



Dear Applicant:

WELCOME!

The Board of Fire and Police Commissioners, the Fire Department, and the Village of River Forest are pleased you are interested in becoming a Firefighter/Paramedic for the Village.

You will find the River Forest Fire Department offers an excellent career opportunity and provides an exciting and challenging environment in which to work. More details on the Department can be found in this packet.

The Village of River Forest, the Fire Department, along with the Fire and Police Commissioners desire to hire highly motivated and qualified individuals who represent a wide range of backgrounds.

Please review all of the enclosed material carefully and follow the instructions exactly and completely to avoid delays or possible disqualification. All requirements must be met by the specified deadline dates. Applicants who do not meet the minimum requirements will not be allowed to continue on in the testing process.

Return your Preliminary Application and other designated documents to the River Forest Municipal Complex no later than 4:30 PM, April 16, 2018. Completed applications that are submitted in person will only be accepted Monday – Friday between 8:00 a.m. and 4:30 p.m.

The Commission urges you to do your best in the upcoming examinations and wishes you success.

BOARD OF FIRE AND POLICE COMMISSIONERS

MICHAEL T. TRUCCO, CHAIRPERSON MARK J. WALSH, COMMISSIONER JOHN M. PHELAN, COMMISSIONER

Application Packet Contents For Firefighter/Paramedic April 2018

These are the contents of the Entry Level Firefighter/Paramedic Application Packet. They are listed in the order in which they are to appear in the Packet.

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RIVER FOREST FIRE DEPARTMENT 400 PARK AVENUE RIVER FOREST, ILLINOIS 60305 708/366-7629

APPLICANT INFORMATION

The purpose of the following information is to provide you with sufficient knowledge of the River Forest Fire Department, to enable you to make a decision as to whether you wish to test competitively for a position on the Firefighter/Paramedic applicant Eligibility List. The testing is demanding and will take a period of time to complete. There are no Firefighter/Paramedic positions open at this time. This test is being conducted to maintain an Eligibility List as required by law.

COMMUNITY INFORMATION

The Village of River Forest was incorporated in 1880. According to the 2010 census, the population of the community is 11,172, with 4,176 housing units. The median family income in 2010 was \$116,528. The village consists mainly of residential single-family homes, with some multi-family housing. There are commercial areas, primarily bordering North Avenue, Madison Street and the Lake Street area. The Village is home to two private universities.

FIRE DEPARTMENT

The River Forest Fire Department employs 15 full-time firefighter/paramedics, 4 Lieutenants, 1 fire marshal, and the Fire Chief.

TRAINING INFORMATION

Personnel that are appointed to the Department may be required to attend a basic firefighter training at an academy of the Village's choosing.

Each recruit must:

- 1. Successfully complete the training program to become certified as a Firefighter Basic, Hazardous Materials Operations and Technical Rescue Awareness.
- 2. Pass the required examination administered at the Academy to be certified in the above areas in the State of Illinois.
- 3. After graduation from the Academy, the employee will be assigned to a three week orientation program working with all three shifts to acclimate the employee to the Department and his or her role as a Firefighter/Paramedic for the Village of River Forest.
- 4. Failure to accomplish these goals will result in dismissal of the recruit from the River Forest Fire Department.

CONDITIONS OF EMPLOYMENT

The River Forest Fire Department works on a 24-hour on-duty and 48 hours off-duty shift basis. Recruits are rotated annually so they will have the opportunity to work on all three shifts. Shift adjustments are made as necessary to maintain appropriate staffing. Currently, the shift hours are:

7:45 AM - 7:45 AM the next morning

At the discretion of the Fire Chief, personnel can be assigned to shift schedules to meet the demand of the Department.

SALARY

Starting salary for Firefighter/Paramedics: \$55,103 + \$5,408 Paramedic Pay (5/1/15) After 8 years (Top Pay): \$88,650 + \$5,408 Paramedic Pay (5/1/15)

The Village and IAFF 2391 are in the process of negotiating a labor contract that will raise the starting salary for Firefighter/Paramedic to the high \$50,000 range once the contract is finalized, effective May 1, 2018.

