



## **BARTLETT FIRE PROTECTION DISTRICT IS SEEKING APPLICANTS FOR THE POSITION OF FULL-TIME FIREFIGHTER/PARAMEDIC**

The Bartlett Fire Protection District is accepting applications for full-time Firefighter/Paramedic. Information is hereby provided describing the testing process and dates for the various testing components.

Applications will be available starting on Monday, October 10, 2016, from 8:00 AM to 4:30 PM at Bartlett Fire Station 1, 234 North Oak Avenue, Bartlett, Illinois. Applications are also available online at [www.bartlettfire.com](http://www.bartlettfire.com). Applications must be fully completed and turned in no later than 3:30 PM on Friday, October 28, 2016. A \$30 (cash, bank check, or money order) non-refundable application processing fee is required at time of application submission. Incomplete applications will not be accepted.

Written test will be held at Eastview Middle School, 321 North Oak Avenue, Bartlett, Illinois on Saturday, November 5, 2016 at 9:00 AM. A valid **photo identification** must be presented at the time of entry to the test site.

The oral interviews will be held at Bartlett Fire Station 1, 234 North Oak Avenue, Bartlett, Illinois on a date to be communicated at a later.

Communications to the applicants will be through e-mail. It is the applicant's responsibility to maintain a working e-mail and to notify the Bartlett Fire Protection District if there any changes to an e-mail address.

The Bartlett Fire Protection District has a proud history of serving the community since 1897 and offers their employees opportunities to serve in all facets of fire and emergency services. The District staffs 3 fire stations and responds to approximately 4,000 emergency incidents annually. The District is staffed with 45 full-time sworn members, 20 part-time personnel, 6 contract employees, and 5 staff personnel. This testing process is being conducted to establish a 2-year list that will be used to fill full-time firefighter/paramedic vacancies.

### **To qualify for an application, the following criteria must be met:**

- Illinois Department of Public Health EMT-P certification at time of hire
- High school diploma or GED equivalent
- Be no younger than 21 and no older than 34 years of age by application deadline unless otherwise provided by state or federal law
- Citizen of the United States or an alien admitted for permanent residence or lawfully admitted for temporary residence who produces evidence of intention to become a citizen of the United States.
- Basic Operations Firefighter (BOF) certification issued by the Illinois Office of the State Fire Marshal (OSFM)
- A valid Candidate Physical Ability Test (CPAT) card issued by a licensed CPAT testing agency with Ladder Climb dated October 29, 2015 or newer.
- A valid driver's license

**All applicants must provide the following at time of application submittal:**

- Completed application
- Copy of EMT-P certification OR proof of current enrollment in EMT-P course
- Copy of birth certificate
- Copy of Basic Operations Firefighter (BOF) certification from Illinois OSFM
- Copy of valid driver's license
- CPAT card with ladder climb
- \$30 cash, check, or money order

**Testing Process**

Elements of the testing selection process include the application form with supported documents, written examination, oral interview, preference points (if applicable), and proof of completion of Candidate Physical Ability Test (CPAT) with ladder climb.

Applicants are processed in subsequent steps as follows:

**Preliminary Eligibility Register** – The Commission may establish a Preliminary Eligibility Register dependent upon the number of submitted applications. If used, the following criteria will be used:

- Completed application by deadline, which includes CPAT with ladder climb component
- Written examination score

**Initial Eligibility Register** – 100 points

- Completed application and all required documents
- Written examination score – 70% of score
- Oral interview with Commission – 30% of score

**Final Eligibility Register**

- Initial Eligibility Register points
- Preference points will be awarded for the following:
  - Experience
    - Veterans – eligible veterans may receive 5 preference points
    - Full-time firefighters in other departments - eligible applicants may receive .5 points for each full year of service; with a maximum of 5 points.
    - Bartlett Fire Protection District contractual firefighter/paramedics - eligible applicants may receive .5 points for each full year of service; with a maximum of 5 points.
    - Bartlett Fire Protection District Paid-On-Call Personnel – eligible applicants may receive .5 points for each full year of service; with a maximum of 5 points.
    - Illinois OSFM Certified Firefighter III or Advanced Firefighter certification – eligible applicants may receive 2 points.
  - Education – maximum 5 points
    - Associate degree – eligible applicants may receive 3 points if education is from an accredited college
    - Bachelor degree – eligible applicants may receive 5 points if the education is from an accredited college

