



March 25, 2024

Dear Candidate for Firefighter New Hire:

Within this packet are the following documents:

1. Announcement of the Entry Level Firefighter Eligibility List Testing
2. Firefighter Application Checklist
3. Firefighter Application Process
4. Application for Employment
5. Qualifications for Firefighter Applicants form
6. Consumer Report Authorization/Disclosure form
7. Reimbursement Agreement for Hiring and Training Expenses
8. Reimbursement Agreement Notice Receipt
9. Job Description

Please carefully review the attached materials to make certain that you meet the requirements and would enjoy the work described. An in-depth background investigation, including driver's license, police records, and consumer credit checks as well as polygraph, psychological, and medical exams will be conducted on all finalists.

If you do not possess a valid candidate Physical Ability Test (CPAT) certificate, as well as an approved Ladder Climb Bard, issued by a qualified testing facility issued no more than 365 days prior to date of written examination, or if you do not attend the mandatory orientation, written exam, or oral interview, you will not qualify for the eligibility list. Only those candidates on the list will be considered for employment, should an employment opportunity arise.

Thank you for your interest in the City of Effingham Fire Department.

Sincerely,

A handwritten signature in black ink that reads "Jane E. Kemper".

Jane E. Kemper
Secretary to the
Board of Fire & Police Commissioners

Enclosures

**CITY OF EFFINGHAM
BOARD OF FIRE & POLICE COMMISSIONERS**

ENTRY LEVEL FIREFIGHTER ELIGIBILITY LIST TESTING

The Board of Fire & Police Commissioners of the City of Effingham, Illinois will hold entry level firefighter eligibility list testing beginning with a mandatory orientation followed by a written examination on **Saturday, July 27, 2024**. Orientation will begin promptly at 8:45 AM followed by written examination at 9:00 AM. The top 50 candidates passing the written examination will then take part in the oral interviews scheduled on **Saturday, August 17, 2024, at 11:00 AM**. This process will establish an eligibility list for the position of FIREFIGHTER for the City of Effingham Fire Department.

The mandatory orientation, written testing, and oral interviews will be held at City Hall, Council Chambers, 201 E. Jefferson Avenue, Effingham, Illinois 62401. Doors for the orientation will open at 8:30 AM and the orientation program begins promptly at 8:45 AM. Anyone arriving after 8:45 AM will not be admitted. Details relating to the testing process will be discussed at the orientation. Spouses are encouraged to attend with applicants. *Applicants must bring with them a current legible photo ID.*

All applicants for a position with the Fire Department shall possess a valid Candidate Physical Ability Test (CPAT) Certificate, as well as an approved Ladder Climb Card, issued by a qualified testing facility no more than 365 days prior to the date scheduled for the written exam. The applicant shall obtain the CPAT Certificate at his or her own expense.

An applicant must be a U.S. Citizen, at least 21 and under 35 years of age, possess a valid driver's license, Candidate Physical Ability Test (CPAT) Certificate as well as an approved Ladder Climb Card issued by a qualified testing facility no more than 365 days prior to the date scheduled for the written exam, and a high school diploma or G.E.D. All applications must include a copy of the applicant's valid Driver's License, Military Service Record, Military Discharge Papers, Social Security Card, High School Diploma or G.E.D. Certificate, College or University Diploma, and certified copy of College or University transcripts.

Applications are available at Effingham City Hall, Administration Offices, 201 E. Jefferson Avenue, Effingham, and on the City's website at <http://www.effinghamil.com>. **Applications and all required supplemental documents must be returned to Jane Kemper at Effingham City Hall no later than 11:00 A.M. on Friday, July 12, 2024.** Candidates with incomplete applications will not be allowed to take part in the examination process. All questions should be directed to Jane Kemper, Secretary to the Board of Fire & Police Commissioners via email at jkemper@effinghamil.com or phone 217-342-5300 extension 5308 Monday thru Friday 7:30 AM – 4:30 PM.

