



IOS Recruitment



Morton Grove, Niles, Park Ridge and Wilmette – Cooperative Application

Thank you for your interest in applying to the Morton Grove, Niles, Park Ridge and Wilmette Fire Departments. Please be sure to carefully review all application instructions and testing information.

Cooperative Firefighter Application Instructions:

1. Carefully review the **minimum requirements** on the following page. All requirements **must** be met by the specified deadline date(s). **Applicants who do not meet the minimum requirements will not be allowed to continue in the testing process.**
2. Visit iosolutions.com to complete the online application for the position of Firefighter. **THE DEADLINE FOR THE ONLINE APPLICATION IS TUESDAY, AUGUST 28, 2018 AT 4:00 PM.** When you have finished the application, you will receive a **CONFIRMATION NUMBER**. Save this number for your records.
3. Applicants may mail/ship or hand deliver release form and required documents:
Documents via email will **NOT be accepted
 - **MAIL/HAND-DELIVERY** – **Gather** all required documents, **sign and print** release form(s) and place all documents into an envelope. Mail/ship envelope via traceable carrier (FedEx, UPS, etc.) or hand-deliver to:
IOS Recruitment
ATTN: MGNPRW Consortium
1520 Kensington Road, Ste. 110
Oak Brook, IL 60523
Business Hours: 8:30 a.m. – 5:00 p.m. M – Th, 8:30 a.m. – 3:00 p.m. Friday, closed weekends and holidays
4. Online Application and required documents must be received by IOS Recruitment **no later than 4:00 p.m. on August 28, 2018.** Documents delivered after the application deadline will **not** be accepted.

Please contact IOS Recruitment at (800) 343-HIRE or recruitment@iosolutions.com with questions regarding the application, required documents or testing BEFORE the application deadline date.

Orientation & Testing Information:

An orientation and written examination will be held **SATURDAY, SEPTEMBER 29, 2018**. Applicants will take two tests, the results of which will be provided to the departments to which each applicant applied. Please arrive **no later than 8:30 a.m.** with a photo ID (driver's license, state ID, military ID) and CPAT card to sign-in. Testing location will be released to eligible candidates.

Testing will consist of a timed written examination and a scenario-based skills assessment. The tests will follow the mandatory orientation and the entire process will last approximately 4 to 4.5 hours.



IOS Recruitment



Morton Grove Fire Department – Minimum Requirements

APPLICATION DEADLINE: AUGUST 28, 2018 AT 4:00 PM

Below are the requirements for the MORTON GROVE FIRE DEPARTMENT:

- \$65 non-refundable application fee (one \$65 fee will grant you access to all four departments);
- High School Diploma or equivalent (GED);
- 21 to under 35 years of age by date of written exam (September 29, 2018), unless otherwise exempt by state statute;
- U.S. Citizen or an alien admitted for permanent residence or lawfully admitted for temporary residence and who produces evidence of intention to become a citizen of the U.S.;
- Valid driver's license;
- Must have successfully completed the Candidate Physical Ability Test (CPAT) and Aerial Ladder Climb Exercise within a **ONE YEAR PERIOD** prior to the date of the written exam (September 29, 2018)
 - Applicants who have not taken the CPAT test and Aerial Ladder Climb Exercise between 09.29.17 and 09.29.18 must obtain certificate of completion from one of the following licensed agencies:
 - NIPSTA www.nipsta.org - 2300 Patriot Blvd. Glenview, IL 60026 - (847) 998.8090
 - SUFD www.sufd.org - 7550 Lyman Darien, IL 60561 – (630) 910.2087
 - Naperville FD www.naperville.il.us – 1200 W. Ogden Naperville, IL – (630) 420-6755
- Vision: 20/30 corrected, 20/100 uncorrected, able to identify/distinguish between red, green and yellow
- In order to complete the probationary period, candidates must have obtained Illinois State Basic Operations Firefighter Certification and Illinois EMT-Paramedic Certification.

