



LAKE VILLA

FIRE PROTECTION DISTRICT

Part-Time Employment Application

Revised 8/3/2021

At time of application all candidates must be:

- Eligible to work in the United States
- 21 years of age and less than 35 by time application submittal of good moral character
- Possess a high school diploma or equivalent
- Possess a valid driver's license
- IL OSFM Basic Operations Firefighter/IL IDPH EMT-Paramedic

At time of job offer candidates are required to submit:

Proof of Candidate Physical Ability Test Card (CPAT)

(Issued within 12 months of offer)

Applicants will be required to complete:

- An oral examination
- An extensive background check
- A medical examination Orientation Session

All of the following must be returned with the application. Failure to supply all documents will result in rejection of the application.

- Application form completely filled out
- Copy of High School Diploma or equivalent
- Signed Affidavit / Background Authorization
- Any and all related certifications



LAKE VILLA FIRE PROTECTION DISTRICT

APPLICANT# _____ (office use only)
PERSONAL DATA / QUESTIONNAIRE

Please answer the following questions completely and accurately. When a question is not applicable to you, please indicate "N/A". If you need additional space in answering any question, please add additional sheets.

Name _____
Last First Middle

List Any other names you have used or been known by (including maiden name)

Address _____
Number & Street City State Zip Code

Home Phone _____ **Cell Phone** _____

Email Address _____

Are you eligible to work in the United States? _____ Yes _____ No

List all addresses for the past ten (10) years in chronological order.

Address _____
Number & Street City State Zip Code

Address _____
Number & Street City State Zip Code

Address _____
Number & Street City State Zip Code

EDUCATION

High School _____

Number & Street

City

State

Zip Code

College _____

Number & Street

City

State

Zip Code

MILITARY EXPERIENCE

Are you now or have you ever been in the military? _____ Yes _____ No

Branch of Service _____

Type of Discharge _____

Rank _____

CONVICTION HISTORY

The Lake Villa Fire Protection District will not deny employment to any applicant solely because the person has been convicted of a crime. The Lake Villa Fire Protection District, however, may consider the nature, date, and circumstances of the offence, as well as, whether the offence is relevant to the duties for which the position was applied. You are not required to disclose expunged juvenile records of adjudication or arrest.

Have you ever been convicted of a crime other than minor traffic violations?

_____ Yes _____ No If "Yes" explain below.

Date

Police Agency

Offense

Disposition

List all traffic convictions and accidents you have had in the last four years.

Location

Date

Violation

Disposition

EDUCATION

High School _____

Number & Street

City

State

Zip Code

College _____

Number & Street

City

State

Zip Code

MILITARY EXPERIENCE

.Are you now or have you ever been in the military? _____ Yes _____ No

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Have you ever been convicted of a crime other than minor traffic violations?

_____ Yes _____ No If "Yes" explain below.

Date

Police Agency

Offense

Disposition

List all traffic convictions and accidents you have had in the last four years.

Location

Date

Violation

Disposition

Employment History

Please list employers in chronological order

Present Employer's Name: _____ Phone: _____

Address: _____
Number & Street City State/ Zip Code

Position: _____

Immediate Supervisor: _____

Reason for Leaving: _____

Employed _____ to _____ Salary _____ per _____

Describe responsibilities _____

Asked to Resign: Yes _____ No _____ Permission to Contact Employer: Yes _____ No _____

Employer's Name: _____ Phone: _____

Address: _____
Number & Street City State/ Zip Code

Position: _____

Immediate Supervisor: _____

Reason for Leaving: _____

Employed _____ to _____ Salary _____ per _____

Describe responsibilities _____

Asked to Resign: Yes _____ No _____ Permission to Contact Employer: Yes _____ No _____

Employer's Name: _____ Phone: _____

Address: _____
Number & Street City State Zip Code

Position: _____

Immediate Supervisor: _____

Reason for Leaving: _____

Employed _____ to _____ Salary _____ per _____

Describe responsibilities _____

Asked to Resign: Yes _____ No _____ Permission to Contact Employer: Yes _____ No _____

Have you ever been suspended or terminated, other than economic layoff from any prior employment? If yes, please explain:

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, personality, and other qualities.

