



**CITY OF CARBONDALE
APPLICATION PROCEDURES
FIRE DEPARTMENT
WRITTEN EXAM:**



APPLICATION DEADLINE:

ELIGIBILITY REQUIREMENTS:

1. **Must be U.S. citizen**
2. **Twenty-one (21) years of age and not over 35 years of age**
3. **Possess a high school diploma or GED certificate.**
4. **Live within a 9-mile radius of Carbondale within 6 months of hire date as prescribed by the Carbondale Revised Code, Title 1, Section 4-16.**
5. **Comply with the City nepotism ordinance and all other City ordinances.**

APPLICATION PROCEDURES AND REQUIREMENTS:

1. Applicants are required to sign a pre-employment agreement which is attached to the application. Please read it carefully and completely. Print your name in the appropriate blanks, sign it and have someone witness your signature. Your signature must and can be witnessed by anyone of your choosing. *This agreement must be on file before the examination is taken.*

2. Submit, along with you application, a non-refundable \$15 application fee. Checks should be made payable to the City of Carbondale and mailed with your application packet to: Human Resources, City of Carbondale, PO Box 2047, Carbondale, IL 62902-2047. Credit card payments are acceptable. Provide the name as it appears on the credit card, the credit card number, and the expiration date of the card.

3. Applicants must have an Employment Application and a Pre-employment Agreement on file in the City's Human Resources Office. Applications may be obtained by calling (618) 457-3227, printed from the City's website at www.explorecarbondaile.com, by writing to the City's Human Resources Office, P.O. Box 2047, Carbondale IL 62902-2047, or email chayes@ci.carbondale.il.us

WRITTEN EXAM INFORMATION: No prior training or experience in the job of Firefighter is required or expected. The test contains 166 questions and includes items to measure your skills and abilities in reasoning, mechanical, logical thinking, reading comprehension, math, map reading, writing abilities and situational judgment. A preparation manual will be provided to you three to four weeks prior to the exam.

WRITTEN EXAM SCORES: You will be notified by mail of your scores and placement on the eligibility list.

PREFERENCE POINTS: A maximum of five (5) preference points are available to applicants who were engaged in the U.S. military service for at least one year of active duty and who were honorably discharged or who are now or have been members of inactive or reserve duty. Preference points *must* be requested in writing and must include a copy of the DD-214. Requests must be received by Human Resources no later than February 12, 2015, 4:00 p.m. Preference points will be included in the candidate's final score and reflected on the Final Eligibility List.

The Physical Fitness Assessment will be conducted following the written exam.

PHYSICAL FITNESS ASSESSMENT REQUIREMENTS: The Physical Fitness Assessment is designed to evaluate the basic physical condition of the candidate in endurance, strength, flexibility, agility and for fear of heights. All Physical Fitness Assessments must be passed successfully. Because the requirements set are minimum standards, failure to pass any tests would indicate the candidate is physically unfit for duty as an active member of the department and the assessment will be terminated for that candidate. Candidates should wear appropriate physical fitness attire. In addition, sweatpants/pants will be required for the Confidence Course portion of the exam. The Physical Fitness Assessment will include the following: Push-Ups, Sit-Ups, Agility Run, Ladder Climb, Manikin Drag, Pike Pole Grip and Pull, and Confidence Course.

Note: Proof of completion of the Candidate Physical Ability Test (CPAT) may be substituted for the Physical Fitness Assessment.

ORAL INTERVIEW EXAMINATION: Interviews are conducted by the Board of Fire and Police Commissioners. The Board is comprised of five Carbondale residents who are not employees of the City of Carbondale. Interviews before the Board will be scheduled for candidates who successfully pass the written exam and assessment of physical fitness agility/CPAT.

IF YOU PASS THE ORAL INTERVIEW EXAMINATION: You will be required to complete a questionnaire, submit a copy of your birth certificate, submit a copy of discharge papers from the Armed Forces (if applicable) and submit three letters of reference. You will also be required to submit a photograph and fingerprints. Fingerprinting may be completed at the Carbondale Police Department, 501 S. Washington or from your local Police Department.

FINAL ELIGIBILITY LIST: Following receipt of the required materials, the final Eligibility List of applicants will be established in numeric order based on the applicant's total score being at or above the median score on the written examination. The total score shall be a combination of the factored written exam and oral interview scores. The list will be posted at the City of Carbondale and each candidate whose name appears on the list will receive a copy.

NO CANDIDATE WHO IS ON THE ELIGIBILITY LIST MAY BE REEXAMINED UNTIL SUCH TIME HIS/HER ELIGIBILITY IS ABOUT TO EXPIRE. CANDIDATES REMAIN ON THE ELIGIBILITY LIST FOR TWO YEARS.

