



**Prospect Heights Fire Protection District**  
**10 East Camp McDonald Road**  
**Prospect Heights, Illinois 60070**  
**Phone 847-253-8060, FAX 847-253-4759**

## Application for Employment

**Position (select one):**

**Part Time Firefighter**

Besides the requirements contains on the application, in order to bypass the apprentice process and be hired directly into part time status you must possess:

1. Certification from the Office of the State Fire Marshal as a Basic Operations Firefighter or Fire Fighter 2 with Hazardous Materials First Responder or Operations
2. Possess a current, valid license from the Illinois Department of Public Health as an EMT or Paramedic.
3. If not employed full time by a municipality or fire protection district OR already licensed as a paramedic, obtain paramedic licensure within 24 months of appointment.
4. If a licensed paramedic upon appointment or once licensed as a paramedic, obtain within 120 days and maintain for duration of employment approval to function within the Northwest Community EMS System.

Complete position descriptions as well as hiring policies and procedures of the PHFPD are available upon written request to the Fire Chief.

**Apprentice Firefighter**

The apprentice program is a path to certification from the State Fire Marshal as a Basic Operations Firefighter (BOF).

In order for a person to be hired by the PHFD as a part time employee they must be certified as a BOF and an EMT or paramedic.

Persons selected for the apprentice program undertake training at a fire academy.

After a fire academy graduation there is a one-week orientation to the PHFD. This process then qualifies a person to be hired as a part time employee. There is no reapplying; the process is automatic upon completion of the apprentice program.

*Please read the entire four pages at the end of this application titled Supplemental Information for Apprentice Firefighter to ensure you understand what is required and your commitment.*



# General Requirements for Firefighter Membership

In order to be considered for firefighter membership with the Prospect Heights Fire Protection District (PHFPD), the following minimum requirements must be met. The requirements include, but are not limited to:

1. Be at least 18 years of age.
2. Be in good physical condition and mental health and able to perform strenuous manual labor.
3. Be of good moral character and not had any serious criminal activity history as determined by a background investigation conducted by the PHFPD using fingerprint submission to the Illinois State Police and FBI and request for Drivers License Abstract from the Secretary of State.
4. Possess a valid class D Driver's License issued by the state in which the applicant resides.
5. Possess a High School Diploma or a General Equivalency Diploma.
6. Be an U.S. citizen or possess work authorization from the U.S. Department of Immigration and Naturalization.
7. Possess proof of completion within the 12 months prior to application of the Candidate Physical Ability Test – CPAT.  
NOTE: You must include a copy of a valid CPAT with ladder climb card or certificate with your submitted application. Valid means not more than 12 months old. If you do not have one submit a letter stating when you are scheduled to take it.  
*This requirement is waived for those employed as a full time firefighter by a municipality or fire protection district.*
8. Possess a valid and current EMT or paramedic license from the IDPH.
9. Within 24 months of appointment obtain licensure as a paramedic from IDPH and ALS practice privileges from the Northwest Community EMS System unless employed as a full time firefighter by a municipality or fire protection district.
10. Upon acceptance pass a psychological evaluation, physical examination, and drug screen.

Complete position descriptions are available upon written request to the Fire Chief.



# Application for Employment Instructions

- Either print or type to complete application. Illegible applications will be rejected.
- Complete all areas of this application. No area is to be left blank.
- If an area does not apply draw a diagonal line through the area or page.
- Blank areas will be interpreted as incomplete.
- Be sure to sign the last page.
- DO NOT FOLD this application.

## Return the completed application with all required supporting documents:

- In a large envelope via U.S. Mail  
or
- In person to the PHFD Headquarters fire station at 10 East Camp McDonald Road in Prospect Heights, IL and a large envelope will be provided then.