The City of Effingham is an Equal Opportunity Employer.

**CITY OF EFFINGHAM
BOARD OF FIRE & POLICE COMMISSIONERS**

FIREFIGHTER APPLICANT CHECKLIST

 **Step 1**

The following application and documents must be fully completed and returned **on or before Friday, July 12, 2024** to Jane Kemper, Secretary to the Board of Fire and Police Commissioners, City of Effingham, 201 E. Jefferson Avenue, Effingham, Illinois 62401.

- _____ Application for Employment
- _____ Qualification for Firefighter Applicants Form
- _____ Consumer Report Authorization/Disclosure Form
- _____ Receipt Reimbursement Agreement
- _____ Copy of Social Security Card
- _____ Copy of Birth Certificate
- _____ Copy of High School Diploma or GED Certificate
- _____ Copy of Current and Valid Driver's License
- _____ Copy of Candidate Physical Ability Test (CPAT) Certificate
- _____ Copy of Ladder Climb Card

 **Step 2**

The following document must be fully completed and returned by the date of orientation. *This form may be submitted with the above-noted items.*

- _____ Reimbursement Agreement for Hiring, Training and Uniform Expenses

 **Step 3**

Should the candidate make the initial eligibility list, the following documents must be submitted within 10 days of the posting of the initial eligibility list. These documents allow the candidate to obtain veteran and educational preference points.

- _____ Copy of Military Service Record or Discharge Papers (DD214) - Applicants who were engaged in the military or naval service of the United States for at least one year and who were honorably discharged therefrom, or who are now or may hereafter be on inactive or reserve duty in such military or naval service, shall have five (5) points added to their initial eligibility grade received. For purposes of this paragraph, if a person has been deployed, then "active-duty military or naval service of the United States" includes training and service school attendance, as defined in 10 U.S.C. 101(d), which is ordered pursuant to 10 U.S.C. 12301(d).
- _____ Certified copy of College or University Transcript if applicant has obtained an Associate Degree in fire service or Bachelor Degree in any field.

NOTE: Please make sure ALL documents are completed, signed, dated, and witnessed or notarized (if applicable) prior to submittal. Failure to do so may disqualify the applicant from testing.

**CITY OF EFFINGHAM
BOARD OF FIRE & POLICE COMMISSIONERS**

Firefighter Application Process

SECTION 4 - EXAMINATIONS - MINIMUM GRADE.

- a) The following examinations may be conducted by the Board. The sequence of testing may vary at the discretion of the Board. Failure to achieve the minimum passing grade in any examination disqualifies the applicant from any further participation. Each weighted component of the examination process shall be based upon a scale of 1 to 100.

Examinations	% of Total Grade	Minimum Passing
Orientation		Attendance Mandatory
Physical Ability Test (Fire)		Pass (subject to possession of CPAT certificate)
Written Test	60%	75%
Oral Test (Interview)	40%	*
Psychological Examination		Pass or Fail
Polygraph Test		Pass or Fail
Background Investigation		Pass or Fail
Medical Examination		Pass or Fail

*To be announced by the Board prior to conducting the examination and may vary based upon the examination or the testing agency used by the Board.

- b) Preference In Appointment.

2. With regard to applicants for initial appointment as a full-time firefighter, the Board shall give preference for original appointment to the following persons whose name appears upon the eligibility register, as follows:

- i. Applicants who were engaged in the military or naval service of the United States for at least one year and who were honorably discharged therefrom, or who are now or may hereafter be on inactive or reserve duty in such military or naval service, shall have five (5) points added to their initial eligibility grade received. For purposes of this paragraph, if a person has been deployed, then "active-duty military or naval service of the United States" includes training and service school attendance, as defined in 10 U.S.C. 101(d), which is ordered pursuant to 10 U.S.C. 12301(d).