Note: Applicants with relatives who are currently employed with the City of Carbondale will not be eligible for hire within the same working department or division where supervisor=subordinate relationships result. Contact Human Resources for details.

PROCESS FOR CANDIDATES THAT MAY BE RECOMMENDED FOR APPOINTMENT:

Background Investigation, Medical (including drug testing), baseline, training (240 hours if applicable).

JOB SUMMARY

This is a regular, full-time position with the City of Carbondale's Fire Department. Firefighters are responsible for protecting life and property from loss of fire and emergencies during natural and unnatural disasters. They are also responsible for the care and maintenance of fire fighting apparatuses, equipment and the fire stations. Firefighters report directly to the Fire Chief or his designee.

THE CITY OF CARBONDALE IS AN EQUAL OPPORTUNITY EMPLOYER



CARBONDALE
All Ways Open

City of Carbondale
Human Resources
200 S. Illinois Avenue
Carbondale, Illinois 62901
Phone (618) 457-3227
Fax (618) 457-3288
Explorecarbondale.com

FIREFIGHTER EMPLOYMENT APPLICATION - NO TESTING AT THIS TIME

AN EQUAL OPPORTUNITY EMPLOYER					
If you require further accommodations to participate in the application or examination process, please inform the City Clerk's Office by the closing date on the job announcement.					
Name (Last, First, Middle)					
Mailing Address					
Home Phone		Work Phone		Cell Phone	
Last four digits of your Social Security Number (Disclosure of your SSN is voluntary)		Email address (optional)			
		Position applying for: FIREFIGHTER			
Are you at least 20 years of age? (NOTE: You must meet the age requirement on or before the testing date)				Yes	No
I learned of this job opening through (check all that apply):					
City Employee	Friend or Relative	Channel 16	Website	Newspaper	Other
Type of work you will accept (check all that apply):					
Full-time	Yes	No	Part-time	Yes	No
Seasonal	Yes	No	Temporary	Yes	No
Please be sure that you complete all sections of this application completely and accurately to the best of your ability. Provide a clear description of your job duties, the time spent doing that work, the equipment you used, and anything else that will help us understand the nature of your work. We will evaluate the information that you provide to determine which applicants will be invited to the examination/interview for this position.					

GENERAL INFORMATION

Have you ever been employed by the City of Carbondale?	Yes	No	Dates: From _____ To _____
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Do you have relatives employed by the City? (There are some limitations on the employment of relatives. Each case is considered separately for potential conflict of interest.)

Yes	No	If yes, indicate name & department
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Driver's License Number	State of Issue
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Commercial driver's license number (if applicable)

List any other licenses and certifications you currently hold

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Are you a citizen of the United States?	Yes	No
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If no, would you be able to provide proof of authorization to work in the United States?	Yes	No
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Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

EDUCATION AND TRAINING

	<i>Did you graduate?</i>	<i>Type of Degree</i>	<i>Course or Major</i>
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High School Name	Yes	No	If no, highest grade completed	GED
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City and State

Technical School Name	Yes	No	
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City and State

College or University Name	Yes	No	
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City and State

NOTE: All experience, training and education hours must be completed by the application deadline.

SPECIAL SKILLS AND QUALIFICATIONS

Office machines you can operate	
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Describe computer and other equipment operation skills. Include programs used, typing speed and other information relevant to the job for which you are applying			
List any special training or machine operation skills that you have gained from employment, training, experience as a volunteer, or through other means:			
List any foreign languages that you speak and/or comprehend			
Check the appropriate skill level			
Speak	Fluent	Good	Fair
Comprehend	Fluent	Good	Fair
EMPLOYMENT EXPERIENCE			
List below all the jobs you have held in the past 10 years beginning with your present or last employer. Account for periods of unemployment. Attach supplementary pages or use white paper.			
Dates of employment (month-year)		Exact Title or Position	
From	To		
Starting salary or earnings	Average hours per week	Kind of business or organization (manufacturing, accounting, etc.)	
Final salary or earnings	# Employees Supervised		
Name of employer (firm, organization, etc.)		Address of employer (including zip code)	
Name of immediate supervisor		Phone number	
Reason for leaving			
Description of duties and accomplishments in your work			
Dates of employment (month-year)		Exact Title or Position	
From	To		
Starting salary or earnings	Average hours per week	Kind of business or organization (manufacturing, accounting, etc.)	
Final salary or earnings	# Employees Supervised		
Name of employer (firm, organization, etc.)		Address of employer (including zip code)	

Name of immediate supervisor	Phone number
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Reason for leaving

Description of duties and accomplishments in your work
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Dates of employment (month-year) From	To	Exact Title or Position
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Starting salary or earnings	Average hours per week	Kind of business or organization (manufacturing, accounting, etc.)
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Final salary or earning	# Employees Supervised
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Name of employer (firm, organization, etc.)	Address of employer (including zip code)
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Name of immediate supervisor	Phone number
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Reason for leaving

Description of duties and accomplishments in your work
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MILITARY SERVICE RECORD

Have you ever been a member of the Armed Services of the U.S.A.?	Yes	No	Branch of service	Rank
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Does your military experience have any relationship to the job for which you are applying?
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REFERENCES

Give name, address, and phone number of three persons, other than former employers or relatives, who have a definite knowledge of your work.

