



ApplyToServe

Bourbonnais Fire Protection District

Firefighter/Paramedic Application
Deadline 1/13/2023 4:00 PM

Stanard & Associates, Inc. administers the application process for the Bourbonnais Fire Protection District Board of Fire Commissioners, and the Bourbonnais Fire Protection District Board of Fire Commissioners retains authority over the application process and hiring of individuals. All applicant information and application forms are the property of the Bourbonnais Fire Protection District Board of Fire Commissioners. Stanard & Associates, Inc. does not establish the qualification or eligibility requirements, required application procedures, or related employment standards and procedures and is limited in addressing questions or requests for information in these areas.

PLEASE NOTE: There is no fee for this application.

Bourbonnais Fire Protection District, Bourbonnais, Illinois

The Bourbonnais Fire Protection District Board of Fire Commissioners is accepting applications for the position of firefighter/paramedic.

Wage Salary: 09/01/2022 \$54,920.00 06/01/2023 \$57,116.80

Insurance Programs: Single Coverage 100% Paid by the Fire District – Family Coverage 70% District/30% Employee

Life Insurance Program: \$25,000 Death Benefit Paid for by the Fire District

Vacation Schedule:

Hire Date to January prorated at 8 hrs. per month

After January 1 the following vacation schedule applies

Less than or equal to 24 months - 4 days

25 months to 60 months - 5 days

61 months to 96 months - 8 days

97 months to 180 months - 10 days

181 months to 240 months - 13 days

241 months to 300 months - 14 days

301 months or more - 18 days

Sick Time: 8 hrs. earned per month; 960 hrs. of accrued sick time buyout option available see CBA

Kelly Days: Every 16th Scheduled Workday

Clothing Allowance: Initial Hire Paid by the Fire District, \$850.00 value, \$350.00 annually after anniversary date

Holiday Pay: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve (18:00 hrs. to 06:00), Christmas Day, New Year's Eve (18:00 hrs. to 06:00 hrs.)

Post-Employment Health Plan: Combination of unused sick days and clothing allotment savings. See CBA

Pension Plan: As defined by 40LCS 5/4 et seq.

Longevity Pay: After 10 years - \$500.00, After 15 years - \$1,000.00, After 25 years \$1,500.00

The current labor agreement expires May 31, 2024.

Population: 19,653 (as of 2019 census)

Sworn Personnel: 36*

*Current shift staffing: 8 per shift (1 career battalion chief, 1 career lieutenant, 2 career firefighter/paramedics, 2 contract firefighter/paramedics or EMT-B, 2 part-time firefighter/paramedics or EMT-B).

All applicants must meet the following minimum requirements established by the Bourbonnais Fire Protection District:

- U.S. citizenship or an alien admitted for permanent residence* *must submit proof of permanent resident (green) card;
- No felony convictions;
- High school diploma or G.E.D. equivalent;
- Valid Illinois driver's license (will be required proof of identification at all phases of testing);
- **At least 21 years of age at time of hire AND must be UNDER 35 years of age on the application deadline date (January 13, 2023)***

deadline date (January 13, 2023)

- Unless otherwise exempt by State or Federal law; *Such maximum age limitation shall not apply in the case of 1) any person previously employed as a full-time firefighter in a regularly constituted fire department of (i) any municipality or fire protection district whose obligations were assumed by a municipality under Section 21 of the Fire Protection District Act, or (ii) a municipality whose obligations were taken over by a fire protection district, or 2) any person who has served the fire district as a regularly enrolled volunteer, paid-on-call, or part-time firefighter in statutorily allowed situations. Furthermore, to qualify for either of these exceptions set forth above, the applicant shall have been actively working as a firefighter within 2 years of the date of his/her application to this District. Proof of date of birth will be required at the time of application (References: 70 ILCS 705/16.06b; 65 ILCS 5/10-2.1-6);*
- Provide a valid CPAT (Candidate Physical Ability Test Card) with Ladder Climb issued within 12 months of the application deadline date of January 13, 2023 **(due at time of application) -OR- participate in on-site physical ability testing (tentatively scheduled for February 4, 2023)** at Bourbonnais Fire Protection District, 1080 Armour Rd. Bourbonnais, IL 60914. Check-in at 8:45 AM. Doors will be locked at 9 AM;
- Must be a certified Basic Operations Firefighter through the Illinois Office of the State Fire Marshal **at time of offer of employment***;
- Must have a valid Medical Technician-Paramedic certification issued through the State of Illinois Department of Public Health **at time of offer of employment***;
- Must successfully test into the Presence/St. Mary's Kankakee EMS System **at time of offer of employment**;
- Participate in remote on-line written examination testing available **starting at 9 AM Tuesday, January 24, 2023 through Thursday, January 26, 2023 at 4 PM**;
- Participate in an in-person oral board interview **(tentatively scheduled for February 20-23, 2023)** with the BFPD Board of Fire Commissioners. Individual appointment times will be scheduled approximately one week prior;
- Must meet the requirements of a background check and pass a medical, and psychological test;
- **Application deadline is Friday, January 13, 2023 at 4:00 PM (CST)**;
- **Review a mandatory firefighter candidate orientation presentation prior to submitting your application**
 - **Click here to review the mandatory entry-level firefighter candidate orientation presentation:** <https://drive.google.com/file/d/1LUPczFAIldgiFqgv2hSql97ZgEiMnlzk/view?usp=sharing>

***The District encourages all applicants not currently certified as a Basic Operations Firefighter -OR- certified as a Paramedic to apply.**

Preference Points will be awarded as determined by the Bourbonnais Fire Protection District for the following:

