



**City of Zion  
Application Packet  
For  
Zion Fire/Rescue Department  
Paid on Premise  
Firefighter/Paramedic**

Applications received will be kept on file for a period of one year. The completed application and release forms, along with the required attachments, may be mailed to or dropped off in person at:

Zion Fire and Rescue Department Station One  
1303 27<sup>th</sup> Street  
Zion, Illinois 60099

**(Revised 06/24/19)**



"Historic Past - Dynamic Future"

# City of Zion

## FIRE & RESCUE DEPARTMENT

1303 27TH STREET  
ZION, ILLINOIS 60099  
(847) 746-4040  
(847) 746-4035 "FAX"



JOHN LEWIS  
CHIEF

July 3, 2019

Dear Applicant:

We appreciate your interest in becoming a paid-on-premise firefighter/paramedic with the Zion Fire and Rescue Department. The City of Zion protects an area of 8.2 square miles and has a population of approximately 24,500. The Zion Fire and Rescue Department operates a 24 hours on/48 hour off schedule, responding to over 4,200 incidents annually out of two fire stations.

Our 24 sworn personnel are all certified, at minimum, as Illinois Office of the State Fire Marshal Firefighter II/Basic and Illinois Department of Public Health EMT-Paramedic affiliated with the North Lake County EMS system. Our administrative staff consists of the Fire Chief, and two part-time administrative assistants. We are looking to supplement our full-time staff with six paid-on-premise personnel, two per shift, who will be assigned to work a 24/48 shift schedule alongside our sworn personnel. Additionally, we are looking to hire "flex schedule" paid-on-premise personnel to help fill the schedule when the assigned paid-on-premise are not available or additional staffing may be necessary. The established salary for our paid-on-premise personnel will be \$20.00 per hour.

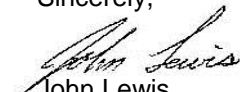
Included within this application packet are important dates, a job description, the application, and release forms. **Please read all of the material thoroughly before completing the application.** The completed application and release forms, along with the required attachments, may be dropped off at Zion Fire and Rescue Department Station One located at 1303 27<sup>th</sup> Street, Zion, Illinois 60099. Applications must be returned no later than 5:00 p.m. on Wednesday, July 19, 2019. If you are considered for continuation in the hiring process, the Zion Fire and Rescue Department will contact you to schedule participation in the interview process. **Due to time constraints, although preferred with the application, the medical release form may be returned at time of your interview unless otherwise agreed upon by the Fire Chief if necessary. Please indicate on the application why the release is not attached.**

### SCHEDULE

July 3, 2019	Applications are available online at <a href="http://www.cityofzion.com">www.cityofzion.com</a> or in person at Zion Fire and Rescue Department Station One at 1303 27 <sup>th</sup> Street, Zion, IL 60099
July 19, 2019	Completed applications must be returned no later than 5:00 pm.
July 17 & 31, 2019	Orientation and oral interviews with Zion Fire and Rescue Department review board. Applications received prior to June 15 <sup>th</sup> will be considered for interview on the 17 <sup>th</sup> . Applications received after will be scheduled for the 31 <sup>st</sup> .
August 1-9, 2019	Notification of hire pending Fitness Assessment Testing (as needed)
August 12, 2019	Anticipated start date for paid on premise program

We look forward to reviewing your application. For additional information about the Zion Fire and Rescue Department and the City of Zion, please visit [www.cityofzion.com](http://www.cityofzion.com).

Sincerely,

  
John Lewis  
Fire Chief

**ZION FIRE AND RESCUE DEPARTMENT**  
**APPLICATION FOR PAID-ON-PREMISE EMPLOYMENT**

**APPLICATION AND TESTING PROCESS**

**Qualifications for the position of Paid on Premise Firefighter/Paramedic shall include the following:**

- U.S. Citizen
- High school diploma or GED
- Valid Illinois Class B-Non CDL driver's license or other State's equivalent (Wisconsin CDL) within three (3) months of hire
- Minimum age of 21 years at time of hire
- Illinois OSFM Certified Firefighter II/Firefighter Basic or equivalent certification meeting Illinois OSFM Firefighter Basic objectives
- Illinois Department of Public Health EMT-Paramedic
- North Lake County EMS System participant at time of hire
- Good moral character; non-user of illegal drugs

