



# Firefighter -Application for Employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, gender, religion, sexual preference, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

## PERSONAL INFORMATION

Date: \_\_\_\_\_

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

Home Address: \_\_\_\_\_  
Street City State Zip

Phone Number (include area code): \_\_\_\_\_

Driver's License: \_\_\_\_\_  
Number State Expiration Date

Email: \_\_\_\_\_ Are you 21 years of age or older?  Yes  No

## EMPLOYMENT DESIRED

Position Date you can start Salary Desired

Are you currently employed?  Yes  No If yes, may we contact current employer?  Yes  No

## EDUCATION

	Name of School Location of School	Highest grade achieved	Did you graduate?	Subjects Studied and Degree (s) Received
<b>High School</b>		1 2 3 4		
<b>College/University</b>				
<b>Trade, Business or Correspondence School</b>				

## GENERAL

Subjects of special study, research work, on the job training, and other employment skills (typing, proficiency with software package, etc).

\_\_\_\_\_  
\_\_\_\_\_

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Were you in the Armed Forces?

Yes     No

Branch

Dates of Duty

Rank at Discharge

List Duties and Special Training

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### EMPLOYMENT HISTORY:

Please list your last four employers **starting with the last first**

	Name, address and contact phone number	Salary upon leaving	Position	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

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### REFERENCES:

Please list below three people not related to you, whom you have known for at least one year.

Name	Phone Number	Position	Relation

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**If you are to be hired by the City of Rock Falls, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.**

### AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when it is discovered by the City of Rock Falls.

I understand that any employment is conditioned on a background check. I authorize the City of Rock Falls to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the City of Rock Falls, without giving me prior notice of such disclosure. In addition, I release the City of Rock Falls, any former employers, and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

**I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City of Rock Falls . No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City of Rock Falls unless made in writing.**

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the City of Rock Falls as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the City of Rock Falls the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired a condition of my employment will be that I abide by the City of Rock Falls 's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the City of Rock Falls to hire. If hired, I agree to abide by all City of Rock Falls work rules, policies and procedures. The City of Rock Falls retains the right to revise its policies or procedures, in whole or in part, at any time.

Date:

Signature:

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## INFORMATION AND INSTRUCTIONS

The City of Rock Falls Board of Fire & Police Commissioners will be holding an entry-level Firefighters examination on Saturday, March 23, 2024, at 9:00 a.m. at the Rock Falls Fire Department, 1013 7th Avenue, Rock Falls, IL.

An applicant must be a U.S. Citizen, have a high school diploma or G.E.D., possess a valid driver's license and be at least 21 years of age but not yet 35 unless they have been an active member of a municipal fire department for any length of time.

Application may be downloaded from the City of Rock Falls' website, <https://rockfalls61071.net> in the Bids and Notices section or picked up at the Rock Falls Business Office at 603 W 10<sup>th</sup> Street, Rock Falls, IL, Monday through Friday from 8:00 a.m. until 5:00 p.m.

Along with the application you must furnish the following information:

1. Social Security Card (required)
2. Birth Certificate (required)
3. Valid driver's license (required)
4. A copy of any Military Service Record and Discharge papers (if applicable)
5. High School Diploma or G.E.D. (required)
6. A copy of any College or University Degree (if applicable)
7. Copy of CPAT Card (if applicable)

Application and accompanying documents must be received no later than Friday, March 15, 2024 at 5:00 p.m. Applications may be returned by mail, in person or by email.

City of Rock Falls  
603 W 10<sup>th</sup> Street  
Rock Falls, IL 61071  
Attn: Board of Fire & Police Commissioners

Email: [mconklin@rockfalls61071.com](mailto:mconklin@rockfalls61071.com)

An orientation packet is included with the application, please read this packet in its entirety!

Testing on Saturday, March 23, 2024 will consist of a physical ability test and a written test. If you pass the physical ability test and the written test you will be called for an oral interview. Once oral interviews are complete an initial hiring list is created and will be valid for 2 years. Hiring will be from this list when a vacancy occurs in the Rock Falls Fire Department. Once a vacancy exists an applicant from the list is notified and a polygraph test, a psychological profile, medical examination, drug test and background check are completed. Successful passage of all steps qualifies the applicant to be hired as a Probationary Firefighter.

**ROCK FALLS FIRE DEPARTMENT**  
**FIREFIGHTER CANDIDATE ORIENTATION**

Welcome to the Rock Falls Fire Department. You are about to become part of a proud history of service to the community that started as the Keystone Hose Company in the year 1876.

