



## **Candidate Testing Information**

Thank you for your interest in a rewarding career! Candidates that desire to be placed on a fire department hiring eligibility list will take part in a four-part process. While the four-part process is consistent between departments, the actual scoring of each component is department specific. The four-part process will consist of a written exam, an oral interview, submission of preference points and submission of CPAT documentation. Each participating department will create their own hiring eligibility list from a pool of candidates that have successfully passed the shared written exam. Candidates will be required to take part in an oral interview, submit preference points and submit CPAT documentation (if you don't already have it) to each individual department when required.

Please complete the attached application in its entirety and provide copies of the requested documents. All applications and documents can be emailed to [saukvalleyfdtesting@gmail.com](mailto:saukvalleyfdtesting@gmail.com) or dropped off in person at: Dixon Rural Fire Department

1020 Palmyra Avenue

Dixon, IL 61021

## **Written Exam**

The written exam will be computer based and candidates will need to take the exam at Sauk Valley Community College Testing Center, 173 IL Route 2, Dixon, IL 61021. The Testing Center is located on the first floor of the college in room 1G04. The exam can be taken during normal Testing Center hours Monday through Friday. A testing time and date can be done via phone to (815) 835-6530 or by following this link: <https://www.registerblast.com/saukvalley/Exam/List>

### **Instructions for online scheduling:**

- 1. Choose a Group:** Select "Firefighter Selection Tool (FST)" from the dropdown menu.
- 2. Choose an Exam:** Select "Firefighter Selection Tool Exam (FST)" from the dropdown menu.
- 3. Choose a Date:** Select a date from the bolded options.
- 4. Choose a Time:** Select a time from the options provided.
- 5. Complete all fields** for First Name, Last Name, Your Address, and Phone Number.
- 6. Enter your email address.** You will receive your appointment confirmation and scheduled appointment reminder one day before your appointment at the email address entered. If you do not see it, please check your Spam folder.
- 7. Check the box** next to all Fire Departments where scores should be sent.
- 8. Check the box** next to "I Agree to the Exam guideline acknowledgment" of the terms. You must agree to the terms to sit for the exam.
- 9.** Select "Add to Cart".
- 10. Select "Complete Registration".** You will not be charged to register. We will collect the \$43 fee during Check-In for your scheduled appointment.

A \$43.00 testing fee will need to be paid by the candidates. The cost of this testing fee will be reimbursed by the hiring fire department when a candidate is first employed. Candidates must arrive fifteen (15) minutes prior to their scheduled test and bring a government issued photograph identification. Please plan on the testing taking two hours and forty-five minutes to complete. A 70% overall score is required for candidates to pass and remain eligible to continue in the process.

The scores obtained on the written exam will be valid for twelve (12) months from the date the exam was successfully passed. A candidate can take the written exam at any point throughout the year. The written exam will always be open. The participating fire departments will pull from the list of eligible candidates at the point they need to create a hiring list. For example, a fire department's hiring list has expired or they have hired all the eligible candidates. There are twenty-five eligible candidates that have successfully completed the written exam within a year's time. The fire department will contact the eligible candidates to schedule an oral interview and proceed with developing a new hiring list.

## **Preference Points**

After the written exam and oral interview are complete, candidates will have the option to submit documentation for preference points. Preference points are pure points that are added to a candidate's overall score. The value and options for preference points are specific to each department. Options for preference points may include: active military service, college degrees, previous experience as a firefighter, paramedic licensure or residency.

## **CPAT**

A CPAT (Candidate Physical Ability Test) card will be needed at the time of hire for candidates. This card can be obtained by attending one of the testing sites throughout Illinois. An internet search will provide multiple options for locations. In order for a CPAT card to be current it must have been obtained within a year. The recommendation for candidates is that if they do not already have a current CPAT card, they should get it completed once they are on a hiring list. Candidates must also complete the ladder climb portion of the CPAT. Like the cost of the written exam, the cost of the CPAT will be reimbursed to the candidate when employed.

The participating departments are very excited to utilize this written exam process for creating their hiring eligibility lists. This process allows candidates to take just one test and be eligible for employment for multiple different departments within the Sauk Valley. A candidate is not required to participate in the hiring process for all departments, but it is highly recommended to take part in all processes. Each participating department offers something different for candidates and it is critical that a candidate conducts their own research on what each department has to offer. This can be done by stopping by the department, emailing a chief officer or calling the station. Contact names and information are included below.



## Fire Department Employment Application

### Personal Information

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Have you ever been known by another name: \_\_\_ Yes \_\_\_ No Date of Birth: \_\_/\_\_/\_\_

If yes, please provide: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Education

High School Name/Address: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

High School Name/Address: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

High School Name/Address: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

College/University Name/Address: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Graduated/Degree: \_\_\_ Yes \_\_\_ No

College/University Name/Address: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Graduated/Degree: \_\_\_ Yes \_\_\_ No

College/University Name/Address: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Graduated/Degree: \_\_\_ Yes \_\_\_ No

## Employment History

Present Employment Name/Address: \_\_\_\_\_

Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ through \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor Contact Information: \_\_\_\_\_

Job Duty Description: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Employment Name/Address: \_\_\_\_\_

Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ through \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor Contact Information: \_\_\_\_\_

Job Duty Description: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Employment Name/Address: \_\_\_\_\_

Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ through \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor Contact Information: \_\_\_\_\_

