



**FROM THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES**

**APPLICATION PACKET FOR THE POSITION OF
FULL TIME FIRE CHIEF/ADMINISTRATOR**

June 17, 2026

PROSPECT HEIGHTS FIRE PROTECTION DISTRICT FIRE CHIEF RECRUITMENT APPLICATION

Instructions

Candidates must complete the **PHFPD Fire Chief/Administrator Application Packet** which includes five (5) required *Candidate Application Questions*. Instructions as well as the five questions begin on page 10 of this application.

Documents Required (submitted with your application packet)

Your **PHFPD Fire Chief/Administrator Application Packet** should include the following documents:

1. Your completed PHFPD Fire Chief/Administrator Application Packet and your responses to the five candidate application questions.
2. A cover letter that addresses your qualifications and your past ten years of continuous service, including the last five years at the rank of Company Officer, or higher, with prevention experience including at least three years of management and supervisory experience.
3. A résumé.
4. COPY of U.S. citizenship (acceptable documentation may include a birth certificate, a valid U.S. passport or naturalization papers);
5. COPIES of all licenses, certifications, and documents as
 - o High school diploma or equivalent.
 - o Bachelor's degree in Fire Science, Public Safety Administration, Emergency Management, Business Administration, or related field.
 - o Illinois OSFM Chief Fire Officer Certification (CFO) or Fire Officer III.
 - o Current or previous EMT-Paramedic licensure.
 - o Illinois OSFM Incident Safety Officer certification.
 - o NIMS ICS 100, 200, 300, 400, 700, and 800.
 - o Valid driver's license. (Class B non-CDL)
6. THREE letters of reference that speak to your character, ability, experience, personality and other qualities.

Application Packet Due Date

Application packets are due **July 17, 2026, by 3:00 p.m. Central Daylight Time.**
In-person submissions will not be accepted. Packets must be mailed via USPS to:

Stephen G. Daday
Lavelle Law Ltd.
1933 North Meacham Road, Suite 600
Schaumburg, IL 60173

Note: *Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.*

Important Dates:

After the application deadline, the PPSS Team will review submissions to identify candidates whose knowledge, skills, and abilities best match the position. Selected candidates will be contacted with the date and time of their **Fire Chief/Administrator Structured Leadership Assessment**. The assessment process will take place on August 11, 2026. The anticipated start date for the selected candidate is October 1, 2026.

**PROSPECT HEIGHTS FIRE PROTECTION DISTRICT
FIRE CHIEF RECRUITMENT APPLICATION**

1. **Name:**

Last Name	Fist Name	M

2. **List any other names you have used or been known by (include maiden name, if applicable):**

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3. **Address:**

Number & Street	City	State/Zip

4. **Contact Information:**

Home Phone	Cell Phone	Email

5. **Are you prevented from lawfully becoming employed in this country because of Visa/Immigration status? (Proof of citizenship or immigration may be required upon employment)**

Yes: No:

6. **List four former addresses for the past ten years in chronological order:**

Address:

Number & Street	City	State/Zip

Address:

Number & Street	City	State/Zip

Address:

Number & Street	City	State/Zip

Address:

Number & Street	City	State/Zip

7. **Circle highest grade completed:**

GED Cert High School College:

1	2	3	4
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 M.A. Ph.D. Other

8. List the various schools you have attended:

High School:	<input type="text"/>	<input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Name, City, State	Dates		Graduated		
College/Univ:	<input type="text"/>	<input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Name, City, State	Dates		Graduated		
Trade School:	<input type="text"/>	<input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Name, City, State	Dates		Graduated		
High School:	<input type="text"/>	<input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Name, City, State	Dates		Graduated		

9. What college degrees have you attained (if any?)

10. What certification(s) have you attained from a State or Governmental Agency (if any?)

11. Have you ever been convicted of a crime?

Yes: No:

12. If yes, explain below:

DATE	POLICE AGENCY	OFFENSE	DEPOSITION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

13. List all traffic violations in the last four years:

Approx Date	Location	Violation	Deposition
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

14. List the last three consecutive jobs you have had. Include periods of unemployment:

A.

Employers Name		Phone Number
Number & Street	City	State/Zip
Job Description:		
Reason for leaving:		
Employment Dates:		
Salary:		

B.

Employers Name		Phone Number
Number & Street	City	State/Zip
Job Description:		
Reason for leaving:		
Employment Dates:		
Salary:		

C.

Employers Name		Phone Number
Number & Street	City	State/Zip
Job Description:		
Reason for leaving:		
Employment Dates:		
Salary:		

REFERENCES

15. Fill below the names of three 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 qualities.

A.			
	Name	Phone	Email
	Business	Business Phone	
B.			
	Name	Phone	Email
	Business	Business Phone	
C.			
	Name	Phone	Email
	Business	Business Phone	

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

Name	Address

AUTHORIZATION FOR RELEASE OF INFORMATION

TO WHOM IT MAY CONCERN:

I am applying for a position with the Prospect Heights Fire Protection District (the "District"). To assess my qualifications for the position, the district must thoroughly review my employment background and personal history. I give this authorization freely and voluntarily to allow full access to any information or documents about me in your possession for the purpose of conducting a background investigation and determining my suitability for employment.