- ii. Applicants who have successfully obtained an associate's degree in the field of fire service or emergency medical services, or a bachelor's degree from an accredited college or university shall have five (5) points added to their initial eligibility grade received.
 - iii. Applicants who have been employed by the City of Effingham who have been paid-on-call or part-time certified Firefighter II, State of Illinois or nationally licensed EMT –A, EMT-B, or EMT-I, or any combination of those capacities shall be awarded 0.5 point for each year of successful service in one or more of those capacities, up to a maximum of five (5) points added to their initial eligibility grade received. Applicants who have been employed by the City of Effingham who have been paid-on-call or part-time certified Firefighter III or State of Illinois or nationally licensed paramedics, shall be awarded one (1) point for each year of successful service in one or more of those capacities, up to a maximum of five (5) points added to their initial eligibility grade received. Applicants from outside the City of Effingham who were employed as full-time firefighters or firefighter-paramedics by a fire protection district or another municipality for at least two (2) years shall have five (5) points added to their initial eligibility grade received.
 - iv. Applicants who have obtained certification as an Emergency Medical Technician Paramedic (EMT-P) shall have three (3) points added to their initial eligibility grade received.
 - v. Applicants who reside within the corporate jurisdictional limits of the City of Effingham, Illinois, at the time of filing their application, shall be entitled to receive one (1) point added to their initial eligibility grade received.
 - vi. Preference points awarded under subparagraphs i. and ii. of this Paragraph 2 shall not be cumulative.
3. To qualify for any preference, the applicant shall make the claim for the specific preference(s), in writing, within ten (10) calendar days after the posting of the initial eligibility list or the claim for preference(s) shall be deemed waived.
 4. An applicant may not receive preference points under subparagraph iii of Paragraph 2 above, if the amount of points awarded would place such applicant before a veteran on the eligibility list. If more than one applicant receiving preference points under subparagraph iii of Paragraph 2 above, is prevented from receiving all of their points due to not being allowed to pass a veteran, the applicants shall be placed on the list below the veteran in rank order based on the totals received if all the preference points claimed were to be awarded. Any remaining ties on the eligibility list shall be determined by lot

5. Upon request by the Board, the City, or in the case of applicants from outside the City, the governing body of any fire protection district or any other municipality shall certify to the Board, within ten (10) calendar days after the request, the number of years of successful paid-on-call, part-time, or full-time service of any person.

SECTION 5 - PHYSICAL ABILITY TEST.

All applicants for a position with the fire department shall possess a valid Candidate Physical Ability Test (CPAT) certificate, as well as an approved Ladder Climb Card, issued by a qualified testing facility no more than 365 days prior to the date scheduled for the written exam. The applicant shall obtain the CPAT certificate at his or her own expense.



City of Effingham
Board of Fire and Police Commissioners
 201 East Jefferson Avenue
 P. O. Box 648
 Effingham, Illinois 62401



**APPLICATION
 FOR EMPLOYMENT**

Introduction and Directions					
Your application will be considered with others without regard to race, color, religion, sex, marital status, national origin, age, ancestry, handicap, disability, or other legally protected status, in accordance with all applicable legal requirements. All information contained in or connected with the application will be considered personal and confidential and used only in conjunction with your possible employment.					
1.	Department for which you are applying (check one)	<input type="checkbox"/> Fire Department	<input type="checkbox"/> Police Department		
Personal Information					
2.	Name				
	<i>(Last)</i>	<i>(First)</i>	<i>(Middle)</i>		
3.	Present Address				
	<i>(Street)</i>	<i>(Apartment/Unit #)</i>			
	<i>(City)</i>	<i>(State)</i>	<i>(ZIP Code)</i>		
4.	Home Phone No:	Area Code:	Cell Phone No:	Area Code:	
5.	E-mail Address:				
6.	Date of Birth:		Social Security No.:		
7.	Do you have a valid driver's license?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	Are you legally eligible for employment in the United States?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	Have you ever been convicted of a felony?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, describe in full where convicted and disposition of the case.				
10.	Do you speak, read and/or write any foreign languages?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, which languages?				
	<i>(Note: The purpose of this question is to help assist the department in assigning work when dealing with police or fire department matters involving citizens who do not speak English.)</i>				
11.	Are you willing to participate in pre-employment testing related to the position for which you are applying?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If no, please explain.				
12.	Do you have the ability to perform the essential functions of the position for which you are applying?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If no, please explain.				
13.	Are there any workplace accommodations that would assure you better job placement and/or better enable you to perform your job duties to maximum capacity?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, please explain.				

