

**CITY OF COUNTRY CLUB HILLS
DEPARTMENT OF FIRE**



MAYOR DWIGHT WELCH

The Crossroads of Opportunity

25. Employers Name _____ Phone: _____

Address: _____
Number & Street City State Zip

Job Description: _____

Reason for leaving: _____

Employed _____ to _____ Salary _____ per _____

26. Employers Name _____ Phone: _____

Address: _____
Number & Street City State Zip

Job Description: _____

Reason for leaving: _____

Employed _____ to _____ Salary _____ per _____

REFERENCES

Fill in below the names of three adults not related to you and not former employers who have known you for more than three (3) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other qualities.

27. Name: _____ Address: _____ Phone: _____

Business: _____ Business Phone: _____

28. Name: _____ Address: _____ Phone: _____

Business: _____ Business Phone: _____

29. Name: _____ Address: _____ Phone: _____

Business: _____ Business Phone: _____

List organizations of which you are a member that relate to the position that you are applying for:

Name	Address
_____	_____
_____	_____
_____	_____

Explain your reasons for wanting to become a firefighter: _____

Person(s) to be notified in case of emergency:

Name: _____ Address: _____

Phone: _____ Relationship: _____

Name: _____ Address: _____

Phone: _____ Relationship: _____

I understand that I must provide the Department with my official transcripts of my high school and post-high school education before I am eligible for placement on the Country Club Hills Fire Department eligibility list. These transcripts will be attached to this application.

I understand that if I am placed on any eligibility list, I will be fingerprinted, and a set of my fingerprints will be furnished to the Illinois Department of State Police and to the Federal Bureau of Investigation.

Prior to employment, all applicants must provide a valid driver's license and one document listed below:

- A birth certificate issued by the State Department, Form FS-545
- A birth certificate issued abroad by the State Department, Form DS-1350
- An original or certified copy of a birth certificate issued by a state, county, or municipal authority, bearing a seal.
- Native American tribal documents
- A United States citizen identification card, INS Form I-197, or
- An identification card for use of a resident citizen in the United States, INS Form 179

I understand that I will provide a copy of my IDPH EMT-P certificate and a copy of OSFM Firefighter II certification attached to this application.

I further understand that it is my obligation to provide the Department up-to-date credentials and that the Department will develop its eligibility list in accordance with the credentials on file.

I hereby certify that I have read the above questions and statements, and certify that there are no willful misrepresentations, omissions, or falsifications in the questionnaire, and that all my answers are true and correct to the best of my knowledge and belief.

Dated at _____ Illinois, this _____ day of _____, 20____

Signature in full: _____

AUTHORIZATION FOR RELEASE OF INFORMATION

TO WHOM IT MAY CONCERN: I am an applicant for a position with the Country Club Hills Fire Department (the "Department"). The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. This Authorization is freely and voluntarily given and is intended to provide full and free access to any and all information or documents in your possession relating to myself, for the specific purpose of allowing the Department to conduct a background investigation so that the Department can determine my suitability for employment.

I give my consent for full and complete disclosure to the Department of any and all public and private information, including any files or records which are deemed to be confidential and/or sealed, that you may have concerning me. I authorize any representative of the Department bearing this Authorization, or a copy thereof, to obtain any and all such information in your possession pertaining to me, specifically included, but not limited to:

1. My employment records;
2. My military service records;
3. My educational records;
4. My financial and consumer credit records;
5. My criminal history record, including any arrest and conviction records;
6. Any information contained in investigatory files and discipline records;
7. Any efficiency ratings; complaints or grievances filed by or against me;
8. My attendance records; and
9. Any polygraph examinations.

I direct every person, firm, company, corporation, governmental agency, court, association, educational institution, hospital or other repository of records, having control of any documents, records and other information pertaining to me, to release such information upon request of the Department.

I release every person, firm, company, corporation, governmental agency, court, association, educational institution, hospital or other repository of records, including its officers, employees or agents, both individually and collectively, from any and all liability for damages of whatever kind, including any liability or damages pursuant to any state or federal laws, which may result at any time to me, my heirs, my family or associates, because of compliance with this Authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the Department regardless of any agreement I may have made with you previously to the contrary.

For and in consideration of the Department's acceptance and processing of my application for employment and additional consideration consisting of the agreement to maintain all information received under this Authorization confidentially, as provided for below in the paragraph, and for other valuable consideration, the sufficiency of which is acknowledged. I agree to release, indemnify and hold harmless the Department, it's officials, agents and employees, from any and all claims and liability for damages associated, directly or indirectly, with my application for employment or in any way connected with the collection of this information pursuant to the Authorization. I understand that the information obtained by the Department under this authorization shall remain confidential, except for its use in examining my qualifications to hold or retain the position applied for and such information may be released or destroyed only as required by law, or as approved by me and the Department.

Initials: _____

I understand my rights under *Title 5, United States Code, Section 552a, the Privacy Act of 1974*, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Department in conjunction with employment procedures.

I have also been advised that I have the right, under *Section 1681d(b) of the Fair Credit Reporting Act* to make a written request within a reasonable time for a complete and accurate disclosure of the nature and scope of any investigation.

