

## F.I.T. Application Checklist

Name of applicant \_\_\_\_\_

Date application received \_\_\_\_\_

- Application complete
  - All pages complete
  - Birth Certificate
  - High School Diploma or GED
  - Valid Drivers License
  - CPAT card
  - EMT-B or EMT-P license (IL Dept of Public Health)
  - Any other applicable certificates or licenses referenced in the application

# Algonquin-Lake in the Hills Fire Protection District

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



## APPLICATION FOR:

FIREFIGHTER IN TRAINING (FIT) PROGRAM

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### PERSONAL DATA

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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

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**EDUCATION AND TRAINING**

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14 **CIRCLE HIGHEST GRADE COMPLETED**

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

	<b>Name and Address of School (include City and State)</b>	<b>Date(s) Attended</b>	<b>Graduate? Yes No</b>
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: _____ _____		

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**MILITARY SERVICE RECORD**

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- 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:

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### REFERENCES

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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:

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

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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 before the interview.**
- 3. If possible complete EMT-B.**