Employment History

14.	Have you ever worked for the City of Effingham?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Please provide details under employment history.		
15.	Have you ever applied for a position with the City of Effingham?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, when?	Department:	
16.	Are you presently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Please give accurate employment record of all part-time and full-time positions. Start with your current or most recent job and list all former jobs.		
16a.	Company Name:	Telephone: <i>Area Code</i>	
	Address:	Employed (month and year)	
		From:	To:
	Name of Supervisor:	Reason for Leaving:	
	State job title and describe your work.		
16b.	Company Name:	Telephone: <i>Area Code</i>	
	Address:	Employed (month and year)	
		From:	To:
	Name of Supervisor:	Reason for Leaving:	
	State job title and describe your work.		
16c.	Company Name:	Telephone: <i>Area Code</i>	
	Address:	Employed (month and year)	
		From:	To:
	Name of Supervisor:	Reason for Leaving:	
	State job title and describe your work.		
16d.	Company Name:	Telephone: <i>Area Code</i>	
	Address:	Employed (month and year)	
		From:	To:
	Name of Supervisor:	Reason for Leaving:	
	State job title and describe your work.		
	We may contact the employers listed above unless you indicate those you do not want us to contact.		
	Do not contact the following:		
	Employer Name:		
	Reason:		
	Employer Name:		
	Reason:		

Military Service Record

17.	Have you served in the U. S. Armed Forces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, in what Branch?		
	Dates of Service: From:	To:	
	Rank:	Type of Discharge:	

Education, Training and Experience

18.	School	Name and Address	Number of Years	Did you Graduate?	Degree/Diploma
	High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	College			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	College			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	College			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Other Training and Experience

19.	School	Name and Address	Number of Years	Did you Graduate?	Degree/Diploma
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

References

20.	<i>(List two each)</i>	<i>Name and Address</i>	<i>Phone No.</i>
	Work		
	Work		
	Personal		
	Personal		

I certify that facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application or any other pre-employment documents shall result in termination when discovered. I authorize you to obtain an investigative consumer report and/or a report from any law enforcement agency which may include both general and personal information about me. I authorize investigation of all statements contained herein and authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. If employed, I consent to submit to and cooperate in any questioning, any searches of my assigned vehicle, locker or storage area, or bags and other belongings on or in City property that the City, in its discretion, may request. I understand that refusal to submit to or cooperate in these procedures will result in disciplinary action, up to and including immediate discharge.

In consideration of my employment, I agree to conform to the rules and regulations of the City of Effingham and agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the City of Effingham or myself and without notice or liability for wages or salary except such earned at the date of such termination. I understand that no manager, supervisor or representative of management, other than the City Administrator, with the approval of the City Council, has any authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

In the event that I am employed, I understand that regardless of the shift and job that I am first assigned, I may be required to accept a change of job or shift depending on my demonstrated skills after employment and the needs of the City of Effingham. I consent to take any physical or medical examinations, including blood and urine or other tests for alcohol and drugs, requested by the City of Effingham in connection with the processing of my application for employment and further agree to take any such physical or medical examinations requested by the City of Effingham during my employment if I am offered and accept a job. I understand that such an examination may be needed in order to determine my competence to perform the job or work for which I was hired, and will be required during my employment only when job-related and consistent with business necessity. I understand that refusal to submit to any physical or medical examination ordered by the City of Effingham will result in rejection for employment or for disciplinary action up to and including immediate discharge. I further understand that any information obtained through such exams may be retained by the City of Effingham and is exclusively the City of Effingham's property. I also understand that the examinations will be performed by medical personnel, clinics or laboratories qualified to do the necessary work and costs for such examinations will be borne by the City of Effingham.