Job Duty Description: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## Personal References

Please provide three (3) references (not related to you, or previous employers)

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

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

Telephone Number: \_\_\_\_\_

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

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

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

Telephone Number: \_\_\_\_\_

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

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

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

Telephone Number: \_\_\_\_\_

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

## Immediate Family Profile

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

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

## Residence History

Address: \_\_\_\_\_ Apt #: \_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Dates of Residency: \_\_\_\_\_ through \_\_\_\_\_

Address: \_\_\_\_\_ Apt #: \_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Dates of Residency: \_\_\_\_\_ through \_\_\_\_\_

Address: \_\_\_\_\_ Apt #: \_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Dates of Residency: \_\_\_\_\_ through \_\_\_\_\_

Address: \_\_\_\_\_ Apt #: \_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Dates of Residency: \_\_\_\_\_ through \_\_\_\_\_

Address: \_\_\_\_\_ Apt #: \_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Dates of Residency: \_\_\_\_\_ through \_\_\_\_\_

## Military History

1. Have you ever served in the United States Military: \_\_\_ Yes      \_\_\_ No
  - a. If yes, which branch of the military: \_\_\_\_\_
2. Were you ever discharged from the United States Military: \_\_\_ Yes      \_\_\_ No
  - a. If yes, what type of discharge did you receive: \_\_\_\_\_
3. Are you, now or ever a member of the United States Reserves or National Guard: \_\_\_ Yes      \_\_\_ No
  - a. If yes, which branch: \_\_\_\_\_
4. Were you ever discharged from the United States Reserves or National Guard: \_\_\_ Yes      \_\_\_ No
  - a. If yes, what type of discharge did you receive: \_\_\_\_\_

## Miscellaneous History

1. Have you ever been terminated from a job: \_\_\_ Yes      \_\_\_ No
  - a. If yes, please explain the reason or termination: \_\_\_\_\_
2. Have you ever been charged or convicted of a criminal offense: \_\_\_ Yes      \_\_\_ No
  - a. If yes, please explain the nature of the offense (date/location) \_\_\_\_\_  
\_\_\_\_\_
3. Have you ever been placed on probation for a criminal offense: \_\_\_ Yes      \_\_\_ No
  - a. If yes, please explain the nature of the probation (date/location) \_\_\_\_\_  
\_\_\_\_\_
4. Are you currently on any police/fire eligibility lists: \_\_\_ Yes      \_\_\_ No
  - a. If yes, indicate which agencies: \_\_\_\_\_
5. Has your driver's license ever been suspended, revoked or otherwise cancelled in this, or any other state?  
\_\_\_ Yes      \_\_\_ No
  - a. If yes, please indicate which state(s): \_\_\_\_\_
6. List all social media account usernames:
  - a. Facebook: \_\_\_\_\_
  - b. Instagram: \_\_\_\_\_
  - c. X (Twitter): \_\_\_\_\_Any other accounts: \_\_\_\_\_

## **Required Documentation**

Please make copies of all the requested documents and attach them to your completed application

1. Driver's License
2. Social Security Card
3. High School Diploma or G.E.D Equivalent
4. College/University Diploma (if applicable)
5. Military Discharge Form DD-214 (if applicable)
6. EMS License (if applicable)
7. CPAT Card with Ladder Climb (if applicable)



# *Applicant Authorization*

I authorize and empower the City of Dixon and Dixon Fire Department, Dixon Rural FPD, Oregon FPD, Byron FPD and Blackhawk/New Milford FPD to obtain, prepare, use, and furnish information concerning my current and former employment, education, credit, general reputation, health, personal characteristics, mode of living, and both juvenile and adult criminal history or traffic violation records, through correspondence or personal interviews with neighbors, friends, or associates or others with whom I am acquainted or who may have knowledge concerning any of the above information; or through any other normal investigative means.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

## *Attest*

I hereby swear and affirm that each statement and all information in or supplementing this application is complete, true and accurately recorded to the best of my knowledge. I understand that providing false, misleading, and/or incomplete information on this application is grounds for exclusion from the selection process or discharge if discovered subsequent to employment.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

*All applications and/or resumes will be open to public inspection unless requested in writing to be kept confidential. Discrimination on the basis of race, color, nation of origin, sex, age, religion or handicap is prohibited.*

The Dixon Fire Department, Dixon Rural FPD, Oregon FPD, Byron FPD and Blackhawk/New Milford FPD are Equal Opportunity Employers

Oregon Fire Protection District  
Chief Michael Knoup  
(815) 732-7214  
[knoupm@oregonfpd.org](mailto:knoupm@oregonfpd.org)

Dixon Fire Department  
Chief Ryan Buskohl  
(815) 288-3323  
[rbuskohl@dixonfd.com](mailto:rbuskohl@dixonfd.com)

Dixon Rural Fire Protection District  
Chief Dustin Dahlstrom  
(815) 284-6897  
[chief@dixonruralfire.com](mailto:chief@dixonruralfire.com)

Byron Fire Protection District  
Chief Andy Politsch  
(815) 234-4911  
[apolitsch@es-il.org](mailto:apolitsch@es-il.org)

Blackhawk/New Milford Fire Protection Districts  
Chief Scott Schaben  
(815) 874-4880, (815) 962-1584  
[schaben993@gmail.com](mailto:schaben993@gmail.com)