

Village of Northbrook Fire Department Firefighter/Paramedic

Thank you for your interest in the Village of Winnetka and Village of Northbrook Fire Departments. The Fire Departments are holding a joint competitive written exam battery for the position of Firefighter/Paramedic. Applications are being accepted for the purpose of filling future openings and to establish separate eligibility lists for both Departments. Please read this document carefully, paying particular attention to deadlines, minimum requirements, and required documents for EACH department to which you wish to apply.

MINIMUM REQUIREMENTS

- **Application Fee** **\$25 non-refundable application fee**
- **Citizenship** **You must be a United States citizen or meet the requirements of the Illinois Human Rights Act for citizenship status.**
- **Age** **Must have passed 21st birthday and, except as otherwise provided by law, be under 35 years of age at date of examination (6/23/12).**
- **Education** **High school diploma or equivalent AND one of the following:**
 - **Associate's degree or at least 60 semester credit hours at an accredited college or university** (copy of official certified transcripts due at application deadline);
 - OR**
 - **State of Illinois licensed Emergency Medical Technician – Paramedic** (IDPH EMT-P);
 - OR**
 - **State of Illinois licensed Emergency Medical Technician – Basic** (IDPH EMT-B) **AND Illinois Office of the State Fire Marshal Firefighter II Certification.**
- **CPAT & Ladder Climb** **Valid CPAT and Ladder Climb card issued from the Northeastern Illinois Public Safety Training Academy (NIPSTA) or Southwest United Fire Districts (SUFD) at time of written exam (June 23, 2012). CPAT and Ladder Climb cards/certificates considered valid **ONLY** if issued between January 1, 2012 and June 23, 2012. Information about NIPSTA and how to register available on page 2 of this packet.**
- **Vision** **Correctable to 20/40, normal peripheral vision and able to distinguish colors.**
- **Driver's License** **Must have a valid Driver's License.**
- **Online Application** **Complete and confirm your online application no later than 12 noon on Monday, May 21, 2012.**

Please visit our website to pay the application fee and complete the online application

www.publicsafetyrecruitment.com

If you have any questions, please contact Public Safety Recruitment

1-800-343-HIRE ~ e-mail: info@publicsafetyrecruitment.com

9 am – 5 pm Monday through Thursday and

9 am – 3 pm on Friday



VILLAGE OF NORTHBROOK APPLICATION INSTRUCTIONS



- 1) Visit www.publicsafetyrecruitment.com to pay the application fee and to complete the online application for the position of Firefighter/Paramedic. Your online application must be confirmed before 12 noon on Monday, May 21, 2012. Save your confirmation number for your records.
- 2) Submit proof that you have passed the Candidate Physical Ability Test (CPAT) and Ladder Climb at the Northeastern Illinois Public Safety Training Academy (NIPSTA) or Southwest United Fire Districts (SUFD). CPAT cards considered valid only if issued between 1/1/12 and 6/23/12. A copy of your valid CPAT card and Ladder Climb Certificate is due by date of the written exam.

**CPAT and Ladder Climb tests are given by the Northeastern Illinois Public Safety Training Academy (NIPSTA) or the Southwestern United Fire Districts (SUFD). At least 60 days prior to a test, candidates may attend two orientation sessions with timed practice sessions. To register for the orientations and test, contact NIPSTA at www.nipsta.org or 847-998-8090 or SUFD at www.sufd.org or 630-910-2087 for fees and test dates. It is highly recommended that applicants schedule to take the CPAT Test at NIPSTA or SUFD as soon as possible to ensure this requirement is met by June 23, 2012.*

- 3) Return signed Applicant's Acknowledgement and Waiver form and required documents (see checklist, attached) to Public Safety Recruitment, (Attn.: Northbrook FD, 1127 S. Mannheim Rd., Suite 203, Westchester, IL 60154) BEFORE 12 noon on Monday, May 21, 2012. Applications received after 12 noon on May 21, 2012 will NOT be accepted. Faxed documents will not be accepted. Documents may be delivered by hand or by mail; traceable courier is suggested to ensure timely delivery.
- 4) Attend Orientation and Written Exam Battery on Saturday, June 23, 2012 at Glenbrook North High School, 2300 Shermer Road, Northbrook, IL 60062. Arrive at 8:15 a.m. with photo identification (valid Driver's License or State ID) AND copy of valid CPAT and Ladder Climb Test card/Certificate to sign in. Orientation begins at 9:00 a.m. and testing will immediately follow. The written exam battery will consist of the National Firefighter Selection Inventory (NFSI), the Integrity Inventory (I²) and the Mechanical Reasoning Ability Test (MRAT). Testing is expected to take several hours so please bring a beverage and snack.

