



# Richmond Township Fire Protection District

5601 Hunter Drive  
Richmond, IL 60071  
815-678-3672  
www.rtfpd.com



## Employment Application

Please print in ink all information. Print legibly. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). Incomplete applications will not be considered. All statements made on the application are subject to verification.

Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. Eligibility for hire is based on a rating of this application. You may attach additional sheets if necessary.

### Applicant Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Number Street Apartment

\_\_\_\_\_ City State Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Are you a citizen of the United States?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you authorized to work in the United States?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you at least 18 years old?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you a certified Firefighter II / Basic Operations Firefighter?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you a certified EMT-B?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you a certified EMT-P?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

• Have you been a member of a fire department or an EMS provider?  Yes  No  
Where? \_\_\_\_\_

• Are you currently an EMT-B or EMT-P or BOFF student? Explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last Name: \_\_\_\_\_

• Have you been convicted of a felony or misdemeanor?  Yes  No  
Explain? \_\_\_\_\_

• Have any of your professional licenses or certificates ever been suspended or revoked?  Yes  No  
Explain? \_\_\_\_\_

**Driver's License Information**

• Driver's license number: \_\_\_\_\_  
State: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration date: \_\_\_\_\_

• Has your driver's license ever been revoked or suspended?  Yes  No  
If yes, provide details, including dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education**

• Do you have a high school diploma?  Yes  No  
High School name: \_\_\_\_\_  
City: \_\_\_\_\_

• GED?  Yes  No If no, highest grade completed: \_\_\_\_\_

• Have you attended a College, University,  Yes  No If yes, list below or other specialized training?

**\*\*Provide copies of all your education transcripts.\*\***

Name and Location	Credit Hours		Graduate		Field of Study	Degree Earned
	Sem	Qtr	Yes	No		

Last Name: \_\_\_\_\_

**References**

<b>Name:</b>	<b>Relationship:</b>
<b>Company:</b>	<b>Phone:</b>
<b>Address:</b>	

<b>Name:</b>	<b>Relationship:</b>
<b>Company:</b>	<b>Phone:</b>
<b>Address:</b>	

<b>Name:</b>	<b>Relationship:</b>
<b>Company:</b>	<b>Phone:</b>
<b>Address:</b>	

**Employment History**  
**Most recent to oldest**

Company 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact this employer?  Yes  No

Company 2: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact this employer?  Yes  No

Company 3: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact this employer?  Yes  No

**Last Name:** \_\_\_\_\_

**Disclaimer and Signature**

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, and education institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using information and all other persons, corporations or organization for furnishing such information.

The employer does not lawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than the Chief or District Trustee, has the authority to make any assurances to the contrary. I further understand that any such assurance must be in writing and signed by the Chief or a District Trustee.

I do release and forever hold harmless the Richmond Township Fire Protection District, its Board of Trustees, Fire Chief, Officers, and Members from any claim arising out of their completion of a reference check. Finally, I also understand that completion of this application does not assure me membership or obligate the Richmond Township Fire Protection District in any manner.

I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

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

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



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### Authorization for Release of Information

I, \_\_\_\_\_, hereby empower the  
print name

Richmond Township Fire Protection District or authorized representative or investigator bearing this release (or a copy thereof) to obtain information and records pertaining to me from any or all of the following sources:

- Municipal, State or Federal law enforcement agencies
- Selective Service System
- Any place of business (for purpose of obtaining credit or employment data)
- Credit rating bureaus or institutions maintaining individual credit rating files
- Any previous employer
- Any school, college, university or other educational institution

I hereby release any individual or institution, including its offices, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

This release is executed to authorize the Richmond Township Fire Protection District as a prospective employer, to obtain the above information. It is understood that said information shall be used only in consideration of my employment and shall not be disseminated for any purpose.

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



## Richmond Township Fire Protection District

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## Employment Application Packet

Welcome and thank you for applying to the Richmond Fire Department!

The Richmond Fire Department (RFD) is a combination fire department currently staffing one station with three personnel, twenty-four / seven. The RFD protects 25 square miles with a population of 6,000 citizens and runs approximately 750 calls a year. The RFD has two engines, a tender, two ambulances, and a variety of support vehicles.

### To become a member of the Richmond Fire Department, an applicant must:

- Be 18 years of age or older at time of hire
- Pass a criminal background check
- Possess a high school diploma or GED equivalent
- Possess a valid driver's license (classifications dependent on RFD operational requirements)
- Obtain or possess Illinois OSFM Firefighter Basic or Firefighter II certification, within one (1) year
- Obtain or possess Illinois Department of Public Health EMT-B certification, within one (1) year
- May be required to obtain Illinois Department of Public Health EMT-P certification, (dependent on RFD operational requirements)
- Pass a comprehensive medical evaluation
- Pass the Richmond FD physical ability test (or possess a valid CPAT card)(or currently be an active member of a recognized public safety agency)
- Ability to regularly work shifts and/or respond on call-backs
- Serve a one (1) year probationary period. The probationary period may be reduced or extended if circumstances require. However, they shall always be at-will employees subject to discipline and termination as determined by the RFD.

### Background Investigation

Upon selection, candidates must successfully complete a thorough personal background and security investigation which includes inquiries into criminal history, driving record, educational level, military service, credit history, references, and moral character. 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.

### Applicant Status

The applicant is applying for a part-time / entry level position, but applicants with prior skills and certifications are strongly encouraged to apply. After Probation, employees are paid based on their certification level not on their staffing position and are eligible for additional pay based on certain certifications.

## **Work Hours**

Employees may work up to a maximum of 212 hours in the 28-day work cycle. In extreme cases, and with approval from the Deputy Chief, employees may exceed that maximum hour requirement, and by doing so will receive time-and-a half.

