



**ROBERTS PARK FIRE PROTECTION DISTRICT
NOTICE OF FIREFIGHTER/PARAMEDIC EXAMINATION
TO ESTABLISH AN ELIGIBILITY LIST**

Qualifications

- Applicant must be a U.S. citizen and at least 21 years of age (65ILCS 5/10-2.1-6.3)
- Have a high school diploma or equivalent (GED)
- Possess a valid driver's license
- Be certified as a Basic Operations Firefighter through the Office of the Illinois State Fire Marshal
- State of Illinois Licensed Paramedic (IDPH EMT-P) – Required at date of hire
- CPAT certificate that includes ladder climb - Required at date of hire

Applications for Firefighter/Paramedic are available for pick-up May 15 – June 16, 2023 to qualified applicants. A \$25 non-refundable processing fee (cash/check only) is due upon submission of the application. Applications are available at Station #1, 8611 S. Roberts Road, Justice, IL, and on our website: www.rfpd.org

A completed application shall be returned to Roberts Park Fire Protection District, 8611 S. Roberts Road, Justice, IL 60458 no later than 3:00 p.m. on Tuesday, June 20, 2023. Failure to fully complete the application form shall be grounds for rejection from the testing process. Applicants must attend the following orientation prior to written test:

MANDATORY ORIENTATION: Saturday, July 15, 2023 - 0830

WRITTEN TEST: Saturday, July 15, 2023 - 0900

Station #1, 8611 S. Roberts Road, Justice, Illinois 60458. Failure to attend the orientation shall be grounds for rejection from the testing process.

ORAL INTERVIEW: TBD. Eligible candidates will be notified after a successful passing grade (70% or better) on the written test.

After the Initial Eligibility List is posted, Form E, the Preference Points Claim Form and Affidavit - (Veteran, Education, Experience, and Certifications), can be submitted by all candidates who have successfully completed the written and oral tests.

The Rules and Regulations of the Board of Fire Commissioners, Roberts Park Fire Protection District, will govern all facets of the hiring process, a copy of which is available for viewing at the District's Station #1. If you have any questions, please call (708) 598-6752.

RFPD is an Equal Opportunity Employer

FORM B

ROBERTS PARK FIRE PROTECTION DISTRICT – STATE OF ILLINOIS
FIREFIGHTER/PARAMEDIC APPLICANT PERSONAL DATA QUESTIONNAIRE AND
AUTHORIZATION FORM

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. Cell Phone No. (____) _____ Alt. Phone No. (____) _____

5. Email _____

6. Date of Birth _____

7. Driver's License State _____

Driver's License No. _____ Class _____

8. Social Security No. _____

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

10. How did you find out about this testing process? _____

LIST ALL FORMER ADDRESSES FOR THE PAST TEN (10) YEARS IN CHRONOLOGICAL ORDER

11. Address _____
Number & Street City State Zip

12. Address _____
Number & Street City State Zip

13. Address _____
Number & Street City State Zip

14. Address _____
Number & Street City State Zip

15. Address _____
Number & Street City State Zip

EDUCATION

16. **CIRCLE HIGHEST GRADE COMPLETED**

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

	Name and Address of School (Include City and State)	Date(s) Attended	Graduate?	
			Yes	No
17.	High School _____			
18.	Undergraduate Education _____			
19.	Graduate Education _____			
20.	Trade Schools _____			
21.	What college degrees have you attained? _____			
22.	List course work relevant to position for which you have applied: _____ _____ _____			

MILITARY

23. Are you now or have you ever been in the military service? Yes ____ No ____
24. Branch of service _____
25. 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 _____
26. Unit _____ From _____ To _____

CONVICTION HISTORY

27. Have you ever been convicted of a crime other than minor traffic violations?
Yes _____ No _____

If you answered "Yes," explain below:

DATE	POLICE AGENCY	OFFENSE	DISPOSITION OF CASE

28. List all traffic convictions and accidents you have had in the last four (4) years. (If more room is needed, please type on a separate page and attach).

LOCATION (City-State)	APPROXIMATE DATE	VIOLATION	DISPOSITION

EMPLOYMENT HISTORY

List all jobs you have had for the last ten (10) years. Include periods of unemployment. Put your present job first. Include military service in proper time sequence along with temporary or part-time jobs.

29. **Present employer's name:**

_____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to Present **Salary** _____ **Per** _____
Month-Year

30. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____ **Salary** _____ **Per** _____
Month-Year Month-Year

31. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____ **Salary** _____ **Per** _____
Month-Year Month-Year

32. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____ **Salary** _____ **Per** _____
Month-Year Month-Year

33. **Employer's name** _____ **Phone** _____
Address _____
Number & Street _____ City _____ State _____ Zip _____
Job Description _____
Do you object to our contacting them? _____
Employed _____ to _____ **Salary** _____ **Per** _____
Month-Year _____ Month-Year _____

34. Have you ever been suspended or terminated, other than from an economic layoff, from any prior employment? Yes _____ No _____ If yes, please explain:

35. Have you ever resigned from any employment position because of misconduct or unsatisfactory performance or while under investigation? Yes _____ No _____
If yes, explain: _____

36. Have you ever taken a firefighter examination or any other civil service examination?
Yes _____ No _____
Agency _____ Date _____ Position on List _____
Status _____

37. 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 (3) adults not related to you and not former employers, who have known you for more than three (3) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality, and other qualities.