Name _____ Address _____

Home Phone _____ Business Phone _____

Occupation _____ Relationship _____

Name _____ Address _____

Home Phone _____ Business Phone _____

Occupation _____ Relationship _____

Name _____ Address _____

Home Phone _____ Business Phone _____

Occupation _____ Relationship _____

List certifications / skills that relate to the position you are applying for:

EMT/Paramedic License: _____

Firefighter II: _____

Are any reasonable accommodations needed: Yes _____ No _____

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

Name _____ **Address** _____

Phone _____ **Relationship** _____

Name _____ **Address** _____

Phone _____ **Relationship** _____

I understand that I must include the following with the application:

- *Copy of High School Diploma or equivalent* _____
- *Signed Affidavit / Background Authorization* _____
- *Any and all Related Certification Copies* _____

Please review the job description for the position you are applying and state whether you are able to perform the essential functions with or without reasonable accommodation.

I have read and understand the job description for position of Firefighter. I feel that I can perform the essential job functions as outlined therein.

Yes _____ No _____

Signature: _____ Date: _____



Lake Villa Fire Protection District

910 E. GRAND AVE. LAKE VILLA, ILLINOIS 60046

847-356-7525

WWW.LAKEVILLAFPD.COM

Affidavit / Background Authorization

By signing this authorization below, I certify that all of my answers in this application are true and correct. I agree to verification of all of my statements and answers in the application before any further decisions are made. I authorize an investigation into my criminal history and character.

I understand that being part of the application process may include additional inquiries, interviews, a background check, driver's license, physical ability testing, medical examination, and other tests as deemed necessary.

I understand that any false, misleading, or incomplete information given in my application, interview, or any pre-employment questionnaire or procedures, regardless of when discovered by the Lake Villa Fire Protection District will be sufficient basis for my application to be disqualified. I agree the Lake Villa Protection District shall not be liable in any respect if I am not hired or if I am terminated at any time as a result of provided such false, misleading or incomplete information.

Membership/Employment by the Lake Villa Fire Protection District is based on individual merit, qualification, and competence. An applicant's race, color, religion, gender, marital status, or national origin will not influence membership practices.

I hereby acknowledge that I have read and understand all information above and agree to the terms therein.

Applicant Signature _____

Printed Name _____

Date _____



LAKE VILLA
Fire Protection District

PERSONAL HISTORY

(Information for background investigation purposes)

Name: _____
Last First Middle

Date of Birth: _____
Month Date Year

Social Security Number: _____

Driver's License Number: _____

State: _____ Expiration: _____ Class: _____

Current Address

House Number: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Signature: _____

Printed Name: _____ **Date:** _____

FIREFIGHTER / EMT BASIC /EMT PARAMEDIC JOB DESCRIPTION

A. Nature of Work

Skilled emergency firefighting and emergency medical services work. Work involves responsibility for participating in the provision of emergency medical services, performance of rescue and fire suppression and prevention, as well as all duties delegated by law, ordinance, rule or regulation, or practice or procedures. Work involves the operation of fire and emergency medical services equipment, and the maintenance of equipment, apparatus and quarters. Employees are required to participate in the operation of apparatus and perform hazardous tasks and skilled medical procedures under emergency conditions which may involve strenuous exertion under such adverse conditions as fire, heat, smoke, darkness, and cramped surroundings.

Although firefighting and emergency medical services work are the essential and most difficult and critical areas of activity, a substantial portion of time is spent training and studying methods, techniques, and procedures, department property and equipment. Work is usually performed in accordance with general instructions and well-defined procedures, under the command of a superior officer. Work is reviewed through observation, inspections, and reports for results obtained.

