



MARENGO FIRE & RESCUE DISTRICTS

Chief Robert S. Bradbury

EMPLOYMENT APPLICATION AND INFORMATION

MINIMUM QUALIFICATIONS

1. Must be 18 years of age.
2. United States Citizen.
3. Valid driver's license.
4. No felony or misdemeanor convictions.

GENERAL INSTRUCTIONS

1. Type or print in black ink only.
2. Wire DNA (does not apply) or use a diagonal line in areas or questions that do not apply.
3. If more room is needed to answer questions, attach separate sheets as needed noting the questions number for each answer.
4. Do not fold application.
5. Mail or drop off application at Marengo Fire Protection District, 120 E Prairie Street, Marengo, IL (Station 1)
6. It is the responsibility of all applicants to notify in writing any changes.
7. If you have any questions, please call Station 1 at (815) 568-8912.

THE HIRING PROCESS

1. Fill out application completely.
2. Successfully pass a written exam.
3. Pass a background check including driving record, criminal history, medical history, employment (past and present) and any other information Marengo Fire and Marengo Rescue Districts deem necessary.
4. Oral interview.
5. Placed on hiring list.
6. Conditional offer of employment.
7. Pass physical exam and drug screening.
8. Hired as a probationary employee/apprentice.
9. Obtain a non-CDL Class B license within the first three months of employment.
10. Must become a certified Firefighter II by the Office of the Illinois State Fire Marshal within the first 18 months of employment.
11. Must be an EMT-B or EMT-P

"Preserving the past and protecting the future"



Marengo Fire and Marengo Rescue Districts
 EMT, Paramedic, Firefighter Application Packet

Marengo Fire and Marengo Rescue Districts are Equal Opportunity Employers. Employment offers are made on the basis of qualifications and needs of the department.

Please fill out the entire application completely and accurately. All statements in your application are subject to verification. Incorrect Statement(s) will bar or remove you from employment.

| | | | | |
|---|-----------|--------|-------|-----|
| 1. Name | | | | |
| Last | First | Middle | | |
| 2. List any other names you have used or have been know by including maiden name: | | | | |
| | | | | |
| 3. Address Number and Street | | | | |
| City | | State | Zip | |
| 4. Home Phone Number: () - Cell: () - | | | | |
| 5. Driver's License #: State: Class: | | | | |
| 6. Social Security #: | | | | |
| 7. U.S. Citizen? Yes No | | | | |
| 8. LIST ALL FORMER ADDRESSES FOR THE PAST TEN YEARS IN CHRONOLOGICAL ORDER | | | | |
| Number & Street | | City | State | Zip |
| I. | | | | |
| II. | | | | |
| III. | | | | |
| IV. | | | | |
| V. | | | | |
| VI. | | | | |
| VII. | | | | |
| VIII. | | | | |
| IX. | | | | |
| X. | | | | |
| EDUCATION | | | | |
| 9. High School | | | | |
| Name of School | | City | State | |
| Dates Attended | Graduate? | Yes | No | GED |



| | | | |
|--|-----------|-------|----|
| 10. Undergraduate Education | | | |
| Name of School | City | State | |
| Dates Attended | Graduate? | Yes | No |
| 11. Undergraduate Education | | | |
| Name of School | City | State | |
| Dates Attended | Graduate? | Yes | No |
| 12. Trade Schools | | | |
| 13. What college degrees have you attained? | | | |
| 14. List course work relevant to position applied for: | | | |
| MILITARY | | | |
| 15. Are you now or have you ever been in the military service? Yes No | | | |
| 16. Branch of service | | | |
| 17. Are you now or were you ever an active member of any branch of the U.S. Military Reserve Forces or National Guard Unit? Yes No Rank | | | |
| 18. Unit | From | To | |
| CONVICTION HISTORY | | | |
| 19. Have you ever been convicted of a crime other than minor traffic violations? Yes No | | | |
| If yes, explain below: | | | |
| DATE, POLICE AGENCY, OFFENSE AND DISPOSITION OF CASE | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 20. List all traffic convictions and accidents you have had in the last four years. If more space is needed, please type on a separate page and attach. | | | |
| LOCATION (CITY & STATE), APPROXIMATE DATE, VIOLATION AND DISPOSITION | | | |
| | | | |
| | | | |
| | | | |



EMPLOYMENT HISTORY

21. List all jobs you have had for the last ten years. Include periods of unemployment. Put your present job first. Include military service in proper time sequence along with temporary or part-time jobs. Omission of prior employment may be considered falsification of information. Please use a continuation sheet if needed.