X	
Signature	Date

**CITY OF EFFINGHAM
BOARD OF FIRE & POLICE COMMISSIONERS**

QUALIFICATIONS FOR FIREFIGHTER APPLICANTS

- **Age.** Applicants shall be under 35 years of age, at the time of application and at such time as the final eligibility list is posted, unless exempt from such age limitation as provided in Sections 5/10-2.1-6 or 5/10-2.1-6.3 (c) of the Fire and Police Commissioner’s Act. Applicants, at such time as they file their application with this board, must be 21 years of age. Proof of birth date will be required at time of application.
- **Education.** Applicants must have a high school diploma or a General Equivalency Diploma (GED).
- **Citizenship.** 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.
- **Criminal record.** Applicants may have no felony convictions.
- **Drug use.** Applicants, who use illegal drugs currently or have used them within (1) year of the date of application, including the illegal use of marijuana or the illegal use/abuse of prescription drugs, shall be disqualified from further consideration. Illegal drug use at any time prior to that period will be evaluated on a case-by-case basis and may be grounds for disqualification.
- **Good driving and employment record.** Applicants must possess a valid driver's license and have a good driving and employment record.
- **Candidate Physical Ability Test and Ladder Climb Card.** Applicants shall possess a valid Candidate Physical Ability Test (CPAT) certificate, as well as an approved Ladder Climb Card, issued by a qualified testing facility no more than 365 days prior to the date scheduled for the written exam. The applicant shall obtain the CPAT certificate, and Ladder Climb Card at his or her own expense.
- **Background investigation.**
 1. Verification of qualifying credentials
 2. A review of any criminal record
 3. Verification of at least three personal references

I, _____, do hereby acknowledge that I have
(Please print name)

read and understand the qualifications set forth by the Board of Fire & Police Commissioners for all Firefighter applicants. By my signature below, I agree that I meet all of these qualifications.

X _____
Signature

**CITY OF EFFINGHAM
BOARD OF FIRE & POLICE COMMISSIONERS**

CONSUMER REPORT AUTHORIZATION/DISCLOSURE FORM

In connection with my application for employment as a FIREFIGHTER for the City of Effingham, Illinois, I understand that the City will obtain consumer reports and/or investigative reports concerning my consumer credit, criminal background, driving history, prior employment verifications, educational experience/records, personal background/history, and other information about my past. Investigation of my prior credit history, educational, personal and work-related background will be obtained through personal interviews as well as through requests for information from various federal, state, and local governmental agencies, which will be provided with a copy of this authorization form signed by you.

By signing below, you are authorizing the City of Effingham and/or its designated representatives to retrieve all information described above and to use such information in its determining whether you will be considered to be eligible for employment as a FIREFIGHTER with the City of Effingham, Illinois.

By signing below, I do hereby forever discharge the City of Effingham, its agents and its representatives and employees to the full extent permitted by the law from damages, losses, liabilities, costs and expenses, or other charge of complaint filed with any agency arising from the retrieving and reporting of information according to the Federal Fair Credit Reporting Act, I am entitled to know if adverse action is taken based on information obtained by the City of Effingham and to receive, orally, written or electronically, a copy of the report and a description of the rights of a consumer.

I hereby certify that all of the statements and answers set forth in the application form and/or my résumé are true and complete to the best of my knowledge, and I understand that if subsequent to employment any such statements and/or answers are found false or that information has been omitted, such false statements or omissions will result in the termination of my employment.

