



Prospect Heights Fire Protection District
10 East Camp McDonald Road
Prospect Heights, Illinois 60070
Phone 847-253-8060, FAX 847-253-4759

Application for Employment

Position: Part-Time Firefighter/Paramedic

General Requirements for Part-Time Membership

In order to be considered for part-time membership (employment) with the Prospect Heights Fire Protection District (PHFPD), the following minimum requirements must be met. The requirements include, but are not limited to:

1. Be at least 18 years of age.
2. Be in good physical condition and mental health and able to perform strenuous manual labor.
3. Be of good moral character and not had any serious criminal activity history as determined by a background investigation conducted by the PHFPD.
4. Possess a valid non-CDL class B Driver License issued by the state in which the applicant resides. Paramedics who do not possess a non-CDL class B license may be hired with the condition of employment that they obtain this license.
5. Be a High School graduate or possess a GED certificate.
6. Be an U.S. citizen or possess work authorization from the U.S. Department of Immigration and Naturalization.
7. Possess certification from the Office of the State Fire Marshal:
 1. Basic Operations Firefighter or Fire Fighter 2 and Technical Rescue Awareness
 2. Hazardous Materials First Responder or Operations
8. Possess a current, valid license from the Illinois Department of Public Health as an EMT-Paramedic.
9. Upon offer of employment, obtain and maintain for duration of employment approval to function within the Northwest Community EMS System.
10. Upon acceptance pass a psychological evaluation, physical examination, and drug screen.

Complete position descriptions as well as hiring policies and procedures of the PHFPD are available upon written request to the Fire Chief.



Application for Employment

Which position are you applying for?

- Permanent Part-Time Firefighter/Paramedic**
 Part-Time Firefighter/Paramedic

INSTRUCTIONS:

- Either print or type to complete application. Illegible applications will be rejected.
- Complete all areas of this application. No area is to be left blank.
- If an area does not apply draw a diagonal line through the area or page.
- Blank areas will be interpreted as incomplete.
- Be sure to sign the last page.

If you downloaded this application then return it via U.S. Mail or hand delivery. DO NOT fold the application.

Along with your completed application, submit legible copies of the following documents:

1. Your current and valid Driver's License issue by the state you reside in.
2. Your official certificate of live birth issue. This is usually issued by the county in which you were born. Copies of the birth certificate issued by the hospital are not acceptable.
3. Your High School diploma or GED certificate.
4. The following Illinois State Fire Marshal issued certificates:
 - Basic Operations Firefighter or Fire Fighter 2 and Technical Rescue Awareness
 - Hazardous Materials First Responder or Operations
5. The following other certificates of completion:
 - Courage to Be Safe
 - ICS 100 and ICS 200
 - IS-700 and IS-800
6. A copy of all other fire/rescue/haz mat/EMS training certificates you have.
7. Your Illinois Department of Public Health issued EMT-Paramedic license.

Full name			
Last	First	Middle initial	
Address			Unit #
City		State	Zip code
Email Address:		@	•
Telephone number			
Military service: Are you a member of the armed services? <input type="radio"/> Yes <input type="radio"/> No If yes, are you: <input type="radio"/> Active Duty <input type="radio"/> Reserve If you were discharged from the military: ATTACH COPY OF CERTIFICATE OR FORM DD214			

Americans with Disabilities Act: *The Americans with Disabilities Act (ADA) prohibits the Prospect Heights Fire Protection District from asking an applicant to submit to a medical examination or require that any questions related to your health be answered prior to making an offer of employment.*



Experience

Complete one (1) chart for each full-time, part-time, POC, volunteer or military fire department or EMS employer you have been employed at within the past 10 years.

Employer # 1 CURRENT EMPLOYER

Name of employer

Address, City, State, Zip Code

Telephone number

Current status with this employer: Currently employed
 Resigned/Retired
 Terminated

Your employment is/was: Full-Time Part-Time (includes POC and vol.)

Year employment began

Year employment ended

Job title and general duties/responsibilities

Name of immediate supervisor:

May we contact this employer? Yes No

Does this employer have any policy that limits your ability to work for another employer?
 No Yes If yes, please explain the limitations:

Employer # 2

Name of employer

Address, City, State, Zip Code

Telephone number

Current status with this employer: Currently employed
 Resigned/Retired
 Terminated

Your employment is/was: Full-Time Part-Time (includes POC and vol.)