For more information regarding salary, benefits and other requirements of employment, please review the collective bargaining agreement at:

www.vrf.us/sitemedia/pdf/VORF IAFF Executed Agreement 2013-2016.pdf

INSTRUCTIONS

READ THE FOLLOWING INSTRUCTIONS CAREFULLY AND FOLLOW THEM EXACTLY AND COMPLETELY

(Failure to so may result in your disqualification from the selection process)

The completed Preliminary Application and other designated documentation are to be returned to the River Forest Municipal Complex, 400 Park Avenue, River Forest, Illinois no later than 4:30 PM Monday, April 16, 2018. NO APPLICATIONS WILL BE ACCEPTED BY MAIL OR PERSONAL DELIVERY AFTER THAT TIME.

- 1. The applicant is to **print or type** the required information on the front upper right of the envelope.
- 2. The enclosed Preliminary Application and the various releases are to be filled out and signed only by the Applicant.
- 3. Non-refundable \$30.00 application fee.
- 4. The following enclosed forms are to be completed and included with the Preliminary Application. Each of the forms is noted at the bottom if they are to be returned with the application. Ensure that you execute all of the required signatures.
 - This sheet signed and dated.
 - Orientation Notice signed and dated.
 - **Releases** The Applicant must sign and date each release stated. Ensure you PRINT your full name at the top of the front side of the sheet as indicated. Several releases require witnesses. Any adult may sign as a witness.
- 5. **Copies** of the following documents <u>must</u> also be returned in 8.5" x 11" envelope with the Preliminary Application:
 - Driver's License
 - Birth Certificate Issued from your County of birth, not one issued from the Hospital.
 - High School Diploma or Equivalent
 - Copy of current Paramedic License or documentation showing you are in the process of obtaining a License
 - Copy of CPAT + (Ladder Climb Exercise) Certification from a licensed administrator in Illinois (NIPSTA is a licensed administrator)- THE CPAT + CERTIFICATION MUST BE DATED BETWEEN APRIL 16, 2017 AND APRIL 16, 2018.

have read and understand the above instructions.	
Applicant's signature	Date
Applicant's printed name	

RETURN THESE INSTRUCTIONS, SIGNED AND DATED, ALONG WITH YOUR PRELIMINARY APPLICATION

SELECTION PROCEDURE

FIREFIGHTER/PARAMEDIC

INITIAL STAGE

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

- 1. Applicants return completed Preliminary Application along with documentation (see the Instruction Sheet) to the River Forest Municipal Complex not later than 4:30 p.m. on Monday April 16, 2018.
- 2. Mandatory Orientation for all Applicants: Tuesday, April 24, 208 at 7:00 p.m.at Dominican University, Aula Auditorium, Priory Campus, 7200 W. Division St., River Forest, IL 60305.
- 3. Written Examination Test for Applicants: Saturday, April 28, 2018 at 9:00 a.m. at Dominican University, Parmer Hall Classroom 108, Main Campus, 7900 W. Division St., River Forest, IL 60305

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.

SECOND STAGE (Preliminary Eligibity Register)

Those applicants who successfully pass the Written Examination will be placed on a Preliminary Eligibility Register:

- 4. Candidates on the Preliminary Eligibility Register will be invited to participate in an oral interview.
- 5. Candidates on the Preliminary Eligibility Register will be required to complete an in-depth application form and submit the form and associated documentation (see Rules and Regulations included in this packet) at the Oral Interview.

THIRD STAGE (Initial Eligibility Register)

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 mailed to those applicants on the Register.

- 6. Those Applicants placed on the Initial Eligibility Register and have had Military Service, educational level, Fire Fighter and/or Paramedic points which qualifies them for Preference Points must submit a request in writing, along with proof thereof for application of such points within 10 days of the posted date of the Initial Eligibility Register.
- 7. Posting of the Final Eligibility Register reflecting Preference points for qualifying applicants. This Register is effective for two years from the date of posting.

FINAL STAGE (Final Eligibity Register)

As a vacancy for Fire Fighter/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.

NOTICE OF ORIENTATION AND EXAMINATIONS FOR ENTRY LEVEL FIRE FIGHTER/PARAMEDIC April 2018

Applications can be obtained online at www.vrf.us/firefighter or at the River Forest Municipal Complex, 400 Park Avenue, River Forest, Illinois Monday – Friday 8:00 a.m. – 4:00 p.m. Applicants must pay a thirty-dollar (\$30) non-refundable processing fee at return of Application Packet.