- **Military Veterans:** Applicants who served in the United States military for at least 1 year and who were honorably discharged, or are now or have been members on inactive or reserve duty in such military or naval service, shall receive five (5) points. Proof of such service must include a copy of Military Form DD-214 (long form) as proof of active service and evidence of honorable discharge at time of application to qualify;
- **Education:** Applicants who have successfully obtained an Associate's Degree in the field of fire service or emergency medical services, or a Bachelor's Degree from an accredited college or university may receive from zero (0) to five (5) preference points at the Board's discretion. The Board reserves the right to award a greater number of preference points for job-related degrees than for non job-related degrees. A copy of a diploma or official transcript indicating "degree conferred" must be submitted at time of application to qualify;
- **Fire Service Experience:** All applicants employed by the District who have been paid-on-call or part-time certified Firefighter II, certified Firefighter III, State of Illinois or nationally licensed EMT-B or EMT-I, licensed paramedic, or any combination of those capacities may be awarded preference points for their experience. Applicants from outside the District who were employed as full-time firefighters or firefighter-paramedics by a fire protection district or municipality for at least 2 years may be awarded up to the maximum available preference points for this category at the Board's discretion. No experience preference points will be awarded under this section to applicants for service with a private employer who had a contract for fire or ambulance service with a fire protection district or municipality. The Board shall prorate the awarding of the points based on partial years of experience under this section. Proof of such service must include submission of copies of applicable certificates. Note that proof of POC or full-time service may be verified by the District. Applicants may be awarded up to one half (1/2) point for each complete year of paid-on-call or part-time service, up to a total of zero (0) to five (5) preference points, at the Board's discretion.
- **NOTE:** A candidate may not receive the full amount of experience preference points under this subsection if the amount of points awarded would place the candidate before a veteran on the eligibility list. If more than one candidate receiving experience preference points is prevented from receiving all of their points due to not being allowed to pass a veteran, the candidates shall be placed on the list below the veteran in rank order

based on the totals received if all points under this subsection were to be awarded. Any remaining ties on the list shall be determined by lot.

Submission of Application

- Applications **MUST** be submitted online by **Friday, January 13, 2023 at 4:00 PM (CST)**.
- Faxed, e-mailed, mailed or dropped off applications will **NOT** be accepted.
- Applications submitted after the deadline will **NOT** be accepted. Only one application per person, per testing cycle will be accepted.

Mandatory Next Steps in the Hiring Process:

Step 1: Following completion of all application materials and review of minimum qualifications, successful applicants will be invited to participate in remote on-line written exam testing starting at **9 AM on Tuesday, January 24, 2023 through Thursday, January 26, 2023 at 4 PM. The test will only be available during this time period.** Candidates will need to have access to a laptop or desktop computer. *All candidates will receive an email approximately one week prior regarding their status in the process, along with further instructions for taking the on-line written exam.* **NOTE: Please be sure to check your email spam folder. Many email account providers automatically send our emails there in error (i.e. Google, Yahoo, etc.).**

Step 2: Participate in an in-person oral board interview on **(tentatively scheduled for February 20-23, 2023)** with the Bourbonnais Fire Protection District Board of Fire Commissioners. Individual appointment times will be scheduled approximately one week prior.

Important Disclaimer for Potential Applicants: As part of this application form, you will be required to submit various documents (such as your driver's license, birth certificate, and high school diploma or GED equivalent), records, and/or additional forms. Be sure to allow sufficient time to gather this documentation and fully complete the application before the deadline. In other words, do not wait until the day before the deadline to collect and submit additional required documentation. In order for your application to be accepted, all materials must be submitted and received prior to the deadline. Failure to disclose complete and honest information may result in disqualification from the hiring process.

The Bourbonnais Fire Protection District is 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 the District.

[Begin Application](#)

Job Description

Job duties, tasks, and other job requirements are established by the Bourbonnais Fire Protection District.

Preview is available at the end of the document

Having trouble viewing this document? [Click here to download](#)

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Summary of Hiring Process

Please print this page for your records. It contains important information regarding the next steps in the hiring process.

The hiring process to become a new hire firefighter/paramedic in the Bourbonnais Fire Protection District involves several different phases, as outlined below. Please take note of the dates for each component, as there will be **NO MAKE-UP DATES OFFERED**. In the unforeseen event that hiring events are re-scheduled, applicants will be informed via the contact information provided in their application. In order to take part in the hiring process, applicants must meet minimum requirements and submit application materials and supporting documents (including the application fee).

Phase 1: Submit Application. (YOU ARE CURRENTLY AT THIS STAGE).

Applicants must complete and submit all application materials by **Friday, January 13, 2023 at 4:00 PM (CST)**. Candidates requesting preference points must submit required documentation at this time.

Phase 2: Mandatory Remote On-Line Written Examination Testing

Following completion of all application materials and review of minimum qualifications, successful applicants will be invited to participate in remote on-line written exam testing starting at **9 AM on Tuesday, January 24, 2023 through Thursday, January 26, 2023 at 4 PM**. The test will only be available during this time period. Candidates will need to have access to a laptop or desktop computer. *All candidates will receive an email approximately one week prior regarding their status in the process, along with further instructions for taking the on-line written exam.* **NOTE: Please be sure to check your email spam folder. Many email account providers automatically send our emails there in error (i.e. Google, Yahoo, etc.).**

Phase 3: Optional Physical Ability Testing. For candidates who do not possess a Candidate Physical Ability Test (CPAT) Card with Ladder Climb certification issued within 12 months of the date of the application deadline date (February 3, 2022), you can participate in an in-person test (**tentatively scheduled for February 4, 2023**) at Bourbonnais Fire Protection District (1080 Armour Road). Check-in will start at 8:45 AM. Doors will lock at 9:00 AM.

