

## City of Naperville Fire Department

### Firefighter/Paramedic Minimum Requirements:

- U.S. Citizen
- No Felony Convictions
- High School Diploma or Equivalent
- Valid Driver's License
- Successful completion of the Candidate Physical Ability Test (CPAT) conducted by a licensed agency\* within 12 months PRIOR to June 7, 2010 (CPAT cards considered valid ONLY if dated between 6/7/09 and 6/7/10.)
- EMT-Paramedic License by June 7, 2010 (proof of Illinois certification required at time of conditional offer)
- 21 to UNDER 35 years of age on June 26, 2010 or as otherwise exempt from age limitation by Statute
- Uncorrected vision 20/100; corrected vision 20/20.
- No residency requirement
- \$32 non-refundable application fee

\*Licensed CPAT testing agencies:

NIPSTA, Glenview, IL - [www.NIPSTA.org](http://www.NIPSTA.org), (847) 998-8090

Southwest United Fire Districts, Darien, IL - [www.SUFD.org](http://www.SUFD.org), (630) 910-2216

### Application Instructions

- 1) Visit [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com) to complete the online application for the position of Firefighter/Paramedic. **Online applications must be completed and confirmed before 12 noon on Monday, June 7, 2010.** You will receive a confirmation number when your application is complete; save this number for your records.
- 2) **Return signed Release Forms and other requested documents (SEE CHECKLIST!) to Public Safety Recruitment before 12 noon on Monday, June 7, 2010. Application documents received after 12 noon on Monday, June 7, 2010 will NOT be accepted.** Postmarked and faxed release forms will NOT be accepted. Release Forms & Other Required Documents may be delivered by hand during business hours (M-Th 9a-5p; F 9a-3p; CLOSED ON HOLIDAYS AND WEEKENDS) or sent via TRACABLE carrier (FedEx, Certified USPS, UPS, etc.) to ensure timely delivery by noon on June 7. You **MUST** submit release forms (see "Required Release Forms" pages 1-20) as well as other required documents as listed below (see also "Check List") to Public Safety Recruitment by the application deadline:
  - A copy of your driver's license
  - A copy of your county-issued birth certificate (Proof of citizenship required for those born outside the US)
  - A copy of your high school diploma or equivalent
  - A copy of your Paramedic License (Proof of Illinois certification required at time of conditional offer)
  - A copy of your valid CPAT card issued from a licensed agency\* (see above for licensed agencies)
  - Original signed letter requesting veteran's points and a copy of your DD-214 (if applicable)
  - Job related education certificates (if applicable) Illinois Paramedic Certification, Firefighter II, Hazardous Materials Operations Level Certification (NFPA), etc. if obtained.Please note that if you qualify for veteran's points, you must submit an original signed letter requesting veteran's points and a copy of your DD-214 (the form must indicate that you have been honorably discharged) with your application. **Any veteran's points requests received after 12:00 noon on Monday, June 7, 2010 will not be accepted. Faxed letters will not be accepted.**
- 3) **Applicants must submit proof that they have passed the Candidate Physical Ability Test (CPAT) at a licensed agency\* (NIPSTA or SUFD) within one year prior to June 7, 2010.** If you do NOT have a valid CPAT card, it is highly recommended that registration be completed as soon as possible; time slots for the CPAT test fill up quickly. For more information, contact NIPSTA or SUFD (information for both agencies listed above).
- 4) **Attend the Mandatory Orientation and Written Exam on Saturday, June 26, 2010.** The mandatory orientation meeting will start promptly at 10:00 A.M. on June 26, 2010 in the Council Chambers of the Naperville Municipal Center, 400 South Eagle Street, Naperville, Illinois. Please arrive by 9:30 A.M. for check-in with your Driver's License. The written exam will directly follow the orientation. A study guide for the written exam (NFSI) is available by calling (708) 410-0100 or by visiting [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com).

Only the top candidates will be invited for Oral Interviews. Oral interviews will be held at various times throughout the duration of the eligibility list as vacancies arise. All portions of the testing process are mandatory. Failure to attend and complete any portion of the process will result in elimination from employment consideration. Good Luck!

## **CHECKLIST: NAPERVILLE, ILLINOIS FIRE DEPARTMENT**

### **Online Application**

**Deadline: Noon on June 7, 2010**

☐ **CONFIRMED** at [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com). WRITE YOUR CONFIRMATION NUMBER HERE: \_\_\_\_\_  
(The confirmation page immediately follows the references section of the online application)

### **Release Forms: READ CAREFULLY**

**Deadline: Noon on June 7, 2010**

No photocopies or fax copies will be accepted. You must submit the **ORIGINAL DOCUMENTS WITH ORIGINAL SIGNATURES**. Acceptable witness signatures include **adult family members and friends**. \*Three documents must be **NOTARIZED**. \*Call Public Safety Recruitment with any questions at 1.800.343.HIRE.