LIST ANY OTHER CITIES AND STATES WHERE YOU HAVE LIVED OR WORKED IN THE PREVIOUS SEVEN (7) YEARS.

STATE	CITY	DATES

In the event that information from the reports described above is utilized in whole or in part in making an adverse decision with regard to your potential employment, before

making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the federal Fair Credit Reporting Act. The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights in dealing with consumer reporting agencies.

By your signature below, you hereby authorize us to obtain the information and reports described above in order to consider you for employment. Your signature also acknowledges that the City of Effingham has made this disclosure and authorizes the City to complete such verification.

NOTE: The information below is provided voluntarily and is not considered part of your application for employment. It is used for identification purposes in verifying criminal background verifications as required by appropriate legislation and authorizes the City to do so. Furthermore, this document serves solely as a clear and conspicuous written disclosure to the applicant that a background check including consumer credit report may be obtained for the purpose of this employment application only.

Applicant's Name: _____
Applicant's Address: _____
City/State/Zip: _____
Signature: _____
Social Security Number: _____

The undersigned certifies that he/she has read the entire contents of the foregoing, fully understands all statements contained herein, and is voluntarily executing this Authorization/Disclosure form with full knowledge of its meaning and significance.

Applicant Signature

Date: _____

Witness Signature

Date: _____

**CITY OF EFFINGHAM
BOARD OF FIRE & POLICE COMMISSIONERS**

**REIMBURSEMENT AGREEMENT
FOR HIRING, TRAINING, AND UNIFORM EXPENSES**

BY THIS REIMBURSEMENT AGREEMENT FOR HIRING, TRAINING, AND UNIFORM EXPENSES (hereinafter referred to as the "Agreement") entered into this day of _____, 20____, by and between the City of Effingham Board of Fire and Police Commissioners (hereinafter referred to "the Board"), the City of Effingham (hereinafter referred to as "City"), and _____ (hereinafter referred to as "Applicant") **WITNESSETH:**

WHEREAS, the purpose of this Agreement is to provide for reimbursement to the City for the costs of tuition, hiring costs, mileage, uniforms, personal protective equipment, food and lodging expenses incurred during training, and providing Applicant with formal basic training and certification, approximately four (4) months of field training under the supervision of experienced FIREFIGHTERS, and all other subsequent training, if the Applicant fails to complete the basic training course or otherwise leaves employment with the City for any reason within thirty-six (36) months of service as a FIREFIGHTER beginning on the date of hire by the City and/or Board; and,

WHEREAS, Applicant hereby acknowledges that the City and Board shall incur substantial expenses in the process of hiring and training the Applicant to be a FIREFIGHTER; and,

WHEREAS, it is acknowledged by the Applicant that these expenditures are expected to be recaptured through services by Applicant with the City of Effingham FIRE DEPARTMENT, and that the City and/or Board shall suffer substantial detriment if the Applicant leaves employment with the City of Effingham FIRE DEPARTMENT before completing a reasonable period of service, said reasonable period being deemed to be thirty-six (36) months from commencement of full-time service as a FIREFIGHTER.

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES

THAT:

1. **Reimbursement Obligation:** The recitals made in the prefatory portion of this Agreement are hereby adopted by the parties. In consideration of the foregoing and as an inducement to the City and Board to hire, train and employ Applicant, the Applicant agrees that if he/she fails to complete the basic training course for any reason, or if he/she is terminated, resigns or otherwise ceases to be employed by the City for any reason whatsoever during the thirty-six (36) month period beginning on the date of hire by the City and/or Board in which the Applicant becomes a full-time employee of the City, he/she shall reimburse the Board and/or City for the total costs incurred by the Board and/or City in connection with the hiring and training of the Applicant (hereinafter referred to as the “Reimbursement Obligation”). The Reimbursement Obligation shall include, but is not limited to, tuition, hiring costs, training costs, mileage, personal protective equipment, costs of uniforms, and food and lodging expenses incurred during training.

