

APPLICATION FOR EMPLOYMENT

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

PERSONAL INFORMATION

				DATE
NAME			SOCIAL SECURITY NUMBER	
LAST	FIRST	MIDDLE		
PRESENT ADDRESS				
STREET	CITY	STATE	ZIP	
PERMANENT ADDRESS				
STREET	CITY	STATE	ZIP	
PHONE NO.	ARE YOU 18 YEARS OR OLDER?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?			Yes <input type="checkbox"/>	No <input type="checkbox"/>

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW?		IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?
EVER APPLIED TO THIS COMPANY BEFORE?	WHERE?	WHEN?
REFERRED BY		

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS

ACTIVITIES: (CIVIC ATHLETIC ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U. S MILITARY OR NAVAL SERVICE	RANK	PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES
---------------------------------------	-------------	---

*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

THE FOLLOWING STATEMENT APPLIES IN: MARYLAND & MASSACHUSETTS. [Fill in name of state.]
 IT IS UNLAWFUL IN THE STATE OF _____ TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST
 AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL
 BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

Signature of Applicant

IN CASE OF
EMERGENCY NOTIFY

NAME ADDRESS PHONE NO.

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED. MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.
 IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE. AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRONG AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

DATE SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: DATE:

REMARKS:

NEATNESS ABILITY

HIRED: Yes No POSITION DEPT.

SALARY/WAGE DATE REPORTING TO WORK

APPROVED: 1. EMPLOYMENT MANAGER 2. DEPT. HEAD 3. GENERAL MANAGER

Cadet/Apprentice Program Fact Sheet

The goal of the Woodstock Fire/Rescue District's Cadet/Apprenticeship program is to take interested applicants and provide them with training opportunities to help develop their skills so that they can gain employment as a firefighter/emergency medical technician. While in the program, the participants will also develop self-confidence, decision-making, problem-solving, and leadership skills. Typically the program is 4 years in length.

There are two ways to apply to enter the cadet program:

As an Emergency Medical Technician -

1. The applicant must be at least 18 years of age, possess a high school diploma or G.E.D equivalent, possess a valid State of Illinois driver's license, be a certified Emergency Medical Technician-Basic (EMT-B) or greater (or waiting for Illinois Department of Public Health State Exam), to be eligible for the Cadet Program.
2. As a high school senior. Those that are still in high school will be selected during the second semester of their junior year (do not have to be 18), and are picked based on grades and an interview process in accordance with any applicable School District Guidelines. Any high school seniors that do not yet have their State of Illinois driver's license will be encouraged to get one as soon as possible.

During the first year, cadet's attend Basic Operations Firefighting training, either at McHenry County College for non-high school students, or in-house for high school students. Cadets will be assigned a shift with an assigned Lieutenant and a mentor. The shift will consist of spending a minimum of 12 hours per week, on an every other shift rotation, or every 6th day. The cadet will also be encouraged to be working towards their Associate of Applied Science (AAS) in Fire Science during this time. The cadet will be allowed to leave shift for any classes related to the firefighting and/or AAS programs. The goal of this portion of the program is to prepare the cadet to work as a Firefighter/EMT-B

High school seniors will not be assigned a shift during the school year, however they may participate in ride time during school breaks, and will be assigned a shift after high school graduation.

The cadet will continue gaining valuable experience as a certified Firefighter/EMT-B, and will prepare him or her self for the paramedic program entry process. This process will include any applicable prerequisites that are required for the paramedic program entry. At this point the cadet needs to be able to commit to spending a minimum of a 24 hour shift on the same shift rotation as above. The Cadet is also encouraged to complete their AAS during this year, and will also be allowed to leave shift for any classes related to the firefighting and/or AAS programs.

Cadets at this level of training ***do not*** get paid for the time spent at the station.

When the cadet becomes certified as a Firefighter/EMT-B, and has completed additional associated training, and gained ample experience, they will be eligible to advance to apprentice. An apprentice (with written permission) is eligible to challenge the entry process for the paramedic program. Upon acceptance into the program, the apprentice continues to complete the 24 shifts as above and attends paramedic class. While on shift, the apprentice is allowed to leave shift for paramedic class, and then return to the station to finish the shift. If the apprentice needs to leave the station for AAS classes, the apprentice is responsible to find their own coverage. Currently the apprentice position is paid a nominal training stipend for time spent on shift. The stipend is re-evaluated annually to see if there are funds available to support the payment of the stipend.