A photocopy or fax copy of this Authorization form will be valid as an original thereof, even though the said photocopy or fax does not contain any original writing of my signature.

I agree to pay any and all charges or fees concerning this Authorization and can be billed for such charges at the address listed on this form.

Please print the following:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Date of Birth: _____

Social Security Number: _____

Signature: _____

Date: _____

Country Club Hills Fire Department
4350 W 183rd Street
Country Club Hills, IL 60478-5311

HEALTH CERTIFICATE

I, _____, hereby certify to the best of my knowledge and belief that I can fully perform the duties of the position that I seek.

I hereby agree to submit to a full medical examination and drug screen performed by a licensed physician designated by the City of Country Club Hills incidental to my being appointed to the position I seek. I realize this will be accomplished at no personal expense and will not be required, until I have been conditionally offered the position.

I understand and agree that a Physician's Certificate of Fitness to participate in the physical agility testing, if any, will be furnished prior to taking such a test and will be at my expense.

Signed: _____

Date: _____



FROM THE COUNTRY CLUB HILLS FIRE & POLICE COMMISSION

EEO PERSONNEL DATA SHEET

PLEASE RETURN WITH YOUR APPLICATION

The following data will not be used for selection of employment,
only for EEOC personnel data
ancestry

Sex Male _____ Female _____

Race Afro-American _____ Caucasian _____ Hispanic _____ Asian _____

Age _____

How did you find out about this position?

Newspaper _____ College _____ Bulletin Board _____ Conversation _____

Employment Office _____ Web Site _____ Telephone Inquiry _____ Other _____

The City of Country Club Hills is committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, religion, color, sex, sexual orientation, age, ancestry, national origin, disability, marital status or any other protected status in accordance with the requirements of all federal, state, and local laws. It is the City's policy to comply fully with all laws which ban discrimination in the employer-employee relationship.

Country Club Hills Fire Deputy Chief Targeted Questionnaire

INSTRUCTIONS

Please complete this questionnaire and the attached application to be considered for the position of Deputy Fire Chief for the City of County Club Hills.

For complete consideration, candidates should also submit a cover letter, resume, salary history (3 years) and contact information (name, address and phone number) for at least 3 references. Include people who have worked closely with you and can comment on your performance and major accomplishments.

All of the information will be used by a screening panel to determine the top candidates who will continue in the selection process for the Deputy Fire Chief for the City of Country Club Hills.

Please be sure to provide name and phone number on return questionnaire. Feel free to use separate and/or additional paper to record your responses. Each response should be in a narrative format and provided in the numbered order.

Thank you in advance for providing us with this additional information.

1. Please describe your current compensation package:

- **Annual Salary** _____
- **Your personal contribution, if any, your Retirement Program (percentage of salary or annual dollar value)** _____

- **Employer contribution to Deferred Compensation, Car Allowance or if car provided other fringe benefits** _____

2. Please briefly describe your City/District organization and your department in terms of budget and staffing levels our City/District:

Your City/District Organization Your Department

3. Explain in your own words what you consider to be the duties and responsibilities of a Deputy Fire Chief within an organization.

4. Briefly describe the demographics and characteristics of the community/area you now serve (e.g. population now and anticipated growth, size residential/commercial, industrial mix, etc.)

5. Why does the Deputy Chief position for the City of Country Club Hills interest you at this time? How Does it fit into your overall career goals?

6. Describe your management style and your experience in supervising company officers. Further explain how you have motivated staff and provided administrative support to meet an increasing demand for services while continuing daily operations.

7. What specific evidence would you offer that you are a team player with other departments?

8. Please briefly describe your current and role in your department and two most important accomplishments as a fire service leader (including agency/date).

9. If you could make changes in the fire service, nationally, what would they be?

10. Briefly describe your successes in mentoring/developing staff to maximize their capabilities.

11. What evidence would you offer that you are successful in resource utilization (i.e. implementing new, better or more economical ways of operating or providing services)?

12. Discuss your successes as a facilitator with city officials and community groups in implementing and presenting different projects or programs.

13. What is your approach when working with elected officials, business people, other department heads and citizens? (Address each, not a general statement)

14. What is your definition of leadership? How would you demonstrate and conduct leadership? What are your qualifications as a leader?

15. Detail your experience and approach to working in a union environment.

16. What is your experience with Fire Administration?

17. What is your experience with Fire Operations Management (Daily)?

18. What is your experience with Managing Company officers?

19. What is your experience and working background with EMS in a fire department?

20. What is important in managing company officers on a daily basis and carrying out assignments and how would you keep discipline?

21. What was your biggest challenge in the fire service? What role did you play and what was the outcome?

22. What is your experience and exposure to grants for the fire service?

23. Describe the number one fire service issue facing municipal fire departments today, and outline a brief plan of action to address it.

24. In our changing times in the fire service, describe your experience and ability to work with and handle multicultural and various diversity issues in a fire department or in a community.

25. If you were next Deputy Chief in Country Club Hills what would be the vision that drives you in the fire service for the next 5 to 10 years?