Preference Point Information:

Based on the rules of the Morton Grove Board of Fire and Police Commissioners, the following preference points will be awarded:

Category	Criteria for Award	Max. Pts.
Veteran Status	<ul style="list-style-type: none">• At least one year of active service in the military service of the United States (i.e. Army, Navy, Air Force, Marine Corps, Coast Guard).• Honorable discharge or current active/inactive reserve status.• Verified DD-214 or proof of current reserve status.	5 pts.
Educational Status	<ul style="list-style-type: none">• Associate's Degree from an accredited college/university in the field of Fire Science or Emergency Medical Services (EMS) = (2 points)• Bachelor's Degree from an accredited college/university in any field of study = (4 points)• Verified by a copy of the diploma and certified copy of transcripts	4 pts. max. (not cumulative)
Background/Skills	<ul style="list-style-type: none">• Min. of 2 years of employment in an occupation considered to be "trade-related" and have practical application to the fire service (i.e. carpenter, electrician, plumber, laborer, automotive/vehicle technician (mechanic), etc.) = (2 points) - Demonstrated by verifiable and applicable work history.• Demonstrated fluency in verbal communication of a foreign language. = (2 points) - Demonstrated by verified demonstration.	2 pts.



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Niles Fire Department – Minimum Requirements

APPLICATION DEADLINE: AUGUST 28, 2018 AT 4:00 PM

Below are the requirements for the NILES FIRE DEPARTMENT:

- \$65 non-refundable application fee (one \$65 fee will grant you access to all four departments);
- High School Diploma or equivalent (GED);
- 21 to under 35 years of age by date of written exam (September 29, 2018), unless otherwise exempt by state statute;
- U.S. Citizen OR applied for citizenship, contemplating residing the in U.S.;
- Valid driver's license;
- Must have successfully completed the Candidate Physical Ability Test (CPAT) and Aerial Ladder Climb Exercise within a **ONE YEAR PERIOD** prior to the date of the written exam (September 29, 2018)
 - Applicants who have not taken the CPAT test and Aerial Ladder Climb Exercise between 09.29.17 and 09.29.18 must obtain certificate of completion from one of the following licensed agencies:
 - NIPSTA www.nipsta.org - 2300 Patriot Blvd. Glenview, IL 60026 - (847) 998.8090
 - SUFD www.sufd.org - 7550 Lyman Darien, IL 60561 – (630) 910.2087
 - Naperville FD www.naperville.il.us – 1200 W. Ogden Naperville, IL – (630) 420-6755
- Vision correctable to 20/20 and free from color blindness
- Residency: required within six months after completing one-year probation – boundary limits: Employees shall maintain their primary residence within the geographical area fifty (50) miles from the Administration Building within the boarder of the State of Illinois

Preference Point Information:

Based on the rules of the Niles Board of Fire and Police Commissioners, the following preference points will be awarded:

Category	Criteria for Award	Max. Pts.
Veteran Status	<ul style="list-style-type: none">• At least one year of active service in the military service of the United States (i.e. Army, Navy, Air Force, Marine Corps, Coast Guard).• Honorable discharge or current active/inactive reserve status.• Verified DD 214 or proof of current reserve status.	5 pts.
Educational Status	<ul style="list-style-type: none">• Associate's Degree from an accredited college/university in the field of Fire Science or Emergency Medical Services (EMS) = (5 points)• Bachelor's Degree from an accredited college/university in any field of study = (2 points)• Verified by a copy of the diploma and certified copy of transcripts	5 pts. max. (not cumulative)
Certifications	<ul style="list-style-type: none">• Illinois State Fire Marshall certified Basic Firefighter = (2 points)• Illinois State Certified EMT-Paramedic = (5 points)	5 pts.
Niles Explorer	<ul style="list-style-type: none">• Must be a Niles Explorer for a minimum of two years and be approved for preference points by the Niles Fire Chief and the Niles Explorer Director (approval based on attendance and performance). = (2 points)	2 pts.
Background/Skills	<ul style="list-style-type: none">• Min. of 2 years of employment in an occupation considered to be "trade-related" and have practical application to the fire service (i.e. carpenter, electrician, plumber, laborer, automotive/vehicle technician (mechanic), etc.) = (2 points, not cumulative) - Demonstrated by verifiable and applicable work history.• Demonstrated fluency in verbal communication of a foreign language. = (2 points, not cumulative) - Demonstrated by verified demonstration.	4 pts.