Mandatory Orientation: Tuesday, April 24, 2016.

Check in Time Commences at 6:30 P. M.

Dominican University, Aula Auditorium, Priory Campus

7200 W. Division Street River Forest, IL 60305

It is mandatory that all Applicants attend the Orientation Program. Failure to attend will disqualify the Applicant for further participation in the examination process.

Written Examination: Saturday, April 28, 208 - 9:00 A. M.

Check in time commences at 8:30 A. M.

Dominican University, Main Campus, Parmar Hall

Classroom 108

7900 W. Division Street River Forest, IL 60305

APPLICANTS WHO SUCCESSFULLY PASS THE WRITTEN EXAMINATION WILL BE NOTIFIED OF THE EXACT DATE AND TIME OF THEIR ORAL INTERVIEW.

Oral Interview: MAY 7 & 8 2018

Oral Interviews will be held between 6:00 and 10 P.M.

Village of River Forest Village Hall

Board Room, Second Floor

400 Park Ave.

River Forest, Illinois 60305

NOTE: Individual requests for schedule adjustments cannot be accommodated. If an individual cannot attend or is late for any of the Examinations, they will be disqualified and not listed on the Register.

NOTE: Candidates must present CPAT + certification (dated no earlier than April 16, 2017) when submitting a preliminary application to be eligible to take the written examination.

RULES AND REGULATIONS OF THE BOARD OF RIVER FOREST FIRE AND POLICE COMMISSIONERS

Excerpts from the Rules and Regulations of the River Forest Fire and Police Commissioners regarding applicants for the position of Fire Fighter/Paramedic are listed below. Those persons submitting applications should carefully review these rules and regulations to ensure they qualify for the position.

A copy of the Rules and Regulations in its entirety is available for review at the Municipal Complex, 400 North Park Avenue, River Forest, Illinois or online at www.vrf.us/firefighter.

A false statement knowingly made by a person in an application for examination, connivance in any false statement made in any certificate which may accompany such application or complicity in any fraud regarding the same, shall be regarded as good cause for exclusion from the examination

RESIDENCE

Applicants for examination must be citizens of the United States and/or an alien admitted for permanent residence or lawfully admitted for temporary residence and who produces evidence of intention to become a citizen of the United States.

APPLICATION BLANKS

Applications for position shall be filed upon blank forms furnished by the Commission, and applicants must comply with the requirements of said form in every respect. The application must be filed with the Board prior to taking an examination.

Every applicant must be of good moral character, of temperate habits, of sound health and must be physically able to perform the duties of the position applied for. The burden of establishing these facts rests upon the applicant.

DEFECTIVE APPLICATIONS

Defective applications shall be returned to the applicant for correction, provided the applicant is not otherwise disqualified for the position sought.

AGE REQUIREMENTS

Applicants shall be under 35 years of age unless exempt from such age limitation as provided in § 5/10-2.1-6 of the Fire and Police Commissioners Act. All applicants must, at a minimum, be at least 21 years of age at time application. Proof of birth date will be required at time of application.

RULES AND REGULATIONS OF THE BOARD OF RIVER FOREST FIRE AND POLICE COMMISSIONERS - CONTINUED

DISQUALIFICATION

The Board may refuse to examine an applicant or, after examination, to certify him/her as eligible:

- a) Who is found lacking in any of the established preliminary requirements for the service for which he or she applies.
- b) Who, following a reasonable accommodation, is physically unable to perform the duties of the position to which he or she seeks appointment.
- c) Who is addicted to the use of intoxicating beverages or is found to have taken or used drugs and/or narcotics illegally.
- d) Who has been convicted of a felony or any misdemeanor involving moral turpitude, as specified in § 5/10-2.1-6 of the Fire and Police Commissioners Act.
- e) Who has been dismissed from any public service for good cause.
- f) Who has attempted to practice any deception or fraud in his or her application.
- g) Who may be found disqualified in personal qualifications or health.
- h) Whose character and employment references are unsatisfactory.
- i) Who does not possess a high school education or its equivalent.
- j) Who has applied for a position of a Firefighter/Paramedic and is or has been classified by his or her Local Selective Service Draft Board as a conscientious objector.
- k) Who is applying for a position as a Fire Fighter/Paramedic and who is not licensed and certified as a paramedic by the Illinois Department of Public Health.