**The application/testing process may include all or part of the following:**

- Application and waiver/releases
- Orientation at time of interview
- CPAT card obtained no earlier than January 1, 2018 or participation in the ZFRD Fitness Assessment (consists of physical tasks that simulate actual job duties on the fire ground)
- Oral interview
- Personal reference evaluation
- Background check in accordance with release forms

**All applicants must include the following documents with this application:**

- Driver's license
- Birth certificate
- High school diploma or GED. and official transcript
- Military Discharge Papers (DD214)
- Other degrees, certificates, and official transcripts
- Background Investigation Release Form
- Medical Release Form (May be required to obtain additional medical release form dependent on time of application)

**If hired, applicants must adhere to the following requirements to maintain employment as a paid on premise firefighter/paramedic:**

- Maintain a valid driver's license in accordance with Zion Fire and Rescue's policy
- Maintain telephone service either landline or cell phone
- Must have motorized transportation and insurance
- Adheres to all Zion Fire and Rescue Department's policies and procedures
- Maintain a level of fitness and participate in annual fitness assessment testing
  - Annual fitness assessment may be waived if proof of current firefighter job task fitness assessment is provided each year.

### **Paid-On-Premise Hiring Process:**

The Zion Fire and Rescue Department paid on premise program is designed to help improve the overall operations of the department by maintaining a minimum daily staffing of seven personnel and an occasional staffing of eight. The paid on premises personnel are incorporated into the daily station staffing by filling scheduled positions on each shift. The paid on premise program is the newest personnel staffing model used by the Zion Fire and Rescue Department to supplement its sworn staff. The program provides the ability for the Zion Fire and Rescue department to continually staff the fire stations, maintain a third ambulance for response, and to provide an enhanced workforce when emergency incidents demand. The paid on premise program is comprised of a number of phases which include application, orientation, and fitness assessment testing.

- 1. Application:** The application process includes completion of the City of Zion Fire/Rescue application, background and reference checks in accordance with release forms, and medical releases.
- 2. Orientation:** The orientation process is conducted prior to the interview process to provide the interested parties with an opportunity to understand the job of the paid on premises employee at the Zion Fire and Rescue Department. If necessary, an applicant may contact the Fire Chief for information prior to the application process.
- 3. Testing:** The testing process for the position of paid on premise firefighter/paramedic is comprised of a fitness assessment (waived for those with valid CPAT), medical exam, interview with fire department personnel, and a comprehensive background investigation.
- 4. Training:** Paid on premise firefighter/paramedics will attend all required training sessions while on duty. Initial training includes policies, procedures, and basic operations. Training obtained while concurrently employed with another fire department may be used to meet certain Zion Fire and Rescue Department training requirements.

### **Paid-On-Premise Firefighter/Paramedic Work Hours:**

Zion Fire and Rescue Department's paid on premise personnel are members that participate as members of the on-duty staffing of the fire stations, apparatus, and equipment. All paid on premise personnel are required to fulfill approximately five 24-hour shifts per month and attend required ongoing training on their scheduled duty shift. "Flex Schedule" personnel will not have a minimum work requirement and be utilized to fill in shifts or partial shifts when necessary for minimal staffing. Paid on premise personnel are considered "at will" employees, and may be terminated at any time within state and federal laws. For this reason, paid on premise personnel do not participate in a formal probationary period.

### **Job Description for Paid on Premise Firefighter/Paramedic:**

This job description should not be interpreted as all-inclusive or as an employment agreement between the City of Zion and the employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

### **POSITION SUMMARY**

This is a paid on premise, shift assigned position working a minimum five shifts per month unless assigned the flex schedule. This position performs firefighting work helping to combat and extinguish fires and performing equipment maintenance duties. Work involves participating as a firefighter, cleaning and maintaining of all equipment, buildings and grounds, and participation in fire prevention activities. Duties include participating in fire drills for training in the techniques of firefighting. Assignments are carried out under extremely hazardous conditions requiring a high degree of physical stamina. Assignments and instructions are received from a superior officer who supervises work performed. Also, this work is to provide emergency medical services. The paid on premise firefighter/paramedic is to be able to perform all necessary functions involving rescue and extrication, providing basic and advance life-support, and to be responsible for the normal care and maintenance of all equipment on the mobile intensive care units. The paid on premise firefighter/paramedic should attend training programs to ensure competency and maintain proper and accurate reports and records as may be required by the department, local, state, and federal government.