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Park Ridge Fire Department – Minimum Requirements

APPLICATION DEADLINE: AUGUST 28, 2018 AT 4:00 PM

Below are the requirements for the PARK RIDGE FIRE DEPARTMENT:

- \$65 non-refundable application fee (one \$65 fee will grant you access to all four departments);
- High School Diploma or Equivalent (GED);
- 21 to under 35 years of age by date of written exam (September 29, 2018), unless otherwise exempt by state statute;
- No felony convictions;
- U.S. Citizen;
- Valid driver's license;
- Current and Valid IDPH EMT-Paramedic license at time of application
- Correctable vision to 20/20 and free from color blindness
- Must have successfully completed the Candidate Physical Ability Test (CPAT) and Aerial Ladder Climb Exercise within a **ONE YEAR PERIOD** prior to the date of the written exam (September 29, 2018)
 - Applicants who have not taken the CPAT test and Aerial Ladder Climb Exercise between 09.29.17 and 09.29.18 must obtain certificate of completion from one of the following licensed agencies:
 - NIPSTA www.nipsta.org - 2300 Patriot Blvd. Glenview, IL 60026 - (847) 998.8090
 - SUFD www.sufd.org - 7550 Lyman Darien, IL 60561 – (630) 910.2087
 - Naperville FD www.naperville.il.us – 1200 W. Ogden Naperville, IL – (630) 420-6755

Preference Point Information:

Based on the rules of the Park Ridge Board of Fire and Police Commissioners, the following preference points will be awarded:

Category	Criteria for Award	Max. Pts.
Veteran Status	<ul style="list-style-type: none"> Candidates engaged in the military service of the United States for a period of at least one (1) year of active duty and who were honorably discharged therefrom, or who are now or have been members on inactive or reserve duty, shall receive five (5) preference points added to their Initial Eligibility List score. Candidates engaged in the military service of the United States for a period of at least one (1) year of active duty and who were honorably discharged therefrom, or who are now or have been members on inactive or reserve duty, shall be preferred for appointment to and employment with the fire department. 65 ILCS 5/10-2.1-6.3(h)(1, 8). 	5 pts.
Educational Status	<ul style="list-style-type: none"> Associate's Degree from an accredited college/university in the field of Fire Science or Emergency Medical Services (EMS) = (2 points) Bachelor's Degree from an accredited college/university listed in the United States Department of Education database, any field of study = (3 points) Bachelor's Degree from an accredited college/university listed in the United States Department of Education database, with a concentration in fire science studies = (5 points) Verified by a copy of the diploma and certified copy of transcripts 	5 pts. max. (not cumulative)
Advocate Lutheran General Hospital (ALGH) EMS Program Graduate	<ul style="list-style-type: none"> A candidate who has graduated from the Advocate Lutheran General (ALGH) EMS Paramedic Program, and is a member of the ALGH EMS System in good standing, shall receive five (5) preference points. 	5 pts.
Illinois OSFM Basic Firefighter/FF II Certification	<ul style="list-style-type: none"> Candidates who possess a current Basic Operations/Firefighter II Certification from the Illinois Office of the State Fire Marshal shall receive three (3) preference points. 	3 pts.
Residency within the City of Park Ridge	<ul style="list-style-type: none"> Proof of voter registration, lease, home ownership: three (3) preference points. 	3 pts.



