

# ***COUNTRYSIDE FIRE PROTECTION DISTRICT***

## ***Part-Time Fire Inspector***

### **APPLICATION - 2023**



**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](http://www.countrysidefire.com)

Chuck Smith, Chief

Bruce Brown, President

November 1, 2023

Dear Applicant,

We appreciate your interest in becoming a part-time civilian fire inspector 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 5,200 calls for service annually from two fire stations equipped with the latest, state of the art fire and rescue equipment.

Our fire prevention bureau is staffed with a full time sworn Lieutenant Fire Marshal, a sworn firefighter/paramedic inspector, a sworn firefighter/paramedic Director of Public Education and a part-time civilian fire inspector.

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 #2, located at 600 N. Deerpath Drive, Vernon Hills, IL 60061. 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](http://www.countrysidefire.com). Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to be "C. Smith", with a long horizontal flourish extending to the right.

Chuck Smith  
Fire Chief

*PROUDLY SERVING*

*Vernon Hills, Hawthorn Woods, Long Grove, Kildeer, Indian Creek and Unincorporated areas of Lake County  
SINCE 1959*



## **COUNTRYSIDE FPD – POSITION ANNOUNCEMENT**

Posted November 1, 2023

### **Position Title: Part-Time Civilian Fire Inspector**

#### **Description**

Under the general supervision of the Fire Marshal, perform routine inspections of new and existing facilities for compliance with applicable codes and ordinances; conducts fire investigations; conducts plan checks; water supply testing and performs related fire prevention duties as required. Use computer programs effectively to accurately maintain databases and write reports. A customer oriented, great attitude is required.

#### **Qualifications**

##### **Experience:**

- Minimum five (5) years fire service related experience

##### **Certifications (required):**

- OSFM Basic Fire Prevention Officer or Fire Prevention Officer 1 or equivalent

##### **Professional Development available to this assignment (not required):**

- OSFM Advanced Fire Prevention Officer or Fire Prevention Officer 2
- OSFM Fire and Arson Investigator
- Plans Examiner
- Public Fire and Life Safety Educator 1
- Youth Firesetter Intervention Specialist
- Other Fire Prevention related Certifications & Training

##### **Candidates will possess the following competencies:**

- Knowledge of:
  - Principles, practices and techniques of fire prevention, investigation and fire & life safety education.
  - Laws, ordinances and regulations governing the Fire Prevention Bureau.
  - Practices, procedures and equipment used in fire alarms & suppression systems.
- Ability to:
  - Carry out the mission, vision and values of CFPD.
  - Competently recognize fire and life safety hazards.
  - Speak and write effectively.
  - Be accountable without direct supervision.

Starting hourly rate between \$25.00/hr and \$32.00/hr, DOQ. The work schedule is Monday-Friday with flexible hours not to exceed a maximum of 20 hours per week (not to exceed 999 hours annually). Benefits are not included.

***Interested candidates must submit an application and resume to the Fire Chief  
on or before December 31<sup>st</sup>, 2023***

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

**APPLICATION PROCESS**

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

- Employable in the United States
- High School diploma or equivalent
- Possess valid driver's license
- OSFM Basic Fire Prevention Officer or Fire Prevention Officer 1
- Minimum five (5) years fire service related experience.

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

- Application questionnaire / survey and waiver / releases
- Oral interview
- Personal reference evaluation
- Criminal background check
- Finger printing

**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.
- ☐ Other Degrees & Training Certificates
- ☐ Background Authorization Form
- ☐ Photo (2"x2")

**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 and a background check.

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

**PART-TIME FIRE INSPECTOR APPLICANT – DOCUMENTS & COPIES REQUIRED**

- ☐ Driver's License
- ☐ Auto Insurance Card
- ☐ Birth Certificate
- ☐ High School Diploma or G.E.D.
- ☐ Other Degrees & Training Certificates
- ☐ 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**  
**APPLICATION FOR PART-TIME EMPLOYMENT**

**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:

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**Driver's License**

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

If YES: when? \_\_\_\_\_ How long? \_\_\_\_\_

Please Explain:

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

If YES: when? \_\_\_\_\_

Please Explain:

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

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**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)

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**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 \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates: (mm/yy) from \_\_\_\_\_ / to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates: (mm/yy) from \_\_\_\_\_ / to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates: (mm/yy) from \_\_\_\_\_ / to \_\_\_\_\_

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.

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

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: \_\_\_\_\_