**Do not bend or fold your application or copies**

## Along with your completed application, submit legible copies of the following documents:

1. Copy of your current and valid Driver's License issue by the state you reside in.
2. Copy of your certificate of live birth issue. This is usually issued by the county in which you were born. You obtain this from the County Clerk in the county where you were born. *Copies of the birth certificate issued by the hospital are not acceptable.*
3. Certificate of Naturalization or Permanent Alien Resident document if not a natural born citizen.
4. Copy of your high school diploma or GED certificate.
5. DD214 if prior military service
6. Copy of your valid CPAT with ladder climb card or certificate. CPAT cards will be considered valid within one year of the date issued. *This requirement is waived for those employed as a full time firefighter by a municipality or fire protection district.*
7. Copy of your Illinois Department of Public Health issued EMT or EMT-P license.
8. Copy of your Illinois State Fire Marshal Basic Operations Firefighter certificate.
9. Copy of all fire/rescue/haz mat/EMS training certificates you have.

**Once completed,  
print the entire application  
then sign and date  
pages 9, 10, 11 and 12**



General Information			
Full name			
Last	First	Middle initial	
Address			Unit #
City		State	Zip code
Email Address:		@	.
Telephone number			

Americans with Disabilities Act: *The Americans with Disabilities Act (ADA) prohibits the Prospect Heights Fire Protection District from asking an applicant to submit to a medical examination or require that any questions related to your health be answered prior to making an offer of employment.*

Training & Education		
<b>Include copy of current Illinois EMT or Paramedic license.</b>		
Certification	Name and location of school where course was completed	Year course was completed
Emergency Medical Technician		
Paramedic		
Current status within the Northwest Community EMS System:	<input type="checkbox"/> Approved by Medical Director to function in the system <input type="checkbox"/> Not approved by Medical Director to function in the system	
Basic Operations Firefighter Certification <input type="checkbox"/> Certified <input type="checkbox"/> Currently attending fire academy <input type="checkbox"/> Have not attended fire academy <b>Attach copy of OSFM certificate</b>	BOF Academy attended	



**Experience & Employment**

*Complete one (1) chart for each full-time, part-time, seasonal or temporary employment you have had within the past 10 years. Including all jobs held. Make copies of the next page if more space is needed.*

**Employer # 1 CURRENT EMPLOYER**

Name of employer

Address, City, State, Zip Code

Telephone number

Current status with this employer:  Currently employed  
 Resigned/Retired  
 Terminated

Your employment is/was:  Full-Time  
 Part-Time

Year employment began

Year employment ended

Job title and general duties/responsibilities

.....  
.....

Name of immediate supervisor:

May we contact this employer?  Yes  No

Does this employer have any policy that limits your ability to work for another employer?  
 Yes  No

If yes, please explain the limitations:

.....  
.....  
.....



<b>Employer # 2</b>	
Name of employer	
Address, City, State, Zip Code	
Telephone number	
Current status with this employer: <input type="checkbox"/> Currently employed <input type="checkbox"/> Resigned/Retired <input type="checkbox"/> Terminated	
Your employment is/was: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Year employment began	Year employment ended
Job title and general duties/responsibilities	
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-----	
Name of immediate supervisor:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Employer # 3</b>	
Name of employer	
Address, City, State, Zip Code	
Telephone number	
Current status with this employer: <input type="checkbox"/> Currently employed <input type="checkbox"/> Resigned/Retired <input type="checkbox"/> Terminated	
Your employment is/was: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
Year employment began	Year employment ended
Job title and general duties/responsibilities	
-----	
-----	
Name of immediate supervisor:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	



**References**

List three *PROFESSIONAL* references. These should be people at least 21 years of age who can appraise your character and ability to perform the strenuous and technical work for the position listed on this application. They should not be relatives. Examples of acceptable references include, but are not limited to, neighbors, former teachers or coaches, or faith leaders.

**Reference # 1**

Name

Telephone number

Is this telephone number  A private residence  
 A business

Address, City, State, Zip Code

Is this address  A private residence  
 A business

In years, how long have you known this person?

Describe how you know and professionally interact with this person

**Reference # 2**

Name

Telephone number

Is this telephone number  A private residence  
 A business

Address, City, State, Zip Code

Is this address  A private residence  
 A business

In years, how long have you known this person?