Salary Range: \$49,901 - \$79,478 DOQ
Excellent Fringe Benefit Package

Preference: Preference may be given to applicants who first successfully pass the written examinations as follows; however, the application of preference points may not place a candidate before a veteran on the final eligibility list.

- **Military:** 5 points for at least 1 year of active military or naval service for the United States with honorable discharge;
- **Licensure:** 5 points for State of Illinois licensure as an Emergency Medical Technician – Paramedic (EMT-P) OR 2 ½ points for State of Illinois licensure as an Emergency Medical Technician – Basic (EMT-B)
- **Up-to a total of 5 points for the following Experience:**
 - ❖ 0.5 points for each year experience as a Paid-On-Call firefighter for the Village of Northbrook. The applicant may be awarded up to a maximum of 2.5 points under this subsection.
 - ❖ 1 point for each year of continuous service of a certified firefighter III and State of Illinois or nationally licensed paramedic. The most recent period of continuous one-year service must have occurred immediately prior to the time of the examination. The applicant may be awarded up to a maximum of 5 points under this subsection.
 - ❖ 5 points for at least two years of full time firefighter or firefighter-paramedic experience with a fire protection district or another municipality within the State of Illinois. The most recent period of continuous service must have occurred immediately prior to the time of the examination.

The Hiring Process

Fingerprinting

Interview – Board of Fire & Police Commissioners

Polygraph Examinations

Character and Background Investigation including credit check

Psychological Evaluation

Medical Examination

All portions of the testing process are mandatory. Failure to attend and successfully complete any portion of the process will result in elimination from employment consideration.

CHECK LIST: NORTHBROOK FIRE DEPARTMENT

<u>Application:</u>	DEADLINE: 5/21/12 at NOON
<input type="checkbox"/> Confirmed online	WRITE YOUR CONFIRMATION NUMBER HERE: _____ <small>(The confirmation page immediately follows the references section of the online application)</small>
<u>Required Waiver and Certification Questionnaire:</u>	DEADLINE: 5/21/12 at NOON
<input type="checkbox"/> Village of Northbrook Applicant's Acknowledgement and Waiver Form*	
<input type="checkbox"/> Illinois Fire Service Certification and Licensure Verification*	
*No photocopies or fax copies will be accepted. You must submit the ORIGINAL DOCUMENTS WITH ORIGINAL SIGNATURES where requested.	
<u>Other required documents:</u>	DEADLINE: 5/21/12 at NOON
<input type="checkbox"/> COPY of 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/University transcripts NOT accepted in place of this requirement.)	
<input type="checkbox"/> ONE OF THE FOLLOWING IS DUE AT APPLICATION DEADLINE (in addition to the High School Diploma):	
<input type="radio"/> COPY of official, certified college/university transcripts indicating attainment of Associate's Degree or at least 60 semester credit hours at an accredited college/university	
OR	
<input type="radio"/> COPY of current and valid IDPH Paramedic License	
OR	
<input type="radio"/> COPY of current and valid IDPH EMT-Basic License AND copy of Illinois Office of the State Fire Marshal Firefighter II Certification	
<input type="checkbox"/> COPY of valid Driver's License (copy of front and back if you received a renewal sticker)	
<input type="checkbox"/> COPY of valid CPAT and Ladder Climb Card/Certificate issued between 1/1/12 and 6/23/12 (candidates taking the CPAT and Ladder Climb test after application deadline are required to bring a photocopy of the valid CPAT and Ladder Climb card/certificate on test day).	
<input type="checkbox"/> COPY Birth Record READ CAREFULLY: Must contain the applicant's full name and date of birth and must be verifiable. To be verifiable, it must be possible to contact the regulatory authority to confirm the authenticity of the document.	
ONE OF THE FOLLOWING IS ACCEPTABLE AND REQUIRED AS YOUR BIRTH RECORD:	
<input type="checkbox"/> Copy of U.S. Birth Certificate (Copy of original or certified by a Board of Health or Bureau of Vital statistics within the U.S. State Department or U.S. territories (i.e.: State or County Issued <u>Hospital issued copy NOT accepted.</u>)	
OR	
<input type="checkbox"/> Copy of VALID U.S. Passport	
OR	
<input type="checkbox"/> Copy of Naturalization Papers	

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 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 as indicated.