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Wilmette Fire Department – Minimum Requirements

APPLICATION DEADLINE: AUGUST 28, 2018 AT 4:00 PM

Below are the requirements for the WILMETTE FIRE DEPARTMENT:

- \$65 non-refundable application fee (one \$65 fee will grant you access to all four departments);
- High School Diploma or equivalent (GED) **PLUS ONE** of the following:
 - Sixty (60) hours of education from an accredited college or university;
 - Two (2) years of military service;
 - Illinois State Fire Marshall's Firefighter II/Basic Operations Firefighter certification;
 - Current EMT - Paramedic license from any state or national registration;
- 21 to under 35 years of age by date of written exam (September 29, 2018), unless otherwise exempt by state statute;
- United States citizen or legally authorized to work in the United States;
- Valid driver's license;
- Must have successfully completed the Candidate Physical Ability Test (CPAT) and Aerial Ladder Climb Exercise within a **ONE YEAR PERIOD** prior to the date of the written exam (September 29, 2018)
 - Applicants who have not taken the CPAT test and Aerial Ladder Climb Exercise between 09.29.17 and 09.29.18 must obtain certificate of completion from one of the following licensed agencies:
 - NIPSTA www.nipsta.org - 2300 Patriot Blvd. Glenview, IL 60026 - (847) 998.8090
 - SUFD www.sufd.org - 7550 Lyman Darien, IL 60561 – (630) 910.2087
 - Naperville FD www.naperville.il.us – 1200 W. Ogden Naperville, IL – (630) 420-6755

Preference Point Information:

Based on the rules of the Wilmette Board of Fire and Police Commissioners, the following preference points will be awarded (max. 15 points):

Category	Criteria for Award	Max. Pts.
Veteran Status	<ul style="list-style-type: none">• At least one year of active service in the military service of the United States (i.e. Army, Navy, Air Force, Marine Corps, Coast Guard).• Honorable discharge or current active/inactive reserve status.• Verified DD 214 or proof of current reserve status.	5 pts.
Paramedic License	<ul style="list-style-type: none">• State of Illinois <u>or</u> National Registry EMT-Paramedic certification.	5 pts.
Education	<ul style="list-style-type: none">• Bachelor's degree or greater in any field.	5 pts.



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Firefighter Consortium Application – Checklist

MGNPRW FIREFIGHTER APPLICATION DOCUMENTS

DUE AUGUST 28, 2018 AT 4:00 PM

- ☐ Confirmed Online Application Write Your Confirmation Number Here: _____
- ☐ Consent and Release Forms (2 pages) – must be signed in ink and dated by applicant/witness.
- ☐ Firefighter Essay Question (1-2 pages)
- ☐ Department Selection Form (1 page)

Below are the required documents for each individual department – Due 8/28/2018 at 4:00 P.M.

Morton Grove Fire Department

- ☐ Copy of High School Diploma/GED
- ☐ Copy of Valid Driver's License
- ☐ Copy of Birth Record (hospital copy NOT accepted. Please submit state/county issued birth record or U.S. Passport or Naturalization Papers – Legal Aliens must submit proper documentation and proof of intent to obtain citizenship.)
- ☐ Copy of CPAT/Ladder Climb Certification (valid if dated between 09.29.17 – 09.29.18)

Niles Fire Department

- ☐ Copy of High School Diploma/GED
- ☐ Copy of Valid Driver's License
- ☐ Copy of Birth Record (hospital copy NOT accepted. Please submit state/county issued birth record, U.S. Passport or Naturalization Papers – if applying for citizenship, please provide documentation.)
- ☐ Copy of CPAT/Ladder Climb Certification (valid if dated between 09.29.17 – 09.29.18)

Park Ridge Fire Department

- ☐ Copy of High School Diploma/GED
- ☐ Copy of Valid Driver's License
- ☐ Copy of Birth Record (hospital copy NOT accepted. Please submit state/county issued birth record or U.S. Passport or Naturalization Papers)
- ☐ Copy of CPAT/Ladder Climb Certification (valid if dated between 09.29.17 – 09.29.18)
- ☐ Copy of Illinois EMT-Paramedic Certification