### **SUPERVISION RECEIVED/EXERCISED**

Works under the close supervision of a Battalion Chief, Lieutenant, or senior sworn personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs first aid, basic, and advance emergency medical services including medically assessing of patient, applying appropriate first aid treatment, intubating, resuscitating, defibrillating, or administering controlled medication to a patient as required and transporting patient from stretcher to ambulance.
2. Provides emergency ambulance activities including driving emergency response vehicles to emergency scene and area hospitals and responsible for traffic control devices while providing for the safety of other vehicles, pedestrians, and fire personnel.
3. Operates radio and other communication equipment. Communicates effectively with hospital emergency staff and private physicians concerning patient treatment and disposition.
4. Assists in procuring and maintaining emergency medical supplies and equipment.
5. Accurately and appropriately documents all emergency aid activity on proper forms and as required by law.
6. Performs firefighting activities including applying fire streams with hose lines and other master stream appliances, conducting search and rescue operations, and ventilating structures with power tools.
7. Performs rescue operations in conditions involving structure fires, open water, vehicle and machinery extrication, above and below grade environments, and confined spaces.
8. Participates in fire drills, attends training in firefighting, emergency medical service, hazardous materials, and related subjects to maintain and improve upon required knowledge, skills, and abilities.
9. Inspects, maintains, and performs minor repairs on fire equipment and apparatus. Performs general maintenance work in the upkeep of fire facilities and grounds.
10. Responds to alarms within the response area and provides mutual aid as required.
11. Able to perform all fire department activities, to include knowledge on operation of all fire department vehicles and equipment in a safe and proficient manner.
12. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS – EDUCATION AND EXPERIENCE**

1. High school diploma or GED equivalent.
2. U.S. citizenship.
3. Valid Illinois Driver's License or other State's equivalent.
  - a. Within three (3) months of hire, employee must obtain a valid Illinois Class B-Non CDL driver's license or other State's equivalent (Wisconsin CDL)
4. Illinois licensed Paramedic
5. North Lake County EMS System approved Paramedic by first day on shift
6. Illinois OSFM Firefighter II / Basic Certification or equivalent certification meeting Illinois OSFM objectives

## **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Considerable knowledge of:
  - First aid, basic, and advanced life support in emergency operations.
  - Paramedical procedures and practices.
  - Driver safety.
  - The rules, regulations, and guidelines of the fire department and local, state, and federal government.
  - Response areas.
  - Maintain sufficient knowledge of hospital protocol and procedures.
2. Skills:
  - In the operation of department-owned tools and equipment.
  - Demonstrate understandable English speaking skills.
  - To read English and demonstrate 12<sup>th</sup> grade reading skills.
  - To use writing instruments and demonstrate English writing skills.
3. Ability to:
  - Apply standard firefighting and emergency aid techniques to specific situations.
  - Act effectively in emergency and stressful situations.
  - Communicate effectively orally and in writing.
  - Establish effective working relationships with employees, other agencies, and the general public.
  - Learn the techniques of firefighting and attend training classes to improve medical and firefighting skills.
  - To use all communications equipment properly.
  - To perform public relations and provide the highest degree of professional standards and ethics.
  - To make accurate decisions quickly and calmly and act quickly under emergency conditions.
  - To have sufficient physical stamina to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, smoke, intense heat (up to 400° F), humid (up to 100%) atmospheres while wearing equipment, which significantly impairs body-cooling mechanisms, and to be able to experience frequent transition from hot to cold and from humid to dry atmospheres.
  - To work in wet, icy, or muddy areas and to perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
  - To work in areas where sustaining traumatic or thermal injuries is possible.
  - To face possible exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide, or organic solvents either through inhalation or skin contact.
  - To face possible exposure to infectious agents such as Hepatitis B, C, or HIV.
  - To wear personal protective equipment that weighs approximately 50 pounds while performing various strenuous firefighting rescue and other related tasks.
  - To perform physically demanding work while wearing positive pressure breathing equipment.
  - To perform complex tasks during life-threatening emergencies.
  - To work for long periods of time, requiring sustained physical activity and intense concentration.
  - To face life or death decisions during emergency conditions.
  - To face exposure to grotesque sights and smells associated with major trauma and burn victims.
  - To make rapid transitions from rest to near maximal exertion without warm-up periods.