Describe how you know and professionally interact with this person



<b>Reference # 3</b>
Name
Telephone number
Is this telephone number <input type="checkbox"/> A private residence <input type="checkbox"/> A business
Address, City, State, Zip Code
Is this address <input type="checkbox"/> A private residence <input type="checkbox"/> A business
In years, how long have you known this person?
Describe how you know and professionally interact with this person





## NOTICE

Illinois state law prohibits persons convicted of certain crimes from being employed as firefighters. The law states:

(70 ILCS 705/16.06) (from Ch. 127 1/2, par. 37.06)

Sec. 16.06. Eligibility for positions in fire department; disqualifications.

(b) No person shall be appointed to the fire department unless he or she is a person of good character and not a person who has been convicted of a felony in Illinois or convicted in another jurisdiction for conduct that would be a felony under Illinois law or convicted of a crime involving moral turpitude. No person, however, shall be disqualified from appointment to the fire department because of his or her record of misdemeanor convictions, except those under Sections 11-1.50, 11-6, 11-7, 11-9, 11-14, 11-15, 11-17, 11-18, 11-19, 11-30, 11-35, 12-2, 12-6, 12-15, 14-4, 16-1, 21.1-3, 24-3.1, 24-5, 25-1, 28-3, 31-1, 31-4, 31-6, 31-7, 32-1, 32-2, 32-3, 32-4, and 32-8, subdivisions(a)(1) and (a)(2)(C) of Section 11-14.3, and subsections (1), (6), and (8) of Section 24-1 of the Criminal Code of 1961 or the Criminal Code of 2012.

(Source: P.A. 96-1551, eff. 7-1-11; 97-1150, eff. 1-25-13.)

A background check that includes using fingerprint records will be conducted on each person given a conditional offer of employment. Disqualifying information learned in that process may result in withdrawal of the offer. The following list includes some but not all offenses that if substantiated may result in the withdrawal of the offer of employment.

- Homicide
- Manslaughter
- Robbery
- Burglary
- Fraud
- Kidnapping
- Forgery
- Money Laundering
- Solicitation of a Child
- Criminal Sexual Abuse
- Criminal Sexual Assault
- Aggravated Criminal Sexual Assault
- Aggravated Criminal Sexual Abuse
- Prostitution
- Keeping a Place of Prostitution
- Pimping
- Juvenile Pimping
- Exploitation of a Child
- Aggravated Assault
- Intimidation
- Theft
- Institutional Vandalism
- Mob Action
- Obstructing Justice
- Perjury
- Suborning Perjury
- Tampering with Public Records
- Eavesdropping
- Damage of Firefighting Equipment
- Defacement of Property
- Illegal firearms Possession
- Defacing Identification Marks of Firearms
- Resisting/Obstructing a Police or Correctional Officer
- Escape/Failure to Report
- Aiding Escape
- Compounding a Crime
- Communicating with Jurors/Witnesses

I hereby attest that the information supplied in this application is, to the best of my ability, true and correct and that any falsification of information may subject me to disciplinary action that could ultimately result in my application being rejected or my employment terminated. Should I be hired and any of the information in this application changes during the course of my employment with the Fire Protection District, I agree to supply the Fire Protection District with the new and current information.

Signed

Date





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**AUTHORIZATION TO CONDUCT BACKGROUND CHECK USING POLICE RECORDS**

**Instructions to applicant:**

- Either print or type to complete this form. Illegible forms will be rejected.
- Complete all areas of this form. No area is to be left blank.
- If an area does not apply draw a diagonal line through the area or page.
- Blank areas will be interpreted as incomplete.
- Be sure to sign at bottom of page where indicated.
- Return this form with the application in the envelope that was provided.

