Part-Time Employment Application

Classification:

There are two classifications for part-time employees within the Wauconda Fire District, and they are as follows:

Part-Time: part-time employees are employees, who at a minimum meet the requirements for the position and may sign up for random shifts throughout the month. Part-time employees are assigned to a shift for accountability purposes only.

Platoon Part-Time Employees: platoon part-time employees who meet the requirements for the position and are pre-assigned to a shift. These employees are held to the same standards and accountability as a full-time employee.

Applicant Qualifications:

Part-Time: A part-time employee is defined as a person who has not been hired and certificated by the Commissioners of the Wauconda Fire District. The foregoing and notwithstanding all part-time employees assigned to platoon duty shall satisfy the following qualifications before assignment:

- Pass a complete criminal background check
- Be 18 years of age or older at time of hire
- Possess a high school diploma or GED equivalent
- Possess at least a valid Illinois Class B Non-CDL driver's license within three (3) months from date of hire
- Illinois OSFM certified Firefighter Basic or Firefighter II
- Illinois Department of Public Health certified EMT-B or greater within one (1) year
- Pass a medical evaluation in accordance with NFPA 1582
- Possess a valid Candidate Physical Ability Test (CPAT) card issued within one (1) year at time of hire
- Ability to regularly work twelve (12) hour shifts
- All new part time employees shall serve a one (1) year probationary period overseen by the Joint Apprenticeship Committee. However, they shall always be at-will employees subject to discipline and termination as determined by the District.

Platoon Part-Time Employees: A platoon part-time employee is defined as a person who has not been hired and certificated by the Commissioners of the Wauconda Fire District. The foregoing and notwithstanding, all platoon part-time employees assigned to platoon duty shall satisfy the following qualifications before assignment:

- Meet or exceed the qualifications of a part time employee
- Be 21 years of age or older
- Illinois Department of Public Health certified Paramedic
- Approved by the Project Medical Coordinator from our current resource hospital by time of hire

- All new apprentice employees and those reclassified as such shall serve a one (1) year probationary period overseen by the Joint Apprenticeship Committee. However, they shall always be at-will employees subject to discipline and termination as determined by the District.

Platoon part-time employees shall be regularly assigned to a platoon duty shift (i.e. Black, Red or Gold) and shall normally work for periods of twelve (12) to twenty-four (24) hours as supplements to the minimum shifts established for full-time certificated bargaining unit employees. Platoon part-time employees generally work eight shifts per month.

Part-time personnel serve at the will of the District and its Fire Chief. Certain acts or omissions by a part-time employee shall result in disciplinary action. Disciplinary action may include oral warning, written reprimand, suspension, involuntary transfer to another position, classification, station and/or department, reduction in compensation without change in position, classification or grade or dismissal. Nothing in this policy shall be construed in any way to require the use of progressive discipline. Rather, the level and severity of any disciplinary action shall be at the discretion of the Fire Chief with notification and review by the Board of Trustees.

Background Investigation

Upon selection by the District Administration, candidates must successfully complete a thorough personal background and security investigation that includes inquiries into criminal history, driving record, educational level, military service, credit history, references, moral character, and other areas outlined in the Rules and Regulations. Each qualified candidate is investigated as to character and reputation. The candidate's present and previous employer(s) may be contacted for information regarding work history, including police history.

Medical Examination

Upon selection by the District Administration, certified candidates must successfully complete a two-part comprehensive medical examination/evaluation and drug screen prior to employment. The medical examination/evaluation will be administered by a physician group designated by the District that is capable of making a pre-employment judgment based on the NFPA 1582 "Standard on Medical Requirements for Firefighters and Information for Fire Department Physicians".

Offers of employment are made contingent on the successful completion of a pre-employment medical evaluation and drug screen. Failure to successfully pass the medical evaluation and/or drug screen will result in the withdrawal of the qualified job offer.

The Wauconda Fire District considers all persons for employment without regard to race, color, religion, gender, age, physical disability, national origin, or any other legally protected status, in accord with all applicable legal requirements.

Work Hours:

Part-Time: Part-time employees may work up to a maximum of 204 hours in the 27-day pay-cycle, in 12-hour increments. In extreme cases, part-time employees may exceed that maximum hour requirement with permission from the Battalion Chief and/or Deputy Chief.