B. Functions and Responsibilities

1. Fire Suppression

- a. Reacts and responds to orders during medical, fire and other emergency call accordance with Department Standard Operating Procedures.
- b. Directs and/or supervises others at the scene of an emergency when directed.
- c. Engages in rescue, fire control and extinguishment, and property conservation, including the use of fire hoses, ladders, and other fire suppression and rescue equipment.
- d. Operates fire apparatus, rescue and other emergency equipment under adverse emergency circumstances.
- e. Becomes and remains familiar with pre-plans, geographical locations, target and special hazards within the response area.
- f. Becomes and remains familiar with the standard operating procedures of fire ground operations.
- g. Attend all fires or emergencies to which they may be dispatched or detailed, and exert their greatest effort to perform to the best of their ability under all circumstances.

2. Station and Apparatus Maintenance

- a. Responsible for cleanliness and proper operating condition of apparatus, buildings and grounds.
- b. Particularly observant of the operating efficiency of apparatus or vehicle assigned to his/her care and promptly inform his/her shift officer of any difficulties or irregularities which may affect operation or immediate response.

3. E.M.S.

- a. Becomes and remains familiar with the policy and standard operating procedures manual of the emergency medical services system.
- b. Prepares written EMS reports and supplemental reports as needed.
- c. Provides emergency medical care to those in need or when called upon under the direction of the resource hospital.
- d. Develops and remains familiar with the skills of gaining access and disentanglement of victims from entrapment.

4. Organizational Support

- a. Conducts and/or attends continuing educational programs of training and instruction, including attendance at scheduled drills and classes, as assigned.
- b. Develops and maintains required skills and certifications associated with areas of special instruction and expertise such as:
 1. Certified Firefighter II
 2. Emergency Medical Technician Paramedic
- c. Exercise precautionary measures and good judgment to avoid injury to themselves and others while on duty.
- d. Participate in drills and other District training activities as directed, be thoroughly familiar with all equipment they may be required to use in the full performance of their duties, and perform related work as required.
- e. Perform such extra details and duty as may be required, beyond their hours of service, to cope with emergencies or to represent the District in civic and other functions.
- f. Familiarize themselves with and be obedient to the regulations, practices and procedures of the District.
- g. Accord obedience, proper respect and courtesy to officers and acting officers.
- h. Give any necessary information and instruction to those designated to act in their places.
- i. Accept responsibility for the performance of the duties of higher rank when assigned to act in such positions.
- j. Operate through their commanding officers in the transaction of District business, unless otherwise ordered or provided by these rules.
- k. Consult with and report in writing to their commanding officers when making recommendations for charges, alterations or improvements; and all such recommendations shall be forwarded to the Chief with the approval or disapproval of intermediate officers noted thereon.
- l. Excepting as provided in these Policies, refrain from communication with the office of the Board on any matter affecting the District or any employee thereof except through channels or in those cases where it is required for business of the District.
- m. Make truthful and accurate records, or reports, and shall not make misleading entries or statements with intent to deceive, or willfully mutilate any District record, book, paper or documents.
- n. Promptly notify their commanding officer of all matters coming to their attention affecting the interest or welfare of the District.

- o. Report promptly to their commanding officer any accident, sickness or injury occurring to themselves, while on duty, no matter how trivial.
 - p. Promptly notify their commanding officer of all medications they are taking that may affect their ability to perform their job.
 - q. Notify their commanding officer within twenty-four (24) hours of any change of residential address or telephone number.
 - r. Upon receiving any order which conflicts with a previous order, so inform the officer who made the conflicting order and be governed by his or her instructions.
 - s. Under no circumstances, exceed their authority in giving orders. The wrongful or injurious exercise of authority by any member is prohibited. A member acting in obedience to an improper order shall be protected against penalty.
 - t. Exercise caution to avoid unnecessary damage or loss of District property, and be responsible for the safe keeping and proper care of all District property in their charge.
 - u. Report to their places of assignment, fit and able to perform their required duties. They shall not, by any improper act, render themselves unfit for duty.
 - v. Be courteous and respectful in their contacts with the public.
 - w. Be properly attired at all times when representing the District.
 - x. Conduct themselves in a manner which will not tend to impair the good order and discipline of the District.
 - y. Be governed by instructions of the Board of Trustees before signing any release from liability, or taking civil action for damages against a third party for on-duty injuries caused by negligence of a third party.
 - z. May perform desk duties (telephone, computer terminal, and radio), assisting with data processing and filing.
5. The above list of duties and responsibilities is not intended to be all inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duties and responsibilities at its discretion.