- To operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.
- To rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the operation.
- To rise, climb, and work from ground and aerial ladders without work inhibiting fears of heights.
- To rescue by carrying or dragging an adult weighing at least 150 pounds from a burning structure or other dangerous situations.
- To lift and carry at least 50 pounds over horizontal and vertical distances of at least 250 feet.
- To operate hand and power tools, in both emergency and non-emergency situations.
- To advance and drag hoses up to five (5) inches in diameter, both charged and uncharged, limited distances both horizontally and vertically.
- To connect and disconnect hose couplings easily and quickly.
- To maintain balance in varying situations.
- To understand and carry out orders and assignments in both emergency and non-emergency situations.
- To lift and carry a stretcher with an adult patient weighing at least 150 pounds, up and down a flight of stairs with a minimum of one person to assist.
- Must not pose a direct threat to the health and safety of themselves.
- Capable of performing essential job functions at a safe level with or without reasonable accommodation.
- Must meet attendance requirements of the assigned schedule that may require paid on premise employees to work Saturdays, Sundays, and Holidays.
- Must learn the skills and duties of the job at minimally acceptable levels within reasonable training time frames.
- Must be appropriately motivated and disciplined to learn complex job knowledge within reasonable training time frames.
- Must be free of significant personality limitations (e.g., in flexibility, rigidity, etc.) that will interfere with learning the job in reasonable training time frames.
- Willingness to perform both emergency and routine tasks with consistency of investment and effort.
- Desire to serve and protect the public.
- Willingness to respond to supervisory guidance and assignments.
- Willingness to respond to correction and discipline.
- Willingness to follow policies and procedures.
- To cope with (repeated) trauma and loss.
- Courage to confront and cope with danger to self and family.
- To cope with work schedule and impact of job on self and family.
- Psychological endurance, tenacity for physically and emotionally demanding tasks (e.g., major fires in freezing temperatures).
- Concentrate and focus in stressful situations.
- Act in the face of danger.
- Freedom from disabling fears (heights, fire, blood, etc.).
- Willingness to work effectively with others as a team member.
- Adequate interpersonal skills to integrate within fire station environment for lengthy periods of time (i.e., 24-hour shifts).

- To perform limited mechanical work involved in maintaining fire apparatus, equipment, and tools.
- To analyze situations quickly and objectively and to determine proper courses of action.
- To establish and maintain effective working relationships with others.
- To meet such physical requirements as may be established by competent authority.
- To communicate with the public.
- To perform building, construction, and property maintenance inspections for both residential and commercial structures.
- To determine compliance to City of Zion adopted codes.
- Assist in testing of fire hose.
- Capable of basic computer use.
- Complete and maintain required patient records.
- Administer treatment to patients as required by EMS protocols.
- Establish and maintain communications with hospital staff.
- To operate both as a member of a team and independently at incidents or uncertain duration.
- To maintain a positive attitude towards the job and the public.
- To maintain a minimum of an EMT-P certification and be approved to operate in the North Lake County EMS System at all times. Failure to retain a current certification of EMT-P and NLC EMS system approval shall be grounds for dismissal.
- Shall maintain certification as a Firefighter II / Basic Firefighter under Illinois Fire Protection and Training Act and must maintain this certification throughout employment period.
- Requires possession of a valid Illinois Class B, Non-CDL vehicle operator's license or equivalent.

#### **EQUIPMENT USED**

1. Emergency medical aid equipment.
2. Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, radio, pager, personal computer, and phone.
3. Additional equipment may be utilized depending on technology available and project requirements.

#### **PHYSICAL DEMANDS**

1. While performing the duties of this job, the employee is frequently required to stand, walk, use hands and fingers to feel, handle, or operate tools or controls and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste, and smell. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORKING CONDITIONS**

1. While performing the duties of this job, the employee regularly works in outside weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
2. The employee occasionally works near moving mechanical parts, in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of their duties.
3. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.





# City of Zion/Fire Rescue Paid on Premise Application



1303 27<sup>th</sup> Street

Zion, Illinois 60099

(847) 746-4040 ■ Fax (847) 746-4035

## Instructions

Please print or type all information legibly. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). Incomplete applications will not be considered. All statements made on the application are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. Eligibility for hire as a paid on premise member may be based on a rating of this application; therefore, completeness and accuracy is of the utmost importance. You may use additional sheets if necessary and may attach a resume. We consider applicants without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, sexual orientation, or any other legally protected status.