Starting annual salary for entry level full-time Firefighter is \$48,897.81.

The Rock Falls Fire Department is a combination department which consists of a Fire Chief, Deputy Fire Chief, 3 Shift Captains and 9 full-time firefighters. We also have Paid-On-Call members that respond to calls as well. Administrative staff's work schedule is 08:00-17:00 M-F. Shift members consist of 1 shift Captain and 3 Firefighters who work a 3-day rotation, consisting of a 24-hour shift with 48-hours off duty. Off duty Captains and Firefighters are subject to callback and overtime on their scheduled days off when necessary. Minimum manning will allow the shift to operate with 3 full-time members instead of 4.

The fire department operates out of 1 main station with 2 Command vehicles, 2 Engines, 1 Aerial Truck, 1 Tender, 1 Brush Truck, 1 Water Rescue Boat, 1 UTV side-by-side, 1 Special Operations enclosed trailer with Cascade SCBA fill station w/shoreline capabilities and a MABAS Division 30 Light Tower/Trailer Generator.

The Rock Falls Fire Department responds to approximately 1100 calls for service annually and covers 80 square miles, which includes the City of Rock Falls and the Rock Falls Rural Fire Protection District. The Fire Department also has an Automatic-Aid agreement with the City of Sterling Fire Department to provide apparatus and manpower when deemed necessary by the nature of the call.

60% of our call volume is fire related calls for service and 40% are medical assists with CGH Ambulance service. The Rock Falls Fire Department responds to 30-40 structure fires per year on average. Other calls for service include commercial fire alarms, brush/grass/field fires, vehicle fires, vehicle accidents, water rescues, ice rescues, low angle rope rescues, search and rescue, electrical hazards, severe weather damage and non-injury lift assists. The Rock Falls Fire Department is also member of MABAS( Mutual Aid Box Alarm System) Division 30 which covers Whiteside County and Clinton, IA.

As part of the normal shift duties, firefighters will attend regularly scheduled training sessions, perform business occupancy inspections and pre-fire planning, perform public education on fire prevention and perform routine maintenance of department equipment/vehicles as needed.

Emergency and non-emergency calls for service are answered by our dispatch center at Twin Comm in Sterling and at the Whiteside County Sheriff's Office. Dispatchers are not part of the fire department, but are employees of the Whiteside County Sheriff's Department.

Upon hiring, the full-time firefighter will be sent to a certified fire training academy during his/her probationary period of 1 year. The certifications, based on the academy, will train the new recruit to the Basic Operations Firefighter level, Haz-Mat Operations, Vehicle/Machinery Operations and Rope Operations. The recruit will also need to pass an EMT( Emergency Medical Technician)-Basic course and obtain an EMT-B License within his/her 2<sup>nd</sup> year of employment.

During your first year with the fire department, you will be evaluated on a number of criteria. Your evaluation, however, is not limited to your company officer. Your interaction with each member of the fire department that you meet and work with gives you an important asset: A REPUTATION! During your probationary period, allow your POSITIVE PERSONALITY to prevail, but adhere closely to the advice, "BE A HUMBLE ROOKIE".

### **Standard of Conduct**

The following list of directives represent the conduct standards for members of the Rock Falls Fire Department. The basis of these regulations is the following policy:

*Every member of the Rock Falls Fire Department is expected to operate in a highly self-disciplined manner and is responsible to regulate his/her own conduct in a positive, productive and mature way on and off duty.*

#### **All Members Shall:**

1. Follow standard operating guidelines and written directives of both the Rock Falls Fire Department and the City of Rock Falls.
2. Use their training and capabilities to protect the public at all times, both on and off duty.

3. Work competently in their assigned positions.
4. Always conduct themselves to reflect credit on the department.
5. Officers will manage in an effective, considerate manner; subordinates will follow instructions in a positive, cooperative manner.
6. Keep themselves informed to do their jobs effectively.
7. Be concerned and protective of each member's welfare.
8. Operate safely and use good judgment.
9. Keep themselves physically fit.
10. Observe the work hours of their position.
11. Obey the law
12. Be careful of department equipment and property.

**Members Shall Not:**

1. Engage in any activity that is detrimental to the department on or off duty.
2. Engage in a conflict of interest to the department or use their position with the department for personal gain or influence.
3. Fight
4. Abuse their sick leave
5. Steal
6. Use alcoholic beverages, debilitating drugs, or any substance which could impair their physical or mental capacities while on duty.
7. Engage in any sexual activity while on duty.