- |   |   |
|---|---|
| <input type="checkbox"/> Consumer Reports <Pages 1-2>                           | <input type="checkbox"/> Firefighter Examination <Page 12>                              |
| <input type="checkbox"/> Alcohol, Drug & Substance Abuse Screening <Page 3>     | <input type="checkbox"/> Firefighter/Paramedic Questionnaire <Page 13>                  |
| <input type="checkbox"/> Behavior Profile <Page 4>                              | <input type="checkbox"/> Authorization to Release Information <Page 14>                 |
| <input type="checkbox"/> Credit History <Page 5>                                | <input type="checkbox"/> Background and Credit History <Page 15>                        |
| <input type="checkbox"/> Criminal History Information/ Fingerprint <Page 6>     | <input type="checkbox"/> Release of Scores <Page 16>                                    |
| <input type="checkbox"/> Driving Record <Page 7>                                | <input type="checkbox"/> City of Naperville Consumer Reports <Page 17>                  |
| <input type="checkbox"/> Employment Past and Present <Page 8>                   | <input type="checkbox"/> Affidavit of Application <Page 18> <b><u>NOTARIZED*</u></b>    |
| <input type="checkbox"/> High School, College, University Diploma <Page 9>      | <input type="checkbox"/> Ordinance No. 88-228 <Page 19> <b><u>NOTARIZED*</u></b>        |
| <input type="checkbox"/> Medical Records <Page 10>                              | <input type="checkbox"/> Waiver/Release of Liability <Page 20> <b><u>NOTARIZED*</u></b> |
| <input type="checkbox"/> Personal Information Release to Municipality <Page 11> |   |

### **Other Required Documents:**

**Deadline: Noon on June 7, 2010**

- ☐ **COPY High School Diploma or equivalent** (Copy of High School Transcripts with Graduation Date, Dated GED, or Signed Letter on High School letterhead is acceptable. College transcripts/diploma NOT acceptable.)
- ☐ **COPY of Valid Driver's License** (copy of front and back if you received a renewal sticker)
- ☐ **COPY County issued Birth Certificate** (hospital copy will NOT be accepted; candidates born outside the U.S. are required to, additionally, provide proof of citizenship)
- ☐ **COPY of Valid Paramedic License**
- ☐ **COPY of Valid CPAT Card** (CPAT card must be issued within one year prior to 6/7/10 to be valid)
- ☐ **ORIGINAL SIGNED LETTER** requesting **Veteran's Points** and **COPY of your DD-214** (if applicable)
- ☐ **COPY of other job related certifications (if applicable)**. Include your Illinois Paramedic Certification, Firefighter II, and/or Hazardous Materials Operations Level Certification (NFPA) if obtained.

**NOTE: REFERENCE LETTERS will be required at time of Oral Interviews.**

**Release Forms & Other Required Documents may be delivered by hand during business hours (M-Th 9a-5p; F 9a-3p; CLOSED ON HOLIDAYS AND WEEKENDS) or sent via TRACABLE carrier (FedEx Express, Certified USPS, UPS, etc.) to ensure timely delivery by noon on June 7.**

Applications will not be verified until after the deadline has passed. Candidates who submit applications lacking proper documentation as indicated above will not be admitted to orientation or testing and you will be eliminated from employment consideration. I/O Solutions, d.b.a. Public Safety Recruitment, is not responsible for late, misdirected or incomplete application submissions. You must submit all required documents and have successfully CONFIRMED your online application by the deadline in order to be eligible to attend any portion of testing. You may drop your application documents off in person or by mail; however, all documents including your online application are due by the deadline by June 7, 2010 at 12 noon.

**Call 1.800.343.HIRE or email [info@publicsafetyrecruitment.com](mailto:info@publicsafetyrecruitment.com) with any questions.**

**DO NOT SUBMIT REQUIRED DOCUMENTS TO THE CITY OF NAPERVILLE.**  
**SUBMIT ALL RELEASE FORMS AND OTHER REQUIRED DOCUMENTS TO:**

**PUBLIC SAFETY RECRUITMENT    ATTN: NFD**  
**1127 S. MANNHEIM RD, STE. 203,**  
**WESTCHESTER, IL 60154.**

# **IMPORTANT NOTICE TO APPLICANT: PLEASE READ THIS NOTICE AND CONSENT FORM CAREFULLY BEFORE SIGNING. YOU WILL BE PROVIDED WITH A COPY OF THIS FORM AT ANY TIME UPON REQUEST**

## **NOTICE AND CONSENT CONCERNING CONSUMER REPORTS FOR EMPLOYMENT PURPOSES**

This form, which you should read carefully, has been provided to you because I/O Solutions, Inc. (hereinafter referred to as "the Company") or the Department(s) to whom you request the Company to forward your application (hereinafter referred to as "the Department(s)") may request consumer reports or investigative consumer reports. Any requests for consumer reports or investigative consumer reports from the Company will be made on behalf of any or all of the Department(s). The consumer reports or investigative consumer reports may then be reviewed by any or all of the Department(s).