PRESENT EMPLOYER'S NAME Phone ()
 Address
 Number & Street City State Zip
 Job Description:
 Do you object to our contacting them? Yes No
 Dates of Employment:
 Month/Year to Month/Year Salary: Per

EMPLOYER'S NAME Phone ()
 Address
 Number & Street City State Zip
 Job Description:
 Do you object to our contacting them? Yes No
 Dates of Employment:
 Month/Year to Month/Year Salary: Per
 Reason for leaving:

EMPLOYER'S NAME Phone ()
 Address
 Number & Street City State Zip
 Job Description:
 Do you object to our contacting them? Yes No
 Dates of Employment:
 Month/Year to Month/Year Salary: Per
 Reason for leaving:

EMPLOYER'S NAME Phone ()
 Address
 Number & Street City State Zip
 Job Description:
 Do you object to our contacting them? Yes No
 Dates of Employment:
 Month/Year to Month/Year Salary: Per
 Reason for leaving:



22. Have you ever been suspended or terminated, other than from an economic layoff, from any prior employment? Yes No
 If yes, please explain:

23. Have you ever resigned from any employment position because of misconduct or unsatisfactory performance or while under investigation? Yes No
 If yes, please explain:

24. Have you ever taken a civil service exam? Yes No
 Agency: _____ Date: _____ Position on List _____
 Status _____

REFERENCES

25. Please list three adults not related to you and not former employers who have known you for more than three years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality, and other qualities.

| | |
|---------------------|--------------|
| Name | Relationship |
| Address | |
| Business/Cell Phone | Home Phone |
| Occupation | |

| | |
|---------------------|--------------|
| Name | Relationship |
| Address | |
| Business/Cell Phone | Home Phone |
| Occupation | |

| | |
|---------------------|--------------|
| Name | Relationship |
| Address | |
| Business/Cell Phone | Home Phone |
| Occupation | |

26. List organizations of which you are a member that relate to the position that you are applying for:



27. Explain your reasons for wanting to become an EMT, Paramedic and/or Firefighter:

28. Please review the enclosed job description for the position you are applying for and state whether you can perform the essential job functions listed therein with or without reasonable accommodation.

Yes

No

If accommodation is needed, please explain:

29. Person(s) to be notified in case of emergency:

Name

Address

Phone

Relationship

Person(s) to be notified in case of emergency:

Name

Address

Phone

Relationship

Person(s) to be notified in case of emergency:

Name

Address

Phone

Relationship



SUBMISSION OF DOCUMENTATION AND CREDENTIALS

- 30. I understand that if I am placed on any eligibility list, I will be fingerprinted following the conditional offer of employment and a set of my fingerprints will be furnished to the Illinois Department of State Police and to the Federal Bureau of Investigation.
- 31. I understand that I must provide the Marengo Fire and Marengo Rescue Districts with COPIES of the following documentation and/or certificates at the times indicated below. Other relevant fire service or EMS certificates, such as Firefighter III, may be submitted with the application but are not required. If at any time any of the documentation is updated or if my credentials change, I must submit the new documentation or certifications to the Marengo Fire and Marengo Rescue Districts as soon as possible. I further understand that failure to submit any of the following documentation and/or certifications at the times indicated may result in my application no longer being considered and/or loss of my position on the eligibility list or withdrawal of a conditional offer of hire.
- 32. Should you successfully complete all phases of the examination process, you will be subjected to a thorough medical evaluation prior to hiring. The medical evaluation may include testing for drugs/narcotics, communicable diseases and alcohol abuse. You will be required to give a thorough medical history.

| DOCUMENTATION | TIME OF SUBMISSION |
|---|-----------------------------------|
| Marengo Fire and Marengo Rescue Districts Authorization & Release of Liability Form | With this application |
| Marengo Fire and Marengo Rescue Districts Physician's Certification of Physical Condition | After a conditional offer of hire |
| Copy of certified high school transcript or GED diploma (do not send college certificates as substitutes) | With this application |
| Copy of valid driver's license | With this application |
| Documents relating to I-9 form, Employment Eligibility Verification | With this application |
| Copies of all applicable Firefighter certifications | With this application |
| Copy of EMT-B or EMT-P certification and current HCP CPR card | With this application |
| Copy of military service record and discharge papers (Form DD214) | With this application |
| Set of fingerprints | After a conditional offer of hire |



Firefighter/Paramedic/EMT

Job Description:

Firefighter/Paramedic/EMT

Distinguishing Features of Work

Under the supervision of a rescue district officer, this position responds to and performs firefighting and emergency medical work at fires, medical emergencies, rescues and other department duties. This position requires performance of duties under hazardous and emergency conditions. Firefighters/Paramedics/EMT's are expected to be in excellent physical condition at all times and are subject to being on call at any hour or day. A Firefighter/Paramedic/EMT may be assigned supervisory responsibility on a temporary basis.

