



## **FIREFIGHTER/PARAMEDIC PART-TIME APPLICATION CHECKLIST**

- Completed and signed Firefighter Applicant Personal Data Questionnaire
  
- Authorization Form (must be notarized)
  
- Valid Driver's License
  
- Birth Certificate (or other proof of citizenship)
  
- High School Diploma



**Warrenville Fire Protection District**  
**Job Opening**  
**Part-Time Firefighter Paramedic**

The Warrenville Fire Protection District is seeking qualified candidates for the position of part-time firefighter paramedic. The Warrenville Fire Protection District is a dynamic, energetic, friendly and diverse community of over 20,000 residents that increases with a workday population of more than 45,000. The Warrenville Fire Protection District is located twenty-five miles due west of downtown Chicago just off Interstate 88. The fire district encompasses 18 square miles of residential, light industry and mid-rise buildings.

**Requirements:**

- High school diploma, age 21 years and over along with being a U.S. Citizen with a valid Illinois Driver's License.
- Possess a valid Illinois Department of Public Health EMT-P Certification.
- Possess a valid Basic Firefighter or Firefighter II Certification issued by the Illinois Office State Fire Marshal.
- Have current CPAT and Ladder. (Considered valid within one date of hire.)
- No record of Felony or Misdemeanor Convictions
- Applicant must be willing to work 8, 12, and or 24 hour shifts during the week.
- Each applicant must provide a Letter of Good Standings from his or her system hospital or affiliation and test into the Edward EMS System prior to hire.
- Each applicant must provide a copy of his or her birth certificate, high school diploma (or its equivalent) and Fire Fighters II & Paramedic License.
- Attach required documents with the application to qualify for the interview process. Any individual subsequently hired by the fire district must complete and pass a background investigation by the local police department.

Job Description:

- Candidates will be responsible for district ambulances.
- Candidates will be responsible for patient care and completing all necessary patient care report forms.
- Candidates will perform interior structural firefighting operations.
- Candidates will perform exterior structural firefighting operations.
- Candidates will be required to attend a two-day orientation to become familiar with district vehicles, operations, and Edward Hospital's SOP's.
- Work as part of the District's Pub Education Program.
- Candidates will report the Lieutenant while on duty.
- Other duties as assigned.

Benefits:

Pay range is \$15.00 to \$17.00 per hour depending upon experience and certifications. Overtime pay on designated holidays. Continuing Education Programs. No other benefits are provided.

Submit cover letter with resume along with application to:

Fire Chief Dennis Rogers  
Warrenville Fire Protection District  
P.O. Box 51  
Warrenville, IL 60555

Application can be downloaded on the fire district website:

[http://www.warrenvillefire.com/links\\_forms/forms/WFPD\\_POC\\_Application.pdf](http://www.warrenvillefire.com/links_forms/forms/WFPD_POC_Application.pdf)

**The Warrenville Fire Protection District is an Equal Opportunity Employer**

**Posted:**



Warrenville Fire Protection District
3S472 Batavia Road
Warrenville, IL 60555

Application Date \_\_\_\_\_

Warrenville Fire Protection District Membership Application

Paid on Call (POC) Firefighter [ ]

Part Time Firefighter [ ]

Social Security # \_\_\_\_\_ Name \_\_\_\_\_

Other names you have used or been known by \_\_\_\_\_

Current Address
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Numbers
Cell \_\_\_\_\_ Home \_\_\_\_\_ e-mail \_\_\_\_\_
business \_\_\_\_\_ fax \_\_\_\_\_

Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_ Weight \_\_\_\_\_ Height \_\_\_\_\_

Have you any identifying marks such as scars, tattoos or missing digits? [ ]Yes [ ]No

If Yes, state the nature and location of same \_\_\_\_\_

Have you ever applied to, or worked for, Warrenville Fire Protection District before? [ ]Yes [ ]No

If yes, What date were you hired? \_\_\_\_\_ What date did you leave? \_\_\_\_\_

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? [ ]Yes [ ]No

Do you have any friends and/or relatives working for Warrenville Fire Protection District? [ ]Yes [ ]No

