

COUNTRYSIDE FIRE PROTECTION DISTRICT

Paid-On-Premise / Part-Time

APPLICATION - 2019



Applicant Name:



COUNTRYSIDE FIRE PROTECTION DISTRICT

600 N. Deerpath Drive • Vernon Hills • Illinois • 60061

Phone 847.367.5511 • Fax 847.367.5521

www.countrysidefire.com

Chuck Smith, Chief

Francis L. Wolowic, President

July 23, 2019

Dear Applicant,

We appreciate your interest in becoming a part-time / paid-on-premise firefighter with the Countryside Fire Protection District.

The Countryside Fire Protection District is responsible for the protection of 24 square miles and responds to more than 4,900 calls for service annually from two fire stations equipped with the latest, state of the art fire and rescue equipment.

Our sworn personnel are all state certified as Firefighter II and Paramedics. The full-time staff is complimented with civilian, contractual and part-time members.

Included within this packet please find important dates, a job description and other information about the District. Please read all of the material thoroughly before completing the application.

The completed application along with the required attachments must be dropped off at Station No. 2, located at 600 N. Deerpath Drive, Vernon Hills, Illinois 60061 on or before **5:00 p.m. on Monday, September 23, 2019**. We will then contact you after reviewing the application.

For additional information about the Countryside Fire Protection District, please visit us at www.countrysidefire.com. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to be "CS", written over a horizontal line.

Chuck Smith
Fire Chief



COUNTRYSIDE FIRE PROTECTION DISTRICT

APPLICATION FOR PART-TIME EMPLOYMENT

APPLICATION AND TESTING PROCESS

Qualifications for the position of Part-time Firefighter shall include the following:

- U. S. Citizen
- High School diploma or equivalent
- Possess valid driver's license
- Minimum age of 21 years on or before October 1, 2019 or 18 years old with 2 years of experience as a Fire Cadet, Explorer OR Tech Campus Fire/EMS student with the following:
 - A letter of recommendation from advisor/program director; and
 - A minimum GPA of 2.75 (high school and/or college - 4.0 scale).
- Good moral character; non-user of illegal drugs
- **Reside in Lake County, IL or within 20 road miles of a CFPD fire station at time of application**
- Current CPAT Card with Ladder Climb (due by date of interview)

The application / testing process - may include all or part of the following:

- Application questionnaire / survey and waiver / releases (**Due on Monday, September 23, 2019 at Station No. 2 (600 N. Deerpath Dr., Vernon Hills, IL) on or before 5:00 p.m.**)
- Orientation/Written Exam on **Saturday, September 28, 2019 at Station No. 1 (801 S. Midlothian Rd., Mundelein, IL) at 8:00 a.m.**
- Oral interview with Board of Fire Commissioners (**October TBA**)
- Personal reference evaluation
- Police background check
- Finger printing
- Medical exam / drug test
- Psychological testing

Post-qualifications for the position of Part-time Firefighter shall include the following:

- Valid driver's license
- Telephone service
- Motorized transportation and insurance
- Random drug testing
- Attend all training and testing

All Applicants must include the following documents with the application:

- ☐ Driver's License
- ☐ Auto Insurance Card
- ☐ Birth Certificate
- ☐ High School Diploma or G.E.D.
- ☐ Military Discharge Papers (DD214 Long Form)
- ☐ Other Degrees & Training Certificates
- ☐ If applicable, practical skill keys, test scores and progress reports from initial Basic / FF2 training academy
- ☐ Valid CPAT Card (within 1 year prior to October 31, 2019) *Must be completed by date of interview.
- ☐ Background Authorization Form
- ☐ Photo (2"x2")

COUNTRYSIDE FIRE PROTECTION DISTRICT
APPLICATION FOR PART-TIME EMPLOYMENT

RESIDENCY REQUIREMENTS:

All part-time / paid-on-premise firefighting personnel shall reside within Lake County, IL or within 20 road miles of a CFPD fire station.

**PART-TIME / PAID-ON-PREMISE
HIRING / TRAINING PROGRAM**

The Countryside Fire Protection District's part-time (PT), Paid-on-Premise (POP) Personnel provide additional staffing when emergency calls occur. The POP personnel are incorporated into the daily station staffing through the Paid-on-Premise Program by filling scheduled positions on each shift and are on call via pagers when personnel resources are required. The Paid-on-Premise Program is the oldest personnel program used by the Fire District. The program originated from the volunteers that responded from home or work to the station to pick up apparatus and respond on calls. Eventually members were given a small stipend per call to offset the fuel used by the firefighters when they responded to the fire station for emergency calls or stand-by. Today, the program provides the ability for the Fire District to continually staff the fire stations during multiple calls, large emergencies and provide an enhanced workforce when emergency incidents demand.