Platoon Part-Time: Platoon part-time employees generally work up to a maximum of 204 hours in the 27-day pay-cycle. Platoon part-time may exceed that maximum hour requirement with permission from the Battalion Chief and/or Deputy Chief. Platoon part-time employees are assigned to a specific shift. Each shift consists of three platoon part-time employee's working four shifts on (4-24 hour) one off (1-24 hour) rotation.

Scheduling:

Part-Time: Part-time employees schedule their time through the on-line software, Aladtec/Fire Manager, under the part-time slots. There are one or two slots per shift depending on fulltime staffing, split in 12-hour increments. Individuals may sign up for 12 or 24 hour slots a month in advance. On the first of each month, the following month opens for personnel to select their shifts to sign up for. Part-time employees may also agree to be assigned to shifts by their assigned Battalion Chief on a defined work cycle.

Platoon Part-Time: Platoon part-time employees are assigned a permanent shift and are pre-scheduled within the on-line software, Aladtec/Fire Manager. Additional shifts or details are available to sign up for on Aladtec/Fire Manager.

Pay Scale (5/1/2024):

Firefighter / EMT-B	$18.00 per hour
***Firefighter / EMT-B**	**$20.00 per hour**

**Prescheduled by assigned shift's Battalion Chief*

Firefighter / Paramedic	$20.00 per hour
*Firefighter / Paramedic	$22.00 per hour
***Platoon Part Time Firefighter / Paramedic**	**$26.00 per hour**

**Prescheduled by assigned shift's Battalion Chief*

Individuals will be paid based on their certification level not based on staffing position.

Duty Trades:

Part-Time: Part-time employees are responsible to find adequate coverage once they have signed up for a shift. Adequate coverage is defined as an individual of equal or higher certification level. All Duty Trades shall be documented in the on-line software, Aladtec/Fire Manager, and approved by the Battalion Chief of the affected shift.

Platoon Part-Time: Platoon part-time employees are responsible to find adequate coverage when unable to complete their assigned duty. Adequate coverage is defined as an individual within the ranks of platoon part-time. All duty trades shall be documented in the on-line software, Aladtec/Fire Manager, and approved by the Battalion Chief of the affected shift.

Vacation Time:

Part-Time: All vacation time is unpaid**.** Part-time employees are not affected by vacation time scheduling unless they have scheduled shifts during the affected time. In the event of this situation, the duty trade process shall be followed.

Platoon Part-Time: Platoon part-time employees are allowed to pre-schedule unpaid vacation time throughout the year. There are not an exact number of allowable vacation days each year as long as it does not become a burden to the District. A minimum of a two-week notice shall be given prior to taking vacation.

Sick Time:

Part-Time: Part-time employees are not eligible for any paid time off. Part-time employees who are sick and unable to fulfill their duties shall notify the on-duty Battalion Chief prior to their assigned shift.

Platoon Part-Time: Platoon part-time employees are not eligible for any paid time off. Platoon part-time employees who are sick and unable to fulfill their duties shall notify the on-duty Battalion Chief prior to their assigned shift.

Items to be included with Application:

ALL Application packets must include all of the following items with all waivers signed and witnessed as indicated on each form:

1. Legible copy of current Driver's License
2. Legible copy of Birth Certificate
3. Legible copy of high school diploma or GED Certificate
4. Current CPAT Certification
5. Legible copy of IDPH EMT-B or EMT-P license
6. Legible copy of State of Illinois Firefighter II / Basic Operations Firefighter Certification or course completion documents
7. Completed Application
8. Signed Acknowledgement / Consent for Background
9. Signed and Witnessed Background Investigation Authorization
10. Signed Certification Statement

Important Instructions - Read Carefully

It is recommended that you read this entire booklet completely prior to completion, as the information is extremely important. **Type or print legibly in black ink** all information requested. False, inaccurate, or incomplete information may subject you to disqualification or dismissal from the District. If space provided is inadequate, please provide information in the Continuation of Answers section. The background investigation is a phase of the selection process and your full cooperation is expected.

