



Prospect Heights Fire Protection District
10 East Camp McDonald Road, Prospect Heights, Illinois 60070
Phone 847-253-8060, FAX 847-253-4759
E-mail: dsmith@prospectheightsfire.com

2009 PRELIMINARY APPLICATION FOR EMPLOYMENT

This application is for persons who wish to become a Paid-on-Call (POC) and enroll in our Recruit Training Program. You will be contacted about our orientation in either October or November. If you meet the requirements on this page and pass the physical abilities test, you will be asked to fill out a complete application.

Sincerely,

Deputy Chief Drew Smith

GENERAL REQUIREMENTS FOR POC MEMBERSHIP

All POC members are required to comply with the following minimum requirements that include but are not necessarily limited to:

1. Be at least eighteen (18) years of age upon acceptance on to roster;
2. Be in good physical and mental health and able to endure hard, strenuous labor;
3. Be of good moral character and not have had any serious criminal activity history as determined by a background investigation conducted by the Prospect Heights Fire Protection District;
4. Possess a valid drivers license issued by the state in which the applicant resides;
5. Be a High School graduate or possess a GED certificate.
6. Be an U.S. citizen or possess work authorization from the U.S. Department of Immigration and Naturalization.
7. Complete an IDPH-approved EMT course BEFORE the start of the Recruit Firefighter Training Program in January 2007 and become a licensed EMT before January 31, 2007.
8. Successfully pass the Candidate Physical Ability Test - CPAT, any other tests, medical evaluation and background investigation prior to appointment.
9. Those who reside within approximately three (3) miles of the fire station may be given additional consideration in the selection process..

Complete position descriptions as well as hiring policies and procedures are available upon request from the Fire District.

REQUIRED INFORMATION (Complete all fields, leave no blanks)	
<i>First Name:</i>	<i>Middle Initial:</i> <i>Last Name:</i>
<i>Street Address:</i>	<i>City, State, Zip:</i>
<i>e-mail address:</i>	
<i>Best telephone number to reach you at between 9:00 a.m. and 4:00 p.m.:</i>	
<i>Are you currently at least 18 years of age?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Do you have a valid drivers license? Yes <input type="checkbox"/> No <input type="checkbox"/></i> <i>Has is been suspended or revoked in the last five years? Yes <input type="checkbox"/> No <input type="checkbox"/></i>
<i>Do you have a high school diploma or GED?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Are you an:</i> <i>EMT-Basic Yes <input type="checkbox"/> No <input type="checkbox"/> In class <input type="checkbox"/></i> <i>Paramedic Yes <input type="checkbox"/> No <input type="checkbox"/> In class <input type="checkbox"/></i> <i>Firefighter 2 Yes <input type="checkbox"/> No <input type="checkbox"/></i>
<i>I hereby attest that the information supplied above is, to the best of my knowledge, true and correct and that any falsification of information may subject me to disciplinary action that ultimately could result in my application being rejected or my termination of employment. Should any of this information change during the course of my employment with the Fire district, I agree to supply the Fire District with the new, current information.</i>	
Signed _____	Date _____

Frequently Asked Questions about recruitment and hiring with the Prospect Heights Fire Protection District

UPDATED February 20, 2008

- There are three categories of firefighter employees: Full-time firefighter/paramedics, Part-time firefighters and Paid-On-Call firefighters.
 - ✓ Full-time firefighter/paramedics work 24-hours on-duty followed by 48-hours off-duty and receive health care insurance, paid time off and pension benefits. All full-time firefighters are hired using an eligibility list that is created using a testing procedure. The current eligibility list will expire in early 2010. Applications will not be made available or testing begun until then unless the list is exhausted.
 - ✓ Part-time employees work 12 or 24-hour shifts in the fire station.
 - ✓ Paid-on-call employees have just completed training and may fill in shifts as need occurs.
- There is no residency for full-time or part-time personnel. Paid-on-call applicants who reside within approximately three (3) miles of the fire district may be given greater consideration.
- We operate with 10 members on-duty, in the station 24-hours a day. Paid-on-call members provide back up for structure fires and multiple call situations. In some cases, Paid-On-Call members may work filling in part-time shifts.
- It is the responsibility of the applicant, and not the FD, to insure the application instructions are understood and followed fully. The first level of applicant review is that of determining if the applicant followed the simple, written instructions provided.

For part-time employment...

- We occasionally have part-time openings throughout the year. We are recruiting only paramedic/firefighters. We do not have a "test" ever. We accept applications all year and pull qualified applicants when we need a member.
- Part-time personnel must be, at minimum, possess Office of the State Fire Marshal certified Firefighter 2, be IDPH licensed paramedic and have current, valid class D drivers license. Upon appointment, applicant must obtain a non-CDL class B license. Upon offer of employment, obtain ALS privileges in the Northwest Community EMS system in order to begin work.

For Paid-On Call employment...

- No experience is necessary. Applicants need only meet the requirements on preliminary application.
- Applicants for Paid-On-Call firefighter must complete an IDPH-approved EMT-B course BEFORE the start of the Recruit Firefighter Training Program and become a licensed EMT within 30 days of appointment.
- Applicants must also provide proof of successful completion of the Candidate Physical Ability Test (CPAT). Applicants must obtain this proof at their expense and maintain it as valid until appointed. A card is valid if it was issued within the past 12 months.
- Preliminary Applications can be obtained at the fire station or our web site. Once you fill out the preliminary application we will contact you in the fall of the same year with the date of the orientation and testing session. This session is held in late October or early November.
- We usually begin our Recruit Training Program (Firefighter 2 training) in January of each year. Participation in this program is mandatory and unpaid. The class meets two days a week from 8AM-5PM for approximately 24 weeks. Details will be explained at the orientation and testing session held in the late fall. Completion is mandatory.
- If you are already certified by the Office of the Illinois State Fire Marshal as a Fire Fighter 2 (or higher) please provide a resume along with copies of your state Fire Fighter 2 certificate and EMT-B (or higher) license with your application. We will evaluate your training and experience and indicate whether or not you will be required to attend our Recruit Training Program.

Questions may be directed to Deputy Chief Smith or Deputy Chief Jones Monday through Friday during normal business hours (9:00 AM - 4:00 PM).

EMT-B Requirement for Applicants to the Prospect Heights Fire Protection District

Every applicant must complete the EMT-B course *BEFORE* the Recruit Training Program (RTP) begins. The RTP generally begins the first full week of January each year.

- You **DO NOT** need to be a licensed EMT-B *BEFORE* applying
- At the orientation and physical abilities testing session (generally held 60 days prior to the start of the RTP), any applicant **NOT** enrolled in an EMT-B class or licensed as an EMT-B will be rejected. If you are not already in a class at the time the hiring process begins you will be unable to complete an EMT-B class before the RTP starts.

Within 30 days of the start of the RTP, the applicant **MUST** produce an Illinois Department of Public Health (IDPH) EMT-B license. Since IDPH requires 120 hours of continuing education every 4 years, any applicant whose license expires within 12 months of the start of the RTP must submit a minimum of 90 hours of approved continuing education. Approved continuing education means that IDPH issued a “site code” for each session/seminar/class being presented as continuing education.

What is an Emergency Medical Technician?

An Emergency Medical Technician (EMT-B) provides entry-level emergency medical care knowledge and skills associated with the delivery of Basic Life Support (BLS) as defined by the State of Illinois Emergency Medical Services (EMS) Act and the EMS Rules. The EMT-B is the level below paramedic and prerequisite to becoming a paramedic. As a general rule, all firefighters are EMT-Bs or paramedics.

What is involved in becoming an Emergency Medical Technician?

The EMT-B course lasts one semester, meets 2 evenings or one full day each week and totals approximately 120 hours in length. Subjects covered include the human body, vital signs, ventilation, cardiac emergencies, resuscitation, automated external defibrillation, pharmacology, bleeding and shock, fractures, injuries, childbirth, lifting and moving of patients, legal and ethical issues. Courses offered at local community colleges meet all requirements of the Federal Department of Transportation EMT-B-B training curriculum and has been approved by the Illinois Department of Public Health (IDPH) Division of EMS and Highway Safety.

Below are two institutions that offer EMT-B training and the 2006-2007 school year costs associated with each

	Harper College	Oakton College
Course number	EMS 110	FIR 220
Prerequisites	18 years of age or older, high school diploma or GED	
When is course offered?	Usually each spring and fall semester	
Number of semester hours	7	6
Cost per semester hour	\$75.00	\$69.00
Total cost	\$434.00	\$414.00
Fees	\$150.00	\$100.00
Other fees	\$134.00	\$31.60
Grand total	\$718.00	\$545.60
For both colleges: Does not include cost of books or the one-time application fee of \$25		

The Prospect Heights Fire Protection District does not pay or reimburse applicants for these costs. All costs, tuition, fees and books are the responsibility of the applicant.

IN SUMMARY, if you are not an EMT-B and want to become a member of the Prospect Heights Fire Protection District then you need to register with an institution that offers the EMT-B course and complete that course *BEFORE* our Recruit Training Program begins .

CANDIDATE PHYSICAL ABILITY TEST – CPAT

All applicants for Paid-On-Call must demonstrate physical agility and muscular coordination by passing the (CPAT) Candidate Physical Ability Test.

All applicants must present a valid CPAT card or certificate at time of appointment. CPAT cards will be considered valid within one year of the date issued. It is the responsibility of the applicant to make sure that their CPAT is up to date. Any applicant not possessing a valid CPAT card at time of appointment will be disqualified.

Applicants may perform the CPAT by contacting:

- **NIPSTA** at 2300 Patriot Boulevard, Glenview, IL 60026 at 847-998-8090 or www.nipsta.org/cpat/main.aspx. NIPSTA charges each candidate a fee for participation in the CPAT test.
- **Southwest United Fire Districts**, Darien, IL at 630-910-2216 or www.sufd.org . SUFD charges each candidate a fee for participation in the CPAT test.
- Any other agency licensed to conduct the CPAT