Phase 3: Oral Interview. Candidates completing the written exam and physical ability test will be invited to participate in an oral interview conducted by the Bourbonnais Fire Protection District Board of Fire Commissioners. Interviews are **tentatively scheduled for February 20-23, 2023**. Individuals will be notified of their appointment time approximately one week prior.

Phase 4: Conditional Offer of Employment. Applicants successfully completing the oral interview shall be placed on an Initial Eligibility List. Preference Points will then be tabulated for eligible applicants who submitted documentation requesting preference points during the application phase, for a Final Eligibility List valid for two years from its establishment. From this Final Eligibility List, applicants shall be appointed in descending order if/when a job opening presents itself. Full employment will be withheld until a successful completion of the following:

- Submission of required documentation (copy of driver's license, birth certificate, etc.);
- Set of fingerprints to be provided by applicant;
- Background investigation;
- Psychological evaluation by a licensed Clinical Psychologist;
- Medical examination (which shall include a test of the applicant's vision, hearing, presence of communicable diseases, as well as a test to screen for the use of drugs and/or narcotics).

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Applicant Acknowledgement

I, the undersigned, understand that I am submitting an application to become a candidate for the position of Firefighter/Paramedic with the Bourbonnais Fire Protection District, in Bourbonnais, IL. I further understand that Stanard & Associates, Inc. ("Stanard"), is an independent third party that administers the Firefighter/Paramedic application process on behalf of the Bourbonnais Fire Protection District and the Bourbonnais Fire Protection District Board of Fire Commissioners. I acknowledge and agree as follows:

Stanard cannot accept any application documents received after any application deadline. Stanard is not responsible for any late, incomplete, or misdirected application documents.

All application fees paid to Stanard are non-refundable.

Applicant information and application forms are the property of the Bourbonnais Fire Protection District and the Bourbonnais Fire Protection District Board of Fire Commissioners. Stanard is not authorized to provide copies of any application or applicant information or data to any applicant or any third party.

Stanard does not recommend or make individual employment decisions arising out of the application process and has no authority over decisions relating to qualifications, eligibility, job duties, or employment with the Bourbonnais Fire Protection District. The Bourbonnais Fire Protection District and the Bourbonnais Fire Protection District Board of Fire Commissioners are solely responsible for determining whether and when to hire and which candidates will be hired. Accordingly, I release Stanard from and against all claims, its officers, agents, servants, and employees from any and all claims, causes of action or damages resulting from the actions and decisions of the Bourbonnais Fire Protection District and the Bourbonnais Fire Protection District Board of Fire Commissioners.

I agree to electronically sign this document and assert that I have read, understand and agree to the terms and conditions

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Payment

A \$0 non-refundable fee will be charged per application. The fee is NON-REFUNDABLE regardless of whether you complete all phases of the process.

DRAFT MODE -- NO PAYMENT REQUIRED

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General Instructions

On the following page, you will begin the application form. Please respond to all questions in a complete and honest manner. Throughout the application, you will have the option of saving your answers and continuing the application at a later time. Keep in mind that your answers may be verified through various means, including official records, interviews with references, and during later phases of the application process such as a background investigation.

As part of this application form, you may also be required to submit various documents, records, and/or additional forms. Be sure to allow sufficient time to gather this documentation and fully complete the application before the deadline. In other words, do not wait until one day before the deadline to collect and submit additional required documentation. In order for your application to be accepted, all materials must be submitted and received prior to the deadline.

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Personal Information

Your Name

First Name:

Middle Name:

Last Name:

Have you ever been known by another name?

Yes No

If yes, please provide name:

Address

Street Address:

Apt:

City:

State:

Zip:

Contact Information

Telephone Number:

Email Address:

To change your email address, click the "Edit Profile" link in the header.

Are you currently employed by the Bourbonnais Fire Protection District?

Yes No

If yes, please provide your title and department:

Have you ever previously been employed by the Bourbonnais Fire Protection District?

Yes No

If yes, please provide your title(s), department(s), and date(s):

Are any of your relatives employed by the Bourbonnais Fire Protection District?

Yes No

If yes, please provide their name(s), title(s), department(s):

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Education and Training

High School (if applicable)

Name and Address of School:

Total Years of Study:

Graduated?

Yes No

GED Equivalent?

Yes No

Undergraduate College/University (if applicable)

Name and Address of School:

Total Years of Study:

Graduated?

Yes No

Degree/Concentration:

Graduate/Professional School (if applicable)

Name and Address of School:

Total Years of Study:

Graduated?

Yes No

Degree/Concentration:

Other Education (please specify)

Name and Address of School:

Type of Education:

Total Years of Study:

Graduated?

Yes No

Degree/Concentration:

Specialized Training and Skills

Please list any other certifications, licenses, skills, or training that you have, which you feel are related to the job of Firefighter/Paramedic.

