

## **BOARD OF FIRE AND POLICE COMMISSIONERS**

400 PARK AVENUE

RIVER FOREST, ILLINOIS 60305

An Equal Opportunity Employer

# **Selection Procedures**

### **INITIAL STAGE**

An applicant will be disqualified for further consideration if he/she does not complete their application and requested documentation by the deadline or does not attend the scheduled orientation and examinations at the appointed times.

1. Applicants complete Application along with documentation;
2. It is mandatory you attend the Orientation meeting and arrive on time to be eligible to sit for the exam.
3. Written Examination for all Applicants: The minimum passing grade on the Written Examination is 70%.

**NOTE:** Candidates must have passed the CPAT + (Ladder Climb Exercise) through a certified CPAT administrator in Illinois to be eligible to take the written exam. The Village of River Forest does not offer the CPAT.

4. Applicants that successfully pass the written exam with a minimum score of 70% will be required to submit to an oral interview. To be conducted by an outside vendor selected by the Board, at its discretion.

### **SECOND STAGE - INITIAL ELIGIBILITY REGISTER**

1. The Initial Eligibility Register, listing the applicants who have passed the Written Examination and Oral Interview in accordance with State law, will be published and applicants on the Register will be notified.
2. Those applicants placed on the Initial Eligibility Register and have had veteran, educational, fire fighter points which qualifies them for Preference Points, shall make a claim in writing with proof thereof within ten (10) days after the date of the first posting of the Initial Eligibility Register or such claim shall be deemed waived.

### **THIRD STAGE – PRIMARY ELIGIBILITY REGISTER**

1. Posting of the Final Eligibility Register reflecting Preference points for qualifying applicants. This Register is effective for two years from the date of posting.

## **BOARD OF FIRE AND POLICE COMMISSIONERS**

400 PARK AVENUE

RIVER FOREST, ILLINOIS 60305

An Equal Opportunity Employer

### **FINAL STAGE – APPOINTMENT AS A PROBATIONARY FIREFIGHTER/PARAMEDIC**

As a vacancy for Firefighter/Paramedic occurs, the candidates will be selected from the Final Eligibility Register in accordance with State law and the Rules and Regulations of the Village of River Forest Fire and Police Commissioners. The following will be conducted in the order listed:

- A Polygraph Evaluation

If the Candidate passes the Polygraph Evaluation, then the following will be conducted:

- A thorough Background Investigation
- A Criminal Background check
- A Credit Check
- The Candidate visits the Fire Department for familiarization purposes
- Participate in a final Oral Interview with the Commission

If the Candidate completes the Oral Interview satisfactorily, then the Commission will extend a Conditional Offer of Employment as a Probationary Firefighter/Paramedic and request the Candidate take the following examinations.

- An in-depth Psychological Examination
- An in-depth Medical Examination including drug/alcohol screening

The Applicant must successfully pass all the above items and become a qualified Paramedic in the Loyola University Medical Center EMS Program, the program under which River Forest presently operates, to qualify for Probationary Appointment as Fire Fighter/Paramedic and to start work with the Department.