**Preference points must be claimed, by the applicant, in writing no later than 10 days after the posting of the Initial Eligibility Register.**

Once the Initial Eligibility Register is established, candidates with a minimum of 1 year military experience and who were honorably discharged, or are now or have been on inactive or reserve duty in such military or naval service will be preferred for appointment. **If applicable, the candidate shall submit proof of such service within 10 days of posting of the Initial Eligibility Register.** A maximum of 5 points will be awarded to qualifying applicants.

**Written Examination** – will measure specific job-related criteria.

**Oral Interview** – is a subjective component of the testing process. The interviews will be conducted and scored by the Commission. Actual dates and times for the interviews will be communicated to the eligible applicants after the written examination. The interview criterion includes the following:

- Oral Communication: The ability to express ideas and to communicate orally in a clear and understandable manner and in correct grammatical style.
- Judgement and Reasoning: The ability to establish sound priorities, to develop reasonable courses of action and to reach logical conclusions based on a rational analysis of information.
- Bearing: The ability to conduct one's self in a mature and responsible manner, to project a positive image and to exhibit self-confidence.
- Human Relations: The ability to work closely with others to be sensitive to the impact of one's actions on the feelings of others.
- Initiative: The ability and willingness to actively influence events, to initiate required action and to think and act independently.

### **Additional Testing Requirements**

Further participation in the selection process will take place as vacancies occur subject to a conditional offer of employment. Applicants will be required, in rank order, to successfully complete the following:

- Psychological evaluation
- Polygraph examination
- Extensive background investigation, which may include criminal, credit, business, education, and employment history
- Medical examination, including drug screening

If an applicant does not attend or thoroughly complete any portion of the testing process, the applicant will not be eligible for employment consideration.

All aspects of this testing process will comply with the Rules of the Bartlett Fire Protection District Board of Fire Commission Rules as well as applicable state and federal law.

Please call (630) 837-3701 if there are any questions.



# BARTLETT FIRE PROTECTION DISTRICT

## Firefighter Paramedic Application for Employment

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Please print legibly.

Name \_\_\_\_\_  
Last First Middle

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

\_\_\_\_\_

Address \_\_\_\_\_  
Number & Street City State Zip

Cell Phone No. \_\_\_\_\_ Home Phone No. \_\_\_\_\_

Email Address \_\_\_\_\_

Driver's License State \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Class \_\_\_\_\_

Social Security No. \_\_\_\_\_

Are you a U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, are you an alien with evidence of intention to become a U.S. Citizen?

Yes \_\_\_\_\_ No \_\_\_\_\_

**List all former addresses for the past ten years in chronological order:**

1. Address \_\_\_\_\_  
Number & Street City State Zip

2. Address \_\_\_\_\_  
Number & Street City State Zip

3. Address \_\_\_\_\_  
Number & Street City State Zip

4. Address \_\_\_\_\_  
Number & Street City State Zip

5. Address \_\_\_\_\_  
Number & Street City State Zip

**EDUCATION**

Circle highest grade completed:

GED Certificate

High School

College 1 2 3 4

Graduate School

M.A.

Ph.D.

Other

Complete Name and Address of Schools:

Education	Name and Address	Dates Attended	Graduate Yes or No?
High School			
Undergraduate Education			
Graduate Education			
Trade School			

What college degrees have you attained? \_\_\_\_\_

List course work relevant to position for which you have applied: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**MILITARY**

Are you now or have you ever been in the military service? Yes \_\_\_\_\_ No \_\_\_\_\_

Branch of Service \_\_\_\_\_

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 \_\_\_\_\_

Unit \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**CONVICTION HISTORY**

Have you ever been convicted of a crime other than minor traffic violations?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide information below:

DATE	POLICE AGENCY	OFFENSE	DISPOSITION OF CASE

List all traffic conviction and accidents you have had in the last four years. (If more room is needed, please type on a separate page and attach).

