

# Employment Application

**Elburn & Countryside Fire  
Protection District**

**200 East Route 38**

**Elburn, IL 60119**

**Phone: 630-365-6855**

**Fax: 630-448-1249**

**www.ecfpd.com**

Please notify us immediately of any changes of address or phone number

**Date:**

**Last Name:**

**First & Middle Initial:**

**Address:**

**City & State:**

**Zip Code:**

**County:**

**Email Address:**

**Home Phone:**

**Cell Phone:**

**Business Phone:**

**Date of Birth:**

**List any other names you have used or been known by (include maiden name):**

**Other Name:**

**Other Name:**

**Other Name:**

**Are you currently employed?**

Yes  No

**May we contact your present employer?**

Yes  No

**Are you a U.S. Citizen?**

Yes  No

**Position applying for:**

Full time Firefighter/Paramedic

Paid on Call Firefighter/EMT/Paramedic

Administration Specify position

Other Specify position

**If not, are you an alien with evidence of intention to become a U.S. Citizen?**

Yes  No

**When available to begin work?**

## Education

Type of School	Name of School and Complete Mailing Address	Dates Attended	Graduate? Yes or No
High School			
Undergraduate Education			
Graduate Education			
Trade School			

**What college degrees have you attained?**

Continue on the next page

List course work relevant to position to which you have applied:

List CPR Certification, Paramedic License, Firefighter Training and/or other Firefighter Courses: Must submit copies of certifications.

## Employment History - Current and Previous

**1.**

CURRENT Employer:

Name of Supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

**2.**

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

Continue on the next page

**3.**

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

**4.**

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

Have you ever been suspended or terminated, other than from an economic layoff, from any prior employment?

Yes  No If yes, please explain:

Have you ever resigned from any employment position because of misconduct or unsatisfactory performance or while under investigation?

Yes  No If yes, please explain:

Have you ever taken a civil service exam?  Yes  No

Agency  Date:  Position on List

Are you currently on any eligibility list?  Yes  No

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

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

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 If accommodation is needed, please explain:

## Military Service

Have you ever served in any branch of the United States Armed Forces?  Yes  No

Branch of Service

Are you now or were you ever an active member of any branch of the United States Military Reserve Forces or National Guard?

Yes  No Rank

Unit  From  To

# Criminal History

Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No

All applicants will be subjected to a background check and required to divulge their criminal history. If yes, please explain including date, police agency, offense and disposition of case:

List all traffic convictions and accidents you have had in the last four years including locations, approximate date, violation and disposition:

Please list at least three references other than relatives and previous 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		
Position		
Company		
Telephone		

Name		
Position		
Company		
Telephone		

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

Name  Address

Phone #  Relationship

Name  Address

Phone #  Relationship

Name  Address

Phone #  Relationship

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of any facts, as stated or implied, given in my application, interviews, or other employment forms will be significant reason to hire me and shall be grounds for immediate discharge if I am hired. I further understand that this application is not intended to be a contract of employment.

I authorize investigation of all statements in this application for the purpose of employment and/or retention of employment. This might include, but be limited to, criminal conviction records, motor vehicle driving records, previous employment history and education verification. I hereby release from liability the Elburn and Countryside Fire Protection District and its representatives for seeking, gathering, or using such information and all other persons, corporations and organizations for furnishing such information.

I also understand that, if hired, I am required to abide by all rules, policies, ordinances and regulations of the Elburn and Countryside Fire Protection District . The Elburn and Countryside Fire Protection District policies relating to the conditions of employment are subject to modification by the district without notice.

Signature

Date

**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, physical handicap, mental handicap, sexual orientation, pregnancy or unfavorable military discharge. 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.

**Continue on the next page**

I, \_\_\_\_\_, hereby authorize the Elburn and Countryside Fire Protection District and its agents, employees or representatives to obtain and use all the 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 Elburn and Countryside Fire Protection District.

I also consent to the release to the Elburn and Countryside Fire Protection District of any and all medical records prepared during the physical examination I am required to undergo for employment with the Elburn and Countryside 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 Elburn and Countryside 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 Elburn and Countryside 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 dismissal of employment with the Elburn and Countryside Fire Protection District.

At time of hire, I must qualify for, obtain and maintain at all times a valid State of Illinois Firefighter II or Basic Operations Firefighter certification by the 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 dismissal of employment with the Elburn and Countryside Fire Protection District.

Signature  
Scribble

Date

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

\_\_\_\_\_  
NOTARY PUBLIC

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**FULL TIME APPLICANTS MUST PROVIDE THE FOLLOWING DOCUMENTS**

**DOCUMENTATION**

**TIME OF SUBMISSION**

Elburn & Countryside Fire Protection District Authorization Form	With this application
CPAT with Ladder Certification - Issued no later than 18 months prior to application deadline	With this application
Copy of High School or GED diploma (Do not send college certificates as substitutes)	With this application
Valid State of IL Driver's License	With this application
Copies of all listed Certifications	With this application
One of the following: - Birth certificate issued by the State Department, Form FS-545  - Birth certificate issued abroad by the State Department, Form DS-1350  - Original or certified copy of a birth certificate issued by a state, county, or municipal authority, bearing a seal  - Native American tribal documents  - U.S. citizen identification card, INS Form 1-197  - Identification card for use of a resident citizen in the U.S., INS Form 1-179	With this application

**RETURN THE COMPLETE, SIGNED, NOTARIZED APPLICATION  
AND SUPPORTING DOCUMENTATION TO:**

**STATION # 1  
ATTN: OFFICE MANAGER P. HALL  
200 EAST ROUTE 38  
ELBURN, IL 60119**

**OR VIA EMAIL, PHALL@ELBURNFIRE.GOV**