

COUNTRYSIDE FIRE PROTECTION DISTRICT

APPLICATION FOR TELECOMMUNICATOR

☐ **PART-TIME**

☐ **FULL-TIME**



APPLICANTS NAME: _____



COUNTRYSIDE FIRE PROTECTION DISTRICT

Chuck Smith, Chief

Francis L. Wolowic, President

Dear Applicant:

Thank you for your interest in a Part-time Telecommunications position with the Countryside Fire Protection District.

Countryside Fire Dispatch currently provides dispatch services for two (2) fire departments: Countryside and Libertyville. We are staffed with two (2) telecommunicators from 0800 – 2000 hours and are co-located in the Vernon Hills Police Department Dispatch Center. We dispatch approximately 9500+ calls for service per year and monitor alarms for both Countryside and Libertyville. In addition, we answer both emergency and non-emergency telephone calls, enter Firehouse reports, and handle other duties as assigned.

If you are interested in a position, please drop off the completed application, a current resume, and other required documents as listed to Communications Director Ed Manke at VHPD located at 740 Lakeview Pkwy., Vernon Hills, IL 60061. We will then contact you after reviewing your application.

Thank you for your interest in the Countryside Fire Protection District.

Sincerely,

A handwritten signature in blue ink, appearing to be "CS", with a long horizontal stroke extending to the right.

Chuck Smith
Fire Chief

600 N. DEERPATH DRIVE • VERNON HILLS • ILLINOIS • 60061
TELEPHONE 847-367-5511 • FAX 847-367-5521
WWW.COUNTRYSIDEFIRE.COM



COUNTRYSIDE FIRE PROTECTION DISTRICT
APPLICATION FOR PART-TIME TELECOMMUNICATOR POSITION

APPLICATION PROCESS

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

1. Application questionnaire / survey and waiver / releases.
2. Oral interview.
3. Personal reference evaluation.
4. Police background check.
5. Fingerprinting.

Pre-qualifications for Telecommunicator positions shall include the following:

1. High School diploma or equivalent.
2. Minimum age of 21 year.
3. Non-user of illegal drugs.

Post-qualifications for Telecommunicator positions shall include the following:

1. Valid driver's license or state ID
2. Access to transportation.
3. Telephone Service.
4. Pass all elements of the application, background and testing process.

All Applicants must provide photocopies of specified documents:

- ☐ Drivers License or State ID
- ☐ Birth Certificate
- ☐ High School Diploma or G.E.D. and official transcript
- ☐ Other Degrees, certificates and official transcripts
- ☐ Sign & Notarized Background Investigation Waiver
- ☐ Photo (2" x 2" ID)
- ☐ Resume

COUNTRYSIDE FIRE PROTECTION DISTRICT
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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 and character.

I understand that a part of the hiring process may include additional questionnaires, testing, interviews, a background check, psychological testing, polygraph, physical examination and/or 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

Date

Are you able to perform the essential functions of this job with or without a reasonable Accommodation?

☐ Yes ☐ No If no, please explain: _____

COUNTRYSIDE FIRE PROTECTION DISTRICT
APPLICATION FOR TELECOMMUNICATOR POSITION

The Countryside Fire Protection District considers all applicants for Telecommunicator (T/C) positions 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 every jurisdiction in which it maintains facilities.

This application for this Telecommunicator position with the Countryside Fire Protection District is the first step of the process. Please read each question carefully before answering. The application is not the sole criterion for this T/C position. 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 becoming a T/C member or for dismissal.

THIS APPLICATION IS TO BE COMPLETED BY THE APPLICANT ONLY

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 #: ____ - ____ - ____
mo date year

DRIVER'S LICENSE INFORMATION:

Do you have a current valid driver's license: ☐ YES ☐ NO If NO, State Issued ID: ☐ YES ☐ NO

License / ID # & State Issued Issued Date Expires Class

Home Address: _____
Street # Street Name Apartment #

City 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	Date of Residence from _____ to _____
_____	_____	_____	_____	from _____ to _____
_____	_____	_____	_____	from _____ to _____
_____	_____	_____	_____	from _____ to _____

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EDUCATION AND TRAINING:

<hr/>	<hr/>	<hr/>	<hr/>
Elementary School Name	Location	Degree	From / To
<hr/>	<hr/>	<hr/>	<hr/>
Elementary School Name	Location	Degree	From / To
<hr/>	<hr/>	<hr/>	<hr/>
Jr. High School Name	Location	Degree	From / To
<hr/>	<hr/>	<hr/>	<hr/>
High School Name	Location	Degree	From / To
<hr/>	<hr/>	<hr/>	<hr/>
Trade School Name	Location	Degree	From / To
<hr/>	<hr/>	<hr/>	<hr/>
Jr. College Name	Location	Degree	From / To
<hr/>	<hr/>	<hr/>	<hr/>
College / University Name	Location	Degree	From / To
<hr/>	<hr/>	<hr/>	<hr/>
College / University Name	Location	Degree	From / To
<hr/>	<hr/>	<hr/>	<hr/>
College / University Name	Location	Degree	From / To
<hr/>	<hr/>	<hr/>	<hr/>

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:

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.*

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:

Drivers 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:

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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 over the past ten years including part-time and full-time employment and military experience.

Employer: _____ **Supervisor:** _____
Address: _____ **Phone #:** _____
Job Title: _____ **Dates:** from _____ / to _____
Salary: \$ _____ **Reason for leaving:** _____

Employer: _____ **Supervisor:** _____
Address: _____ **Phone #:** _____
Job Title: _____ **Dates:** from _____ / to _____
Salary: \$ _____ **Reason for leaving:** _____

Employer: _____ **Supervisor:** _____
Address: _____ **Phone #:** _____
Job Title: _____ **Dates:** from _____ / to _____
Salary: \$ _____ **Reason for leaving:** _____

Employer: _____ **Supervisor:** _____
Address: _____ **Phone #:** _____
Job Title: _____ **Dates:** from _____ / to _____
Salary: \$ _____ **Reason for leaving:** _____

Employer: _____ **Supervisor:** _____
Address: _____ **Phone #:** _____
Job Title: _____ **Dates:** from _____ / to _____
Salary: \$ _____ **Reason for leaving:** _____

Employer: _____ **Supervisor:** _____
Address: _____ **Phone #:** _____
Job Title: _____ **Dates:** from _____ / to _____
Salary: \$ _____ **Reason for leaving:** _____

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PERSONAL REFERENCES:

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

Name: _____			
Last	First	Middle	
Address: _____			
Number and Street			Apt #

City	State	Zip	
Occupation: _____ Telephone: (____) _____			
Relationship: _____ # of Years Known: _____			

Name: _____			
Last	First	Middle	
Address: _____			
Number and Street			Apt #

City	State	Zip	
Occupation: _____ Telephone: (____) _____			
Relationship: _____ # of Years Known: _____			

Name: _____			
Last	First	Middle	
Address: _____			
Number and Street			Apt #

City	State	Zip	
Occupation: _____ Telephone: (____) _____			
Relationship: _____ # of Years Known: _____			

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



COUNTRYSIDE FIRE PROTECTION DISTRICT

Chuck Smith, Chief

Francis L. Wolowic, President

BACKGROUND INVESTIGATION WAIVER

I, _____, 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, 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 also consent to the release to the COUNTRYSIDE FIRE PROTECTION 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 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, 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

SUBSCRIBED AND SWORN TO
before me this _____
day of _____

(SEAL)

NOTARY PUBLIC

My Commission Expires: _____

