

City of Sycamore Fire Department

Firefighter/Paramedic

Thank you for your interest in the City of Sycamore Fire Department. Please read this document carefully, paying particular attention to deadlines and required documents:

MINIMUM REQUIREMENTS

- \$25.00 non-refundable application fee;
- U.S. Citizen or legally authorized to work in the U.S. (Must meet I-9 requirements);
- High School Diploma or Equivalent;
- Valid Driver's License (valid Illinois Driver's License at time of hire);
- 21 to under 35 years of age at time of application deadline, unless otherwise exempt by statute;
- Proof of completion of Candidate Physical Ability Test (CPAT) and proof of passing the Ladder Climb Test, with attainment date less than 12 months prior to the written exam (Information regarding CPAT, ladder climb test and obtaining certification can be obtained by visiting the Northeastern Illinois Public Safety Training Academy (NIPSTA) website (www.nipsta.org/CPAT/) or the Southwest United Fire Districts (SUFD) website (www.SUFD.org));
- Certified Illinois Office of State Fire Marshal Firefighter II or Basic Operations Firefighter at time of application deadline;
- Licensed Illinois Department of Public Health Emergency Medical Technician Paramedic (IDPH EMT-P) at time of application deadline;
- Must reside within 20 miles of department within 12 months of hire;
- Completion and submission of online application and all required documents by noon on Monday, July 2, 2012.

BENEFITS

- New Firefighter/Paramedics start at Step 1 of the IAFF wage schedule, which is currently \$48,134.00/year.
- 24 hours on/48 hours off shift schedule.
- Excellent health, dental, vision, and life insurance benefits.
- Comprehensive Labor Contract between City of Sycamore and the IAFF Local 3046.
- 8 Paid Holidays.
- 4 shifts off for vacation and personal time after one year.
- Up to 216 hours of annual sick leave (earned 18 hours per month).
- Education Incentives and Tuition Reimbursement.
- Fire Retirement Pension.
- Duty gear and uniforms provided.
- Excellent in-service training.

APPLICATION INSTRUCTIONS

- 1) Visit www.publicsafetyrecruitment.com to download the application for the position of Firefighter/Paramedic. Applications must be completed and submitted to Public Safety Recruitment no later than 12 noon on Monday, July 2, 2012. A confirmation number for your application purchase will immediately follow the payment section online and will be emailed as well.
- 2) Return signed release forms and required documents (see checklist, attached) to Public Safety Recruitment, Attn.: Sycamore FD, 1127 S. Mannheim Rd., Suite 203, Westchester, IL 60154 before 12 noon on July 2, 2012. Applications received after 12 noon on Monday, July 2, 2012 will NOT be accepted. Faxed or postmarked release forms will NOT be accepted. Documents may be delivered by hand or by mail; traceable courier is suggested to ensure timely delivery. Candidates will be notified by Public Safety Recruitment AFTER the deadline via email regarding eligibility status. Public Safety Recruitment is not responsible for late or lost documents. It is the responsibility of the candidate to ensure all paper work is submitted properly by the deadline date.
- 3) Applicants **MUST** submit proof that they have passed the CPAT and Ladder Climb within 12 months PRIOR to written exam date (7/28/2012). CPAT cards and Ladder Climb Certifications are only considered valid if dated from 7/28/2011 through 7/28/2012. CPAT and Ladder Climb certification is available at the Northeastern Illinois Public Safety Training Academy (NIPSTA) in Glenview, IL and at the Southwest United Fire District (SUFU) in Indianhead Park, IL . Please visit www.NIPSTA.org/CPAT/ or www.SUFU.org for information and to register for the CPAT and Ladder Climb.

NOTE: Candidates who complete the CPAT and/or Ladder Climb before the application deadline must submit proof of these certifications at application deadline. Candidates who complete the CPAT or Ladder climb after the deadline must bring photocopies of their certifications to the written examination for sign-in.

- 4) Attend Mandatory Orientation and Written Exam on Saturday, July 28, 2012 at American Midwest Bank, 1985 DeKalb Avenue, Lower Level, Sycamore, IL. Sign-in begins at 8:00 a.m. You must have a valid driver's license or state ID to sign in AND copy of CPAT and Ladder Climb Certificate if testing after the application deadline. Doors close and testing will begin promptly at 8:30 a.m. **Candidates arriving late will NOT be permitted to test.** Only candidates who successfully complete the application and submit all required documents properly by the application deadline will be invited to participate in testing.

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.

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; Closed Holidays and Weekends