Illustrative Examples of Work

- Operates emergency vehicles, fire suppression apparatus.
- Administers drugs and related solutions on direct orders from the hospital physician who is in contact through radio and telephone connections. Uses defibrillator, obtains history of patient, and transmits history and symptoms to hospital for patient stabilization.
- Participates in preplanning strategies for various buildings.
- Maintains apparatus, equipment, buildings and tools.
- Completes training as required by the department training officer and department policies.
- Performs other duties as required or assigned.

Training and Experience:

- Posses high school diploma or equivalent, possess the necessary State of Illinois and local emergency medical system certification as an EMT-P (Paramedic) or EMT-B (Basic).
- Posses OSFM certification of FF II (Must obtain within 18 months)
- Must have a thorough knowledge of the layout of the community and street system.
- Must maintain a NON-CDL "B" drivers license.
- Ability to understand and follow oral and written instructions.
- Ability to act quickly and calmly in an emergency.
- Ability to maintain an effective and professional relationship with officers, employees and the public.
- Must maintain physical condition to perform required duties.
- Must complete one calendar year of probation with final approval from the Chief.



Marengo Fire and Marengo Rescue Districts
EMT, Paramedic, Firefighter Application Packet

I hereby certify that I have read all questions and statements contained in this application packet, and I certify that there are no misrepresentations, omissions, or falsifications in this questionnaire, and that all my answers are true and correct to the best of my knowledge and belief. I understand that misrepresentation, omissions or falsification on this questionnaire or at any time during the hiring process may result in my application no longer being considered or in termination of my employment with the Marengo Fire and Marengo Rescue Districts.

Dated at _____ Illinois, this _____ day of _____, 20____

Signature in Full _____

Print Name _____

Witnessed by _____



**MARENGO FIRE AND MARENGO RESCUE DISTRICTS
AUTHORIZATION AND RELEASE OF LIABILITY FORM**

I, _____ hereby authorize the MARENGO FIRE AND MARENGO RESCUE DISTRICTS and its agents, employees or representatives to obtain and use all information relating to my previous and current employment, education, military record, criminal conviction history, personal characteristics and all other information which may bear favorably or unfavorably upon my application for employment made to the MARENGO FIRE AND MARENGO RESCUE DISTRICTS. I also consent to the release to the MARENGO FIRE AND MARENGO RESCUE DISTRICTS of any and all medical records prepared during the physical examination I am required to undergo for employment with the MARENGO FIRE AND MARENGO RESCUE DISTRICTS.

I further release from liability any person or persons providing or receiving any such information in connection with this pre- employment investigation.

I understand that I will undergo a job task test as part of the application process and that such job task test shall subject me to vigorous physical exercise. I further understand that I should be in appropriate physical condition before performing the test and that I must submit the MARENGO FIRE AND MARENGO RESCUE DISTRICTS CERTIFICATION OF PHYSICAL CONDITION prior to participating in the job task test.

I also agree to indemnify and hold harmless the MARENGO FIRE AND MARENGO RESCUE DISTRICTS, the Board of Trustees of the MARENGO FIRE AND MARENGO RESCUE DISTRICTS, individual trustees, employees and agents against any claim or loss whatsoever, including but not limited to attorneys' fees and any cost of defense which arises directly or indirectly out of any injury which I might sustain in the job task test and/or application process. I also covenant that for the consideration of my application, I agree not to sue the MARENGO FIRE AND MARENGO RESCUE DISTRICTS, individual trustees, employees and agents for any injury, loss or damage as a result of such process including but to limited to personal injury, wrongful death, court costs, attorneys' fees and interest, in any manner caused directly or indirectly, including the negligent acts or omissions of the MARENGO FIRE AND MARENGO RESCUE DISTRICTS, its trustees as well as its employees and agents.

I hereby acknowledge and agree that as a condition of employment with the MARENGO FIRE AND MARENGO RESCUE DISTRICTS , I must maintain at all times a valid State of Illinois Driver's License, of the Class required to operate all vehicles of the MARENGO FIRE AND MARENGO RESCUE DISTRICTS. I do further agree that my failure to maintain said driver's license will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the Districts. At time of hire, I must qualify for, obtain and maintain at all times a valid State of Illinois EMT-B, EMT-P, or Basic Firefighter certification of which I was hired as. I do further agree that my failure to obtain and maintain the requisite certifications will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the Districts.

Signature: _____

Witness: _____ Date: _____

WE ARE EQUAL OPPORTUNITY EMPLOYERS. This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job related experience and other qualifications will be considered without discrimination on the grounds of race, color, religion, sex, nation origin, age, or physical or mental handicap. All information provided in the application will be treated confidentially, and will be used only to help assure the best use of your abilities if you are employed with us.