## Applicant Information

Full Name (Last, First, M.I.)		Date of Application:
Present Address (Street, Apartment/Unit, City, Zip):		<b>For office use only</b>
How long have you lived at this address?		
Previous Address if applicable (Street, Apartment/Unit, City, Zip):		
Phone: ( )	Cell Phone: ( )	
Social Security Number:		
Email (required):		
Position Applied for: <input type="checkbox"/> SHIFT PAID ON PREMISE FF/P <input type="checkbox"/> FLEX SCHEDULE PAID ON PREMISE FF/P		
▶ Have you ever filed an application with the City of Zion in the past?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
▶ Are you a U.S. citizen or do you meet the requirements of the Illinois Human Rights Act for citizenship status (permanent U.S. resident)?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
▶ If no, are you authorized to work in the U.S.? If yes, when?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
▶ Date of Birth?		
▶ Will you work nights? YES <input type="checkbox"/> NO <input type="checkbox"/> Will you work weekends? YES <input type="checkbox"/> NO <input type="checkbox"/>		
▶ Are you currently employed?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
▶ Are you or have you been a member of a volunteer, combination, or paid fire department or rescue squad? If yes, where? _____ Date: _____	YES <input type="checkbox"/> NO <input type="checkbox"/>	
▶ On what date are you available to start work?		
▶ Have you ever been convicted of a crime in the last seven (7) years? If yes, explain:	YES <input type="checkbox"/> NO <input type="checkbox"/>	

- U.S. Citizen or meet the requirements of the Illinois Human Rights Act for citizenship status (permanent U.S. resident)
- High school diploma or GED
- Valid Illinois Class B-Non CDL driver's license or equivalent
- Minimum age of 21 years at time of hire
- Illinois Certified Firefighter II/Basic or equivalent
- IDPH EMT-Paramedic
- North Lake County EMS System participant
- Medical Release
- Valid CPAT Card

**Note:** A conviction does not automatically mean you cannot be a member or employed by the City of Zion. The nature of the offense and how long ago it occurred are given consideration.

## Driver's License Information

▶ Do you have a valid driver's license to operate apparatus licensed in Illinois requiring Illinois Class B Non-CDL or equivalent?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▶ Do you have automobile Insurance?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
▶ Has your license ever been revoked or suspended? If yes, provide details:		

### Education

Do have a High School diploma?    YES <input type="checkbox"/> NO <input type="checkbox"/>	High School Name:
GED? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, highest grade completed: _____	Address:

List Colleges and Universities attended below:

Name and Location	Graduate		Field of Study	Degree Received
	YES	NO		

List special training pertaining to the position you are applying for (Business, Trade, Vocational, Armed Forces, Schools, etc.) below. You may attach copies of your certificates. Attach additional sheets, if necessary.

Name and Location	Hours Completed	Subject	Certificate Received	Expiration Date (if necessary)

Indicate any foreign languages you can speak, read, and/or write with fluency:

### Previous/Current Employment

Company:		Phone: (    )
Address:		Supervisor:
Job Title:	Starting Salary: \$	Ending Salary: \$

Responsibilities:

From:	To:	Reason for Leaving:
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May we contact this employer supervisor as a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Company:		Phone: (    )
Address:		Supervisor:
Job Title:	Starting Salary: \$	Ending Salary: \$

Responsibilities:

From:	To:	Reason for Leaving:
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May we contact this employer supervisor as a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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**Previous/Current Employment Continued**

Company:		Phone: (    )	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact this employer supervisor as a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

**References (List 3 references that have known you for at least two years. Do not include relatives.)**

Full Name:	Relationship:	
Address:	Phone: (    )	
Full Name:	Relationship:	
Address:	Phone: (    )	
Full Name:	Relationship:	
Address:	Phone: (    )	

**Disclaimer and Signature**

I certify that answers given herein are true and complete to the best of my knowledge and if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions, and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using information and all other persons, corporation or organizations for furnishing such information.

The employer does not lawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

If I am hired, I understand that I am free to resign at any time, with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration and, as an "at will" employee, I may be terminated at any time within state and federal laws. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurance must be in writing and signed by an authorized officer.

