



# IOS Recruitment and Testing Services: Frankfort, Homer Township, Manhattan, Mokena, and New Lenox (FHMMN) Fire Protection District Consortium Application Instruction Packet

## Thank you for your interest in the Frankfort, Homer Township, Manhattan, Mokena, and New Lenox Fire Protection Districts!

The Fire Protection Districts are holding a joint orientation and competitive written exam for the position of Firefighter. Applications are being accepted for the purpose of filling future openings and to establish eligibility lists for all five Fire Protection Districts. Please read this document carefully, paying particular attention to deadlines, minimum requirements, and required documents for EACH Fire Protection District to which you wish to apply.

### Firefighter Application Instructions:

1. Carefully review the minimum requirements throughout this document. All requirements must be met by the specified deadline, **Monday, September 23, 2019 at 5:00 PM**. Documents delivered after the application deadline will not be accepted. Applicants who do not meet the minimum requirements by the application deadline will not be allowed to continue in the testing process
2. Visit [iosolutions.com](http://iosolutions.com) to complete the online application. Once your online application has been submitted, you will receive a confirmation number- save this number for your records
3. In addition to the online application, applicants must mail/ship or hand deliver the release form, district selection page, and required documents. Documentation sent via **email will NOT be accepted.**
  - MAIL/HAND-DELIVERY – Gather all required documents, release form(s), and place all documents into an envelope. Mail/ship the envelope via a **traceable carrier** (FedEx, UPS, etc.) or hand-deliver to:  
IOS Recruitment ATTN: FHMMN Consortium  
1520 Kensington Road, Suite 110 Oakbrook, IL 60523
4. The Fire Protection District(s) required documents shall be received by IOS prior to the application deadline- **Monday, September 23, 2019 at 5:00 PM CST**. If you choose to hand deliver your documentation, please be aware that our business hours are M- Th 8:30 a.m. – 5:00 p.m.; Fri- 8:30 a.m. – 3:00 p.m.; closed weekends and holidays
5. Please contact IOS Recruitment at (800)-343-HIRE or [recruitment@iosolutions.com](mailto:recruitment@iosolutions.com) with questions regarding the application, testing site, and/or required documents before the application deadline date.





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## Testing Instructions:

**Orientation:** All applicants must attend a **mandatory** orientation which will start promptly at **7:00 PM CST on Monday, September 30, 2019** at the Pipefitters Training Center, 10850 W. 187<sup>th</sup> Street, Mokena, IL 60448. **Doors open at 6:00 PM CST for sign in, you must have a valid driver's license to sign-in.** Doors will be closed and no one will be admitted after 7:00 PM CST– NO EXCEPTIONS.

**Written Exam:** The written examination will be held on **Saturday, October 5, 2019** at the Pipefitters Training Center, 10850 W. 187<sup>th</sup> Street, Mokena, IL 60448. **Doors open at 8:00 AM CST for sign in and you must have a valid driver's license to sign- in. Testing will begin at 9:00 AM CST** and doors will be closed- no one will be admitted after 9:00 AM CST NO EXCEPTIONS.

**Oral Interview:** Applicants who successfully pass the written exam will be scheduled for an oral interview with each Fire District's Fire Commission. Dates and times of interviews will be assigned by the Fire Commissions. Failure to attend the assigned oral interview will result in the applicant not completing the testing process.

**All phases of testing are mandatory.** If you fail to attend or do not successfully complete the application process, orientation, written exam, oral interview (scheduled after the exam), or any other portion any of the testing process, you will not be eligible for employment consideration at any of the Fire Protection Districts for which you applied.

## Minimum Requirements:

Requirements must be met by the application deadline, **Monday, September 23, 2019 at 5:00 PM** unless stated otherwise. Each applicant must meet the minimum requirements for each Fire Protection District for which you wish to apply:

<u>Minimum Requirements:</u>	
\$100 non- refundable application fee	
US Citizenship	
No Felony convictions	
21 to 35 years of age by application deadline unless otherwise exempt by state statute	
Illinois Basic Operations Firefighter Certification issued from the Illinois OSFM; no other IL OSFM certifications will be accepted	
Valid and current IDPH licensed Paramedic	
Valid CPAT certification with Ladder Climb at time of application deadline AND at time of conditional offer of employment (CPAT considered valid for 12 months from issue date)	
<p><b><u>Frankfort Fire Protection District:</u></b> Residency per Collective Bargaining Agreement at time of hire (presently IL and border states)</p>	<p><b><u>Manhattan, Mokena, New Lenox, and Homer Township Fire Protection Districts:</u></b> Residency within the state of Illinois</p>





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## Checklist of Required Documents