During the final year of the program, the apprentice continues the 24-hour shift and continues to gain valuable experience as a certified Firefighter/Paramedic while under the supervision of experienced responders. The stipend will also continue as funds permit.

While there may be opportunities for apprentices to be offered part time employment with our department, there are certainly no guarantees. At the end of the program, the apprentice would be a certified Firefighter/Paramedic with 4 years of experience and eligible to apply for virtually any fire department in the State of Illinois.

Cadet/Apprentice Frequently Asked Questions (FAQ)

What are the minimum requirements to apply?

The applicant must be at least 18 years of age, possess a high school diploma or G.E.D equivalent, possess a valid State of Illinois driver's license, be a certified Emergency Medical Technician-Basic (EMT-B) or greater (or waiting for Illinois Department of Public Health State Exam), to be eligible for the Cadet Program.

Cadets that are still in high school will be selected during the second semester of their junior year (do not have to be 18), and are picked based on grades and an interview process in accordance with any applicable School District Guidelines.

When can I apply for the program and what is the selection process?

Applications will be accepted at any time of the year; however, new cadets will only be placed into the program during June of each year. New cadets will be selected through a competitive process which includes a written application; a written exam, with a passing score of at least a 70%; a physical ability exam; an oral interview; background and reference checks; and an appropriate physical exam by the districts physician. Applications may be dropped off at Station 1, 435 E. Judd St, Woodstock.

I filled out and turned in my application, what's next?

In the month of April or May everyone that has an application on file will receive a letter in the mail with details pertaining to the date/time of the orientation, written exam and physical ability test. It is imperative that if your contact information changes after submitting an application, you will need to submit a new application.

Will I get paid for the time that I spend at the station on shift?

The time spent gaining knowledge and experience at the station while the candidate is a Cadet is unpaid. As members progress to apprentice, the apprentice receives a nominal stipend for each shift. This stipend will be evaluated annually to determine if budgetary funds exist for its continuance.

Who pays for the classes that I will be attending?

Generally, it is a goal of the District that Cadets/Apprentices that reside within the District's boundaries will have their education costs paid for by WFRD, while those that do not live within the District's boundaries will be responsible for their own costs. This goal will be evaluated annually to determine if funds exist to continue to support this goal.

What uniforms/clothing will be provided to me?

The uniform consisting of T-shirts, sweatshirts, pants, and belt are provided by the District. All other clothing, including station footwear is provided by the individual. All personal protective equipment will be provided by the District, including turn-out-gear, boots, and SCBA mask.

If I fill out your application, am I applying for a paid, part time position?

No, this application is for the Cadet/Apprentice program, which is not a part-time position. Currently, the only way to get hired into a part-time position is to move up from the Cadet/Apprenticeship program. If a need has been identified to add personnel to regular part-time positions, a person in the Apprenticeship Program that is a certified FFII/EMT-B or higher would be eligible to move into the part-time position, but still, must ultimately complete the paramedic training.

What happens at the end of the program if I have not been moved into a part time position?

Apprentice graduates may choose to remain active with the department by riding along for a minimum of 24 hours per month. By continuing as a ride along, apprentice graduates will remain eligible to be considered for any open regular part-time positions as well as continue to accumulate years of service credit that can be used for credit during the WFRD career hiring process.

What will I learn as I move through the steps of the program?

The goal of the program is to teach/train members of all aspects of the fire service. This includes certification classes, emergency call responses, as well as in station operations. The majority of a firefighter's time is spent in the fire station preparing for our next emergency call. Since firefighters spend 24 hours a day at the station, there are certain activities that we perform daily which include daily vehicle checks, fire station duties/chores, light maintenance to vehicles/buildings/equipment, training, etc. All of these activities are part of becoming an experienced firefighter. Additionally, you will be developing self-confidence, decision-making, problem-solving, and leadership skills.

What if I decide that I want to drop out of the program prior to the end of the 4 year program?

The goal of the program is to produce qualified, experienced firefighter/Paramedics that would be eligible to work for virtually any fire department in Illinois. However if the person decides to remove themselves from the program, they are free to do so at any time. If the cadet/Apprentice decides to leave the program, they may be required to reimburse the district for any costs associated with the classes for which the district paid for.

Is it possible to be removed from the program prior to the end of the 4 year program?

Yes, cadets/apprentices are evaluated regularly by their assigned mentor & lieutenant and may be removed from the program based on poor performance, or any other reason as deemed appropriate by the District.