<i>Name</i>	<i>Address</i>	<i>Phone</i>
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NOTICE TO ALL APPLICANTS

Residency Requirements: Section 1-4-16 of the City Code requires that all new City employees in Pay Grades 1-7 must establish residency within the City Residency Boundary within a 6-month period following the date of hire and remain residents within the Residency Boundary as a condition of continued employment.

The Residency Boundary includes all of Carbondale, Murphysboro, DeSoto and Makanda Townships and portions of Somerset and Pomona Townships in Jackson County, and portions of Grassy, Carterville and Blairsville Townships in Williamson County.

Section 1-4-16 of the City Code requires that all new City employees in Pay Grades 8 and 9 must establish residency within Carbondale’s corporate limits within a six-month period following the date of their hire and remain residents within Carbondale’s corporate limits as a condition of continued employment.

For further information, contact the Human Resource’s Office.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I certify that all statements made in this application are true, complete and correct to the best of my knowledge, and that any false statement shall be considered sufficient cause for employment disqualification or discharge.

I authorize my current or former employer(s) to provide to the City of Carbondale representatives any information regarding my current or former employment. I understand that such information may or may not help my application for employment with the City of Carbondale. I hereby release any current or former employer, its agents or employees, from any and all liability resulting from the release of such information. My authorization to current or former employers to release information and my waiver of liability, which are written above, are knowing, intelligent and voluntary acts.

I authorize schools and other educational and technical institutions that I have attended to release my scholastic ratings or records to the City of Carbondale.

I hereby authorize the Carbondale Police Department, the Illinois State Police and/or any other law enforcement agency to release any and all information relating to my criminal record to the Human Resources Division of the City of Carbondale. I agree to release all parties from liability for any damages that may result from furnishing the same to the Human Resources Division of the City of Carbondale. I further agree to hold harmless any law enforcement agency which provides criminal history information about me to the Human Resources Division of the City of Carbondale.

I am willing and understand employment with the City of Carbondale is subject to passing a pre-employment physical examination, which may include drug and alcohol screening that are made by a Physician designated by the City of Carbondale.

I understand that as a condition of employment and within three days of being employed, I must provide documentation to provide employment eligibility and personal identification as required by the Immigration Reform and Control Act of 1986.

Signature of applicant	Date of application
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VOLUNTARY SURVEY

The City of Carbondale prohibits discrimination in employment in regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, ancestry, physical or mental handicap unrelated to ability or unfavorable discharge from military service.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this information is to comply with government record keeping, reporting and other legal requirements. Periodic reports are made to the government on the following information. The completing of this information is optional. If you choose to volunteer the requested information, please note that all information is kept in an Affirmative Action File and is not a part of your Application for employment or personal file.

Your cooperation is voluntary. Inclusion or exclusion of any date will not affect any employment decision.

Job applying for				Date	
Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. The data is for statistical analysis with respect to the success of the Affirmative Action Program. Submission of this information is VOLUNTARY.					
Check one: (Ethnic Origin)			Age		
White	Black	Hispanic	Other	American Indian/ Alaskan Native	Asian/Pacific Islander
Check if any of the following are applicable					
Vietnam Era Veteran		Disabled Veteran		Handicapped Individual	



City of Carbondale
Human Resources
Firefighter Examination
Application Fee Payment Form
Examination Date:

PLEASE PRINT

Today's Date: _____

Last Name: _____ First Name: _____

Address:

Contact Phone Number: _____

Signature: _____

FORM OF PAYMENT (PLEASE DO NOT SEND CASH IN THE MAIL)

_____ Check _____ Money Order
(make payable to the City of Carbondale)

Mail completed form to:

**City of Carbondale
Human Resources
P.O. Box 2047
Carbondale, IL 62902-2047**

CREDIT CARD PAYMENTS

_____ Visa _____ Master Card _____ Discover

Credit Card Number: _____

Expiration Date: _____

Amount: \$15.00

Signature: _____

By signing above you are authorizing the City of Carbondale to process your credit card for the non-refundable Fire Examination Application Fee of \$15.00.