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Employment History

Present or Most Recent Employment (if applicable)

Name and Address of Employer:

Title:

Start Date: End Date:

Hours per Week: Supervisor Name:

Supervisor Telephone: Supervisor Email:

Your duties/job functions:

Reasons for leaving:

Past Employment 1 (if applicable)

Name and Address of Employer:

Title:

Start Date: End Date:

Hours per Week: Supervisor Name:

Supervisor Telephone: Supervisor Email:

Your duties/job functions:

Reasons for leaving:

Past Employment 2 (if applicable)

Name and Address of Employer:

Title:

Start Date: End Date:

Hours per Week: Supervisor Name:

Supervisor Telephone: Supervisor Email:

Your duties/job functions:

Reasons for leaving:

Past Employment 3 (if applicable)

Name and Address of Employer:

Title:

Start Date: End Date:

Hours per Week: Supervisor Name:

Supervisor Telephone: Supervisor Email:

Your duties/job functions:

Reasons for leaving:

Past Employment 4 (if applicable)

Name and Address of Employer:

Title:

Start Date: End Date:

Hours per Week: Supervisor Name:

Supervisor Telephone: Supervisor Email:

Your duties/job functions:

Reasons for leaving:

Additional Employment Experiences

Please list any other employment experiences that you have, which you feel are related to the job of Firefighter/Paramedic.

Employment Gaps

If you have any substantial gaps in your employment history presented above, you have the option of explaining these gaps here.

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Additional Open-Ended Questions

1. Have you ever been terminated from a job?

Yes No

If yes, please explain:

2. As a driver, have you ever been involved in a traffic accident?

Yes No

If yes, please explain by including the date(s), location(s), and nature of the accident (personal injury, property damage, etc.)

3. Have you ever been convicted of a criminal offense?

Yes No

If so, list the police agency, crime charged, and disposition of the case.

4. Have you ever been reported as a missing person or runaway?

Yes No

If yes, please explain.

5. If you were the victim of a crime, was the incident reported to police?

Yes No Not Applicable

If yes, explain by listing the agency, date, and nature of the incident.

6. Please list all traffic convictions you have had for the last ten (10) years.

Yes No Not Applicable

If applicable, please list here.

7. Have you ever been sued?

Yes No

If yes, please explain.

8. Have you ever applied for employment with another Fire/EMS agency?

Yes No

If yes, please list the agencies.

9. Are you currently on any eligibility lists?

Yes No

If yes, please list the agencies.

10. Have you ever had a driver's license in any other State than Illinois?

Yes No

If yes, please list the other State(s) where you have had a driver's license.

11. Have you ever been refused a driver's or chauffeur's license by any State?

Yes No

If yes, please list the State(s).

12. Has your driver's license ever been revoked or suspended?

Yes No

If yes, please explain.

13. If you advance in the hiring process, are you able to present a copy of your military discharge form (DD-214), if applicable?

Yes No Not Applicable

If no, please list reason.

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Eligibility Questions

1. If you advance in the hiring process, are you able to present proof of US citizenship -OR- US permanent resident status?

Yes No

2. If you advance in the hiring process, are you able to present a high school diploma or G.E.D. equivalent?

Yes No

3. Are you, or will you be at least 21 years of age at time of hire AND UNDER 35 years of age on the application deadline date (January 13, 2023)?

Yes No

4. Are you able to provide a valid Medical Technician-Paramedic certification issued by the Illinois Department of Public Health at time of application?

Yes No

5. Are you able to present proof of Basic Operations Firefighter certification issued by the Illinois Office of the State Fire Marshal at time of application?

Yes No

6. If you advance in the hiring process, are you able to test into the Presence/St. Mary's Kankakee EMS System prior to offer of employment?

Yes No

7. Are you currently, or have you previously been in military service?

Yes No

8. Are you able to present proof of a valid driver's license as part of your application?

Yes No

9. Did you watch the mandatory firefighter candidate orientation presentation? (Web link located on the job landing page)

Yes No

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References

Please provide three references (not related to you, and not former employers).

Reference 1

Name:

Relationship: Number of years acquainted:

Address:

Telephone Number: Email Address:

Reference 2

Name:

Relationship: Number of years acquainted:

Address:

Telephone Number: Email Address:

Reference 3

Name:

Relationship: Number of years acquainted:

Address:

Telephone Number: Email Address:

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Residence History

Address 1

Street Address: Apt:
City: State: Zip:
From: To:

Address 2

Street Address: Apt:
City: State: Zip:
From: To:

Address 3

Street Address: Apt:
City: State: Zip:
From: To:

Address 4

Street Address: Apt:
City: State: Zip:
From: To:

[add another address](#)

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Family Profile

Family Member 1

Name:	<input type="text"/>	Relationship:	<input type="text"/>
Date of Birth:	<input type="text"/>	Address:	<input type="text"/>
Occupation:	<input type="text"/>	Phone Number:	<input type="text"/>

Family Member 2

Name:	<input type="text"/>	Relationship:	<input type="text"/>
Date of Birth:	<input type="text"/>	Address:	<input type="text"/>
Occupation:	<input type="text"/>	Phone Number:	<input type="text"/>

Family Member 3

Name:	<input type="text"/>	Relationship:	<input type="text"/>
Date of Birth:	<input type="text"/>	Address:	<input type="text"/>
Occupation:	<input type="text"/>	Phone Number:	<input type="text"/>

Family Member 4

Name:	<input type="text"/>	Relationship:	<input type="text"/>
Date of Birth:	<input type="text"/>	Address:	<input type="text"/>
Occupation:	<input type="text"/>	Phone Number:	<input type="text"/>

Family Member 5

Name:	<input type="text"/>	Relationship:	<input type="text"/>
Date of Birth:	<input type="text"/>	Address:	<input type="text"/>
Occupation:	<input type="text"/>	Phone Number:	<input type="text"/>

[add another family member](#)

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Personal Documents

Please make scanned copies of all requested documents. Accepted file formats are PDF, JPG, JPEG, GIF, or PNG. Maximum file size is 5 Megabytes. Ensure your document is legible and clear, otherwise you may be removed from the application process.