**Online Application and Required Documentation Deadline:**

**Monday, September 23, 2019 at 5:00 PM (CST)**

<u>Frankfort Fire Protection District</u>	<u>Manhattan, Mokena, New Lenox, and Homer Township Fire Protection Districts</u>
<input type="checkbox"/> <b>Confirmed online application</b> Confirmation number here: _____	
<input type="checkbox"/> <b>Consent and Release Agreement</b> (2 pages- signed and dated by applicant)	
<input type="checkbox"/> <b>District Selection Page</b> (1 page- signed and dated by applicant)	
<input type="checkbox"/> <b>COPY of Valid Driver's License</b>	<input type="checkbox"/> <b>COPY of Valid Illinois Driver's License</b>
<input type="checkbox"/> <b>COPY of High School Diploma or Equivalent</b>	
<input type="checkbox"/> <b>COPY of County or State Birth Certificate</b> <i>*If you were not born in the United States, you must provide a copy of your Certificate of Naturalization Citizenship or a copy of your VALID U.S. Passport</i>	
<input type="checkbox"/> <b>COPY of Illinois Basic Operations Firefighter Certification issued from the Illinois OSFM;</b> <i>*No other IL OSFM Certification will be accepted</i>	
<input type="checkbox"/> <b>COPY of Valid and Current IDPH Paramedic License</b>	
<input type="checkbox"/> <b>COPY of valid CPAT certification with Ladder Climb test issued no more than 12 months prior to application deadline; September 23, 2019</b> <i>* Must also have a valid CPAT certification with ladder climb at time of conditional offer of employment</i>	
<input type="checkbox"/> <b>If applicable</b> , copies of military service record, including discharge papers, Military Form DD-214 (long form)	

\*IDPH = Illinois Department of Public Health; CPAT = Candidate Physical Agility Test; FPD = Fire Protection District; EMT=Emergency Medical Technician; OSFM = Office of the State Fire Marshal





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## **CONSENT AND RELEASE FOR JOB APPLICATION, BACKGROUND CHECK, AND PHYSICAL ABILITY ASSESSMENT**

### Application and Background Check

I acknowledge that as a condition of being considered for employment with FHMMN Fire Protection District Consortium – Frankfort, Homer Township, Manhattan, Mokena and New Lenox (“Employer”), it is required that I consent to an investigation of my background. I hereby authorize Employer, its designated agent(s), and its representatives to conduct certain background investigations which may include, but are not limited to, my employment history and references, criminal history, driving records, personal references, verifications of academic credentials and licenses, military history, and credit and consumer reports, as permitted under the federal Fair Credit Reporting Act (“FCRA”) and local or state credit privacy laws if applicable. If requested by Employer, its designated agent(s), and its representatives I hereby consent to participate in a personal interview, testing process, polygraph examination, and/or post-offer psychological evaluation.

All information obtained by Employer, its designated agent(s), and its representatives pursuant to this background check shall be confidential and safeguarded against disclosure to all unauthorized persons. I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this consent, from liability that might result from the request for, use of, and/or disclosure of any background information, as described above. I further release and hold harmless Employer and their respective designees, personnel and affiliated companies, from any liability resulting from or in connection with, the results of this background investigation concerning my fitness for employment or continued employment at Potential Employer.

I hereby consent to this background information investigation by the Employer, its designated agent(s), and its representatives I understand that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, in accordance with the requirements of the FCRA.

### Physical Ability Tests

I further acknowledge that as a condition of being considered for employment with Employer, or of my continued employment at Employer, I may be required to participate in a physical ability test, which may test my physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to: actions of other people including, but not limited to, participants, volunteers, spectators, testing officials, and/or testing monitors; lack of hydration, weather, and/or other natural conditions. I hereby assume all of the risks of participating in any physical ability test.

I certify that I am physically fit, have sufficiently trained for participation in this physical ability test, and have not been advised otherwise by a qualified medical person.





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By signing below, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) waive, release, and discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the physical ability test and/or while traveling to and from this physical ability test, Employer and IOS Recruitment, and their directors, officers, employees, volunteers, representatives and agents, (B) indemnify and hold harmless all entities or persons mentioned in this paragraph from any and all liabilities, damages (including attorney fees and costs) or claims made by other individuals or entities as a result of my participation in this physical ability test.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident, and/or illness during any physical ability test.

I understand that during a physical ability test I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by Employer and/or IOS Recruitment.

This document shall be construed broadly to provide a release and waiver to the maximum extent permissible under the applicable law.

**I hereby certify that I have read this document and I understand its content.**

Print Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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





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**Please indicate the department(s) in which you wish to apply:**

All Fire Protection  
Districts

Manhattan FPD

Mokena FPD

OR

Frankfort FPD

New Lenox FPD

Homer Township FPD

Applicant Name: \_\_\_\_\_

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

Applicant SSN: \_\_\_\_\_ Date: \_\_\_\_\_