2. **Terms of Repayment:** Complete payment of the Reimbursement Obligation shall be made within twelve (12) months of failing to complete the basic course or cessation of employment with the City. Payments should be made in equal monthly installments, with the first payment being due and payable on the first (1st) day of the month following the month during which the cessation of employment occurs, and on the first (1st) day of each month thereafter until paid in full. The City may setoff against and apply any sums due to the Applicant as wages at the time said Applicant's Reimbursement Obligation first becomes due and owing. The Applicant agrees that in the event of his/her failure to make any payment required pursuant to this Agreement in a timely manner, the total amount of the Reimbursement Obligation then remaining unpaid, shall immediately become due and payable. The Applicant further agrees that in the event that Applicant defaults on the Reimbursement Obligation contained herein, the Applicant shall be responsible for all reasonable collection costs and attorney fees incurred by the City in the enforcement of this Agreement.

3. **Condition of Employment:** The Applicant's signing of this Agreement is a condition of employment in the event he/she is hired as a FIREFIGHTER with the City of Effingham FIRE DEPARTMENT; however, the Applicant understands that nothing in this Agreement provides contractual rights to, or a guarantee of employment for any specified period of time.

This Agreement contains the entire agreement between the parties on this subject and supercedes all prior agreements or understandings on this subject. This Agreement can be modified only in writing signed by both parties.

This Agreement shall be effective the date first mentioned above.

Michael Schutzbach, Mayor, City of Effingham Date: _____

Dave Storm, Chairman of Board of Fire and Police Commissioners Date: _____

Attest: _____ Date: _____
Abbey Nosbisch, City Clerk

Applicant's written signature Date: _____

Applicant's printed name

STATE OF ILLINOIS)
) SS.
COUNTY OF EFFINGHAM)

I, the undersigned Notary Public in and for said County and State aforesaid, do hereby certify that _____ personally known to me to be the same person whose name(s) is/are subscribed to the foregoing instrument appeared before me this day in person and acknowledged and he/she/they signed, sealed and delivered the said instrument as his/her/their free and voluntary act, for the uses and purposes therein set forth, including the release and waiver of the right of homestead.

Given under my hand and notarial seal this ____ day of _____, _____.

Notary Public

**CITY OF EFFINGHAM
BOARD OF FIRE & POLICE COMMISSIONERS**

**NOTICE TO APPLICANTS FOR EMPLOYMENT AS A FIREFIGHTER
WITH THE CITY OF EFFINGHAM FIRE DEPARTMENT OF POLICY
CONCERNING REIMBURSEMENT OF HIRING, TRAINING AND UNIFORM
EXPENSES**

Chapter II - Section 8 of the Rules and Regulations of the Board and Fire and Police Commissioners for the City of Effingham, Illinois requires that all individuals tendered an offer for employment as a firefighter of the City of Effingham Fire Department as a condition of employment, shall execute and deliver to the Board a reimbursement agreement for hiring, training, and uniform expenses, on a form to be prescribed by the Board.

RECEIPT

The undersigned, _____, by execution hereof acknowledges receipt of the above said notice this _____ day of _____, 20__.

Applicant Signature

CITY OF EFFINGHAM

Job Description

Title: Full-Time Firefighter	Grade: Defined within CBA
Reports To: Captain/Lieutenant	FLSA: Non Exempt
Department: Fire	Modified Date: July 15, 2014

JOB SUMMARY:

Full-time Firefighter is a tested sworn position under the Board of Police and Fire Commissioners. Work involves responsibility for participating in the performance of rescue, fire suppression, fire prevention and education, and mitigation of hazardous materials incidents as well as all duties delegated by law, ordinance, rule or regulation, or practice or procedures. Work involves the operation of fire and emergency equipment, and the maintenance of equipment, apparatus, and stations. Individuals are required to participate in the operation of apparatus and perform hazardous tasks and skilled procedures under emergency conditions, which may involve strenuous exertion under such adverse conditions as fire, heat, smoke, darkness, and cramped surroundings.

