

Village of Winnetka Fire Department **Firefighter/Paramedic**

Thank you for your interest in the Village of Winnetka Fire Department. The Winnetka Fire Department is holding a joint competitive written exam battery with the Village of Northbrook Fire Department for the position of Firefighter/Paramedic. Applications are being accepted for the purpose of filling future openings and to establish an eligibility list. Please read this document carefully, paying particular attention to deadlines, minimum requirements, and required documents.

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 filing application.**
- **Education** **High school diploma or equivalent at time of application deadline, and an Associate's degree or at least 60 semester credit hours at an accredited college or university obtained prior to offer of employment. Evidence of two years of active naval or military service may be accepted in lieu of 60 college credits.**
- **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 considered valid **ONLY** if issued within six (6) months **PRIOR** to the written exam date (6/23/12). Information about NIPSTA and SUFD 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.**
- **Residency** **Upon employment with the Village, you must reside in Illinois.**
- **Online Application** **Complete and confirm your online application no later than 12 noon on Monday, May 21, 2012.**

Please visit the Public Safety Recruitment 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 WINNETKA 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 (SUFU). CPAT cards and Ladder Climb certificates considered valid only if issued within six (6) months **PRIOR** to the written exam date (6/23/12). A copy of your valid CPAT and Ladder Climb Card is due by the written exam date. Applicants who take the CPAT and Ladder Climb after the application deadline MUST present a copy of their valid CPAT and Ladder Climb card on the day of the written exam at sign-in.
**CPAT and Ladder Climb tests are given by the Northeastern Illinois Public Safety Training Academy (NIPSTA) or the Southwestern United Fire Districts (SUFU). 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 SUFU at www.sufu.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 SUFU 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.: Winnetka 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: \$60,092 - \$79,724 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;
- **EDUCATION:** 5 points for a Bachelor's degree from an accredited college or university;
- **EXPERIENCE:** 5 points for at least two (2) years of full-time firefighter or firefighter-paramedic experience with a fire protection district or another municipality;
- **PARAMEDIC:** 5 points for Illinois state licensure as an Emergency Medical Technician – Paramedic (IDPH EMT-P).

The Hiring Process

Prescreening Interview
Interview – Board of Fire & Police Commissioners
Polygraph Examination

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:
WINNETKA FIRE DEPARTMENT**

Application:	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>
Required Waiver and Certification Questionnaire:	DEADLINE: 5/21/12 at NOON
<input type="checkbox"/> Village of Winnetka Applicant's Acknowledgement and Waiver Form*	
<input type="checkbox"/> Illinois Fire Service Certification and Licensure Questionnaire*	
*No photocopies or fax copies will be accepted. You must submit the ORIGINAL DOCUMENTS WITH ORIGINAL SIGNATURES where requested.	
Other required documents:	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.)	
<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 within six (6) months PRIOR to written exam date, 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 Hospital issued copy NOT accepted.)	
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:

<p>PUBLIC SAFETY RECRUITMENT</p> <p>ATTN: Winnetka FD</p> <p>1127 S. MANNHEIM RD., SUITE 203</p> <p>WESTCHESTER, IL 60154</p>

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

WINNETKA BOARD OF FIRE AND POLICE COMMISSIONERS

Applicant's Acknowledgment and Waiver

Please read this carefully and in its entirety before signing below

I agree to cooperate with the Winnetka Board of Fire and Police Commissioners (hereinafter, the "Board") testing program by submitting to the following examinations, as required: written examination, physical ability testing, background investigations, psychological examination, polygraph, fingerprinting and medical physical examination. I further agree to furnish upon request the following documents for the purpose of photocopying: birth certificate, driver's license, voter registration, naturalization papers, military discharge papers, school transcripts and diplomas, professional licenses and training certificates.

I hereby release and discharge the Board, and the Village of Winnetka (hereinafter, the "Village"), their officers, agents and employees from any and all claims for damages, loss or injury, which I may have, or which may occur in connection with the processing of my application. I further agree to indemnify and hold harmless and defend the Board, the Village, New Trier High School, their officers, agents and employees from any and all claims for damages, loss, or injury, including death, which may arise or may be alleged to have arisen out of my participation in the process of applying for employment.

I authorize the Board and the Village of Winnetka to investigate any of the information contained on my application for employment and background check questionnaire, including past employment records, licenses, certificates, references and other facts stated on the application, including criminal background. I further authorize all individuals and organizations named to give the Board and Village all information relative to such verification and background check. I also authorize the Village, to provide to each other, any and all information, whether oral or written, obtained during the application and employment process, including information obtained in the course of a background check. I specifically consent to the disclosure of information which may be covered by a settlement agreement or other "confidentiality" provision entered into with my former employers, and I waive my rights to enforce any such prior confidentiality agreement against my former employer with regard to this disclosure. I waive any right I may have to be notified by any individuals and organizations named in my application for employment prior to the release of any information to the Board and Village, including the release of information concerning any disciplinary action taken against me by former employers. I hereby release and discharge the Village and any person or entity from whom any such information is obtained from any liability whatsoever related to the use of disclosure of such information.

I also understand that if hired, the Village may conduct further medical examinations [pursuant to regulations, policies, contracts and applicable law] to promote wellness of employees and to assess any threat of physical harm to myself or others. I acknowledge that as part of such medical examinations, the Village's physicians may make inquiries into my family health history as it pertains to the medical risks related to my job performance and duties. I voluntarily consent to provide such information to the Village's physicians and acknowledge that such information may be disclosed to the Village during legal or administrative proceedings or to evaluate my eligibility for certain benefits provided pursuant to Illinois law other than group health insurance provided to me as a full-time employee. I hereby release and discharge the Village from any and all claims of liability under the Genetic Information Nondiscrimination Act arising out of or relating in any way to the conduct of post-employment medical exams and waive my right to monetary recovery should a third-party pursue such a claim on my behalf.

I understand that the Board and Village require a substance screening and post-offer pre-employment physical. I agree to submit to testing for the detection of drugs and alcohol and give permission for test results to be released to the Board and Village. I further understand that positive test results, refusal to be tested, or any attempt to affect the test results or sample will result in my withdrawal from consideration for employment or termination of employment.

I agree to abide and conform to the rules of the Board, Village and Fire Department as an applicant and if employed by either of the Village. I understand that non-probationary employment depends upon satisfactory completion of the probationary period of employment.

I hereby certify that the information contained in this application and background check questionnaire is true and correct to the best of my knowledge. I agree that any misrepresentation or false statement on this application shall result in my withdrawal from consideration for employment or immediate termination of employment.

Date

Print Your Name

Sign Your Name



**VILLAGE OF WINNETKA
ILLINOIS FIRE SERVICE CERTIFICATION AND
LICENSURE QUESTIONNAIRE**



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 FFII)

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: _____