Year employment began

Year employment ended

Job title and general duties/responsibilities



Name of immediate supervisor:
May we contact this employer? <input type="radio"/> Yes <input type="radio"/> No

Employer # 3	
Name of employer	
Address, City, State, Zip Code	
Telephone number	
Current status with this employer:	<input type="radio"/> Currently employed <input type="radio"/> Resigned/Retired <input type="radio"/> Terminated
Your employment is/was:	<input type="radio"/> Full-Time <input type="radio"/> Part-Time (includes POC and vol.)
Year employment began	Year employment ended
Job title and general duties/responsibilities	
Name of immediate supervisor:	
May we contact this employer? <input type="radio"/> Yes <input type="radio"/> No	

References
<i>List three PROFESSIONAL references. These should be persons at least 21 years of age who can appraise your character and ability to perform the strenuous and technical work for the position listed on this application. They should not be relatives or personal acquaintances. You need to obtain a letter of reference from each of these three people. Include all three letters with your completed application.</i>
Reference # 1
Name
Telephone number
Is this telephone number <input type="radio"/> A private residence <input type="radio"/> A business
Address, City, State, Zip Code
Is this address <input type="radio"/> A private residence <input type="radio"/> A business
In years, how long have you know this person?
Describe how you know and professionally interact with this person



Reference # 2
Name
Telephone number
Is this telephone number <input type="radio"/> A private residence <input type="radio"/> A business
Address, City, State, Zip Code
Is this address <input type="radio"/> A private residence <input type="radio"/> A business
In years, how long have you know this person?
Describe how you know and professionally interact with this person

Reference # 3
Name
Telephone number
Is this telephone number <input type="radio"/> A private residence <input type="radio"/> A business
Address, City, State, Zip Code
Is this address <input type="radio"/> A private residence <input type="radio"/> A business
In years, how long have you know this person?
Describe how you know and professionally interact with this person

AVAILABILITY	
Part-Time members of the Prospect Heights Fire Protection District work 12 or 24-hour shifts. Each shift begins at 6:00 a.m. or 6:00 p.m. and requires the member to remain on duty until the shift concludes in 12 or 24 hours. Whenever possible, the Fire Protection District prefers members to work a 24 hours shift commencing at 6:00 a.m.	
Indicate the shift you work at your current full-time employer:	
Indicate which shift(s) you are available to work	
<input type="radio"/> Black shift 6:00 a.m. to 6:00 p.m.	<input type="radio"/> Black shift 6:00 p.m. to 6:00 a.m.
<input type="radio"/> Red Shift 6:00 a.m. to 6:00 p.m.	<input type="radio"/> Red Shift 6:00 p.m. to 6:00 a.m.
<input type="radio"/> Gold shift 6:00 a.m. to 6:00 p.m.	<input type="radio"/> Gold shift 6:00 p.m. to 6:00 a.m.



Does your full time employer prohibit you from working another job for a set number of hours before your report for duty time? If yes, fill in the blank:

I cannot work the _____ hours before I am to report for duty at my full time employer.

Members are generally assigned to one of the shifts above and rotate on that shift every sixth calendar day (every other shift day). This requires the member to work all holidays or weekends when their shift falls on such dates.

Are you able to work an assigned shift every sixth calendar day that does not interfere with your full-time employment?

Yes No

Are you willing to work an assigned shift every sixth calendar day that does not interfere with your full-time employment?

Yes No?

NOTICE

Illinois state law prohibits persons convicted of certain crimes from being employed as a firefighter. The law states:

(70 ILCS 705/16.06) (from Ch. 127 1/2, par. 37.06)
Sec. 16.06. Eligibility for positions in fire department; disqualifications.

(b) No person shall be appointed to the fire department unless he or she is a person of good character and not a person who has been convicted of a felony in Illinois or convicted in another jurisdiction for conduct that would be a felony under Illinois law, or convicted of a crime involving moral turpitude. No person, however, shall be disqualified from appointment to the fire department because of his or her record of misdemeanor convictions, except those under Sections 11-1.50, 11-6, 11-7, 11-9, 11-14, 11-15, 11-17, 11-18, 11-19, 11-30, 11-35, 12-2, 12-6, 12-15, 14-4, 16-1, 21.1-3, 24-3.1, 24-5, 25-1, 28-3, 31-1, 31-4, 31-6, 31-7, 32-1, 32-2, 32-3, 32-4, and 32-8, subdivisions(a)(1) and (a)(2)(C) of Section 11-14.3, and subsections (1), (6), and (8) of Section 24-1 of the Criminal Code of 1961 or the Criminal Code of 2012.

(Source: P.A. 96-1551, eff. 7-1-11; 97-1150, eff. 1-25-13.)



A comprehensive background check that includes using fingerprint records will be conducted on each person given a conditional offer of employment. Disqualifying information learned in that process may result in a withdrawal of the offer. The following list includes some but not all possible offenses that if substantiated may result in the withdrawal of the offer of employment.

- | | |
|-------------------------|------------------------------------|
| Homicide | Criminal Sexual Assault |
| Manslaughter | Aggravated Criminal Sexual Assault |
| Robbery | Aggravated Criminal Sexual Abuse |
| Burglary | Prostitution |
| Fraud | Keeping a Place of Prostitution |
| Kidnapping | Pimping |
| Forgery | Juvenile Pimping |
| Money Laundering | Exploitation of a Child |
| Solicitation of a Child | Aggravated Assault |
| Criminal Sexual Abuse | Intimidation |

I hereby attest that the information supplied in this application is, to the best of my ability, true and correct and that any falsification of information may subject me to disciplinary action that could ultimately result in my application being rejected or my employment terminated. Should I be hired and any of the information in this application changes during the course of my employment with the Fire Protection District, I agree to supply the Fire Protection District with the new and current information.

Signed

Date