The POP Program is comprised of a number of phases, which include the application, orientation, testing, training, evaluation and service. The POP Program is considered an entry-level position into the career development program for the Fire District.

- I. APPLICATION:** The application process includes the completion of the Fire District's application forms, waivers, background and references checks, and the doctor's releases.
- II. ORIENTATION:** The orientation process is conducted prior to the testing phase to provide the interested parties with an opportunity to understand the job of the POP member at the Fire District. The orientation includes an introduction to the Fire Service by the Chief Officers, Commissioners, and the Training Officer. The job is explained in detail, including the effect on the family and personal time commitments.
- III. TESTING:** The testing process for the position of POP Firefighters is comprised of a written exam, medical exam, drug test, interview with the Fire Commissioners, psychological assessment and a comprehensive background investigation. The District will determine how many positions are available at the time of testing.
- IV. TRAINING:** The probationary POP firefighter is expected to attend all required training sessions and attain the required certifications within the identified time frames. Initial training includes policies, procedures and basic operations. After this time, new POP members are able to start responding to the fire stations to observe and learn the support functions of placing apparatus back into service.

Basic training includes OSFM Basic Firefighter (incl. Fire Service Vehicle Operator, Hazardous Material Operations, and Technical Rescue Awareness), classroom, practical sessions, in-house testing and evaluation, Illinois State Fire Marshal testing modules A, B, & C. Successful

completion of these segments is required prior to being authorized to respond to emergency scenes. Training then continues with Emergency Medical Technician-B, fire service vehicle operator and hazardous materials operations.

- V. TESTING AND EVALUATION:** The completion of the initial training period is identified with the in-house testing and evaluation program. The testing and evaluation includes both written and practical exams. Successful completion of the testing and evaluation, along with the completion of the Illinois State Fire Marshal Fire Fighter II training requirements allows the new POP candidate to start responding to calls. All new POP candidates are required to successfully complete the IL OSFM Certified Basic Firefighter and IDPH EMT-B programs within 24 months of the hiring date.
- VI. SERVICE:** The POP member is required to actively support the operations of the Fire District through call-back, attendance at training sessions and participation in special events, and the Paid-on-Premise Program. A critical part of the service to the Fire District is the participation and support of the training and evaluation programs.

PAID-ON-PREMISE (POP)

The Countryside Fire Protection District's Paid-on-Premise personnel (POP) are part-time members that participate in the active on-duty staffing of the fire stations, apparatus and equipment. This provides an opportunity to increase their experience by responding on apparatus and integration on-duty crews.

All POP personnel are required to fulfill a minimum of 48 hours of scheduled shift time per month (four 12 hour shifts) and attend required ongoing training. (*Effective 2013*)

PART-TIME PROBATION:

All part-time firefighters serve a probationary period of twelve (12) months from their original date of appointment. Part-time personnel are considered at-will employee of the District.

FIREFIGHTER APPRENTICE PROGRAM

Candidates that successfully complete the testing and hiring process for part-time/POP position(s) will have the opportunity to enter the Firefighter Apprentice Program.

The District will provide sponsorship, a tuition stipend, roster the participant, and provide workers compensation insurance, uniforms and personal protective equipment.

The participant will maintain active employment with the Countryside Fire Protection District as a part-time/Paid-On-Premise member, in accordance with the rules, regulations and policies of the District throughout class and continue employment for a period of 2 years from class graduation.

Each Firefighter Apprentice shall enter into a written agreement with the District. This agreement shall stipulate the terms of the commitment as a Firefighter Apprentice.

- Firefighter 144 hours of duty payback over 24 months after class completion

COUNTRYSIDE FIRE PROTECTION DISTRICT

APPLICATION FOR PART-TIME EMPLOYMENT

By signing this application below, I certify that all of my answers in this application are true and correct. I agree to verification of all of my statements and answers in this application before any hiring decision is made. I authorize investigation of my past employment history, as well as any investigation into my criminal history, driving record and character.

I understand that a part of the hiring process may include additional questionnaires, interviews, a background check, psychological testing and polygraph, physical examination and a drug-screening test.

I understand and agreed that any false, misleading or incomplete information given in my application, interviews or other pre-employment questionnaires and procedures, regardless of when discovered by the Countryside Fire Protection District, will be sufficient basis for my disqualification for employment or if employed, the termination of my employment with the Countryside Fire Protection District. I agree the Countryside Fire Protection District shall not be liable in any respect if I am not hired or my employment is terminated as a result of providing such false, misleading or incomplete information.

I hereby acknowledge that I have read and understand all of the information above and agree to the terms therein.

Signature	Print	Date
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PART-TIME FIREFIGHTER APPLICANT – DOCUMENTS & COPIES REQUIRED

- ☐ Driver's License
- ☐ Auto Insurance Card
- ☐ Birth Certificate
- ☐ High School Diploma or G.E.D.
- ☐ Military Discharge Papers (DD214 Long Form)
- ☐ Other Degrees & Training Certificates
- ☐ If applicable, practical skill keys, test scores and progress reports from initial Basic / FF2 training academy
- ☐ Valid CPAT Card (within 1 year prior to October 31, 2019) *Must complete by date of interview.
- ☐ Background Authorization Form
- ☐ Photo (2"x2")

COUNTRYSIDE FIRE PROTECTION DISTRICT

APPLICATION FOR PART-TIME EMPLOYMENT

The Countryside Fire Protection District considers all applicants for employment without regard to race, color, religion, sex, origin, age, handicap or disability in accordance with federal law. In addition, the Countryside Fire Protection District complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities.

This application for employment with the Countryside Fire Protection District is the first step of the hiring process. Please read each question carefully before answering. The application is not the sole criterion for hiring. The Countryside Fire Protection District utilizes various procedures to verify the accuracy of the information that you have provided.

If any of the information contained in this application is found to be incorrect, or if you have failed to list all relevant information, it may be grounds for not hiring you or for letting you go after hiring.

THIS APPLICATION IS TO BE COMPLETED BY THE APPLICANT ONLY – PRINT or TYPE

Name: _____
Last First Middle

Maiden name or other names that you have used or been known by may be necessary to verify background information, previous employment, and education.

Date of Birth: _____ Social Security #: _____
month date year - -

DRIVER'S LICENSE INFORMATION:

Do you have a current valid driver's license: ☐ YES ☐ NO

License # & State Issued Date Issued Expiration Date Class

Home Address: _____
Street # Street Name Apartment #

City or Town State Zip Code

How long at present address: _____ Home Phone #: (_____) _____

Cell Phone: (_____) _____ E-mail: _____

If a present address **for less than ten years**, list your previous address for most recent ten-year period:

Street	City	State	Zip Code	Date of Residence (mm/yy)
_____				from _____ to _____
_____				from _____ to _____
_____				from _____ to _____
_____				from _____ to _____

COUNTRYSIDE FIRE PROTECTION DISTRICT
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GENERAL INFORMATION:

Criminal History

In the past 10 years have you been convicted of a misdemeanor or felony? ☐ YES ☐ NO

If yes, describe the details – indicate the nature and place of offense and the sentence received:

Driver's License

In the last 10 years has your license been suspended or revoked? ☐ YES ☐ NO

If YES: when? _____ How long? _____

Please Explain:

Have you ever been convicted of driving under the influence (DUI, DWI)? ☐ YES ☐ NO

If YES: when? _____

Please Explain:

List any and all states that have issued you a drivers' license at any time in the past 10 years:

COUNTRYSIDE FIRE PROTECTION DISTRICT

APPLICATION FOR PART-TIME EMPLOYMENT

EDUCATION AND TRAINING:

(MM/YY)

Elementary School Name	City & State	Degree	_____ From / To
Elementary School Name	City & State	Degree	_____ From / To
Jr. High School Name	City & State	Degree	_____ From / To
High School Name	City & State	Degree	_____ From / To
Trade School Name	City & State	Degree	_____ From / To
College / University Name	City & State	Degree	_____ From / To
College / University Name	City & State	Degree	_____ From / To
College / University Name	City & State	Degree	_____ From / To

Highest degree earned:

☐ High School ☐ Associate ☐ Bachelor ☐ Masters ☐ Doctorate

Describe any specialized training, experience, qualifications, or skills, which you feel make you especially suited for this job: (include certificates and transcripts)

U.S. MILITARY EXPERIENCE:

Branch of Service: _____ Length of Service: _____

Highest Rank: _____

Discharge Status: _____ Date of Discharge: _____

Reserve Status: _____

**Include a copy of your DD214 with the application.*

COUNTRYSIDE FIRE PROTECTION DISTRICT

APPLICATION FOR PART-TIME EMPLOYMENT

EMPLOYMENT HISTORY

If any of the information contained in this application is found to be incorrect or incomplete as a result of failure to list relevant information, the applicant may be found ineligible for employment.

Starting with your present position, list all jobs held including part-time and full-time employment and military experience.

Employer: _____ Supervisor: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Job Title: _____ Dates: (mm/yy) from _____ / to _____

Salary: \$ _____ Reason for leaving: _____

Employer: _____ Supervisor: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Job Title: _____ Dates: (mm/yy) from _____ / to _____

Salary: \$ _____ Reason for leaving: _____

Employer: _____ Supervisor: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Job Title: _____ Dates: (mm/yy) from _____ / to _____

Salary: \$ _____ Reason for leaving: _____

Employer: _____ Supervisor: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Job Title: _____ Dates: (mm/yy) from _____ / to _____

Salary: \$ _____ Reason for leaving: _____

**COUNTRYSIDE FIRE PROTECTION DISTRICT
APPLICATION FOR PART-TIME EMPLOYMENT**

PERSONAL REFERENCES:

List below three persons that you have known for at least one year. **Do not** list relatives, CFPD members or former employers:

Name: _____		
Last	First	Middle
Address: _____		
Number and Street		Apt #
City/Town/Village		State Zip
Occupation: _____ Telephone: (____) _____		
E-mail: _____		
Relationship: _____ # of Years Known: _____		

Name: _____		
Last	First	Middle
Address: _____		
Number and Street		Apt #
City/Town/Village		State Zip
Occupation: _____ Telephone: (____) _____		
E-mail: _____		
Relationship: _____ # of Years Known: _____		

Name: _____		
Last	First	Middle
Address: _____		
Number and Street		Apt #
City/Town/Village		State Zip
Occupation: _____ Telephone: (____) _____		
E-mail: _____		
Relationship: _____ # of Years Known: _____		

Please note any objections to our contacting any of the above listed references: _____



COUNTRYSIDE FIRE PROTECTION DISTRICT

BACKGROUND INVESTIGATION WAIVER

I, _____ (print name), hereby authorize the COUNTRYSIDE FIRE PROTECTION DISTRICT and its agents, employees or representatives to obtain and use all information relating to my previous and current employment, education, military record, driving record, criminal conviction history, personal characteristics and all other information which may bear favorably or unfavorably upon my application for employment made to the COUNTRYSIDE FIRE PROTECTION DISTRICT. I consent to the release to the COUNTRYSIDE FIRE PROTECTION DISTRICT any previously completed course work, certifications, and test scores available through the Illinois Office of the State Fire Marshal, fire training academy and EMS training provider. I also consent to the release to the COUNTRYSIDE FIRE PROTECTION DISTRICT of any and all medical records prepared during the physical examination I am required to undergo for employment with the COUNTRYSIDE FIRE PROTECTION DISTRICT.

I further release from liability any person or persons providing or receiving any such information in connection with this pre-employment investigation.

I understand that I will undergo a physical ability test as part of the application process and that such physical ability test shall subject me to vigorous physical exercise. I further understand that I should be in appropriate physical condition before performing the test as evidenced by my physician, who shall sign a Countryside Fire Protection District certification of physical condition form. I have read and understand the "Applicant Information Package – Countryside Fire Protection District".

I also agree to indemnify and hold harmless the COUNTRYSIDE FIRE PROTECTION DISTRICT, the Board of Fire Commissioners of the COUNTRYSIDE FIRE PROTECTION DISTRICT, the individual trustees and commissioners, employees and agents against any claim or loss whatsoever, including but not limited to attorneys' fees and any cost of defense which arises directly or indirectly out of any injury which I may sustain in the physical ability test and/or application process. I also covenant that for the consideration of my application, I agree not to sue the COUNTRYSIDE FIRE PROTECTION DISTRICT, the individual trustees and commissioners, employees and agents for any injury, loss or damage as a result of such process including but not limited to personal injury, wrongful death, court costs, attorneys' fees and interest, in any manner caused directly or indirectly, including the negligent acts or omissions of the COUNTRYSIDE FIRE PROTECTION DISTRICT, its trustees and commissioners as well as its employees and agents.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. This organization is committed to 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, genetic information 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.

Signature _____
Must be signed in presence of notary

Driver's License Number _____ - _____ - _____

SUBSCRIBED AND SWORN TO
before me this _____
day of _____

(SEAL)

NOTARY PUBLIC

My Commission Expires: _____