Although firefighting and rescue are the essential and most difficult and critical area of activity, a substantial portion of time is spent training and studying methods, techniques, and procedures, and working with and maintaining department property and equipment. Work is usually performed in accordance with general instructions and well-defined procedures, under the command of a superior officer. Work is reviewed through observation, inspections, and reports for results obtained.

ESSENTIAL FUNCTIONS:

- Responsible for cleanliness and proper operating condition of apparatus including maintenance and minor mechanical repair;
- Responsible for the proper care, working conditions, and appearance of fire department apparatus and staff or service vehicles;
- Responsible for the cleanliness and proper maintenance of fire stations and grounds;

CITY OF EFFINGHAM

Job Description

- Develops and maintains required skills in the operation and use of respiratory equipment and apparatus;
- Develops and maintains a required knowledge of safety with regard to small tools during operations;
- Reports all non-safe conditions or hazards to an officer;
- Develops and maintains knowledge of N.F.P.A: Safety Standards and Illinois Department of Labor Standards;
- Develops and maintains a required skill of all safety procedures of the City of Effingham Fire Department.

FIRE PREVENTION AND EDUCATION

- Conducts, or assists in fire education and good public relations by participating in community activities while representing the City of Effingham Fire Department;
- Makes, or assists in presentations to groups and individuals on subjects related to safety, prevention, and education;
- May conduct fire inspections of public buildings;
- Conducts, or assists in the pre-plan surveys of buildings and other locations.

TECHNICAL

- Develops and/or maintains the required skill to operate a pump on department apparatus and required calculations to flow the needed quantity of water through each length of hose being applied;
- Develops and/or maintains the required skill to operate an aerial towers and/or ladders during critical operations.

SECONDARY FUNCTIONS: Performs other related duties as required

SUPERVISORY FUNCTIONS: May direct paid on call firefighters.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CITY OF EFFINGHAM

Job Description

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATH SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING SKILLS: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPETENCIES:

- To perform the job successfully, an individual should demonstrate the following competencies:
- Problem Solving - Identifies and resolves problems in a timely manner; works well in group problem solving situations.
- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Judgment - Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.
- Communication - Listens and gets clarification, ability to read, write and understand instructions.
- Cooperation - Establishes and maintains effective relations. Exhibits tact and consideration. Displays positive outlook and pleasant manner. Offers assistance and support to co-workers. Works cooperatively in group situations. Works actively to resolve conflicts.
- Job Knowledge - Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long

CITY OF EFFINGHAM

Job Description

While performing the duties of this job, the employee is required to use fire and rescue tools, including but not limited to axes, pike poles, Hurst tools, ladders, forcible entry tools, hose appliances, mechanical ventilation tools, portable hydraulic tools, chain and circular power saws, and various air quality detection devices. Employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is regularly required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and/or smell.

While wearing fire turnout gear and personal protective equipment that weighs approximately 50 pounds, the employee must frequently regularly and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus, ability to focus on poor conditions.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While responded to calls, the employee is regularly exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals, dangerous conditions, confined spaces. The employee is regularly exposed to wet and/or humid, slippery, icy, muddy conditions; extreme cold and extreme heat. The employee is occasionally exposed to moving mechanical parts; risk of electrical shock; explosives; risk of radiation and vibration. The noise level in the work environment is usually moderate to loud. Work involves an element of personal danger, and life threatening situations. May be exposed to communicable diseases. Must be able to meet attendance requirements of the shift schedule that requires working Saturdays, Sundays, and Holidays. This position involves regular and irregular shift work depending on fill-in needs and call-backs to meet staffing requirements. Full-time firefighters normally work 24 hours in duration, but may be extended in the event of emergency, disaster, personnel shortage, workload, or work/calls in progress.