



BATAVIA FIRE DEPARTMENT

800 E. WILSON STREET. BATAVIA, IL 60510
630-454-2100 FAX: 630-454-2101



WILLIAM J. DARIN
FIRE CHIEF
RANDY DEICKE
DEPUTY CHIEF
RODNEY C. OXE
ASST. CHIEF

JEFFERY D. SCHIELKE
MAYOR

Dear Applicant:

Please read all of the information provided. All application forms must be filled out correctly and completely. Please print or type in all areas except those requiring your signature. Applications not meeting the requirements will not be accepted. **INCLUDE A COPY OF YOUR DRIVERS LICENSE AND HIGH SCHOOL DIPLOMA OR GED.**

Applications are reviewed once a year. Applications will remain on file for a period of one (1) year from date of application.

Applicants must pass the following:

- Background Check
- Oral Interview
- Orientation
- Physical Agility
- Medical Physical

Failure to pass any of the above will eliminate the applicant from the hiring process.

Any questions should be addressed to Lieutenant Charles Kuhn at 630-454-2100 or ckuhn@cityofbatavia.net.

Thank you for applying with the Batavia Fire Department. We look forward to meeting with you.

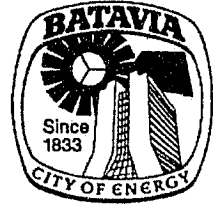
Sincerely,

Lt. Charles Kuhn
Recruitment Officer



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ACKNOWLEDGEMENT/CONSENT BACKGROUND AND CREDIT HISTORY *

As part of the application process for employment as a firefighter with the City of Batavia, Illinois, the undersigned applicant has been informed and understands that an investigation may be made whereby information is obtained through personal interviews with the applicant's neighbors, friends, or others whom the applicant is associated or acquainted. This inquiry includes, as appropriate, information as to the applicant's character, general reputation, personal characteristics and mode of living. The applicant has the right, within a reasonable period of time, to make a request in writing to receive additional, detailed information about the nature and scope of this application. **The applicant further agrees to supply a photocopy of his/her current drivers license with the application.**

The undersigned agrees and consents to the release of such information to the City of Batavia, as the applicant's perspective employer.

Applicant's Name: _____
Print

Applicant's Signature: _____ Date: _____

*** This form must be completed and either mailed to the Batavia Fire Department, 800 East Wilson Street, Batavia, Illinois 60510, or faxed to Lt. Charles Kuhn at 630-454-2101.**

GENERAL INFORMATION

The part-time firefighter is an integral part of the City of Batavia Fire Department. Personnel are a part of a team working with full-time staff on a 24/7, 365 days a year schedule.

Accepted applications must pass all required functions of the hiring process. Applications will be processed and the applicant will be notified if he/she has passed or failed.

Any questions should be addressed to: Lt. Chuck Kuhn
Recruitment Officer
630-454-2100
ckuhn@cityofbatavia.net

1. Application
2. Requirements for acceptance into the Batavia Fire Department:
 - A. Complete background check done by the Police Department looking for past driving records, convictions, drug related incidents or serious accidents.
 - B. A physical agility test is performed by members of the Department
 - C. A complete physical exam with drug screening and back test is performed by the City doctor.
 - D. You must attend a Firefighter II Academy, which lasts approximately six months, and is held two night per week and every Saturday.
 - E. You are required to attend Department training sessions with your Company on the assigned evenings or as assigned by the Training Officer.
 - F. Pay is based on a point system for alarms made while off duty. When you are working on duty at the station, you will be paid an hourly rate.
 - G. You must follow the Chain of Command which is as follows:
Fire Chief, Deputy Chief, Assistant Chief, Battalion Chief
Captain, Lieutenant, Engineer, Firefighter
 - H. You must be willing to take orders and to complete the tasks given to you.
 - I. You shall become an Emergency Medical Technician within your probationary period of 24 months.
 - J. You must be able to pass your Firefighter II test given by the State of Illinois before you go off probation.
 - K. You must live within twenty (20) miles of the City of Batavia limits.
 - L. If you feel that you cannot fulfill any of the above requirements, please advise us at this time and before we begin the training process. For further information contact Lt. Kuhn.
 - M. You can not be a part-time firefighter on any other fire department besides Batavia.