Any applicant, or eligible, deemed disqualified hereunder, shall be notified by the Board.

PHYSICAL AND MEDICAL EXAMINATIONS

Applicants for original appointment may be subject to a physical aptitude test and shall be required to submit to a thorough medical examination by a licensed physician and an in-depth psychological examination by a licensed psychologist appointed by the Board of Fire and Police Commissioners of the Village of River Forest.

An Equal Opportunity Employer

Preliminary Application

Position Applied For: Firefighter/Param	<u>iedic</u>	Dat	e:	
Please Print or Type all information				
Name:				
Last	Firs	t	Midd	le
Address:				
Stre	et/Apartment N	Number		
City:	State:		Zip Code:	
Telephone: Home:	W	ork:		
Date of Birth:(Month/Day/Year)	Social Sec	urity Number ((SSN):	
Driver's License Number: Or Valid Identification Card		State: (where iss	_	
Have you filed an application with any Vi	illage of River	Forest Departm	ment before? [] Yes	[] No
If Yes; What Date:	Which D	Department:		_
Applicant's Signature	_			

THIS COMPLETED APPLICATION AND ALL DESIGNATED FORMS
MUST BE DELIVERED TO THE RIVER FOREST MUNICIPAL COMPLEX,
400 PARK AVE., RIVER FOREST, ILLINOIS NO LATER THAN 4:30 PM
Monday APRIL 16, 2018

APPLICATIONS WILL NOT BE ACCEPTED AFTER THAT DATE

BOARD OF FIRE AND POLICE COMMISSIONERS

400 PARK AVENUE RIVER FOREST, ILLINOIS 60305 An Equal Opportunity Employer

REFERRAL QUESTIONNAIRE

Please assist us in determining where our advertising is most effective by indicating below how you learned of River Forest accepting Firefighter/Paramedic Applications. Your response is voluntary; however your response will be very helpful in the future.

Γhank you,	
Please complete the following:	
Source of Referral:	
[] Newspaper Advertisement Please check which newspaper:	
[] Chicago Daily Defender	
[] La Raza	
[] Pioneer Press (Oak Leaves, Forest	Leaves etc.)
[] Internet(Name of Site)	[] Career or Job Fair
[] Friend	[] Relative
[] Walk-in	[] Trade Newsletter
[] Other Please Describe	

PLEASE RETURN THIS COMPLETED RESPONSE IN AN 8.5" x 11" ENVELOPE ALONG WITH YOUR OTHER DOCUMENTS

MANDATORY ORIENTATION NOTICE

Mandatory Orientation will be held at Dominican University, Priory Campus in the Aula Auditorium located at 7200 West Division Street, River Forest, IL 60305 on Tuesday April 24, 2018 at 6:00 PM. Check in time is 5:30 P.M. No one will be admitted to the Orientation after 6:00 P.M.

It is mandatory you attend this Firefighter/Paramedic.	orientation meeting in (order to be eligible to c	ontinue the testing fo
Printed Name			
Signature			

Date

RELEASES

(PRINT YOUR N	JAME HEDE)	
	NAME HERE!	

I hereby agree to abide by all Rules and Regulations of the Board of Fire and Police Commissioners of the

Village of River Forest, Illinois, during the probation period I might be appointed to, or	taking of any examination, after the	examination, during any
These rules are available for me to read at the 400 North Park Avenue, River Forest, Illino		ers, Municipal Complex,
Signature	Date	-
TESTING	G ACKNOWLEDGEMENT	
I, the undersigned, understand that all tests Board of Fire and Police Commissioners an	-	perty of the River Forest
Applicant's Printed Name	Date	
Applicant's Signature	Date	
Witness	Date	
CPAT/REL	EASE OF ALL LIABILITIES	
The undersigned, recognizing the CPAT is the Village of River Forest, Illinois, hereby Illinois, a municipal corporation, and its off demands and liabilities to me on account o been caused, or may at any time arise as the by the Board of Fire and Police Commission hereof being to completely, absolutely and fire servants, agents and employees of and from aforesaid.	y releases, remises and discharges the ficers, servants, agents and employees f and all injuries, losses and damages result of certain Firefighter/Paramedic ioners of said Village of River Forest inally release said Village of River Forest	Village of River Forest, from any and all claims, to my person shall have examinations conducted , Illinois. The intention est, Illinois, their officers,
Applicant Signature	Date	
Witness	Date	