38. Name _____ Address _____
Home Phone _____ Business Phone _____
Occupation _____ Relationship _____

39. Name _____ Address _____
Home Phone _____ Business Phone _____
Occupation _____ Relationship _____

40. Name _____ Address _____
Home Phone _____ Business Phone _____
Occupation _____ Relationship _____

41. List organizations of which you are a member that relate to the position for which you are applying:

42. Explain your reasons for wanting to become a firefighter: _____

43. Person(s) to be notified in case of emergency.
Name _____ Address _____
Phone _____ Relationship _____

Name _____ Address _____
Phone _____ Relationship _____

SUBMISSION OF DOCUMENTATION AND CREDENTIALS

44. 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.
45. 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. Other relevant fire service certificates, such as Firefighter III, Hazardous Materials I or II, may be submitted with the application but are not required. 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

Roberts Park Fire Protection District Authorization Form	With this application
Basic Operations Firefighter Certification	With this application
EMT – Paramedic Certification Licensed from State of Illinois	With this application, <u>or, at the time of hire</u>
Proof of passage of Candidate Physical Ability Test (CPAT) with Ladder Climb	With this application, <u>or, at the time of hire</u>
High School or GED diploma (Do not send college certificates as substitutes)	With this application
Valid Driver's License	With this application
One of the following:	With this application
- Birth certificate issued by the State Department, Form FS-545	
- Birth certificate issued abroad by the State Department, Form DS-1350	
- Original or certified copy of a birth certificate issued by a state, county, or municipal authority, bearing a seal	
- Native American tribal documents	
- U.S. citizen identification card, INS Form 1-197	
- Identification card for use of a resident citizen in the U.S., INS Form 1-179	

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, OMISSIONS 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 THE ROBERTS PARK FIRE PROTECTION DISTRICT.

Dated at _____ Illinois, this _____ day of _____, 20____.
(City)

Signature in Full _____

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.

**ROBERTS PARK FIRE PROTECTION DISTRICT
AUTHORIZATION FORM**

I, _____, hereby authorize the ROBERTS PARK FIRE PROTECTION DISTRICT and its agents, employees or representatives to obtain and to 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 ROBERTS PARK FIRE PROTECTION DISTRICT. I also consent to the release to the ROBERTS PARK FIRE PROTECTION DISTRICT of any and all medical records prepared during the physical examination I am required to undergo for employment with the ROBERTS PARK 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 job task test as part of the application process and that such job task test shall subject me to vigorous physical exercise. I further understand that I should be in appropriate physical condition before performing the test and that I must submit the ROBERTS PARK FIRE PROTECTION DISTRICT CERTIFICATION OF SAFE PARTICIPATION IN JOB TASK TEST form prior to participating in the job task test.

I also agree to indemnify and hold harmless the ROBERTS PARK FIRE PROTECTION DISTRICT, the Board of Fire Commissioners of the ROBERTS PARK 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 might sustain in the job task test and/or application process. I also covenant that for the consideration of my application, I agree not to sue the ROBERTS PARK 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 ROBERTS PARK FIRE PROTECTION DISTRICT, its trustees and commissioners as well as its employees and agents.

I hereby acknowledge and agree that as a condition of employment with the ROBERTS PARK FIRE PROTECTION DISTRICT, I must maintain at all times a valid State of Illinois driver's license, of the class required to operate all vehicles of the ROBERTS PARK FIRE PROTECTION DISTRICT. I do further agree that my failure to maintain said driver's license will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the District. At time of hire, I must qualify for, obtain, and maintain at all times a valid State of Illinois Firefighter II certification. I do further agree that my failure to obtain and maintain the requisite certifications will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the District.

Signature _____

SUBSCRIBED and SWORN to
before me this _____ day of
_____, 20__.

Notary Public

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.

FORM D

ROBERTS PARK FIRE PROTECTION DISTRICT PREFERENCE POINTS FOR FIREFIGHTER CANDIDATES

After the Initial Eligibility Register is created, candidates who are eligible for preference points may submit a claim for these points in writing to the Board of Fire Commissioners on its standard form. This claim must be made within ten (10) days after the posting of the Initial Eligibility Register or the points will be deemed waived. Applicants may claim up to three (3) types of preference points:

1. **Experience Preference Points (maximum 5 points)**

Any applicant who has been a part-time certified Basic Operations Firefighter, Advanced Firefighter, EMT-B, EMT-I or EMT-P for the Roberts Park Fire Protection District shall be awarded one-half point for each year of successful service, up to a maximum of five (5) points at the time of the posting of the initial eligibility register.

Any applicants from outside the Roberts Park Fire Protection District who were employed as full-time certified firefighters or paramedics for at least two (2) years at another fire protection district or municipality shall be awarded one (1) point for each year up to a maximum of five (5) points. No experience preference points will be awarded to applicants for service with a private employer who had a contract for fire or ambulance service with another fire protection district or municipality.

Proof of such service must include submission of copies of applicable certificates and a sworn affidavit signed by the applicant (see attached **Form E**). Note that proof of paid-on-call or full-time service may be verified by the District. Also note that an applicant may not receive experience preference points for a certificate if the amount of points awarded would place the applicant before a veteran on the eligibility register. Finally, no person shall be awarded more than the maximum of five (5) points for experience.

2. **Veteran's Preference Points (maximum 5 points)**

Applicants who served in the United States military actively for at least one (1) year and who were honorably discharged or are now on inactive or reserve duty shall receive five (5) points. Proof of prior service must include a copy of Military Form DD-214 (long form) as proof of active service, evidence of the honorable discharge, and a sworn affidavit signed by the applicant.(see attached **Form E**) Proof of current inactive or reserve service must include the applicant's most recent Leave and Earnings Statement (LES).

3. **Educational Preference Points (maximum 5 points)**

Applicants who have successfully obtained an associate's degree in the field of fire service or emergency medical services, or a bachelor's degree from an accredited college or university shall receive five (5) points. A certified transcript must be included with the request for preference points as proof of the attainment of degree.

4. **Additional Preference Points [70 ILCS 705/16.06b(h)(7)](maximum 5 points)**

The Board reserves the right to award up to an additional five (5) preference points for unique categories based on an applicant's experience or background as identified by the Board and announced with the notice of the examination

FORM E

ROBERTS PARK FIRE PROTECTION DISTRICT
PREFERENCE POINT CLAIM FORM AND AFFIDAVIT

If you wish to claim preference points for the Final Eligibility Register for hire with the Roberts Park Fire Protection District, please complete the following form and submit it with any required attachments within ten (10) days after the posting of the Initial Eligibility Register. Failure to submit the request within ten (10) days shall be deemed a waiver of the points.

A. Experience Preference Points (70 ILCS 705/16.06b(h)(5)) (Max. 5 points)

Please state the relevant dates of successful service in the following capacities and attach Firefighter II (or Basic Operations Firefighter), Firefighter III and/or EMT Certificates; do not include employment with any private company or service even if that employment provided service to a fire district or municipality.

1. **Roberts Park Fire Protection District
Part-time Firefighter and/or EMT**

Date of Service (month/date/year): _____ to _____

OSFM Certification Dates (month/date/year):

Basic Operations FF: _____

Advanced FF: _____

EMT-B: _____

EMT-P: _____

EMT-I: _____

2. **Full-time Firefighter and/or Paramedic-Another Fire Department (Minimum 2 Years)**

Name of Department/District: _____

Address: _____

Phone Number: _____

Date of Service (month/date/year): _____ to _____

Name of Department/District: _____

Address: _____

Phone Number: _____

Date of Service (month/date/year): _____ to _____

B. Veteran's Preference Points (70 ILCS 705/ 16.06b(h)(1)) (Max. 5 points)

Please state the following information regarding your military service and attach form DD-214 (long form) and proof of honorable discharge, or most recent Leave and Earnings Statement (LES) if you are still serving and have no DD-214:

Branch of Service: _____

Unit: _____

Rank: _____

Date of Service (month/date/year): _____ to _____

Date of Honorable Discharge: _____

C. Educational Preference Points (70 ILCS 705/16.06b(h)(3)) (Max. 5 points)

Please state the following information regarding your educational background and attach copies of certified transcripts as proof of the attainment of a degree:

College Attended: _____

Dates of Attendance (month/date/year): _____ to _____

Degree Awarded: _____

College Attended (if applicable): _____

Dates of Attendance (month/date/year): _____ to _____

Degree Awarded: _____

D. Additional Preference Points (70 ILCS 705/16.06b(h)(7)) (Max. 5 points)

The following certifications are eligible. Please attach copies of OSFM certificates as proof of attainment.

- 1) Fire Service Vehicle Operator Certificate
- 2) Fire Apparatus Engineer Certificate
- 3) Hazardous Material Technician Level A Certificate
- 4) Instructor I Certificate
- 5) Rope Operations Certificate

STATE OF ILLINOIS
COUNTY OF _____

)
) SS
)

CANDIDATE'S AFFIDAVIT

I, _____, being first duly sworn on oath, state
Name of Candidate
that the information set forth in my Roberts Park Fire Protection District Preference Point Claim Form is true and correct. I understand that any misrepresentation, falsification, or material omission may result in my application no longer being considered by the District, removal from the hiring list, and/or dismissal from the District.

Candidate's Signature

Subscribed and Sworn to
before me this _____ day
of _____, 20____.
Notary Public

For District Use Only

Date Preliminary Eligibility List was posted: _____

Date of Submission of Claim Form: _____

Received by: _____