This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that if I am hired, I may be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACH COPIES OF:**

1. Valid driver's license
2. Applicable certificates
  - a. Birth certificate. Permanent residents can submit a valid U.S. Passport or permanent resident card
  - b. High School diploma or GED and official transcript
  - c. Military discharge papers (DD214)
  - d. Illinois OSFM Firefighter II / Firefighter Basic equivalent certification meeting Illinois OSFM objectives
  - e. Current Illinois EMT-P license
  - f. Other certificates or degrees
3. Valid CPAT card, if applicable
4. Signed releases

## EQUAL EMPLOYMENT OPPORTUNITY

The following information is requested to assist the City of Zion with complying with government record keeping, reporting, and other legal requirements. This is strictly voluntary and will be kept confidential. It will be kept separate from your Application for Employment. We request that you fill out this Equal Employment Opportunity Form.

Name:

\_\_\_\_\_

(Last) (First) (Middle) (Maiden/Former)

Position Applying For:  Paid on Premise Firefighter/Paramedic

Date of Birth: \_\_\_\_\_

Gender:

Male

Female

Check one of the following:

- Hispanic or Latino** – *All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race*
- White** *(not Hispanic or Latino)*
- Black or African American** *(not Hispanic or Latino) – All persons having origins in any of the African American racial groups*
- Native Hawaiian or Other Pacific Islander** *(not Hispanic or Latino)*
- Asian** *(not Hispanic or Latino) – All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent.*
- American Indian or Alaska Native** *(not Hispanic or Latino) – All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition.*
- Two or More Races**

Check one of the following if applicable:

- Veteran**
- Disabled Veteran**

## BACKGROUND INVESTIGATION RELEASE FORM

The following disclosures pertain to the possible background information that may be obtained by an employee of the City of Zion and/or an authorized agent acting on behalf of the City of Zion in order to review and process your application of employment with the City of Zion.

### CREDIT HISTORY

In processing your application, an investigation may be made whereby information may be obtained from private credit reporting agencies as it relates to your credit history. The report may include, as applicable, information related to your character, general reputation, personal characteristics, and mode of living. You, as the applicant, have the right to make a request in writing within a reasonable period of time to receive detailed information about the nature and scope of this investigation.

### CRIMINAL HISTORY

In processing your application, an investigation may be made whereby information may be obtained from State, Local, and Federal law enforcement agencies for any reportable criminal history information related to you. This information may include a record of any convictions, which are required by statute to be collected and maintained by government agencies.

### DRIVING RECORD

In processing your application, an investigation may be made whereby information is obtained from the Secretary of State's office or Department of Motor Vehicles office regarding your driving record. This information may contain a record of your current driver's license issuance information, convictions, and orders entered revoking, suspending, or canceling your driver's license.

### EMPLOYMENT HISTORY

In processing your application, an investigation may be made whereby information is obtained from your present and past employers to determine your work history, absenteeism, work ethic, and your ability to function as an employee of the City of Zion for the position applied for.

### MEDICAL RECORDS

In processing your application, an investigation may be made whereby information is obtained from your primary physician as it relates to your ability to function as a firefighter/paramedic with the City of Zion.

### Authorization for Release of Information

I hereby empower an employee of the City of Zion or authorized representative bearing this release to, within 1 year of its date, obtain information and records pertaining to me from any or all of the following sources:

- Municipal, State, or Federal law enforcement agencies
- Selective Service System
- Any place of business (for purposes of obtaining credit or employment date)
- Credit rating bureaus or institutions maintaining individual credit rating files
- Any previous employer
- Any school, college, university, or other educational institution

I hereby release any individual or institution, including its offices, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information or any attempt to comply with it. This release is executed to authorize the City of Zion as a prospective employer, to obtain the above information. It is understood that said information shall be used only in consideration of my employment and shall not be further disseminated for any purpose.

Exceptions to this blanket authorization:

1. Any medical information in the possession of any source named above until subsequent to a conditional offer of employment (per Americans with Disability Act).
2. \_\_\_\_\_
3. \_\_\_\_\_

Applicant Name (print legibly)

Applicant Signature

Date

Witness Name (print legibly)

Witness Signature

Date

**Do not submit without obtaining a witness signature from an adult family member or friend residing in the United States**