PLEASE SUBMIT RELEASE FORMS & OTHER REQUIRED DOCUMENTS TO:

PUBLIC SAFETY RECRUITMENT
ATTN: Northbrook FD
1127 S. MANNHEIM RD., SUITE 203
WESTCHESTER, IL 60154

DO NOT SUBMIT REQUIRED DOCUMENTS TO THE DEPARTMENT OR VILLAGE OF NORTHBROOK.

NORTHBROOK BOARD OF FIRE AND POLICE COMMISSIONERS

Applicant's Acknowledgment, Agreement, Waiver, and Release

I will cooperate with the examination process established by the Northbrook Board of Fire and Police Commissioners (the "*Board*") and will take all examination elements required by the Board, including without limitation the physical ability, written, oral, psychological, polygraph, and medical tests. I also will authorize an investigation of my background and will submit to fingerprinting. I also will furnish, as requested or required, my birth certificate, driver's license, voter registration code, naturalization papers, military discharge papers, school transcripts and diplomas, professional licenses, and training certificates.

I authorize the Board to investigate any of the information contained in my application papers ("*Application*"), including without limitation a criminal background check. I further authorize all individuals and organizations named in my Application to give the Board and Village of Northbrook (the "*Village*") all information relating to that investigation. I also authorize the Board and Village to share with each other all information, whether oral or written, obtained during the Application process, including information obtained from a background check. I specifically consent to the disclosure of information that may be covered by a settlement agreement or confidentiality provision between me and any former employer, and I waive my rights to enforce any confidentiality provision against any former employer with regard to that disclosure. I waive any right I may have to be notified by any individual or organization named in my Application of the release of any information to the Board or Village, including the release of information concerning any disciplinary action taken against me by any former employer. I hereby release and discharge the Board and Village and any individual or organization from whom any such information is obtained from any liability whatsoever related to the disclosure or use of that information.

If I am made a conditional offer of employment, then I will take all additional tests required by the Board or by the Village. I acknowledge that, as part of those additional tests, physicians for the Board or Village may inquire about my family health history as it pertains to the medical risks related to the duties of the position for which I am applying and to my ability and fitness to perform those duties. I consent to provide or allow others to provide that information to those physicians, and I acknowledge that the information may be disclosed to the Board or Village during legal or administrative proceedings or to evaluate my eligibility for certain benefits provided under Illinois law other than group health insurance provided to me as a full-time employee. I hereby release and discharge the Board and Village from all claims of liability under the Genetic Information Nondiscrimination Act or other laws arising out of or relating in any way to the conduct of post-offer and post-employment medical tests and I waive my right to monetary recovery if a third-party pursues any such claim on my behalf.

I agree to submit, if requested by the Board or Village, to a substance screening and post-offer pre-employment physical. I also agree to submit to testing for the detection of drugs or alcohol and I authorize the test results to be released to the Board and Village. I understand that positive test results, or my refusal to be tested, or any attempt to affect the test results will result either in my disqualification from consideration for employment or termination of employment.

I agree to abide and conform to the Board's Rules and the laws, regulations, and rules of the Board and Village both as an applicant and if I am employed by the Village. I understand that non-probationary employment depends on my satisfactory completion of the probation.

I hereby certify that the information contained in my Application is true and correct to the best of my knowledge. I agree that any misrepresentation or false statement on this application will result in my disqualification from consideration for employment or termination of employment.

I hereby waive, release, and discharge the Board and Village and their officers, employees, and agents from any and all claims for damages, loss, or injury that I have or may have in the future relating to the processing of my Application and the examination process. I agree to indemnify and defend the Board and Village and their officers, employees, and agents from any and all claims for damages, loss, or injury, including death, that may arise or may be alleged to have arisen out of my participation in the Application process.

_____, 20____
Signature Printed name Date



VILLAGE OF NORTHBROOK ILLINOIS FIRE SERVICE CERTIFICATION AND LICENSURE VERIFICATION



Please complete the following information, if applicable. If you do not possess any of the certifications or licensures listed below, you must write "N/A" on each line.

Illinois Office of the State Fire Marshal Firefighter II Certification: (IL OSFM FF II)

Date: _____

Location of Training: _____

Illinois Office of the State Fire Marshal Firefighter III Certification: (IL OSFM FF III)

Date: _____

Location of Training: _____

Illinois Department of Public Health Emergency Medical Technician – Basic: (IDPH EMT-B)

License Number: _____

Expiration Date: _____

Location of Training: _____

Illinois Department of Public Health Emergency Medical Technician – Paramedic: (IDPH EMT-P)

License Number: _____

Expiration Date: _____

Location of Training: _____

Nationally Registered Emergency Medical Technician – Paramedic: (EMT-P)

License Number: _____

Expiration Date: _____

Location of Training: _____