## **Paid-On-Call**

The Richmond FD relies on all employees returning and staffing the firehouse in a Paid-On Call (POC) status when a call is received. These employees staff the firehouse for a second call (or additional calls), or if additional manpower is needed on the initial call. Because the RFD utilizes this staffing model, employees are encouraged to live within ten (10) miles of the RFD firehouse.

## **Pay Scale (Effective January 1, 2021)**

### Daytime / Hourly

Recruit - \$11.00

Firefighter / EMT-B - \$15.75

EMT-P - \$14.25

Firefighter / EMT-P - \$18.00

### Night Stipend

Firefighter / EMT-B - \$126.00

Firefighter / EMT-P - \$144.00

EMT-P - \$106.00

### Paid-On-Call

Recruit - \$11.00

Firefighter/EMT-B - \$11.75

Firefighter/EMT-P - \$14.75

## **Duty Trades**

Employees are responsible to find adequate coverage once they have signed up for a shift and then determine they need that shift off. Adequate coverage is defined as an individual of equal or higher certification level. All Duty Trades shall be documented in the on-line software, Fire Manager, and approved by the Deputy Chief.

## **Sick Time**

Employees are not eligible for any paid time off. Employees who are sick and unable to fulfill their duties shall notify the on-duty crew prior to their assigned shift and to try to obtain a replacement employee.

## **Questions?**

Contact Fire Chief Henry Gruba, 815-678-3672, during normal business hours.



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### New Recruit Hiring Process Schedule

**This page contains important dates and times. Keep it for your reference.**

**Accepting Applications.....open ended**  
Applications can be obtained online at the RFD website, www.rtfpd.com. Applications must be returned in person to the RFD firehouse, 5601 Hunter Drive, Richmond, IL during normal business hours. Applications returned will be placed on file and reviewed on an as needed basis as determined by RFD staffing requirements.

**Mandatory Orientation & Physical Agility Test.....to be determined**  
The Mandatory Orientation is just that, mandatory. It is an introduction to the Richmond Fire Department and information regarding the requirements for employment at the RFD.

**\*\*\*\*Immediately following the Mandatory Orientation will be the Physical Agility Test. \*\*\*\***

The Physical Agility Test is comprised of job-related physical tasks that will evaluate an applicant's strength, dexterity, and stamina. More information on the Physical Agility Test will be provided at the Mandatory Orientation. Applicants that have taken and successfully passed the Candidate Physical Ability Test (CPAT) within one year of the Physical Agility Test date can submit a copy of their CPAT card with their application and receive credit for the CPAT. Applicants currently an active member of a recognized public safety agency can submit agency documentation proof, receive credit, and waive participation in the RFD Physical Agility Test.

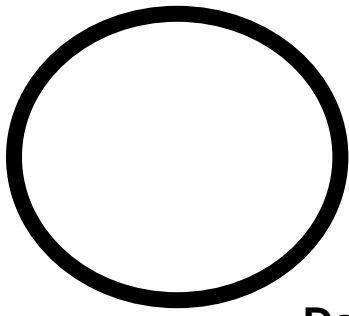
Notification will be given at the completion of the Physical Agility Test of your pass/fail. An Email will be sent to all eligible applicants, both CPAT card holders & those who pass the RFD Physical Agility Test. This Email will contain the information as to the next phase of the hiring process.

**Interview Process.....to be determined**  
All eligible applicants will be sent an Email with information on their interview time and date. The interview will consist of a panel of RFD personnel who will ask questions of the applicant to determine the most qualified candidates. Upon completion of the Interview Process applicants will be notified of their status in the hiring process by an Email, letter, or phone call.

Questions? Contact Fire Chief Henry Gruba, 815-678-3672, during normal business hours.

**This page contains important dates and times. Keep it for your reference.**





Last Name \_\_\_\_\_

Date Application Packet Returned \_\_\_\_\_

Time Returned \_\_\_\_\_

Who Returned To \_\_\_\_\_

Badge # \_\_\_\_\_

<b>Do Not Write In This Box</b>			
	<b>FFII/BOFF</b>		<b>In-District</b>
	<b>EMT-B</b>		<b>&lt;10 Miles</b>
	<b>EMT-P</b>		<b>&gt;10 Miles</b>

<b>Miles</b>

**Richmond Fire Department  
Application Packet Envelope Cover Sheet**

## Richmond Fire Department Submission of Application Packet Directions

Check here when completed	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>Date Ap Returned _____</p> <p>Time Returned _____</p> </div> <p style="text-align: center;">Directions</p>
	1 – Print out the entire application packet
	2 – Complete application pages 1, 2, & 3
	3 – Read, sign, and date pages 4 & 5
	4 – Keep pages 6, 7, & 8 for your reference
	5 – Get a minimum 9"x12" brown manila envelope
	6 – Complete page 9 and tape it to the outside of the brown manila envelope
	7 – Staple together then insert pages 1, 2, 3, 4, & 5 into the envelope
	8 – Insert copies of the following documents into the envelope: <ul style="list-style-type: none"> <li>• Driver's license</li> <li>• CPAT card (if applicable)</li> <li>• Agency documentation proof (if applicable)</li> <li>• EMT-B or EMT-P license (if applicable)</li> <li>• FFII or BOFF certificate (if applicable)</li> <li>• Other certificates (if applicable)</li> <li>• Education transcripts (if applicable)</li> <li>• Letters of Reference (if applicable)</li> </ul>
	9 – Return application packet to the Richmond FD
	10 – Document on page 10 who you returned the application packet to: Name _____ Badge# _____
	11– Keep page 10 for your reference

### Questions?

Contact Fire Chief Gruba, 815-678-3672, during normal business hours