To upload a scanned document, click on the "Choose File" button and select your scanned document. After you have made a selection, click the "Upload" link.

Copy of Driver's License

Choose File

No file selected

[Upload](#)

Copy of Birth Certificate (US or native-born country)

Choose File

No file selected

[Upload](#)

Copy of Legal Permanent Resident Card (Required for non-US born/non-US naturalized citizens)

Choose File

No file selected

[Upload](#) optional

Copy of High School Diploma (or Transcripts) - OR - GED Equivalency

Choose File

No file selected

[Upload](#)

Copy of Basic Operations Firefighter (BOF) Certificate

Choose File

No file selected

[Upload](#) optional

Copy of IDPH Emergency Medical Technician-Paramedic Certification

Choose File

No file selected

[Upload](#) optional

Copy of Military Form DD-214 (Note: must indicate status of discharge), if applicable

Choose File

No file selected

[Upload](#) optional

Copy of College Diploma (or Transcripts) #1

Choose File

No file selected

[Upload](#) optional

Copy of College Diploma (or Transcripts) #2

Choose File

No file selected

[Upload](#) optional

Copy of College Diploma (or Transcripts) #3

Choose File

No file selected

[Upload](#) optional

Proof of Fire Service Experience (i.e., certifications, proof of employment, etc.) #1

Choose File No file selected

[Upload](#) optional

Proof of Fire Service Experience (i.e., certifications, proof of employment, etc.) #2

Choose File No file selected

[Upload](#) optional

Proof of Fire Service Experience (i.e., certifications, proof of employment, etc.) #3

Choose File No file selected

[Upload](#) optional

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Proof of Citizenship Form

If you are a naturalized U.S. citizen, please provide the following information and electronically sign below.

Alien Number:

Naturalization Certificate Number:

Location of Issuance:

Date of Issuance:

Official Name Recorded on Certificate:

I UNDERSTAND AND AGREE THAT:

I hereby certify and affirm that I am a U.S. citizen and the information provided above is true and accurate to the best of my knowledge. I understand that I will be required to provide documentation of the above information at the background investigation stage of the hiring process.

I agree to electronically sign this document and assert that I have read, understand and agree to the terms and conditions

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Voluntary Equal Employment Opportunity Form - OPTIONAL

Completion of this form is completely voluntary and will have absolutely no impact on your application. The information requested on this form is being collected to ensure fairness of the selection procedures and will be processed separately from the remainder of your application. Your participation in completing this voluntary form would be greatly appreciated!

What is your date of birth?

What is your gender?

How would you identify yourself?

How did you hear about this job opening?

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Additional Agency Documents

Please review the document(s) below and certify that you have read and understand the contents of the document.

BFPD Authorization Form

I agree to electronically sign this document and assert that I have read, understand and agree to the terms and conditions

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Certification of Honesty

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed my application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall result in my withdrawal from consideration for employment, or immediate termination of employment.

I agree to electronically sign this document and assert that I have read, understand and agree to the terms and conditions

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**Bourbonnais, Illinois
Fire Protection District**

Firefighter Physical Ability Examination

Candidate Study Guide



INTRODUCTION

This study guide is designed to describe the physical tasks you will be required to perform for the Bourbonnais, Illinois Firefighter Physical Ability Examination. You will increase your chances of obtaining a passing score if you spend a fair amount of time preparing for the test. This includes thoroughly reviewing this study guide, following the specific directions regarding attire, paying proper attention to your physical well-being before the test and taking care to avoid becoming overly anxious about the test.

OVERVIEW OF THE TESTING PROCESS

A job analysis was conducted for the job of Firefighter in the Bourbonnais, IL Fire Protection District which included an analysis of data collected from incumbents in the organization on a comprehensive job analysis questionnaire and a meeting with a representative sample of subject matter experts. The job analysis provided the background information necessary to validate the job-related physical ability examination. It allowed for the identification of the essential physical functions required of the job, and these essential functions are included in the physical ability test.

Among other physical tasks, Firefighters in the Bourbonnais, Illinois Fire Protection District must be able to perform in bunker gear; fully advance a charged hose line; crack a hydrant; carry fire tools; perform ventilation techniques; drag an uncharged hose line; drag a victim to safety; advance a ladder; carry a high-rise pack up stairs; perform an aerial ladder climb; perform a blind crawl, and load a weighted stretcher into an ambulance.

This examination is equally valid for assessing the physical skills of candidates with fire fighting experience and those without. For example, one portion of the test requires the candidate to drag a dummy 50 feet. It is not necessary to have prior experience as a firefighter to possess the physical ability to drag a heavy object.

Preparation instructions and a description of the physical ability test are provided below.

TEST PREPARATION

The following suggestions should help you prepare yourself physically for the test:

- Avoid junk food and maintain a well-balanced diet for several days before the test.
- Avoid tranquilizers and stimulants such as caffeinated beverages, especially on the day of the test.
- Get a good night's sleep before the test.
- Do not drink a lot of liquids or eat a large meal before the test.
- Avoid alcohol several days prior to and especially on the day of the test.

WHAT TO WEAR

Candidates should wear the following during the test:

- Full turnout gear including:
 - Bunker helmet
 - Bunker coat
 - Boots (optional)
 - Fire or Rescue Gloves (optional)
- SCBA (without mask)
- Tennis shoes (sport shoes or sneakers) and pants are recommended.
- Candidates should NOT wear watches, rings or other items which could harm them while taking the test. These items should be removed before testing for safety purposes.

Note: Bunker gear and SCBA (without the mask), which are provided by the Bourbonnais Fire Protection District, shall be worn throughout the course of the examination. Before beginning the test, each applicant will try on the bunker gear and SCBA. Adjustments will be made, as necessary, to ensure it is comfortable and fitting properly. A test monitor will be present to assist with any equipment adjustments.

DESCRIPTION OF THE TEST

The test will require a candidate to complete several physical tasks in sequence within an allotted time frame. All applicants will be given an orientation and walk through prior to taking the test. No one will be allowed to take the test unless he/she is fully aware of what he/she is expected to do.

During the sequence of events, both timed and untimed, it is extremely important to pace yourself. Over-exerting yourself early in the test may reduce the amount of energy you have left for exercises at the end of the test, such as the victim rescue. Additionally, candidates are not permitted to run between events for safety reasons. The cutoff score for the timed sequence is based on the times of incumbents who proceeded through the course without running.

TIMED SEQUENCE TEST EVENTS

Page 5 contains a map illustrating the entire test sequence. Each event listed below corresponds to a particular point on the attached map.

1. Charged Hose Advance. A 1 ¾" hose charged to 100 psi and advanced 50 feet is used for this component. The start and stop lines for the charged hose drag should be clearly marked.
2. Hydrant Opening. Candidate approaches the hydrant, loosens both caps with the hydrant wrench, unscrews both caps, attaches couplings to each side and tightens the wrench on top of the hydrant.
3. Tool Carry. A water can with 2 ½ gallons of water and a pike pole are carried 50 feet to the start of the uncharged hose drag event, where the water can should be set down.
4. Ventilation Simulation. Candidates use a 6' pike pole weighing approximately 10 lbs. Applicants must hold the pike pole with both hands. One hand is to be at waist level, grasping the bottom of the pike pole, and the other hand is holding the pole at any point above. Applicants extend the pike pole upwards so that their bottom hand is at nose level, and then bring the pole down so that the bottom hand is back to waist level. The pike pole must be fully raised and brought down 20 times.
5. Uncharged Hose Drag. A 100 foot section of 5" hose is used for this component, beginning with the hose lying flat on the ground. Candidates pick up and drag the hose 100 feet, past a marker.
6. Victim Rescue. The dummy weighs approximately 185 lbs. Candidates may use any form necessary to drag the dummy 50 feet until all parts of the dummy cross a finish line.
7. Ladder Extension. Candidates raise the fly section of a ladder (using a rope strung through the rungs) until the ladder is extended 24 feet against the building, and latch it at the top. Candidates should stand and raise behind the ladder.
8. High Rise Pack Carry/Stair Climb. The high rise pack should include 50 feet of 1 ¾" hose, with wye & nozzle and will be located at the bottom of the flight of stairs. Candidates will walk down a ramp to the high rise pack, place the high rise pack over their shoulder, proceed up and down a flight of stairs, lay the pack at the bottom of the stairs, and proceed back up the stairs to the finish line.

UNTIMED EVENTS: (Candidates should remove the SCBA apparatus for the untimed test components, but should remain in full bunker gear.) Page 5 contains a sample map illustrating the entire test sequence. Each event listed below corresponds to a particular point on the attached map.

9. Aerial Climb. The fire district's aerial apparatus is to be extended approximately 75 feet off the ground at an angle of about 70 degrees. A belay line will be strung through the top rung of the ladder to serve as a safety line. Candidates will be tethered to the belay line and, upon instruction, will ascend and descend the ladder without stopping. Two test administrators will secure the line to ensure safety. Candidates will be given 5 minutes to complete this exercise, not to hurry them, but to allow adequate time to ascend and descend the ladder at a safe pace and to ensure they do not stop for an extended period of time. If it is clear the candidate is not able to complete this exercise after 5 minutes, the candidate will be considered to have failed this exercise.

10. Blind Crawl. Candidates will be led to the entrance of a doorway where they will grab a section of hose. Wearing SCBA without air and a helmet with mask and hood to darken their eyes, candidates must follow the 50' length of hose through to the other side of a dark room. Anyone who lets go of the hose will be disqualified. It is important when fighting fires that a person be able to maintain a grip on the hose so he/she does not get lost in a smoky building. Candidates will be advised they may encounter obstacles along the way and if this happens, they are to maneuver around or over them. When candidates reach the other side of the room, they will be permitted to remove their helmet and hood. Candidates will be given 3 minutes to complete this exercise to allow enough time to reasonably make their way through the room. If it is clear the candidate is not able to complete this exercise after 3 minutes, the candidate will be considered to have failed this exercise.

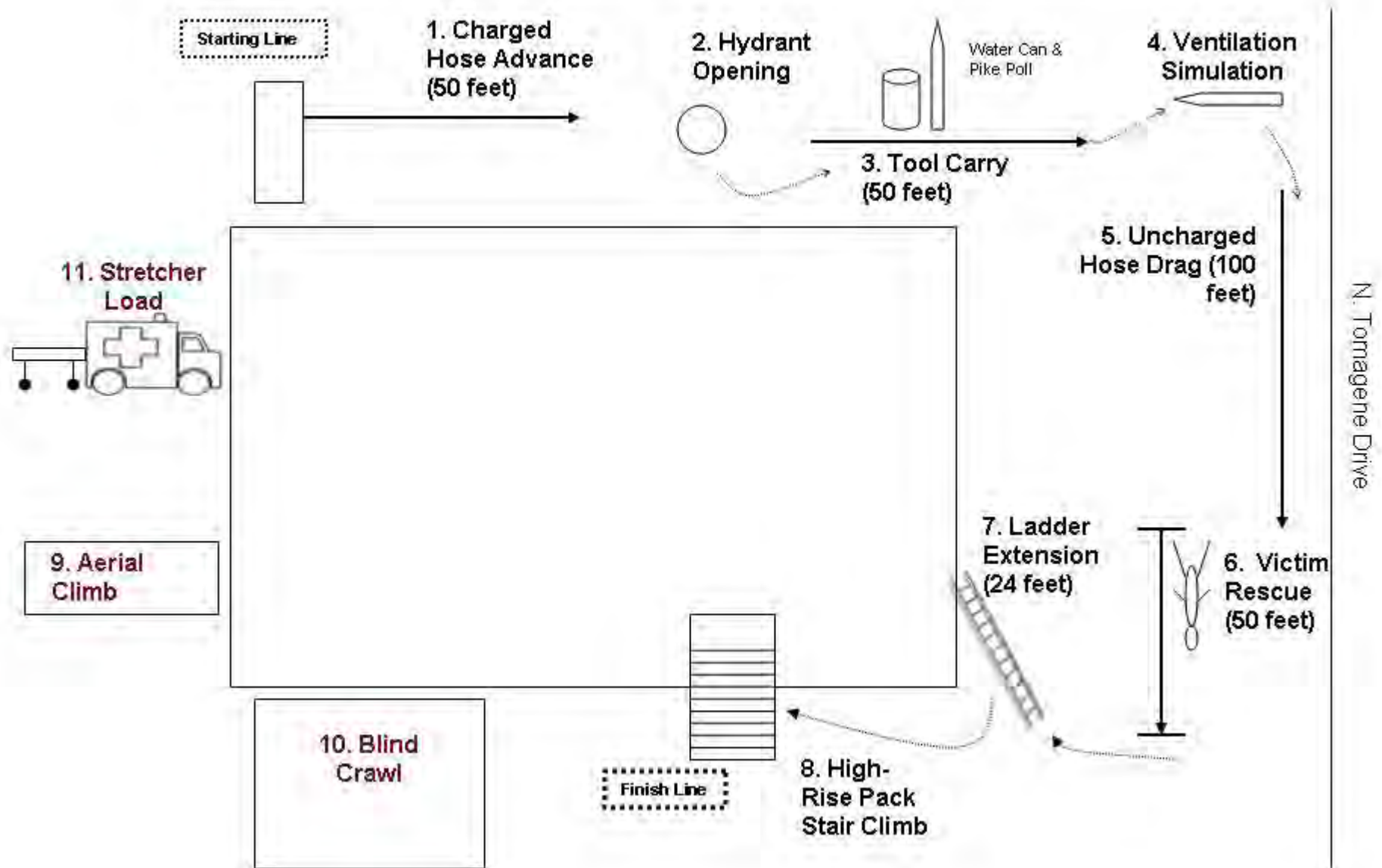
11. Stretcher Load. Upon completion of the blind crawl exercise, candidates will proceed to the rear of an ambulance for the stretcher load exercise. This exercise requires candidates to push a stretcher (with 165 lbs. of weight on it, evenly distributed to simulate body weight) into the loading bay of an ambulance. The stretcher will be positioned with one end already placed on the edge of the loading bay. Candidates should be given every chance to push the stretcher into the ambulance, using multiple tries, if necessary. If it is clear the candidate is not able to complete this exercise after 1½ minutes, the candidate will be considered to have failed this exercise.

CRITERIA FOR PASSING THE EXAM

Candidates must successfully complete events in the timed sequence in 5 minutes 25 seconds or less. Candidates who successfully complete the timed sequence of events within 5 minutes, 25 seconds AND complete all untimed exercises will pass the test.

Bourbonnais, IL Fire Protection District Firefighter Physical Ability Course Layout

Armour Road



Paramedic/Firefighter

Purpose: This standard operating guidelines purpose is to provide the career paramedic/firefighter with an understanding of their job responsibilities. While a career paramedic/firefighter works under the general supervision of the career Lieutenants, they may also at times be responsible to the administrative officers of the department. The purpose of a career paramedic/firefighter is; to assist in providing Basic Life Support or to provide Advance Life Support techniques, engages in firefighting or other suppression activities, fire prevention or education activities necessary to protect life and property; drive, operate and/or maintain all fire apparatus and equipment to maintain department readiness; assists with and/or participates in training programs; and does other related work as required.

Other Important and Typical Duties:

1. Responds to incidents that may require the department's employee to intervene for the purpose of mitigating the incident to prevent the threat of life or property.
2. Applies Basic and Advanced Life Support techniques to mitigate an incident.
3. Using proper paramedic techniques attends to the victims of emergency medical situations. This may require the paramedic/firefighter to provide the proper aid, administer drugs through the use of intravenous solutions or through injections, start the appropriate intravenous solutions, take and monitor obvious vital signs, takes appropriate action to preserve life by utilizing standing medical orders, communicating with a doctor or registered nurse via direct radio or telephone communication devices.
4. Assist with the connection of telemetry and other related medical equipment for the monitoring and treatment of emergency medical patients. This would also include the operation of communication equipment relaying the patient's information to a medical facility.
5. Assists in the transport of emergency patients by utilizing the department's fleet of ambulances. This may also require that the individual is capable of driving the department's ambulances.
6. When instructed drives and places equipment in the proper place at the scene.
7. Capable of laying hoselines, operating department apparatus pumps, and operating aerial apparatus.
8. Capable of attacking fires and directing fire streams.
9. Capable of making effective rescues.
10. Capable of operating communications equipment.
11. Capable of performing a variety of routine maintenance and repair tasks, including inspections and making minor repairs of equipment.
12. Cleans and maintains the station, apparatus and equipment in a clean and orderly condition.
13. Assumes responsibility to study and review department rules, regulations and operating guidelines. May also be responsible for writing and/or amending rules, regulations or operating guidelines.
14. Studies and reviews new developments in regards to fire hazards and firefighting techniques, participates in drills. Training sessions and exercises.
15. Participates or assists in the inspections of properties or fire prevention events.

