine assignment or an emergency. Duties include hazardous conditions which may be life-threatening or dangerous. In performing fire suppression, rescue operations, training or drills, heavy work (exerting up to 100 pounds of force) and heavy, protective clothing (in excess of 50 pounds) is required. However, in non-fire suppression or non-rescue operations, light work (exerting up to 20 pounds) is required.

X. Work Environment:

A. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, with or without reasonable accommodations.

B. While performing the duties of this job, the employee frequently works outdoors and is exposed to wet and/or humid weather conditions, extreme cold, extreme heat, vibration, flying debris, chemicals, fumes or other pollutants. Work is occasionally performed near moving mechanical parts or in high, precarious places.

C. The noise level in the work environment is usually moderate. The noise level during fire suppression and from sirens and horns while responding to emergency situations is extremely high.

XI. Similar Duties:

The duties listed above are illustrations of the various types of work that may be performed. The omission of specific job functions and requirements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.