SIGN, DATE AND HAVE FORM WITNESSED

AUTHORIZATION FOR RELEASE OF EMPLOYMENT/CREDIT INFORMATION AND BACKGROUND INVESTIGATION

I authorize and empower the Village of River Forest Board of Fire and Police Commissioners, any consumer reporting agency, or other outside service company engaged by said Board for this purpose, now or subsequently, to obtain, prepare, and furnish information concerning my current and former employment, education, credit, general reputation, health, personal characteristics and mode of living, through correspondence or personal interview with neighbors, friends or associates or others with whom I am acquainted or who may have knowledge concerning any of the above items.

Upon written request I understand that said Board will provide me with information regarding the scope of the investigation if one is made.

Signature	Date
Witness	
AUTHORIZATION FOR THE RELEASE OF INFORMA	
I respectfully request that you forward to the River Forest River Forest, Illinois 60305, any and all information that my reputation. Also please provide any information that is to be used to determine my qualifications and fitness forest Fire Department.	t you may have concerning me, my work record, or may appear in my personnel file. This information
I hereby release you and/or your employer from any liab of furnishing the information requested.	oility and damage of whatsoever nature, on account
Signature	Date
Address	

SIGN, DATE AND HAVE FORM WITNESSED

State

City

Zip Code

VILLAGE OF RIVER FOREST

FACT SHEET

River Forest is a vibrant community of beautiful homes, dedicated to high cultural and educational ideals, and emphasizing service to its population. The affluence of its early settlers shaped the character of the community. They built large, lovely homes and donated land and money to build fine schools and churches. River Forest is known as the "Village of Churches and Schools". This together with River Forest's appealing wooded comforts and proximity to Chicago attracted other wealthy families to the Village.

River Forest has been a settled community for more than 15 decades; it is two and one half square miles in area and has a population of 11,172 residents. During the early years well-known architects practiced their art in the village. As a result, homes in River Forest reflect the many periods of home design. Superb examples are contained within an historic district, encompassing a quarter of the community's residences and displaying an array of Italianate, Queen Ann, Medieval, and Classic Revival architectural designs. Prominent Prairie School designs by the pioneering architectural genius Frank Lloyd Wright are also present.

Most of River Forest's dwellings were constructed before World War II, several sections of the community contain modern, four and five story condominiums and apartments offering luxury with the demand of single family home ownership. Homes range in price from \$185,000.00 to over \$4,000,000.00.

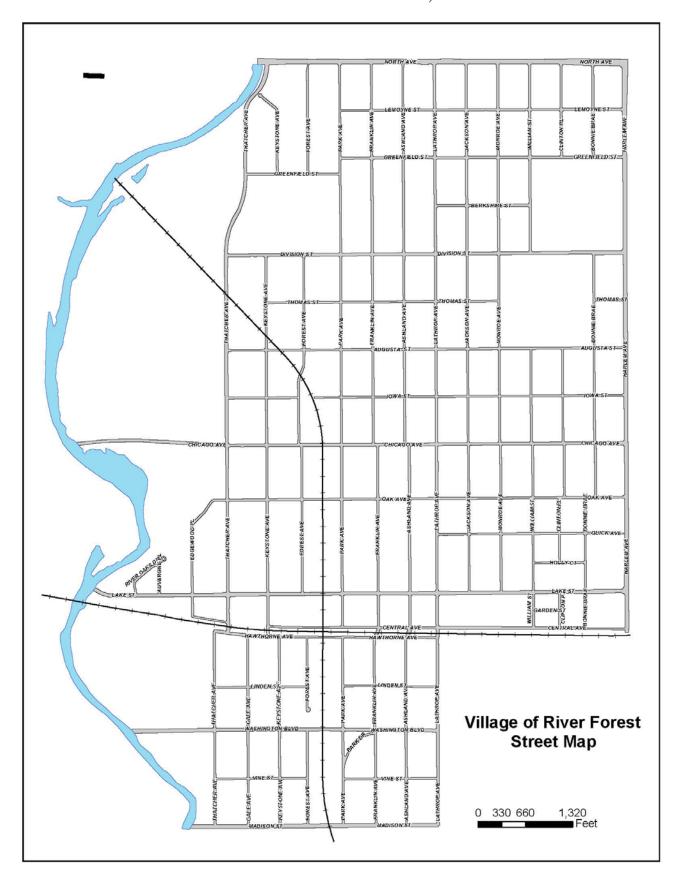
River Forest is a Village form of government with a Village President and six Trustees. A full time professional Village Administrator runs the day to day operations. There is a fully manned Police Department, full time Fire Department, and a full time Public Works Department.