For the benefit of the Department(s), the Company may perform applicant background checks and employee investigations. These background checks and investigations may be performed by the Company, in whole or in part, at the Company's discretion. The Department(s) may also perform applicant background checks and employee investigations. These background checks and investigations may be performed by the Department(s), in whole or in part, at the discretion of the Department(s).

The Company's and Department(s)' background checks may also include the use of consumer reporting agencies to gather and report information in the form of consumer or investigative consumer reports regulated by federal law. Such reports, if obtained, will be prepared by consumer reporting agencies and may contain information concerning your credit standing or worthiness, character, general reputation, personal characteristics, or mode of living. Federal law defines a "consumer reporting agency" as any person (or entity) which for monetary fees, dues, or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing reports to third parties. The Company is not a consumer reporting agency nor are the Department(s).

The types of reports that may be requested from consumer reporting agencies under this policy, include, but are not limited to, credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories. The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with your co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances. Any information contained in such reports may be taken into consideration by the Department(s) in evaluating your suitability for employment, promotion, reassignment or retention as an employee. Any information contained in such reports may be used for other purposes required by law or ethical business practices.

If the Company or Department(s) request(s) an investigative consumer report to be performed by a consumer reporting agency, as defined by federal law, you will receive a notice indicating that the report has been requested no later than three days after the request is made to the agency. This additional notice, if issued, will provide you with further information pertaining to federal law governing investigative consumer reports. You will not receive such a notice if the investigation is performed by the Company or a person or entity other than a consumer reporting agency.

If any adverse decision is made with regard to your application for employment or subsequent employment by a Department(s), based entirely or in part on the information contained in a consumer report or investigative consumer report prepared by a consumer reporting agency, the Department(s) are required to notify you and give you a copy of the report, as well as a summary of your applicable rights. If you have ever filed for bankruptcy, the Department(s) may not base an employment decision solely on this information.

Your consent is required by law before the Company or the Department(s) may obtain a consumer report or investigative consumer report from a consumer reporting agency pertaining to your submission of an application for employment with a Department. Your signature below indicates that you have carefully read and understand that the Company and the Department(s) may request and review a consumer report or investigative consumer report regarding you, consistent with this policy, in connection with your application for employment and that you consent to the release of such consumer reports or investigative consumer reports to the Company and the Department(s) for employment purposes, including any future decisions concerning your employment, promotion, reassignment or retention. You also consent to release of this information to the Company and the Department(s) for other purposes required by law or ethical business practices. Your signature additionally reflects your understanding that such consent will remain in effect indefinitely until you revoke it (cancel it) in writing, as described below.

Refusal to consent to a consumer report or investigative consumer report as required by this notice may result in rejection of an application, or withdrawal of an offer of employment.

## CONSENT STATEMENT

I have carefully read and understand this notice and consent form and, by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to the City of Naperville or I/O Solutions, Inc. (hereinafter referred to as "the Company") (and thereby to the departments to whom I have requested the Company to forward my application (hereinafter referred to as "the Department(s)")). I further understand that this consent will remain in effect until revoked in a written document signed by me. In the event that I wish to refuse or revoke my consent at any time, I understand that I may do so by either signing the Refusal or Revocation of Consent Statement below and returning it to the Company, at 1127 S Mannheim Rd, Suite 203, Westchester, IL 60154, or sending a signed letter or statement to the Company at the same address, indicating that I revoke my consent to the Company's obtaining consumer reports or investigative reports about me for employment purposes. I further understand that any and all information contained in my job application or otherwise disclosed to the City of Naperville or to the Company by me may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the Company and confirm that all such information is true and correct.

\_\_\_\_\_  
Name of applicant (Printed)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**REFUSAL OR REVOCATION OF CONSENT STATEMENT DO NOT SIGN UNLESS YOU HAVE DECIDED THAT YOU WILL NOT CONSENT, OR WILL NO LONGER CONSENT TO THE CITY OF NAPERVILLE OR THE COMPANY OBTAINING CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS REGARDING YOU FOR EMPLOYMENT OR OTHER PURPOSES.**

I do not consent to the City of Naperville or I/O Solutions, Inc. (hereinafter referred to as "the Company") obtaining consumer reports or investigative reports about me in connection with my employment or any other purposes. If I have previously granted my consent, I hereby revoke it and understand that such revocation will take effect immediately after the Company receives this written revocation and has actual knowledge of it sufficient to communicate the revocation to those employees or agents of the Company who typically request consumer reports for the Company.

\_\_\_\_\_  
Candidate Name

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

**DO NOT SIGN ABOVE UNLESS YOU DO NOT CONSENT!**

## **ALCOHOL, DRUG AND SUBSTANCE ABUSE SCREENING**

### **CONSENT**

I hereby consent for the City of Naperville or I/O Solutions, Inc., or either of its authorized representatives to collect blood, urine or saliva samples from me and to conduct other necessary medical tests to determine the presence in my body or use by me of alcohol, drugs or controlled substances.