I authorize any representative of the district bearing this Authorization, or a copy thereof, to obtain any and all such information in your possession pertaining to me, specifically included, but not limited to:

1. My employment records;
2. My military service records;
3. My educational records;
4. My financial and consumer credit records;
5. My criminal history record, including any arrest and conviction record;
6. Any information contained in investigatory files and discipline records;
7. Any efficiency ratings; complaints or grievances filed by or against me;
8. My attendance records; and
9. Any polygraph examinations.

I direct every person, firm, company, corporation, governmental agency, court, association, educational institution, hospital or other repository of records, having control of any documents, records and other information pertaining to me, to release such information upon request of the Department.

I release every person, firm, company, corporation, governmental agency, court, association, educational institution, hospital or other repository of records, including its officers, employees or agents, both individually and collectively, from any and all liability for damages of whatever kind, including any liability or damages pursuant to any state or federal laws, which may result at any time to me, my heirs, my family or associates, because of compliance with this Authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the district regardless of any agreement I may have made with you previously to the contrary.

For and in consideration of the district's acceptance and processing of my application for employment and additional consideration consisting of the agreement to maintain all information received under this Authorization confidentially, as provided for below in the paragraph, and for other valuable consideration, the sufficiency of which is acknowledged. I agree to release, indemnify and hold harmless the district, its officials, agents and employees, from any and all claims and liability for damages associated, directly or indirectly, with my application for employment or in any way connected with the collection of this information pursuant to the Authorization. I understand that the information obtained by the district under this authorization shall remain confidential, except for its use in examining my qualifications to hold or retain the position applied for and such information may be released or destroyed only as required by law, or as approved by me and the district.

I understand my rights under *Title 5, United States Code, Section 552a, the Privacy Act of 1974*, regarding access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the District in conjunction with employment procedures.

I have also been advised that I have the right, under *Section 168Jd(b) of the Fair Credit Reporting Act* to make a written request within a reasonable time for a complete and accurate disclosure of the nature and scope of any investigation.

A photocopy or fax copy of this Authorization form will be valid as an original thereof, even though the said photocopy or fax does not contain any original writing of my signature.

I agree to pay all charges or fees concerning this Authorization and can be billed for such charges at the address listed on this form.

Please print the following:

Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____ Date of Birth: _____

Social Security Number: _____

Signature: _____

Date: _____

**Prospect Heights Fire Protection District.
10 E. Camp McDonald Road
Prospect Heights, Illinois 60070
Office: 847-253-8060**

HEALTH CERTIFICATE

I _____ hereby certify to the best of my knowledge and belief that I can fully perform the duties of the position that I seek.

I hereby agree to submit a full medical examination and drug screen performed by a licensed physician designated by the Prospect Heights Fire Protection District incidental to my being appointed to the position I seek. I realize this will be accomplished at no personal expense and will not be required, until I have been conditionally offered the position.

Signed _____ Date _____

Prospect Heights Fire Protection District

Fire Chief / Administrator — Candidate Application Questions

Instructions to Candidates

Please respond to each of the following questions in writing. Responses must be submitted as part of the completed application packet by the posted deadline. Each response should be concise, specific, and supported by direct personal experience.

- Responses are limited to 500 words per question, and double spacing is the max.
- Each question should be answered on a separate piece of paper and in the numbered order.
- Make sure your name and cell phone number is at the top of each page.
- Write in the first person and draw on specific situations from your career.
- Responses that rely on generalities or hypothetical approaches rather than real experience will be scored accordingly.
- Your responses will be reviewed by a selection panel and may inform questions during the Structured Leadership Assessment.
- You may draw on experience from any organization in which you have served, including your current one. You are not required to identify the organization by name in your responses.
- All information is subject to verification.

Question 1

1. What interested you in the position of Fire Chief for Prospect Heights Fire Protection District, and what in your background specifically makes you the right leader for this community and this type of organization at this time?

Question 2

2. Describe the experience that has most directly prepared you for the role of Fire Chief in a combination career/part-time department and explain how you would draw on that experience to address the most significant challenges you would expect to face in this type of organization.

Question 3

3. Describe your experience managing employees in a unionized or collective bargaining environment, including the most challenging labor relations situation you have faced and a time when you were required to address a serious personnel performance or conduct problem.

Question 4

4. Describe a significant effort you led to shift the culture of a fire department or organizational unit — what prompted it, what you did, and how you measured whether it was successful or not successful.

Question 5

5. Describe your on-scene incident command experience at this level, including the types and complexity of incidents you have commanded, how you have functioned in MABAS or mutual aid deployments, and how you approach the command transition or support role when a Battalion Chief is already established as incident commander.

Procedural Information

Please complete the following items accurately. These supplement your written responses and employment history.

6. Largest number of employees directly supervised:

7. Largest annual operating budget for which you held direct fiscal responsibility (include budget type and year):

8. Highest rank or position(s) held in the fire service:

9. Have you ever been a party to a formal disciplinary action as a respondent? If yes, please describe briefly:

10. Have you ever been subject to a sustained complaint or finding by a board of inquiry, labor arbitrator, or civil service authority? If yes, please describe briefly: