



IOS Recruitment and Testing Services Downers Grove Fire Department Entry Level Firefighter/Paramedic Application Instructions

Thank you for your interest in Downers Grove Fire Department!

Please be sure to carefully review all application instructions and testing information.

Firefighter/Paramedic Application Instructions:

1. Carefully review the minimum requirements on the following page. All requirements must be met by the specified deadline, **Friday, October 30, 2020 at 2:00 p.m.** 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** to complete the online application. When you have finished the online application, 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 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: Downers Grove FD
1520 Kensington Road, Suite 110
Oakbrook, IL 60523**

4. Please contact IOS Recruitment at (800)-343-HIRE or recruitment@iosolutions.com with questions regarding the application and/or required documents before the application deadline date. 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.

Orientation & Testing Information*:

Candidates must attend the mandatory orientation and written examination on **Saturday, December 5, 2020**. The exam will be held at Midwestern University – Little John Hall, 555 31st Street, Downers Grove, IL.

Arrival times will be scheduled based on candidate numbers to adhere to gathering restrictions. All arrival times will be in the morning. You must complete a health pre-screen before sign-in. The pre-screen will include a review of COVID-19 symptoms and temperature check with a touchless thermometer. After screening, you will proceed to the sign-in area. You will be required to show photo identification for sign-in. The exam administration will begin after sign-in and will last approximately 2.5 hours.

***Testing information is subject to change based on the current conditions of the COVID-19 pandemic at the time of testing.**



IOS Recruitment and Testing Services
Downers Grove Fire Department
Entry Level Firefighter/Paramedic Application Instructions

Application Deadline:
Friday, October 30, 2020 at 2:00 p.m.

Firefighter Minimum Requirements:

- Pay a \$50 non-refundable application fee
- At least 21 years of age and not older than 35 at time of appointment, except per Illinois Statute 65 ILCS 5/10-2.1-6
- U.S. Citizen
- No felony convictions
- High school graduate or GED equivalent
- Possess an Associate's Degree **OR** the equivalent of at least 60 credit hours at an accredited college, university or junior college (at time of application)
- Possess a valid driver's license with good driving record
- Possess 20/20 corrected vision
- Present a valid CPAT card with Ladder Climb (**date must be within 12 months of the application deadline of October 30, 2020**)
- Possess a valid Paramedic License from the Illinois Department of Public Health - (IDPH) (at time of application)
- Possess a Firefighter II or Basic Operations Firefighter (BOF) Certification from the Office of the State Fire Marshal (Illinois) (at time of application)
- Must successfully test into the Good Samaritan EMS System (after tentative offer of employment)
- Must successfully complete a written examination
- Must successfully complete a background investigation, polygraph, oral interview with the Board of Fire and Police Commission and psychological testing
- Must successfully complete a medical and visual examination

Preference Point Information:

- **Military Experience:** 5 points for 1 year of active duty U.S. military service with an Honorable Discharge. DD214 must be submitted with application to qualify.

Salary Information: \$72,532 - \$101,298 (after 7 years)



IOS Recruitment and Testing Services

Downers Grove Fire Department

Entry Level Firefighter/Paramedic Application Instructions

Downers Grove Fire Department Required Documents

Due: Friday, October 30, 2020 at 2:00 p.m.

- Confirmed Online Application** Write Your Confirmation Number Here: _____
- Consent and Release Agreement (2 pages) – must be signed and dated by applicant**
- COPY of High School Diploma or GED**
If you do not have a copy of your high school diploma, please submit a copy of your high school transcripts (showing graduation date) or a signed letter on school letterhead with your name and date of graduation.
- COPY of Valid Driver's License**
Include copy of both sides only if license bears renewal sticker.
- COPY of Birth Record as Proof of Citizenship**
The following documents are accepted as proof of citizenship:
 - COPY of U.S. County-/State-Issued Birth Record
 - COPY of Valid U.S. Passport
 - COPY of Naturalization PapersHospital-issued birth certificates are not verifiable, and therefore cannot be accepted.
- COPY of OFFICIAL College Transcripts (Unofficial transcripts not accepted)**
MUST indicate proof of completion of an Associate's Degree OR at least 60 semester hours of college credit by October 30, 2020 (courses MUST be completed and displayed on transcript by application deadline date).
- COPY of Valid IL IDPH EMT-Paramedic License**
Must be issued from the Illinois Department of Public Health (IDPH).
- COPY of Valid Firefighter II or Basic Operations Firefighter (BOF) Certification**
Must be issued from the Office of the State Fire Marshal (Illinois).
- COPY of Valid CPAT and Ladder Climb Card(s)**
Valid if issued between October 30, 2019 and October 30, 2020

**Please deliver signed release form and all required documents to the address below by
Friday, October 30, 2020 at 2:00 p.m.**

**IOS Recruitment
ATTN: Downers Grove FD
1520 Kensington Rd, Suite 110
Oak Brook, IL 60523**

Please be sure to carefully review checklist and application instructions before submission. Incorrect, missing, or otherwise incomplete applications will be cause for disqualification. IOS Recruitment is not responsible for late, misdirected or incomplete applications. Contact IOS Recruitment before the application deadline with any questions regarding the application, required documents or testing.



IOS Recruitment and Testing Services Downers Grove Fire Department Consent and Release Agreement

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 Downers Grove Department ("Employer"), or of my continued employment at Employer, it is required that I consent to an investigation of my background. I hereby authorize Employer and its representative, IOS Recruitment ("IOS Recruitment"), 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, social media and all publicly accessible content on the internet, 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 or IOS Recruitment, I hereby consent to participate in a personal interview, testing process, polygraph examination, and/or post-offer psychological evaluation.

All information obtained by Employer or IOS Recruitment 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 IOS Recruitment, 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 Employer or IOS Recruitment. 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.

Conduct and Communications

I acknowledge that my conduct throughout the application and testing process and my compliance with the rules of the application process constitute information that can be considered and evaluated by hiring agencies (Employers). I consent that all interactions and communications that occur between myself and IOS Recruitment or Employer pursuant to this application process may be documented and/or communicated to any and all hiring authorities to which I am seeking employment.



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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.

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: _____