I understand that the presence of certain medications in my blood and/or urine may affect test results. To aid in the analysis of the test results I would like to inform the City of Naperville, I/O Solutions, Inc., and either of its authorized representatives that I have taken the following medications in the last seven (7) days:

\_\_\_\_\_  
\_\_\_\_\_.

### **RELEASE**

I understand that release of my medical records by this written authorization will result in disclosure of these test results. I hereby consent to the release of the test results and other relevant medical information to authorized representatives of the City of Naperville, the City of Naperville Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the drug, alcohol and substance abuse screening or due to the disclosure of the test results as authorized herein by me.

Agreed to:	_____	Date_____
	Applicant Name, printed	
	_____	Date_____
	Applicant Signature	
	_____	Date_____
	Witness Name, printed	
	_____	Date_____
	Witness Signature	

**DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.**

## **BEHAVIORAL PROFILE**

### **DISCLOSURE**

This is to inform you that in processing your application an investigation will be made whereby information is obtained from you which will be used for a Behavioral Profile. The tests, survey and interviews are designed to: measure your attitudes regarding drugs and alcohol, trustworthiness, and work; to predict your interpersonal skills, personality traits and motivations; and to predict your on the job mental abilities.

### **CONSENT FOR BEHAVIORAL PROFILE**

I hereby grant my consent for I/O Solutions, Inc., or its authorized representative to conduct the necessary interviews and administer the necessary examinations to determine my Behavioral Profile.

### **RELEASE**

I understand that release of the results of my Behavioral Profile by this written authorization will result in disclosure of those test and survey results.

I hereby consent to the release of the test and survey results and other relevant information to authorized representatives of I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the City of Naperville, the City of Naperville Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the Behavioral Profile or due to the disclosure of the test and survey results as authorized herein by me.

In the event that I have a disability which will affect my ability to take any examination, I will so inform I/O Solutions, Inc. prior to the administration of the examinations so that a reasonable accommodation can be made. I/O Solutions, Inc. reserves the right to require medical documentation concerning the need for the accommodation.

Agreed to:	_____	Date_____
	Applicant Name, printed	
	_____	Date_____
	Applicant Signature	
	_____	Date_____
	Witness Name, printed	
	_____	Date_____
	Witness Signature	

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## **CREDIT HISTORY**

### **DISCLOSURE**

This is to inform you that in processing your application an investigation will be made whereby information is obtained from private credit reporting agencies as to your credit history. This investigative consumer report includes, if applicable, information as to your character, general reputation, personal characteristics, and mode of living. You have the right to make a written request within a reasonable period of time to receive detailed information about the nature and scope of this investigation.

### **CONSENT AND AUTHORIZATION TO INVESTIGATE CREDIT HISTORY**

I hereby authorize and consent to a thorough investigation of my past and present credit history and disclosure of the results of that investigation to third parties. I understand that release of my past and present credit records by this written authorization will result in the disclosure of those records. I understand that this investigative consumer report can include, if applicable, information as to my character, general reputation, personal characteristics, and mode of living.

### **RELEASE**

I hereby consent to the release of the results of the investigation of my credit history and other relevant information to authorized representatives of the City of Naperville or I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the City of Naperville, the City of Naperville Board of Fire and Police Commissioners and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation of my past and present credit history and the disclosure of the results of that investigation as authorized by me.

I waive the right to written notice required of any former employer pursuant to the Personnel Records Review Act, 820 ILCS § 40/7(1). I also acknowledge that I have had the opportunity to discuss the importance of this waiver with legal counsel of my own choosing.

Agreed to:	_____	Date_____
	Applicant Name, printed	
	_____	Date_____
	Applicant Signature	
	_____	Date_____
	Witness Name, printed	
	_____	Date_____
	Witness Signature	

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## **CRIMINAL HISTORY INFORMATION / FINGERPRINT**

### **DISCLOSURE**

This is to inform you that in processing your application an investigation will be made whereby information is obtained from State and local law enforcement agencies for any reportable criminal history information concerning you using your fingerprints. This information can include a record of any convictions, which are required by statute to be collected and maintained by government agencies.

### **RELEASE**

I agree to be fingerprinted by the City of Naperville and acknowledge that these fingerprints will be used to investigate my criminal history and conviction record. I agree to and understand the release of the results of the investigation, to determine my criminal history information, will result in the disclosure of information concerning whatever criminal history exists regarding me to third parties.

I hereby acknowledge the results of the investigation to determine my criminal history will be released to authorized representatives of the City of Naperville or I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the City of Naperville, the City of Naperville Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation into my criminal history and the disclosure of any of that information.

Agreed to:	_____	Date	_____
	Applicant Name, printed		
	_____	Date	_____
	Applicant Signature		
	_____	Date	_____
	Witness Name, printed		
	_____	Date	_____
	Witness Signature		

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## **DRIVING RECORD**

### **DISCLOSURE**

This is to inform you that in processing your application an investigation will be made whereby information is obtained from the Secretary of State regarding your driving record. This information can include a record of your current driver's license issuance information (exclusive of information on judicial driving permits); convictions and orders entered revoking, suspending, or canceling your driver's license or privilege.

### **RELEASE**

I hereby acknowledge the results of the investigation of my driving record will be released to authorized representatives of the City of Naperville or I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the City of Naperville, the City of Naperville, and I/O Solutions, Inc. its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation into and the disclosure of my driving record.

Agreed to:	_____	Date_____
	Applicant Name, printed	
	_____	Date_____
	Applicant Signature	
	_____	Date_____
	Witness Name, printed	
	_____	Date_____
	Witness Signature	

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## **EMPLOYMENT: PAST AND PRESENT**

### **CONSENT**

I hereby consent to a thorough investigation of my past and present employment activities and agree to cooperate in such investigation. I hereby authorize my past and present employers to release the requested information and to comment on my work record.

### **RELEASE**

I understand that by this written authorization my past and present employment records will be disclosed to third parties. I hereby consent to the release of the results of the investigation into my past and present employment and other relevant information to authorized representatives of the City of Naperville and I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the City of Naperville, the City of Naperville Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation of my past and present employment and the disclosure of the results of that investigation as authorized herein by me.

Agreed to:	_____	Date_____
	Applicant Name, printed	
	_____	Date_____
	Applicant Signature	
	_____	Date_____
	Witness Name, printed	
	_____	Date_____
	Witness Signature	

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## **HIGH SCHOOL, COLLEGE, UNIVERSITY DIPLOMA**

### **CONSENT**

I hereby consent to an investigation to determine the authenticity of my high school or General Education Diploma, college, or University diploma. I hereby authorize my secondary school or its equivalent to release such information regarding the authenticity of my high school (or its equivalent), college, or university diploma to representatives of the City of Naperville or I/O Solutions, Inc.

### **RELEASE**

I understand that by this written authorization that information gathered regarding the authenticity of my diploma or its equivalent will be disclosed to third parties.

I hereby consent to the release of results of the investigation of the authenticity of my diploma or its equivalent to authorized representatives of the City of Naperville or to I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the City of Naperville, the City of Naperville Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation of the authenticity of my high school (or its equivalent), college, or university diploma and the disclosure of the results of that investigation as authorized herein by me.

Agreed to:	_____	Date_____
	Applicant Name, printed	
	_____	Date_____
	Applicant Signature	
	_____	Date_____
	Witness Name, printed	
	_____	Date_____
	Witness Signature	

**DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.**

## **MEDICAL RECORDS**

### **CONSENT**

I hereby consent for I/O Solutions, Inc., or its authorized representative to obtain my medical records from my primary physician for the period of time that my name appears on the City of Naperville's Final Eligibility List.

### **RELEASE**

I understand that release of my medical records by this written authorization will result in disclosure of my medical records. I hereby consent to the release of my medical records to authorized representatives of the City of Naperville or to I/O Solutions, Inc. for appropriate review and/or dissemination to those municipalities and/or Police/Fire departments to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the City of Naperville, the City of Naperville Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the disclosure of my medical records as authorized herein by me.

Agreed to:	_____	Date_____
	Applicant Name, printed	
	_____	Date_____
	Applicant Signature	
	_____	Date_____
	Witness Name, printed	
	_____	Date_____
	Witness Signature	

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## **PERSONAL INFORMATION RELEASE TO MUNICIPALITY**

### **DISCLOSURE**

This is to inform you that in processing your application an investigation has been made whereby information is obtained concerning you. This information can include a record of all personal information, required by statute to be collected and maintained by government agencies.

### **RELEASE**

I understand that release of the results of the historical investigation profile will result in the disclosure of information regarding me to third parties.

I hereby acknowledge the results of the investigation will be released to authorized representatives of the City of Naperville or to I/O Solutions, Inc., for appropriate review and dissemination to this municipality and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the City of Naperville, the City of Naperville Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation and the disclosure of any of that information.

Agreed to:	_____	Date_____
	Applicant Name, printed	
	_____	Date_____
	Applicant Signature	
	_____	Date_____
	Witness Name, printed	
	_____	Date_____
	Witness Signature	

**DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.**

## **FIREFIGHTER EXAMINATION**

### **RELEASE**

By this written authorization I understand that release of the results of my Written Examination will result in disclosure of those test results to third parties.

I hereby consent to the release of the results of my Written Examination for dissemination to the City of Naperville and to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the City of Naperville, the City of Naperville Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the Fire Officer Examination or due to the disclosure of the test and survey results as authorized herein by me.

In the event that I have a disability which will affect my ability to take any examination, I will so inform I/O Solutions, Inc. prior to the administration of the examinations so that a reasonable accommodation can be made. I/O Solutions, Inc. reserves the right to require medical documentation concerning the need for the accommodation.

Agreed to:	_____	Date_____
	Applicant Name, printed	
	_____	Date_____
	Applicant Signature	
	_____	Date_____
	Witness Name, printed	
	_____	Date_____
	Witness Signature	

**DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.**

## BOARD OF FIRE AND POLICE COMMISSIONERS

# CITY OF NAPERVILLE

## FIREFIGHTER/PARAMEDIC TESTING PROCESS

**The City of Naperville is an equal opportunity employer. The City maintains information regarding individuals who apply for employment to document selection ratios for various positions. This information will not accompany your application and will not be used in any way to decide whether you will be hired. This information is CONFIDENTIAL.**

**Applicants are encouraged to complete this form, however, this is strictly voluntary and is not a condition of employment.**

**Date** \_\_\_\_\_ **Name** (Please Print) \_\_\_\_\_

Age: \_\_\_\_\_ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: ☐ Male ☐ Female

**Ethnic Group:**

- ☐ **White** (All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.)
- ☐ **African American** (All persons having origins in any of the Black racial groups of Africa.)
- ☐ **Hispanic** (All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin.)
- ☐ **Asian or Pacific Islander** (All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.)
- ☐ **American Indian or Alaskan Native** (All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.)

**Veteran:**

- ☐ YES
- ☐ NO

## How did you hear about the position?

- ☐ **Newspaper** - name of newspaper: \_\_\_\_\_

☐ **Internet** - name of website: \_\_\_\_\_

☐ **College Recruitment** - college name: \_\_\_\_\_

☐ **Flyer from Naperville Fire Department**

☐ **Word of mouth**

☐ **Other:** \_\_\_\_\_

**BOARD OF FIRE AND POLICE COMMISSIONERS  
CITY OF NAPERVILLE, ILLINOIS**

**AUTHORIZATION TO RELEASE INFORMATION CONCERNING BACKGROUND,  
ECONOMIC STATUS AND PHYSICAL AND EMOTIONAL STABILITY**

The undersigned is an applicant for employment with the City of Naperville, Illinois, and agrees that a candidate for employment must possess good moral background, be considered a stable and respectable citizen of his or her community, be of high moral character, meet his or her other just obligations and be both physically and emotionally stable.

To determine whether the undersigned possesses these characteristics, I authorize the Naperville Board of Fire and Police Commissioners and other persons and agencies to conduct background investigations, credit investigations and inquiries, and I agree that I will take a written test, physical aptitude test, psychological assessment, polygraph test, submit to oral interviews and physical examinations on any phase of my application, prior background, or other matters deemed by the Naperville Board of Fire and Police Commissioners to be a legitimate matter of inquiry.

This authorization to release information concerning my background, family relationship, education, employment, credit standing and history, physical characteristics, specific and general conditions of my past and present health, emotional stability, psychological evaluations, polygraph tests, and the results of any other matter legitimately included within any of these categories, is directed to any person who may have information concerning any of these subject matters and is an unqualified authorization to release such information, facts, opinions to the Board of Fire and Police Commissioners, Naperville Human Resources Office, Naperville Fire and Police Departments, employees or servants and/or any other agent or representative of the Naperville Board of Fire and Police Commissioners.

The original copy of this authorization is on file with the Board of Fire and Police Commissioners and shall be valid for a period of three years from the date subscribed below. I specifically authorize the RELEASE OF ANY INFORMATION REQUESTED and agree that a photocopy of this RELEASE shall have the same validity as an original copy.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

Applicant Signature: \_\_\_\_\_

Applicant Name, printed: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Witness Name, printed: \_\_\_\_\_

**DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S**



## **ACKNOWLEDGMENT/CONSENT BACKGROUND AND CREDIT HISTORY**

As part of the application process for employment as a Firefighter/Paramedic with the Fire Department of the City of Naperville, Illinois, the undersigned applicant has been informed and understands that an investigation may be made whereby information is obtained through personal interviews with the applicant's neighbors, friends, or others with whom the applicant is associated or acquainted. This inquiry includes, as appropriate, information as to the applicant's character, general reputation, personal characteristics, and mode of living. The applicant has the right, within a reasonable period of time, to make a request in writing to receive additional, detailed information about the nature and scope of this investigation.

In addition, the undersigned has been informed that part of the background investigation contemplated herein may include the employment of a credit reporting service to obtain information related to the applicant's credit history. The name of the credit reporting service used as a part of this background investigation is EQUIFAX, INC., and the credit reporting service may be contacted by placing a telephone call to the following number: 404-885-8000. Furthermore, the applicant acknowledges that s/he consents and authorizes the City of Naperville, its agents and or assigns, to request a report of his/her credit history. The applicant also acknowledges that said applicant has been advised of his or her creditor's rights, as follows:

"Applicant has the right under federal law, on request and the presentation of proper identification, to obtain from the above named consumer reporting agency the following disclosures:

- (1) The nature and substance of all information in its files (except medical information) on you at the time of the request.
- (2) The sources of the information.
- (3) The creditors to whom the consumer reporting agency has furnished reports within the six month period preceding the request.