C. Equipment

The position requires the ability to operate the following equipment:

1. Fire apparatus and ambulances reasonably and safely under routine and emergency conditions, sometimes for lengthy periods of time.
2. Basic fire and rescue tools and equipment necessary to perform job task and functions including but not limited to axes, pike poles, hurst tools, ladders, forcible entry tools, hose appliances, mechanical ventilation tools, portable hydraulic tools, chain and circular power saws, O2 and CO2 detectors.
3. Basic ambulance equipment necessary to perform job tasks and functions including but not limited to EKG monitor, O2 kit, trauma kit, child-birth kit, hare traction splint, stretcher operations, telemetry radio.

D. Environmental and Working Conditions

1. The essential functions of the position are performed in and affected by the following environmental factors:

- Operates both as a part of a team and independently at incidents of uncertain duration.
- Tolerates extreme fluctuations in temperature while performing physically demanding work in hot and humid conditions.
- Works in areas where sustaining traumatic or thermal injury is possible.
- Performs complex tasks during life-threatening emergencies.
- Works for extended periods of time requiring sustained physical activity and intense concentration. Makes rapid transitions from rest to near maximal exertion without warm-up periods.
- Operates in environments of high noise, poor visibility, limited mobility, at heights and in enclosed or confined spaces
- Understands and carries out oral and written orders and assignments, in both emergency and non-emergency situations.

2. Scheduling

Must be able to meet attendance requirements of the District as determined by the Fire Chief including work on Saturdays, Sundays and holidays.

E. Worker Characteristics

The position requires the employee to have and maintain:

- Physical Condition Needed To:
 - Perform required job tasks and functions.
 - Operate required equipment.
 - Communicate effectively, verbally and non-verbally.
 - Perform life-saving procedures (CPR, first aid, etc.).
 - Meet N.F.P.A. 1582 Standards

○ **Ability Needed To:**

- Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action.
- Understand, interpret and apply applicable ordinances, and Fire District rules and policies.
- Understand and respond quickly and accurately to written and oral directions, instructions, inquiries and requests.
- Work independently and effectively within the confines of standard operating procedures.
- Initiate appropriate interpersonal and intra- and inter-agency communications.
- Handle situations firmly, courteously, tactfully and impartially.
- Express oneself clearly and concisely, orally and in writing.
- Record information clearly and completely.
- Maintain confidentiality in the performance of duties.
- Assimilate, retain and effectively use geographic knowledge concerning the District and the surrounding vicinity.
- Not pose a direct threat to the health and safety of other individuals.

○ **Emotional and Psychological Stability Needed To:**

- Accept constructive criticism in a mature fashion.
- Effectively communicate and interact positively with fellow employees and citizens.
- Function effectively under stress.
- Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

F. Requisite Knowledge, Skills, Experience and Training

1. Completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
2. Successful completion of the State requirements to obtain a Certified Firefighter II Certificate and maintenance of same pursuant to District policy.
3. Successful completion of the Illinois Department of Public Health requirements to obtain Emergency Medical Technician Paramedic license and maintenance of same pursuant to District policy.
4. Maintain a valid Illinois driver's license, Class B, to be able to drive and operate any Fire Protection District vehicles with a gross weight of 16,000 or more, and report to the Fire Chief any violation which could cause suspension or revocation of driving privileges.
5. Read, speak and write using the English language.