RECRUIT ORIENTATION

The following is a brief overview of the requirements set by the department for you as a recruit firefighter. You will find the probationary period adequate to obtain the goals and objectives listed in this packet. If at anytime, you become confused or need clarification regarding these requirements, please feel free to contact the Training Officer or his/her designee.

BASIC REQUIREMENTS

1. You will complete a twenty-four (24) month probationary period prior to your acceptance as a member of this department. During this time, you will be evaluated by the Fire Chief and the officers of the department based on information provided by the Training Department and their observations. The standards used in this evaluation are:
 1. Your attendance record.
 2. The interest and desire you show in the job.
 3. Your performance during training sessions (recruit & company) including written tests.
 4. Your progress on the checklist given to you when you start your probationary period.
2. You will complete all of the goals listed in the checklist. Each objective will be demonstrated and signed by a Shift Officer or a Department Instructor. **You will present the checklist to the Training Officer or his/her designee at the end of each month so that your progress can be evaluated and reported to the Fire Chief.** The completed checklist will be submitted no later than 12 months after you have started your probation.
3. Attendance for recruit classes and the company drills is mandatory. If you are excused, you must notify the instructor that you will be absent for the class and make arrangements to obtain the material covered at a later date. The recruit classes will provide the information necessary for you to challenge the Firefighter II examination given by the Illinois State Fire Marshal.

STATION DUTY

1. During your probationary period you are required to complete two (2) shifts per month as an extra person. These may be day or evening shifts as the decision is up to you and the duty shift officer.
2. You are strongly encouraged to schedule yourself for station duty as frequently as possible after you have been approved. Each shift you work will increase your exposure to the department and its operations. You will find that by responding to incidents with the members of the department, the material covered in class will be easier to understand.
3. You must be on time and in uniform on the date you have scheduled yourself to work. The department expects all recruits to cooperate with each other when selecting shifts, one recruit per shift will be allowed. Any disputes in the selection of shifts will be referred to the Scheduling Officer. If you are unable to work a shift, contact the shift officer as soon as possible.

MEETING AND DRILLS

1. There is one monthly departmental drill held on a scheduled Monday of each month. These are used to conduct department business, tours of buildings in Batavia, and both practical and classroom training topics.

MISCELLANEOUS

1. Any information pertinent to an alarm or incident this department responds to is considered confidential and will not be discussed outside of the station. If you have any questions as to how and why an incident was handled, feel free to ask the shift officer or officer in-charge at that particular incident.
2. **PHOTO COPY OF CURRENT DRIVERS LICENSE REQUIRED WITH APPLICATION.**

BATAVIA FIRE DEPARTMENT
PART-TIME FIREFIGHTER APPLICATION

We welcome you as an applicant for employment with the City of Batavia. Your application will be considered with others in competition for the position in which you are interested. It is the policy and intent of the City of Batavia to provide equal opportunity in employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, political affiliation, gender, sexual orientation, age, marital status, or physical or mental disability. This policy applies to all phases of full, part-time, temporary and seasonal employment.

All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the City of Batavia. Please furnish us with complete information as outlined in this application. You are encouraged to attach any additional information that you believe qualifies you for the position for which you are applying. Please use typewriter or ink. If you have any questions about the status of your application, please contact Lt. Chuck Kuhn at 630-454-2100 or ckuhn@cityofbatavia.net

Please type or print:

FULL NAME: _____ DATE: _____

ADDRESS: _____

PHONE NUMBER: _____ SOCIAL SECURITY NO: _____

E-MAIL ADDRESS: _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____

BENEFICIARY: _____

DRIVERS LICENSE CLASS & NO: _____

EDUCATION: High School Graduated _____ or GED Date _____

OTHER
EDUCATION: _____

Are you legally eligible for employment in this country _____ YES _____ NO
Proof of citizenship or immigration status will be required upon employment.

Have you been convicted of any violations of the law since your 16th birthday?
_____ YES _____ NO

If "YES", list all such cases on a separate sheet. In each case, give (1) date, court and location; (2) nature of offense or violation; (3) the penalty imposed, if any, or other disposition of the case. Convictions not reported may be used as grounds for dismissal. Each case is considered on its merits.

Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any job? _____ YES _____ NO. If "YES", describe on separate sheet.

Do you have any medical condition that would affect your ability to perform the functions of this job as listed on the attached job description? Explain:

May we contact your present employer? _____ YES _____ NO

Why do you want to become a firefighter? _____

EMPLOYMENT INFORMATION: Begin with your present employment and work back. Account for all time during the past 10 years including periods of unemployment. IN ADDITION, LIST ANY OTHER WORK EXPERIENCE THAT MAY QUALIFY YOU FOR THIS POSITION.

ATTACH ADDITIONAL PAGES IF NECESSARY.

EMPLOYER: _____

FROM: _____

Mo. Year

ADDRESS: _____

TO: _____

SUPERVISOR'S NAME & TITLE:

Mo. Year

YOUR TITLE: _____

FULL-TIME _____

PART-TIME _____

YOUR DUTIES: _____

LAST SALARY _____

REASON FOR LEAVING: _____

EMPLOYER: _____

FROM: _____

Mo. Year

ADDRESS: _____

TO: _____

SUPERVISOR'S NAME & TITLE:

Mo. Year

YOUR TITLE: _____

FULL-TIME _____

PART-TIME _____

YOUR DUTIES: _____

LAST SALARY _____

REASON FOR LEAVING: _____

EMPLOYER: _____

FROM: _____

Mo. Year

ADDRESS: _____

TO: _____

SUPERVISOR'S NAME & TITLE:

Mo. Year

YOUR TITLE: _____

FULL-TIME _____

PART-TIME _____

YOUR DUTIES: _____

LAST SALARY _____

REASON FOR LEAVING: _____

REFERENCES (NO RELATIVES):

NAME	ADDRESS/CITY/ZIPCODE	TELEPHONE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Firefighter experience or other information, qualifications, training or other experience that you have and you feel should be considered in reviewing your application:

EMERGENCY CONTACT: In case of emergency, please notify:

Name	Address	Phone Number	Relationship
_____	_____	_____	_____

PLEASE READ CAREFULLY BEFORE SIGNING: I certify that all the statements made in this application are accurate to the best of my knowledge. I understand that any false statements on this application shall be considered sufficient cause for dismissal.

I authorize the City of Batavia to investigate any of the information contained herein, including the contacting of my references and the disclosure by the Batavia Police Department of all information pertaining to any conviction listed on file under my name, and release them from any and all liability for damages for the furnishing of any information concerning me.

I also agree to release any former employer from any liability for releasing any employment information on me.

I agree to submit to a Physical Examination and Physical Ability Test, which I will be required to pass before being finally accepted for employment. I also agree that in the event of employment, I will submit to further medical examinations when required by the City of Batavia.

I agree to provide a current home address and phone number at the time of the interview.

Upon separation of employment, I authorize the City of Batavia to withhold from my final check(s) any monies owed to them by me.

I further agree to comply with all the rules and regulations of the City of Batavia and the Batavia Fire Department now in force or any that may be established.

Please check the box if you have read and agree to the information above.

First Name Middle Initial Last Name

DATE: _____

1. I agree to respond to incidents when available.
2. I agree to attend the required training sessions unless excused.
3. I agree to work the shift duty program when scheduled which includes nights, weekends, and holidays.
4. I also agree to follow the rules and regulations contained in the Batavia Fire Department Policy Manual and/or any rules of the Fire Department Officers.
5. I understand that I must take an Emergency Medical Technician Training Course so as to become a Certified EMT.
6. I understand that I must take a Firefighter Certification Curriculum so as to become a Certified Firefighter II.

Please check the box if you have read and agree to the information above.

First Name Middle Initial Last Name

DATE: _____

THIS PAGE FOR FIRE DEPARTMENT USE ONLY

References checked by: _____

Recommend for employment? _____ YES _____ NO

Interview Committee Signatures:

1. _____

3. _____

2. _____

4. _____

Physical Ability Test: _____ PASS _____ FAIL

Signature _____

Background check completed:

Doctor _____

Date _____

Appointed _____

Sworn In _____

Background/Application reviewed by:

Fire Chief: _____

Deputy Chief: _____