16. Conducts and/or participates in public education programs.
17. Studies and assists in reviewing local, county, state, and departmental rules, regulations and ordinances.
18. Teaches paramedic and EMT skills and techniques to department staff, other agencies, student ride alongs and the general public.
19. Participates in training and other activities within the department, hospitals and other agencies.
20. Meets the public and deals with a variety of officials and citizens in furthering the department's public relations.
21. May be assigned to assist in preparing various reports.
22. May assist on – duty personnel with response to incidents during non – duty hours through the implementation of the general alarm policy.
23. May be assigned to serve as an acting Lieutenant per the agreed upon policy.
24. Perform other related duties and responsibilities as assigned.
25. Shall be assigned to support either the department's technical response or hazardous materials teams. This will require the member to attend training and or validations.
26. Other duties as assigned.

Job Related Qualifications

1. Knowledge of principles, methods and practices as they relate to emergency medical services, rescues services, firefighting, inspection and public education.
2. The ability to learn local, county, state, and departmental rules, regulations, ordinances, methods and techniques that govern paramedic and firefighting activities.
3. The ability to comfort and deal effectively with distraught victims and/or families.
4. The ability to learn basic operations and mechanics of firefighting equipment, streets, locations of hydrants and major traffic and/or fire hazards.
5. Maintain proficiency in life support techniques.
6. Analyze emergency situations and adopt an effective course of action.
7. Communicate effectively orally and in writing, information that is consistent with job functions.
8. Think and act quickly in emergencies.
9. The ability to understand and carry out orders that are given out in person, by radio, telephone or in writing.
10. Establish and maintain a cooperative relationship with those that you come in contact with during the course of your work.
11. Learn and effectively apply local and state fire codes or associated laws.
12. The ability to perform a variety of manipulative tasks with good dexterity.
13. Represent the department effectively in contacts made with other representatives of other agencies or the general public.
14. Take a proactive approach to customer service issues as they relate to the department and the general public.
15. Assist in improvements that assist in streamlining procedures.
16. Perform assignments and maintain equipment in a safe manner, understand and carry out safety policies, rules and regulations and the proper use of safety equipment.
17. Maintain confidentiality regarding sensitive information.

Skilled In:

1. Operating, using and maintaining modern techniques and equipment as they pertain to the emergency and firefighting fields.
2. Learn to operate and drive pumpers, aerial devices, ambulances, special units and boats with care and safety in accordance with traffic laws and/or ordinances.
3. The use of basic keyboarding skills.
4. Learning and applying the use of basic computer skills as they apply to word processing, databases, e – mail systems and calendars.
5. The ability to write and speak clearly.

Licenses and Certificates

All licenses and certifications must be maintained as a condition of employment.

1. Possession of or an ability to obtain an appropriate Illinois Class B Non CDL. License must be obtained prior to driving department apparatus or within 12 months of employment. A valid State of Illinois Drivers license must be maintained as a condition of employment. Suspended licenses are a condition to remove an employee from employment with the district.
2. Possession of a current State of Illinois EMT – P license prior to employment and be maintained as a condition of employment.
3. State of Illinois Firefighter II certificate prior to employment.
4. State of Illinois Hazardous Materials Awareness Certificate prior to employment.
5. State of Illinois Technical Rescue Awareness Certificate prior to employment.
6. Letter stating the ability to perform within the St. Mary's EMS system.
7. Must maintain and the ability to perform on a special team designation for the department.
8. Must be 21 at the time of employment.

Medical and Performance Standards

Prior to employment, must be able to pass job related medical, psychological and physical performance evaluations. May be required after employment to pass periodic medical and physical performance tests and to participate in an on – going physical fitness program.

Special Requirements

Essential duties require the following physical skills and work environment

Physical Skills: Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist; climb ladders, stairs, and scaffolding; lift and carry 100 pounds; vision to read printed material and computer screens; hearing and speech to communicate in person and over the telephone.

Work Environment: Mobility to work in the typical office setting or in the field environment with exposure to the cold, heat, noise, outdoors, vibrations, confined spaces, dust, chemicals, explosive materials, mechanical and electrical hazards.

Ability to: Maintain a safe driving record, the ability to work without scheduled breaks, maintain a physical ability to perform job functions that may be associated with the type of work environments encountered.

**BOURBONNAIS FIRE PROTECTION DISTRICT
AUTHORIZATION FORM**

I, _____, hereby authorize the BOURBONNAIS FIRE PROTECTION 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 BOURBONNAIS FIRE PROTECTION DISTRICT. I also consent to the release to the BOURBONNAIS FIRE PROTECTION DISTRICT of any and all medical records prepared during the physical examination I am required to undergo for employment with the BOURBONNAIS 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 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 BOURBONNAIS FIRE PROTECTION 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 BOURBONNAIS FIRE PROTECTION DISTRICT, the Board of Fire Commissioners of the BOURBONNAIS FIRE PROTECTION 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 BOURBONNAIS FIRE PROTECTION 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 BOURBONNAIS FIRE PROTECTION 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 BOURBONNAIS 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 BOURBONNAIS FIRE PROTECTION 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 Firefighter II certification. 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.

(Electronic) Signature _____