

PROSPECT HEIGHTS FIRE PROTECTION DISTRICT

FIREFIGHTER/PARAMEDIC APPLICANT INSTRUCTIONS

PROSPECT HEIGHTS CURRENTLY HAS TWO OPEN POSITIONS FOR FIREFIGHTER/PARAMEDIC.

STARTING SALARY: \$49,236 - \$71,303 (2008)

TO APPLY:

- 1) Visit www.publicsafetyrecruitment.com to complete the Online Application for the position of Firefighter/Paramedic. Your online application must be confirmed no later than 12 noon on Monday, December 22, 2008. You will receive a confirmation number when you complete your online application. Save this number for your records.
- 2) Return the signed Release Forms and Other Required Documents (See CHECKLIST!) to Public Safety Recruitment (1127 S. Mannheim Rd. #203, Westchester, IL 60154 Attn.: PHFPD) no later than 12 noon on Monday, December 22, 2008. Applications received AFTER the deadline will NOT be accepted. Faxed release forms will NOT be accepted. Sending release forms and other required documents via traceable carrier (i.e. UPS, FedEx, USPS Priority Mail) is suggested to ensure timely delivery. Documents may also be delivered by hand to Public Safety Recruitment during business hours (M-Th 9a-5p, Fri 9a-3p, closed weekends and holidays).

Call 800.343.HIRE or email info@publicsafetyrecruitment.com with questions **BEFORE** the deadline.

Do not contact the Prospect Heights Fire Protection District.

MINIMUM REQUIREMENTS AT TIME OF APPLICATION ARE:

- \$25 non-refundable application fee
- A citizen of the United States or meet the requirements of "citizenship status" (candidates born outside of the US must contact Public Safety Recruitment for details about this requirement.)
- A minimum 21 years of age and not exceed 35 years of age unless qualified for waiver under statutory exemptions (at date of official eligibility list posting)
- A resident of the State of Illinois at time of application and maintain primary residency within the State of Illinois during employment.
- A valid Illinois driver's license
- At minimum, a High School Diploma or G.E.D. certificate
- An Illinois Firefighter II Certificate
- At minimum, a valid Illinois Department of Public Health EMT-Basic license.

NOTE: Any applicant selected for appointment must also possess a valid Illinois Department of Public Health EMT-P (paramedic) license at time of appointment. Applicant must obtain Northwest Community Hospital EMS (ALS) System approval before appointment and must maintain the license and NWCH EMSS privileges during employment.

PHYSICAL AGILITY TEST:

All applicants must demonstrate physical agility and muscular coordination by passing the (CPAT) Candidate Physical Ability Test. All candidates must present a **VALID CPAT card or certificate at the time of appointment**. CPAT cards will be considered valid within one year of the date issued. It is the responsibility of the candidate to make sure that their CPAT is up to date. Any candidate NOT possessing a valid CPAT card at time of appointment will be disqualified.

*Written Exam: Study guides and practice exams are available online at www.publicsafetyrecruitment.com.

**Licensed CPAT testing agencies:

NIPSTA, Glenview, IL <http://www.nipsta.org/CPAT/CandidateInformation.aspx>, (847)998-8090

Southwest United Fire Districts, Darien, IL - www.SUFD.org (630)910-2216

WRITTEN EXAM:

The mandatory written exam is scheduled for Friday, January 9, 2008 at 1 p.m. at the Prospect Heights Fire Protection District Station #9, 10 East Camp McDonald Road, Prospect Heights, IL 60070. Arrive by 12:30 p.m. with a Valid Driver's License. There will be no admittance after 1 p.m.

**Any applicant selected for appointment must pass a post job offer background and criminal history investigation, psychological, and physical/medical/stress examination including drug and alcohol testing.*

If you do not attend or do not complete any portion of the testing process, you will not be eligible for employment.