Wilmette Fire Department

- ☐ Copy of High School Diploma/GED
- ☐ Copy of Valid Driver's License
- ☐ Copy of Birth Record (hospital copy NOT accepted. Please submit state/county issued birth record or U.S. Passport – Legal Aliens must submit proper documentation and proof of intent to obtain citizenship.)
- ☐ Copy of CPAT/Ladder Climb Certification (valid if dated between 09.29.17 – 09.29.18)

ONE OF THE FOLLOWING MUST BE SUBMITTED IN ADDITION TO THE ABOVE DOCUMENTS:

- ☐ Original, official college transcripts showing completion of 60 hours
- ☐ DD-214 showing two (2) years military service
- ☐ Illinois State Fire Marshall Firefighter II/Basic Operations Firefighter Certification
- ☐ Illinois or National Registry EMT-Paramedic Certification



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FINAL REMINDERS

- Applicants need only submit **ONE** application and **ONE** set of Consent and Release Forms, even if applying to multiple departments.
- If applying to more than one department, make sure to include **ALL** documents requested by each department. You do not need to submit multiple copies of documents required by more than one department (high school diploma, driver's license, birth record).
- Be sure to submit your online application! You will receive a confirmation number once submitted, this number is different than your purchase number.
- Please deliver completed **application, release form** and **all required documents** to the address below by **8/28/18 AT 4:00 P.M.:**

IOS Recruitment
ATTN: MGNPRW
1520 Kensington Rd., Ste. 110
Oak Brook, IL 60523

Please be sure to carefully review checklist and application instructions before submission. Incorrect, missing, or otherwise incomplete applications will be cause for disqualification. IOS Recruitment is not responsible for late, misdirected or incomplete applications. Contact IOS Recruitment before the application deadline with any questions regarding the application, required documents or testing.

HIGH SCHOOL, COLLEGE, UNIVERSITY DIPLOMA

CONSENT AND RELEASE

By executing this form, I hereby consent to an investigation, which may confirm the authenticity of my high school, General Education or college/university diploma. I hereby authorize my secondary school (or its equivalent) or college/university to provide information to the Villages of Morton Grove, Niles and Wilmette, the City of Park Ridge, the Morton Grove, Niles, Park Ridge and Wilmette Boards of Fire and Police Commissioners or I/O Solutions related to the genuineness of my education credentials.

I understand that, by executing this form, I am authorizing the disclosure of information gathered from an investigation of my educational credentials to be disclosed to third parties. I consent to the release of this information to the Villages of Morton Grove, Niles and Wilmette, the City of Park Ridge, the Morton Grove, Niles, Park Ridge and Wilmette Boards of Fire and Police Commissioners, or I/O Solutions for review and inspection related to an application of employment made to the Villages of Morton Grove, Niles and Wilmette, and the City of Park Ridge. I release, discharge and hold harmless the Villages of Morton Grove, Niles and Wilmette, the City of Park Ridge, the Morton Grove, Niles, Park Ridge and Wilmette Board of Fire and Police Commissioners, and I/O Solutions, its directors, staff, employees, and/or representatives from any and all claims, disputes, demands, fees, suits at law or liability that may result from an investigation and inspection of my educational credentials, including high school (or equivalent) or college/university diplomas and/or transcripts. I certify that I have read and understand this document and agree to the investigation described herein and the release of information to the aforementioned parties.

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

CONSENT FORM

I hereby voluntarily consent to the disclosure, in its discretion, by the Boards of Fire and Police Commissioners of the Villages of Morton Grove, Niles, Wilmette and the City of Park Ridge of the various test results to other testing agencies within the testing process.

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

FIREFIGHTER CONSORTIUM APPLICATION ESSAY QUESTION

Please state your reasons for seeking the position for which you are applying and what you believe to be your qualifications for the position of Firefighter (Use a minimum of 100 words).

Department Selection Form

Please indicate the department(s) to which you are applying below:

☐ **Morton Grove Fire Department**

☐ **Niles Fire Department**

☐ **Park Ridge Fire Department**

☐ **Wilmette Fire Department**