The reporting agency is required by law to provide trained personnel to explain any information furnished to you, and you may be accompanied by one other person of your choosing when you visit the agency. If you are accompanied by another person, he or she must furnish reasonable identification, and the agency may require you to furnish a written statement granting permission to the agency's personnel to discuss your file in the other person's presence.

Federal Law provides three methods by which you may obtain these disclosures from the consumer reporting agency: (1) You may appear in person at the agency during normal business hours and on reasonable notice to the agency, provided you furnish reasonable identification. (2) You may receive the information by telephone, provided you have first made written request of the agency to obtain disclosures by this means. You must pay any toll charge involved, and may be required to provide proper identification. (3) If the consumer credit reporting agency was responsible in any way for the denial of credit to you, you may obtain from the agency an explanation in writing free of charge."

The undersigned agrees and consents to the release of such information to the Board of Fire and Police Commissioners of the City of Naperville, as the applicant's prospective employer.

Agreed to: _____	Date _____
Applicant Name, printed	
_____	Date _____
Applicant Signature	
_____	Date _____
Witness Name, printed	
_____	Date _____
Witness Signature	

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**BOARD OF FIRE AND POLICE COMMISSIONERS  
CITY OF NAPERVILLE, ILLINOIS**

**Release of Scores for Firefighter/Paramedic Testing Process**

I hereby authorize I/O Solutions, Inc. to release the results of my written test for the position of Naperville Firefighter/Paramedic to the Board of Fire and Police Commissioners of the City of Naperville, Illinois or to its authorized representatives.

I further authorize I/O Solutions, Inc. to release the results of my physical aptitude test to the Board of Fire and Police Commissioners of the City of Naperville, Illinois or to its authorized representatives.

I further authorize I/O Solutions, Inc., to release the results of my in-depth psychological assessment to the Board of Fire and Police Commissioners of the City of Naperville, Illinois or to its authorized representatives.

I further authorize Theodore Polygraph Service to release the results of my polygraph test to the Board of Fire and Police Commissioners of the City of Naperville, Illinois or to its authorized representatives.

I understand that all tests and assessments and results thereof become the property of the Naperville Board of Fire and Police Commissioners and I hereby waive the right of review.

Agreed to:		Date	
	Applicant Name, printed		
		Date	
	Applicant Signature		
		Date	
	Witness Name, printed		
		Date	
	Witness Signature		

**DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.**

## City of Naperville, Illinois Consumer Reports Authorization Form

In connection with my application for employment (including contract for services), promotion, reassignment or retention as an employee, I understand that investigative reports or consumer reports which may contain public information may be requested or made on me including consumer credit, criminal records, driving record, education, prior employment verification, and others. These reports will include experience, salary history, job performance, and reasons for termination of past employment. Further, I understand that the City of Naperville will be requesting information from various Federal, State, local, and other agencies, which contain my past activities.

I hereby authorize without reservation, any party or agency contacted by the City of Naperville to furnish the above-mentioned information.

I further authorize ongoing procurement of the above-mentioned reports at any time during my employment or contract.

### COMPLETE ALL FIELDS ON THIS FORM!!!

---

NAME (please print)

---

STREET ADDRESS

---

CITY

STATE

ZIP CODE

---

TELEPHONE NUMBER

EMAIL ADDRESS (optional)

---

DRIVER'S LICENSE STATE AND NUMBER

EXPIRATION DATE

SOCIAL SECURITY NUMBER

### FOR IDENTIFICATION PURPOSES ONLY:

---

DATE of BIRTH

RACE

GENDER

---

OTHER or FORMER NAMES

---

PROFESSIONAL LICENSES, INCLUDING STATE, TYPE, AND THE NUMBER

---

CANDIDATE SIGNATURE

DATE

State of Illinois  
County of DuPage

To: Board of Fire and Police Commissioners  
Naperville, Illinois

## AFFIDAVIT OF APPLICATION

The undersigned being duly sworn on oath deposes and says that the undersigned has read the application and additional documents dated \_\_\_\_\_ of the undersigned for employment with the City of Naperville for the position of Firefighter/Paramedic, that said application is in the hand-writing of undersigned only, and that the facts, statements and representations therein are true.

\_\_\_\_\_  
Applicant Name, Printed

\_\_\_\_\_  
Applicant Signature

**Subscribed and sworn to before me**

this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
**Notary Public**

## CITY OF NAPERVILLE: ORDINANCE NO. 88-228

AN ORDINANCE AMENDING SECTION 1-7-8 (CONDITIONS OF EMPLOYMENT) OF CHAPTER 7 (MUNICIPAL PERSONNEL POLICIES) OF TITLE 1 (ADMINISTRATIVE) OF THE NAPERVILLE MUNICIPAL CODE

### 1-7-8: CONDITIONS OF EMPLOYMENT

2. Anti-Nepotism: The following relatives of any elected officer are disqualified from holding any appointed office or employment during the tenure of the office: spouse, child, parent, grandchild, grandparent, brother, sister, half brother, half sister, aunt, uncle, niece, nephew, or the spouses of any of them. All relationships shall include those arising from adoption. The following relatives of any employee or appointed officer are disqualified from holding any appointed office or employment in a position where one relative serves in a supervisory capacity over the other during the tenure of the office or employment: spouse, child, parent, grandchild, grandparent, brother, sister, half brother, half sister, aunt, uncle, niece, nephew, or the spouses of any of them. All relationships shall include those arising from adoption. This provision shall not apply to situations where a relative holds an appointed office or employment, either in the same department or in a position where one relative serves in a supervisory capacity over the other, as of the date of adoption hereof.