The River Forest Town Center, containing shops and eateries and has been very successful.

River Forest is the home of Dominican University (formerly Rosary College) affiliated with the Roman Catholic Church and Concordia University with the Lutheran Missouri Synod Church.

Almost fully developed, the village strives for maintenance and improvement of its infrastructures, assuring future generations the same high standard and quality of life that is a tradition in River Forest.

STREET MAP OF RIVER FOREST, ILLINOIS



MAP OF DOMINICAN UNIVERSITY

Dominican University Main Campus



Coughlin Hall
 Coughlin Commons
 Residence Hall
 Residence Life
 Student Involvement
 Wellness Center

Rebecca Crown Library Auxiliary Services

Butler Children's Literature Center Cyber Café Office Services/Deliveries Springer Suite

Rebecca Crown Library Link

Archives and Special
Collections
Community-based Learning
Rosary College of Arts
and Sciences
College of Applied Social
Sciences
School of Education
School of Information
Studies
School of Social Work

4. Fine Arts Building Box Office Lund Auditorium Eloise Martin Recital Hall Performing Arts Center Slate Lobby

5. Igini Sports Forum

6. Lewis Memorial Hall

Admission Brennan School of Business Bursar/Student Accounts Business Affairs Dean of Students Financial Aid Human Resources Lewis Lounge Mulroy Lounge O'Connor Art Gallery Office of Diversity, Equity and Inclusion Office of the President Public Safety and Security Registrar Support Center Welcome and Information Desk

 Magnus Arts Center (MAC) Sr. Nona McGreal Center for Dominican Historical Studies Scheduling and Event Services

8. Mazzuchelli Hall

Admission Operations Cloister Walk Dining Hall Interfaith Prayer Room Mothers' Room Noonan Reading Room Residence Hall Rosary Chapel Social Hall The Underground University Ministry

Murray Hall Residence Hall

10. Parmer Hall

Academic Enrichment
Center
Bluhm Science Center
Bluhm Lecture Hall
Borra Center for Teaching
and Learning Excellence
Christopher Nutrition
Sciences Center
College of Health Sciences
Founders' Court
Office of the Provost
Shaffer Silveri Atrium

11. Power Hall

Alumnae/i Relations
Athletics
Clock Lobby
Cusack Board Room
Fitness Center
Residence Hall
Stepan Bookstore
The "L"
University Advancement

12. Office of Marketing and Communications

PARKING

- A. Circle Drive Visitor Parking
- B. East Parking Lot
- C. Greenfield Parking Lot
- D. Parking Garage Bike DU Physical Plant
- E. West Parking Lot

* Dominican University is proud to be a tobacco-free campus



7900 W. Division Street, River Forest, Illinois 60305

dom.edu | 708.366.2490

Dominican University Priory Campus



- Priory
 South Entrance
 ELS Language Center
 Aula Auditorium
 Dining Hall
- 2. Aquinas Hall
 East Entrance
 Great Hall
 Head Start Program
 Interfaith Prayer Room
 Mothers' Room
 Priory Reading Room
 Residence Hall
 Siena Center
 Welcome and Information
- 3. St. Thomas Aquinas Garden
- Goedert Center for Early Childhood Education
- 5. Priory Courtyard

Parking

- A. East Lot
- B. Front Lots
- C. Ring Road
- D. Village of River Forest Lot

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