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, either with or without, reasonable accomodation? [ ]Yes [ ]No

If no, please describe the functions that cannot be performed \_\_\_\_\_

Birth Date \_\_\_\_\_ Birth Place \_\_\_\_\_

In case of emergency notify \_\_\_\_\_ Name \_\_\_\_\_ Telephone # \_\_\_\_\_ Relationship \_\_\_\_\_

Current Employer \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Tel # \_\_\_\_\_

Position or Title \_\_\_\_\_ Nature of work \_\_\_\_\_




28. List all traffic convictions and accidents you have had in the last four (4) years.

(If more room is needed, please type on a separate page and attach.)

Location (City, State)	Approximate Date	Violation	Disposition

I hereby make application for membership to the Warrenville Fire Protection District.

I agree to obey the by-laws and all the rules of the Warrenville Fire Protection District if I am accepted.

Upon leaving the District, I agree to turn in all equipment belonging to the District which has been entrusted to me during the time of my membership. I declare, to the best of my knowledge, that all the information provided by me on this application is true, correct, and complete.

**SIGNATURE OF APPLICANT**

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32. **Employer's name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

Number & Street City State Zip

**Job Description** \_\_\_\_\_

Do you object to our contacting them? \_\_\_\_\_

**Employed** \_\_\_\_\_ **to** \_\_\_\_\_ **Salary** \_\_\_\_\_ **Per** \_\_\_\_\_  
Month-year month-year

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

34. Have you ever resigned from any employment position because of misconduct or unsatisfactory performance or while under investigation? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

35. Have you ever taken a civil service exam? Yes \_\_\_\_\_ No \_\_\_\_\_

Agency \_\_\_\_\_ Date \_\_\_\_\_ Position on List \_\_\_\_\_

Status \_\_\_\_\_

36. Are you currently on any eligibility list(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, indicate position applied for, status on list, and expiration date of each: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



37. Have you ever applied to the Warrenville Fire Protection District? Yes \_\_\_\_\_ No \_\_\_\_\_

When: \_\_\_\_\_ What Position: \_\_\_\_\_

**REFERENCES**

Please list three (3) adults not related to you and not former employers, who have known you for more than three (3) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality, and other qualities.

38. Name \_\_\_\_\_ Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Relationship \_\_\_\_\_

39. Name \_\_\_\_\_ Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Relationship \_\_\_\_\_

40. Name \_\_\_\_\_ Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Relationship \_\_\_\_\_

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

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42. Explain your reasons for wanting to become a firefighter and/or paramedic: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_

44. If accommodation is needed, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

I HEREBY CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND STATEMENTS, 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 MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS 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 WARRENVILLE FIRE PROTECTION DISTRICT.

Dated at \_\_\_\_\_ Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

Signature in Full \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.** 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, national origin, age, or physical or mental handicap. All information provided in this 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.

**Protection District  
AUTHORIZATION FORM**

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I, \_\_\_\_\_, hereby authorize the Warrenville Fire Protection District 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, credit history, and all other information which may bear favorably or unfavorably upon my application for employment made to the Warrenville Fire Protection District. I also consent to the release to the Warrenville Fire Protection District of any and all medical records prepared during the physical examination I am required to undergo for employment with the Warrenville Fire Protection District. I further release from liability any person or persons providing or receiving any such information in connection with this pre-employment investigation.

I hereby acknowledge and agree that as a condition of employment with the Warrenville Fire Protection District, I must maintain at all times a valid State of Illinois Driver's License of the Class required to operate all vehicles of the Warrenville Fire Protection District. 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 Village. At time of hire, I must qualify for, obtain and maintain at all times a valid State of Illinois Firefighter II certification by Illinois State Fire Marshal and EMT – P/B by Illinois Department of Public Health. 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 Warrenville Fire Protection District.

Signature \_\_\_\_\_

SUBSCRIBED and SWORN to  
before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20 .

\_\_\_\_\_  
Notary Public

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