CHECK LIST: SYCAMORE FIRE DEPARTMENT

Application:	DEADLINE: 7/2/2012 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>
Release Forms:	DEADLINE: 7/2/2012 at NOON
*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.	
<input type="checkbox"/> High School, College, University* Diploma <input type="checkbox"/> Personal Information Release to Municipality* <input type="checkbox"/> Written Examination*	
Other required documents:	DEADLINE: 7/2/12 at NOON
<input type="checkbox"/> COPY High School Diploma or GED (Copy of High School Transcripts with Graduation Date, Dated GED, or Signed Letter on High School letterhead is acceptable.)	
<input type="checkbox"/> COPY valid Driver's License (copy of front and back if you received a renewal sticker)	
<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 TO FULFILL THE BIRTH RECORD REQUIREMENT:	
<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 <u>Hospital copy not accepted.</u>)	
OR	
<input type="checkbox"/> Copy of valid U.S. Passport	
OR	
<input type="checkbox"/> Copy of Naturalization Papers	
OR	
<input type="checkbox"/> Copy of valid/current Permanent Resident Card	
<input type="checkbox"/> COPY of Illinois Firefighter II or Basic Operations Firefighter Certificate issued from the Office of the Illinois State Fire Marshal	
<input type="checkbox"/> COPY of valid IDPH Paramedic License	
CPAT and Ladder Climb Certification:	DEADLINE: 7/2/2012 at noon OR Bring with on Test Day
<input type="checkbox"/> COPY of CPAT card issued within 12 months PRIOR to written exam date	
<input type="checkbox"/> COPY of Ladder Climb Certification issued within 12 months PRIOR to written exam date	
<small>(Cards/certifications considered valid only if issued from 7/28/2011 through 7/28/2012)</small>	
<small>IF CPAT AND LADDER CLIMB CERTIFICATIONS ARE ISSUED <u>BEFORE</u> DEADLINE, SUBMIT THESE DOCUMENTS BY 12 NOON ON 7/2/2012.</small>	
<small>CANDIDATES TAKING THE CPAT AND LADDER CLIMB CERTIFICATION <u>AFTER</u> THE DEADLINE ARE REQUIRED TO BRING COPIES OF BOTH CERTIFICATIONS WITH THEM ON TEST DAY.</small>	

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: SYCAMORE FD
1127 S. MANNHEIM RD., SUITE 203
WESTCHESTER, IL 60154**

DO NOT SUBMIT REQUIRED DOCUMENTS TO THE DEPARTMENT OR CITY OF SYCAMORE.

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 Sycamore 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 Sycamore or to I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Fire/Police 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 Sycamore, the City of Sycamore 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: _____
Applicant Name, printed

Date _____

Applicant Signature

Date _____

Witness Name, printed

Date _____

Witness Signature

Date _____

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

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 Sycamore or to I/O Solutions, Inc., for appropriate review and dissemination to this municipality and/or Fire/Police 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 Sycamore, the City of Sycamore 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: _____
Applicant Name, printed

Date _____

Applicant Signature

Date _____

Witness Name, printed

Date _____

Witness Signature

Date _____

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

WRITTEN 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 Sycamore and to those municipalities and/or Fire/Police 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 Sycamore, the City of Sycamore 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 Written 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 the 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.

The City of Sycamore will be conducting an open, competitive examination for the position of Firefighter/Paramedic.

Written Examination

SATURDAY, JULY 28, 2012

An application packet will be available beginning **May 25, 2012** at www.publicsafetyrecruitment.com.

Application deadline will be 12 NOON on Monday, July 2, 2012.

Firefighter/Paramedic Testing Process

The following description is intended to serve only as a general summary of the City's Firefighter/Paramedic hiring process.

Elements of the selection process include: the online application process, written examination and proof of completion of Candidate Physical Ability Test (CPAT) and Ladder Climb Certification.

Testing is typically conducted every two years.

When testing takes place, all individuals interested in becoming a Firefighter/Paramedic must meet the following requirements:

- \$25.00 non-refundable application fee
- U.S. Citizen or Permanent Resident
- High School Diploma or Equivalent
- Valid Driver's License (valid Illinois Driver's License at time of hire)
- 21 to under 35 years of age at time of application deadline, unless otherwise exempt by statute
- Proof of completion of Candidate Physical Ability Test (CPAT) and proof of passing the Ladder Climb Test, with attainment date less than 12 months prior to the written exam (Information regarding CPAT, ladder climb test and obtaining certification can be obtained by visiting the Northeastern Illinois Public Safety Training Academy (NIPSTA) website (www.nipsta.org/CPAT/) or the Southwest United Fire Districts (SUF) website (www.SUF.org)).
- Certified Illinois Office of State Fire Marshal Firefighter II or Basic Operations Firefighter at time of application deadline
- Licensed Illinois Department of Public Health Emergency Medical Technician Paramedic (IDPH EMT-P) at time of application deadline
- Must reside within 20 miles of department within 12 months of hire
- Completion and submission of online application and all required documents by noon on Monday, July 2, 2012

Applicants are processed in subsequent steps as follows:

- Completion of online application and submission of all required documents.
- Proof of completion of Candidate Physical Ability Test (CPAT) and Ladder Climb issued within 12 months prior to written exam.
- Mandatory orientation and written examination.
- An Initial Eligibility List of applicants is established in numeric order based on written examination scores.
- Initial Oral Examination by Board
- Submission of proof of preference points (5-one year active military duty with honorable discharge, 0-5-experience points based on firefighter experience for City of Sycamore or other departments/fire protection districts, 5-Associate Degree in Fire Service or Emergency Medical Service or Bachelor's Degree in any field from an accredited college or university, 1-Firefighter III or Advanced Firefighter Certification, 1-Fire Apparatus Engineer Certification, 1-Hazardous Materials Operations Certification, 1-Hazardous Materials Technician Certification, 1-Vehicle and Machinery Operations Certification)
- A Final Eligibility List, without preference points, will be established in numeric order based on a minimum passing score on the written exam and oral interview (written exam, 60%; oral interview, 40%). The Board shall determine the number of candidates to participate in the oral interview prior to orientation.

- A Final Eligibility List which includes all preference points will be established.
- The eligibility list is valid for a period of two years from the date of certification by the Board of Fire & Police Commissioners.

Further participation in the selection process will take place as vacancies occur. Applicants will be invited, in rank order, to participate in and successfully advance through the following steps.

- Polygraph evaluation
- Background investigation
- Final Oral Examination by Board
- In-depth psychological evaluation after conditional offer of employment
- Medical examination including drug screen after conditional offer of employment

Equal Employment Opportunity Employer