*Be advised that your fingerprints will be submitted to the Illinois State Police and FBI to determine any past arrests or convictions and that a request for your Drivers License Abstract from the Secretary of State will be made to determine your past driving record.*

Full name

*Last*

*First*

*Middle initial*

Address

Unit #

City

State

Zip code

Telephone number

Social security number

Driver's license #

State of issue

Class

CDL

non-CDL

Date of birth

Sex

Male

Female

To whom it may concern:

I hereby give my permission to the Prospect Heights Fire Protection District and the law enforcement agency selected by them to conduct an investigation into my background using those records which may be available to the selected law enforcement agency. The background investigation will be completed following the laws of the United States and the State of Illinois. All findings reported by the law enforcement agency to the Prospect Heights Fire Protection District will be kept confidential by the Prospect Heights Fire Protection District and used only to determine if I am an acceptable candidate for employment with the Prospect Heights Fire Protection District.

Signed

Date







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## APPLICANTS NOT ALREADY LICENSED AS A PARAMEDIC

WHO ARE NOT EMPLOYED FULL TIME BY A MUNICIPALITY  
OF FIRE PROTECTION DISTRICT

An applicant who is not already licensed as a paramedic by the Illinois Department of Public Health (IDPH) is required to complete the necessary education and training to qualify for licensure by the IDPH.

A newly appointed member has 24 months from the date of appointment to obtain licensure as a paramedic from IDPH and ALS practice privileges from the Northwest Community EMS System.

The Prospect Heights Fire Protection District has a limited ability to provide supervised field internships for paramedic students.

The Prospect Heights Fire Protection District does not reimburse a member for the cost of attending and completing paramedic training and education that qualifies one for licensure. The cost of exams for certification or licensure are not reimbursed.

I understand these requirements and will comply. If I do not meet these requirements in the time frame stated above, and I have not communicated with the fire chief a details request for a time extension so I may become compliant, I will be subject to termination for not meeting the essential functions of my role as a part time member.

Signed

Date

I am employed full time by the \_\_\_\_\_  
 (Municipality or Fire Protection District) and am not a licensed paramedic and understand this requirement does not apply to me.

Signed

Date





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## **Supplemental Information for Apprentice Firefighter Applicants**

The apprentice program is a path to certification from the State Fire Marshal as a Basic Operations Firefighter (BOF). In order for a person to be hired by the PHFD as a part time employee they must be certified as a BOF and an EMT or paramedic (paramedic preferred).

Persons selected for the apprentice program undertake training at our local fire academy, NIPSTA, located in Glenview, IL. The NIPSTA Fire Academy is a nine-week course that meets Monday through Friday from 8:00 a.m. until 5:00 p.m. We hold a one-day orientation before the academy and a one-week orientation the week immediately after the academy. This 10-week long process then qualifies a person to be hired as a part time employee. There is no reapplying; the process is automatic upon completion of the apprentice program.

The review and selection process must begin at least eight weeks before the next scheduled fire academy session. Applications from EMTs and paramedics are reviewed are reviewed similarly. However, applications from paramedics may receive preference over EMTs.

Selected recruits will undergo a background check with fingerprinting, a medical exam, and a psychological assessment. The PHFD pays all expenses related to this processing. Passing recruits will then be admitted to the fire academy.

An Apprentice Firefighter undergoes and must fully complete the Recruit Training Program (RTP) of the Prospect Heights Fire Protection District. This is a mandatory requirement for all people accepted for membership as an Apprentice Firefighter. There are four phases to the RTP:

- 1) Pre-fire academy orientation. This consists of a one day session at the PHFD in the week before the fire academy.
- 2) Attendance at and completion of the fire academy. Dates for each fire academy are listed at <http://www.nipsta.org/177/Basic-Firefighter-Academy>. This is a formal, structured training academy meeting every day, Monday through Friday from 7:00 A.M. until 6:00 P.M. for nine (9) weeks in Glenview and consist of both classroom lectures and hands-on drills that cover all material in the State Fire Marshal's Basic Operations Firefighter. After completion, the new member will sit for the State Fire Marshal's Basic Operations Firefighter exam.

- 3) Post-fire academy orientation for one week, Monday through Friday from 6:00 A.M. until 2:00 P.M. This occurs at the PHFD.
- 4) Following the post-academy orientation week, apprentices become eligible to work part time as paid members.