DATE (Approximate)	LOCATION (City and State)	VIOLATION	DISPOSITION

**EMPLOYMENT HISTORY**

List all jobs you have had for the last ten years. Include periods of unemployment. **Put your present job first.** Include military service in proper time sequence along with temporary or part-time jobs.

1. Employer's name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
                                Number & Street                                  City                                  State                                  Zip  
Job Description \_\_\_\_\_  
Do you object to our contacting them? \_\_\_\_\_  
Employed \_\_\_\_\_ to \_\_\_\_\_ Gross Salary \_\_\_\_\_ Per \_\_\_\_\_  
                                Month/Year                                  Month/Year
  
2. Employer's name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
                                Number & Street                                  City                                  State                                  Zip  
Job Description \_\_\_\_\_  
Do you object to our contacting them? \_\_\_\_\_  
Employed \_\_\_\_\_ to \_\_\_\_\_ Gross Salary \_\_\_\_\_ Per \_\_\_\_\_  
                                Month/Year                                  Month/Year
  
3. Employer's name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
                                Number & Street                                  City                                  State                                  Zip  
Job Description \_\_\_\_\_  
Do you object to our contacting them? \_\_\_\_\_  
Employed \_\_\_\_\_ to \_\_\_\_\_ Gross Salary \_\_\_\_\_ Per \_\_\_\_\_  
                                Month/Year                                  Month/Year
  
4. Employer's name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
                                Number & Street                                  City                                  State                                  Zip  
Job Description \_\_\_\_\_  
Do you object to our contacting them? \_\_\_\_\_  
Employed \_\_\_\_\_ to \_\_\_\_\_ Gross Salary \_\_\_\_\_ Per \_\_\_\_\_  
                                Month/Year                                  Month/Year

5. Employer's name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Number & Street City State Zip

Job Description \_\_\_\_\_

Do you object to our contacting them? \_\_\_\_\_

Employed \_\_\_\_\_ to \_\_\_\_\_ Gross Salary \_\_\_\_\_ Per \_\_\_\_\_  
Month/Year Month/Year

Have you ever been suspended or terminated, other than from an economic layoff, from any prior employment? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever resigned from any employment position because of misconduct or unsatisfactory performance or while under investigation? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever taken a civil service exam? Yes \_\_\_\_\_ No \_\_\_\_\_

Agency \_\_\_\_\_ Date \_\_\_\_\_ Position on List \_\_\_\_\_

Status \_\_\_\_\_

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

1. Name \_\_\_\_\_ Address \_\_\_\_\_  
Cell Phone No. \_\_\_\_\_ Home Phone No. \_\_\_\_\_  
Occupation \_\_\_\_\_ Relationship \_\_\_\_\_
  
2. Name \_\_\_\_\_ Address \_\_\_\_\_  
Cell Phone No. \_\_\_\_\_ Home Phone No. \_\_\_\_\_  
Occupation \_\_\_\_\_ Relationship \_\_\_\_\_
  
3. Name \_\_\_\_\_ Address \_\_\_\_\_  
Cell Phone No. \_\_\_\_\_ Home Phone No. \_\_\_\_\_  
Occupation \_\_\_\_\_ Relationship \_\_\_\_\_

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

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Explain your reasons for wanting to become a firefighter and/or paramedic:

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Please review the job description for the position for which you are applying and state whether you can perform the essential job functions listed therein with or without reasonable accommodation. Yes \_\_\_\_\_ No \_\_\_\_\_

If accommodation is needed, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person(s) to be notified in case of emergency.

1. Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone No. \_\_\_\_\_ Relationship \_\_\_\_\_
  
2. Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone No. \_\_\_\_\_ Relationship \_\_\_\_\_
  
3. Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone No. \_\_\_\_\_ Relationship \_\_\_\_\_

**SUBMISSION OF DOCUMENTATION AND CREDENTIALS**

I understand that if I am placed on any eligibility list, 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.

I understand that I must provide the Board of Fire Commissioners with COPIES of the following documentation and/or certifications at the times indicated below. If at any time any of the documentation is updated or if my credentials change, I must submit the new documentation or certifications to the Commission as soon as possible. I further understand that failure to submit any of the following documentation and/or certifications at the times indicated may result in my application no longer being considered by the Commission and/or loss of my position on the eligibility list or withdrawal of a conditional offer of hire.

**DOCUMENTATION**

**TIME OF SUBMISSION**

Copy of Firefighter Basic Certification (BOF) issued by the Illinois Office of the State Fire Marshal (OSFM)

Submit with this application

Copy of the EMT-P certification or proof of current enrollment in EMT-P course

Submit with this application

**DOCUMENTATION**

**TIME OF SUBMISSION**

Copy of birth certificate

Submit with application

Copy of High School or GED diploma  
(Do not send college certificates as substitutes.)

Submit with this application

Copy of a college diploma from an accredited college,  
veteran proof if applicable (For preference points.)

Submit within 10 days after  
the posting of the Initial  
Eligibility List

Copy of Candidate Physical Ability Test (CPAT) with  
ladder climb dated October 29, 2015 or newer

Submit with application

Copy of valid driver's license

Submit with this application

**I HEREBY CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND STATEMENTS, AND I CERTIFY THAT THERE ARE NO 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 MISREPRESENTATIONS, OMISSION OR FALSIFICATIONS ON THIS QUESTIONNAIRE OR AT ANY TIME DURING THE HIRING PROCESS MAY RESULT IN MY APPLICATION NO LONGER BEING CONSIDERED OR IN TERMINATION OF MY EMPLOYMENT WITH BARTLETT FIRE PROTECTION DISTRICT.**

**APPLICANT, IN CONSIDERATION OF THE PAYMENT, BY THE BARTLETT FIRE PROTECTION DISTRICT, OF THE FEES ASSOCIATED WITH THE CONDUCT OF THE EXAMINATIONS TO BE TAKEN BY THE APPLICANT, HEREBY AGREES TO WAIVE ANY CLAIMS THE APPLICANT MAY NOW HAVE OR MAY HAVE IN THE FUTURE (SPECIFICALLY INCLUDING ANY CLAIMS AS TO PERSONAL INJURY AND/OR DAMAGES) ARISING FROM THE APPLICANTS PARTICIPATION IN ANY EXAMINATION OR BACKGROUND INVESTIGATION CONDUCTED FOR OR BY THE FIRE DISTRICT AS PART OF ITS PRE-EMPLOYMENT SCREENING PROCESS FOR THE POSITION OF FIREFIGHTER/PARAMEDIC. THE APPLICANT FURTHER STATES THAT THIS WAIVER IS GIVEN VOLUNTARY AND WITH THE KNOWLEDGE THAT THE APPLICANT IS WAIVING ANY AND ALL LIABILITY THE FIRE DISTRICT MAY INCUR AS TO APPLICANT RESULTING FROM THE APPLICANTS PARTICIPATION IN THE PRE-EMPLOYMENT SCREENING PROCESS. THE APPLICANT WAIVES THE RIGHT TO WRITTEN NOTICE, REQUIRED OF ANY FORMER EMPLOYER, PURSUANT TO THE PERSONAL RECORDS REVIEW ACT, 820 ILCS, 40/7(1).**

Signature in full \_\_\_\_\_

Date \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.** This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job related experience and other qualifications will be considered without discrimination on the grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in this application will be treated confidentially, and will be used only to help assure the best use of your abilities if you are employed with us.