- Read every question carefully
- Answer each question
- Provide complete names, include middle name or initial
- Addresses must include ZIP codes
- Telephone numbers must include area codes

You, as the applicant, are required to obtain all information necessary to complete this booklet. You are also responsible for personally preparing the booklet and compiling all copies of the required documents. In the event more space is required, use a separate sheet of paper.

This background investigation and its results are strictly confidential and are the sole property of the Wauconda Fire District. All copies of documents provided by the applicant become the sole property of the Wauconda Fire District and will not be returned.

Keep pages 1 through 6 for your reference

Part-Time Employment Application

WAUCONDA FIRE DISTRICT

Part-Time Employment Application

1. **Name** _____
   last first middle

   Email Address_____

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

   _____

3. **Address:** _____
   Number & Street City State Zip

4. **Home Phone No.** (_____) _____

5. **Business Phone No.** (_____) _____

6. **Driver's License State** _____

   Driver's License No. _____ **Class** _____

7. **Social Security No.** _____

8. **Firearm Owner's I.D. No.** _____

9. **U.S. Citizen?** **Yes** _____ **No** _____
   If not, are you authorized to work in the United States?
   Yes _____ **No** _____

LIST ALL FORMER ADDRESSES FOR THE PAST TEN YEARS IN CHRONOLOGICAL ORDER

10. Address _____
    Number & Street City State Zip

11. Address _____
    Number & Street City State Zip

12. Address _____
    Number & Street City State Zip

13. Address _____
    Number & Street City State Zip

14. Address _____
    Number & Street City State Zip

EDUCATION

15. **CIRCLE HIGHEST GRADE COMPLETED**

GED CERTIFICATE HIGH SCHOOL COLLEGE 1 2 3 4

GRADUATE SCHOOL M.A. Ph.D. OTHER

Name and Address of School (include City and State)	**Date(s) Attended**	**Graduate? Yes No**

16. High School _____

17. Undergraduate Education _____

18. Graduate Education _____

19. Trade Schools _____

20. Paramedic School _____

21. EMT School _____

22. What college degrees have you attained? _____

23. List course work relevant to position for which you have applied: _____

_____

_____

MILITARY

24. Are you now or have you ever been in the military service? Yes ____ No _____

25. Branch of service _____

26. Are you now or were you ever an active member of any branch of the U.S. Military Reserve Forces or National Guard Unit? Yes _____ No _____

Rank_____

27. Unit_____ From_____ To_____

CONVICTION HISTORY

29. Have you ever been convicted of a crime other than a minor traffic violation?

Yes _____ No _____

If "Yes", explain below:

DATE	POLICE AGENCY	OFFENSE	DISPOSITION OF CASE

30. List all traffic convictions you have had in the last four years. (If more room is needed, please type on a separate page and attach).

LOCATION (City-State)	APPROXIMATE DATE	VIOLATION	DISPOSITION

EMPLOYMENT HISTORY

List all jobs you have had for the last ten years. Include periods of unemployment. Put your present job first. Include military service in proper time sequence along with temporary or part-time jobs.

31. **Present employer's name**: _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to Present
month-year

32. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____
month-year month-year

33. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____
month-year month-year

34. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____
month-year month-year

35. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____
month-year month-year

36. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____
month-year month-year

37. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____

38. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____
month-year month-year

39. Have you ever been suspended or terminated, other than from an economic layoff, from any prior employment? Yes _____ No _____ If yes, please explain:

_____

_____

_____

40. Have you ever resigned from any employment position because of misconduct or unsatisfactory performance or while under investigation? Yes _____ No _____
If yes, explain: _____

41. Have you ever taken a civil service exam? Yes_____ No _____

Agency _____ Date _____ Position on List _____

Status _____

42. Are you currently on any eligibility list(s)? Yes _____ No _____

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

REFERENCES

Please list three adults not related to you and not former 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.

43. Name _____ Address _____

Home Phone _____ Business Phone _____

Occupation _____ Relationship _____

44. Name _____ Address _____

Home Phone _____ Business Phone _____

Occupation _____ Relationship _____

45. Name _____ Address _____

Home Phone _____ Business Phone _____

Occupation _____ Relationship _____

46. Explain your reasons for wanting to become a firefighter and/or paramedic: _____

47. 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 _____

48. Person(s) to be notified in case of emergency.

    Name _____ Address _____

    Phone _____ Relationship _____

    Name _____ Address _____

    Phone _____ Relationship _____

    Name _____ Address _____

    Phone _____ Relationship _____

SUBMISSION OF DOCUMENTATION AND CREDENTIALS

49. I understand that if I am placed on any eligibility list, I will be fingerprinted, and a set of my fingerprints will be furnished to the Illinois Department of State Police and to the Federal Bureau of Investigation.

