

CHECK LIST OF REQUIRED DOCUMENTS

- The Online Application deadline is at NOON CST on Monday, September 25, 2017. No applications will be accepted after this date and time.
- Required Documents must be submitted for EACH FIRE DISTRICT to which you are applying at the **MANDATORY ORIENTATION on Monday, October 2, 2017**. In one (1) 10" X 13" manila envelopes, provide the required documents for EACH FIRE DISTRICT to which you are applying: (each Fire District requires a separate envelope of Required Documents)

<u>FRANKFORT FPD</u>	<u>MANHATTAN FPD</u> <u>MOKENA FPD</u> <u>NEW LENOX FPD</u>
<ul style="list-style-type: none"> <input type="checkbox"/> District Selection Page <input type="checkbox"/> COPY of valid Driver's License <input type="checkbox"/> COPY of High School Diploma or Equivalent <input type="checkbox"/> COPY of County or State Birth Certificate* (hospital copy NOT accepted) <p>*If you were not born in the United States, you must provide a copy of your Certificate of Naturalization Citizenship or a copy of your VALID US PASSPORT at the orientation along with other required documents.</p> <ul style="list-style-type: none"> <input type="checkbox"/> COPY of Illinois Basic Operations Firefighter Certification issued from the Illinois OSFM; <u>NO OTHER ILLINOIS OSFM CERTIFICATION WILL BE ACCEPTED</u> <input type="checkbox"/> COPY of valid and current IDPH Paramedic License <input type="checkbox"/> COPY of valid CPAT certification with Ladder Climb test issued no more than 12 months prior to application deadline; September 25, 2017 (Must also have a valid CPAT certification with ladder climb at time of conditional offer of employment) <input type="checkbox"/> If applicable, copies of military service record, including discharge papers, Military Form DD-214 (long form) 	<ul style="list-style-type: none"> <input type="checkbox"/> District Selection Page <input type="checkbox"/> Copy of valid <u>Illinois</u> Driver's License <input type="checkbox"/> Copy of High School Diploma or Equivalent <input type="checkbox"/> Copy of County or State Birth Certificate* (hospital copy NOT accepted) <p>*If you were not born in the United States, you must provide a copy of your Certificate of Naturalization Citizenship or a copy of your VALID US PASSPORT at the orientation along with other required documents.</p> <ul style="list-style-type: none"> <input type="checkbox"/> COPY of Illinois Basic Operations Firefighter Certification issued from the Illinois OSFM; <u>NO OTHER ILLINOIS OSFM CERTIFICATION WILL BE ACCEPTED</u> <input type="checkbox"/> COPY of valid and current IDPH Paramedic License <input type="checkbox"/> COPY of valid CPAT certification with Ladder Climb test issued no more than 12 months prior to application deadline; September 25, 2017 (Must also have a valid CPAT certification with ladder climb at time of conditional offer of employment) <input type="checkbox"/> If applicable, copies of military service record, including discharge papers, Military Form DD-214 (long form)

- IDPH = Illinois Department of Public Health
- CPAT = Candidate Physical Agility Test
- FD = Fire District
- FPD = Fire Protection District
- EMT=Emergency Medical Technician
- OSFM = Office of the State Fire Marshal

After completing an ONLINE APPLICATION, you will receive an onscreen confirmation number. **SAVE THE CONFIRMATION NUMBER FOR YOUR RECORDS**. You will also need to indicate which Fire District(s) for which you wish to apply, in the supplemental information (see District Selection Page).

Online Applications must be confirmed by September 25, 2017 at NOON CST.

Note: The Frankfort and New Lenox Fire Districts will only be interviewing the top 45 candidates to establish their promotional list.