Whenever any appointed officer or employee becomes related, either by marriage or adoption, to another appointed officer or employee in one of the relationships previously listed in this Section, the affected officer(s) and/or employee(s) shall be allowed to remain in his position(s) for a period of sixty (60) days from the date on which the affected person(s) became related. During that sixty (60) day period, the affected person(s) shall be permitted to apply for a transfer to any available position with the City which is both comparable in salary and benefits to the position which the affected person(s) holds, and for which the affected person(s) is qualified. The term "comparable in salary and benefits" shall mean monetary compensation of up to ten percent (10%) less or more than the person's current monetary compensation. Any such transfer must be completed within the sixty (60) day period provided in this Section. If the affected person(s) has not complied with the requirements of this Section within the sixty (60) day period established herein, where one or more of the affected person(s) is an elected or appointed officer, and the remaining person(s) is an employee of the City, the City Manager shall terminate the employee(s); and where the affected persons are employees, the City Manager shall terminate the affected person(s) with the shortest length of employment with the City. This provision applies to all offices and positions of the City, including those allocated to the exempt service and classified service.

The provisions of this subsection, Ordinance No. 86-125, shall not be construed to prohibit the employment of any individual whose name appeared on the duly established and approved eligibility lists of the Fire and Police Commission as of October 6, 1986. Nothing herein shall be interpreted as requiring an employee at the time of an election be discharged because a relative described herein has been elected an officer of the City.

**At the date of this reading, are you related to any of the above Naperville employees, elected, or appointed officials?**

**Please circle one. YES NO**

If "YES," please list names below.

I have read and understand this Ordinance:

**Candidate Signature**

**Candidate Name**

**Date**

Subscribed and sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2010.

**NOTARY PUBLIC**

NOTARY SEAL

**WAIVER/RELEASE OF LIABILITY  
APPLICANT FOR PUBLIC EMPLOYMENT**

Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2010, between \_\_\_\_\_, an applicant for employment as a Firefighter/Paramedic with the Naperville Fire Department of the City of Naperville, Illinois, (the "Applicant") and the City of Naperville, Illinois; its Board of Fire and Police Commissioners; the City's and the Board of Fire and Police Commissioners' employees, agents, representatives and assigns (specifically any testing agency employed by the City or its Board of Fire and Police Commissioners) (hereinafter collectively referred to as the "City"), witness:

Whereas, Applicant has applied to the City for employment as a Firefighter/Paramedic; and,

Whereas, the City is required to subject the Applicant to a competitive testing process; and,

Whereas, the Applicant has agreed to submit to a variety of examinations including a written examination, physical ability, oral interviews, medical examinations and such other examinations, and to undergo a thorough background investigation, as deemed appropriate by the City; and,

Whereas, the City has agreed to administer said exams, on an as needed basis and as provided by the rules and regulations of the City's Board of Fire and Police Commissioners, without expense to the Applicant; and,

Whereas, both parties hereto agree that the examination process is conducted for the purpose of obtaining well-qualified individuals to fill the position sought by the Applicant, the parties hereto agree as follows:

Applicant, in consideration of the payment, by the City, of the fees associated with the conduct of examinations to be taken by the Applicant, hereby agrees to waive any claims the applicant may now have or may have in the future (specifically including any claim as to personal injury and/or damages) arising from Applicant's participation in any examination (specifically including a physical ability examination) or background investigation conducted by or for the City as part of its pre-employment screening process for the position of Firefighter/Paramedic. The Applicant further states that this waiver is given voluntarily and with the knowledge that the Applicant is waiving any and all liability the City may incur as to the Applicant resulting from the Applicant's participation in the pre-employment screening process. The Applicant specifically waives the right to written notice required of any former employer pursuant to the Personnel Records Review Act, 820 ILCS, §40/7(1). The Applicant also acknowledges that the Applicant had the opportunity to discuss the import of this Waiver with legal counsel of Applicant's own choosing.

Witness our hands and seals the day and year above written.

APPLICANT

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Name, printed

FOR USE BY THE CITY OF NAPERVILLE, ILLINOIS  
BOARD OF FIRE AND POLICE COMMISSIONERS

By: \_\_\_\_\_  
Board Chairman

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
**Notary Public**

NOTARY SEAL