50. I understand that I must provide the District with COPIES of the following documentation and/or certifications at the times indicated below. Other relevant fire service certificates, such as EMT-A or P, Basic Operations Firefighter Certificate, Advanced Technician Firefighter, Hazardous Materials Awareness or Hazardous Material Operations, may be submitted with the application but are not required. If at any time any of the documentation is updated or if my credentials change, I must submit the new documentation or certifications to the Commission as soon as possible. I further understand that failure to submit any of the following documentation and/or certifications at the times indicated may result in my application no longer being considered by the Commission and/or loss of my position on the eligibility list or withdrawal of a conditional offer of hire.

DOCUMENTATION	TIME OF SUBMISSION
Wauconda Fire Protection District Authorization Form	With this application
Copy of High School or GED diploma (Do not send college certificates as substitutes)	With this application
Basic Operations Firefighter Certificate	With this application
EMT-B License or greater	Within one year of hire
Set of Fingerprints	After eligibility register is created but before a conditional offer of hire
Valid Driver's License	With this application

One of the following: With this application

- 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

I HEREBY CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND STATEMENTS, AND I CERTIFY THAT THERE ARE NO MISREPRESENTATIONS, OMISSIONS, OR FALSIFICATIONS IN THIS QUESTIONNAIRE, AND THAT ALL MY ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS ON THIS QUESTIONNAIRE OR AT ANY TIME DURING THE HIRING PROCESS MAY RESULT IN MY APPLICATION NO LONGER BEING CONSIDERED OR IN TERMINATION OF MY EMPLOYMENT WITH WAUCONDA FIRE DISTRICT.

Dated at _____ Illinois, this _____ day of _____, 20____.

Signature in Full _____

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, or physical or mental handicap. 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.

WAUCONDA FIRE DISTRICT
AUTHORIZATION FORM

I, _____, hereby authorize the Wauconda Fire District and its agents, employees or representatives to obtain and use all 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 Wauconda Fire District. I also consent to the release to the Wauconda Fire District of any and all medical records prepared during the physical examination I am required to undergo for employment with Wauconda Fire District. I further release from liability any person or persons providing or receiving any such information in connection with this pre-employment investigation.

I understand that I will undergo a job task test as part of the application process and that such job task test shall subject me to vigorous physical exercise. I further understand that I should be in appropriate physical condition before performing the test and that I must submit the Wauconda Fire District Certification of Safe Participation in Job Task Test form prior to participating in the job task test.

I also agree to indemnify and hold harmless the Wauconda Fire District, the Board of Fire Commissioners of the Wauconda Fire District, the individual trustees and commissioners, employees and agents against any claim or loss whatsoever, including but not limited to attorneys' fees and any cost of defense which arises directly or indirectly out of any injury which I might sustain in the job task test and/or application process. I also covenant that for the consideration of my application, I agree not to sue the Wauconda Fire District, the individual trustees and commissioners, employees and agents for any injury, loss or damage as a result of such process including but not limited to personal injury, wrongful death, court costs, attorneys' fees and interest, in any manner caused directly or indirectly, including the negligent acts or omissions of the Wauconda Fire District, its trustees and commissioners as well as its employees and agents.

I hereby acknowledge and agree that as a condition of employment with the Wauconda Fire 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 Wauconda Fire District. I do further agree that my failure to maintain said drivers license will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the District. At time of hire, I must qualify for, obtain and maintain at all times a valid State of Illinois Basic Operations Firefighter Certificate. 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 my dismissal from employment with the District.

Signature _____

SUBSCRIBED and SWORN to
before me this _____ day of
_____, 20__.

_____
Notary Public

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For Office Use Only
Received by the Wauconda Fire District:

_____	_____
Date	Time
_____	_____
Received by (Printed)	Received by (Signature)