**All four components of the Apprentice Program are an unpaid educational opportunity that upon its successful completion qualifies the person selected for part-time employment with the PHFD. No wages are paid during this training period.**

The PHFD bears the cost of and supplies the following:

- Background check
- Fingerprinting
- Medical evaluation including drug testing
- Psychological assessment
- Uniforms
- Personal protective equipment (PPE), also referred to as turnout gear or bunker gear
- Self-contained breathing apparatus and fit testing
- Ancillary required equipment
- Textbooks

A selected applications bears the cost of the following:

- Approved black uniform shoes or boots
- Athletic footwear for physical training
- Towel(s)
- Socks and underwear
- Note taking supplies (pen/pencil, paper/notebook)

**Those selected to attend the fire academy must pay the \$3,850\* tuition themselves and will be reimbursed that cost by the PHFD as follows:**

- After a minimum of 900 hours of service in 12 continuous months the member will be reimbursed one-half of the fire academy tuition.
- After an additional minimum of 900 hours of service in a second 12 continuous month period the member will be reimbursed the other one-half of the fire academy tuition.
- These two periods may be separated by inactivity that is the result of paramedic school, military service, or an approved leave of absence.

**For those with a demonstrated financial hardship, tuition assistance may be available.**

**\*Tuition cost is current as of 1-30-2025, subject to change as posted on NIPSTA website.**

## Important Dates

Download Apprentice Firefighter Application	Applications can be downloaded from phfire.com anytime 365 days a year
Application Due Date	August 15  <i>To be considered for a particular academy class, your application is due eight weeks prior to that academy's start so we may process it and you</i>
In-person Interview	Late August  <i>For those applications that are complete, an interview will be conducted. You will be notified via email of the date, time and place once your application is audited to ensure completeness.</i>
Selection Notification	Those selected for the Recruit Training Program will be notified within 14 days of your interview and processing will begin.  <i>Processing must be completed within 30 days of your selection. Processing consists of background check with fingerprinting, medical evaluation, and psychological assessment.</i>
Sizing for uniforms and protective equipment	21-30 days before the fire academy begins
Orientation for fire academy:	One day in the week prior to the fire academy.
Fire Academy:	Monday through Friday from 7:00 a.m. until 6:00 p.m. each day. See NIPSTA website for exact dates.
Orientation to PHFD:	Week immediately following fire academy. Conducted at the fire station from 6:00 a.m. until 2:00 p.m. each day.
Appointed as part time member of the PHFD:	Friday of orientation week.

## Candidate Physical Ability Test – CPAT – Information

All applicants must demonstrate physical agility and muscular coordination by passing the CPAT and a ladder climb.

Each applicant pays the cost of his or her CPAT test. This cost is not reimbursed by the PHFD.

**You must include a copy of a valid CPAT with ladder climb card or certificate with your submitted application.** If you do not possess a valid CPAT with ladder climb card or certificate submit a letter stating when you are scheduled to take it.

CPAT cards will be considered valid within one year of the date issued.

It is the responsibility of the candidate to make sure that their CPAT is up to date.

Any candidate not possessing a valid CPAT card at time of appointment will be disqualified.

**NOTE: At time of job offer the applicant must be in possession of a valid CPAT card or certificate**

**Persons may perform the CPAT by contacting:**

- **NIPSTA** at 2300 Patriot Boulevard, Glenview, IL 60026 at 847-998-8090 or [www.nipsta.org/cpat/info.aspx](http://www.nipsta.org/cpat/info.aspx)  
NIPSTA charges each candidate a fee for participation in the CPAT test.
- **Southwest United Fire Districts**, Darien, IL at 708-579-2064 or [www.sufd.org](http://www.sufd.org)  
SUFDD charges each candidate a fee for participation in the CPAT test.
- **Naperville Fire Department** at (630) 420-6755 or email [cpat@naperville.il.us](mailto:cpat@naperville.il.us)  
Naperville FD charges each candidate a fee for participation in the CPAT test.
- **MABAS 24.** <http://mabas24.org/index.php/cpat> 17555 Ashland Ave., Homewood, IL 60430 [info@mabas24cpat.org](mailto:info@mabas24cpat.org) 708-607-CPAT (2728)