



# IOS Application and Testing Services Oak Park Fire Department Firefighter/Paramedic Application Instructions

## Thank you for your interest in the Oak Park Fire Department!

Please be sure to carefully review all application instructions and testing information.

### Firefighter/Paramedic Application Instructions:

1. Carefully review the minimum requirements on the following page. All requirements must be met by the specified deadline, **Monday, April 3, 2023**. Documents delivered after the application deadline will not be accepted.
2. Visit [iosolutions.com](http://iosolutions.com) to complete the online application for the position of Firefighter/Paramedic. When you have finished the online application, you will receive a confirmation number - save this number for your records.
3. In addition to the online application, applicants must mail/ship or hand deliver the release form and required documents. Gather all required documents, release form(s), and place all documents into an envelope. Mail/ship the envelope via a traceable carrier (FedEx, UPS, etc.) or hand-deliver to:  
**IOS Recruitment**  
**ATTN: Oak Park FD**  
**1520 Kensington Road, Suite 110**  
**Oakbrook, IL 60523**  
**Business Hours:** M- Th 8:30 a.m. – 5:00 p.m.; Fri- 8:30 a.m. – 3:00 p.m.;  
Closed weekends and holidays – Drop box located outside building
4. Please contact IOS Recruitment at (800)-343-HIRE or [recruitment@iosolutions.com](mailto:recruitment@iosolutions.com) with questions regarding the application, testing site, required documents **before** the application deadline date.

### Testing Information:

Your exam will be offered electronically, and you will take the exam in your own home. There will be multiple sessions offered and each will be proctored virtually. All sessions will be offered during business hours the week of May 8<sup>th</sup>, 2023 – it is your responsibility to ensure you have the flexibility to test during these times. In late April you will receive an email with instructions on how to schedule and prepare for the exam. **Please read through the instructions carefully before your exam date. Failure to follow the steps outlined may cause the electronic exam to not work properly, potentially resulting in your removal from the testing session.**

Candidates who required ADA accommodations must contact IOS Recruitment at least two weeks prior to the written exam. All portions of the testing process are mandatory. Failure to attend and successfully complete any portion of the process will result in elimination from employment consideration.

### Open House:

Option to attend an open house on March 15, 2023, from 5:00 p.m. to 8:00 p.m. at the main fire station, 100 N. Euclid Ave, Oak Park, IL. Attend to get a feel for OPFD and ask any questions you may have.





## IOS Application and Testing Services Oak Park Fire Department Firefighter/Paramedic Application Instructions

**Application Deadline: Monday, April 3, 2023, at 4:00 p.m.**

### **Firefighter/Paramedic Minimum Requirements:**

- \$40.00 non-refundable application fee
- U.S. citizenship
- Current Illinois Department of Public Health (IDPH) EMT-P license. EMT-P license MUST be obtained prior to the date of hire, but is not needed at time of application
- Minimum of 21 years of age (as of application deadline) and under 35 years of age by date of hire, unless otherwise exempt by state statute
- High school diploma or GED
- Valid driver's license
- Current physical ability test (CPAT) card or CPAT certificate and Ladder Climb from an authorized CPAT testing entity due by time of hire
  - Information regarding CPAT, ladder climb test and obtaining certification can be obtained by visiting one of the following:
    - Northeastern Illinois Public Safety Training Academy (NIPSTA) – [www.nipsta.org/cpat](http://www.nipsta.org/cpat)
    - Southwestern United Fire Districts (SUFD) – [www.sufd.org](http://www.sufd.org)
    - Naperville Fire Department – [www.naperville.il.us/cpat](http://www.naperville.il.us/cpat)
- No felony convictions or misdemeanor convictions involving moral turpitude
- Must meet the requirements of an oral interview, background investigation, psychological examination and medical examination
- DD-214 (if applicable)
- College transcripts (if applicable)

### **About the Village of Oak Park and Fire Department:**

**Salary:** \$67,699.55

**Paramedic Stipend:** \$5,663.60

**Population:** 54,583

**Department size:** 64 (FTE)

### **All Applicants Moving Forward in the Process Must Meet the Following:**

- Successfully pass a written test
- Successfully complete an oral interview
- Successfully complete a background investigation
- Applicants will be required to fully disclose all personnel matters, to include agreements and sealed files and submit to fingerprinting if required
- Successfully complete a psychological evaluation
- Successfully complete a medical physical, including drug and alcohol screening





# IOS Application and Testing Services Oak Park Fire Department Firefighter/Paramedic Application Instructions

## Oak Park FD Application Required Documents Due April 3, 2023, at 4:00 p.m.

- ☐ **Confirmed Online Application** Write Your Confirmation Number Here: \_\_\_\_\_
- ☐ **Consent and Release Agreement (2 pages)** – must be signed and dated by applicant
- ☐ **COPY of high school diploma or GED**  
If you do not have a copy of your high school diploma, please submit a copy of your high school transcripts (showing graduation date) or a signed letter on school letterhead with your name and date of graduation.
- ☐ **COPY of valid driver's license**  
Include copy of both sides only if license bears renewal sticker.
- ☐ **COPY of birth record as proof of citizenship**  
The following documents are accepted as proof of citizenship:
  - COPY of U.S. County/State issued birth record
  - COPY of valid U.S. Passport
  - COPY of Naturalization PapersHospital-issued birth certificates are not verifiable, and therefore cannot be accepted.
- ☐ ***If applicable, copy of Valid CPAT and Ladder Climb Card(s)***
- ☐ ***If applicable, copy of Military DD-214***
- ☐ ***If applicable, copy of official college transcripts or copy of college diploma***

Please deliver signed release form and all required documents to the address below by  
**April 3, 2023, at 4:00 p.m.**

IOS Recruitment  
ATTN: Oak Park FD  
1520 Kensington Rd, Suite 110  
Oak Brook, IL 60523

*Please be sure to carefully review checklist and application instructions before submission. Incorrect, missing, or otherwise incomplete applications will be cause for disqualification. IOS Recruitment is not responsible for late, misdirected or incomplete applications. Contact IOS Recruitment before the application deadline with any questions regarding the application, required documents or testing.*





## IOS Recruitment and Testing Services Oak Park Fire Department - Firefighter/Paramedic Consent and Release Agreement

### Application and Background Check

I acknowledge that as a condition of being considered for employment with Oak Park Fire Department ("Employer"), or of my continued employment at Employer, it is required that I consent to an investigation of my background. I hereby authorize Employer and its representative, IOS Recruitment ("IOS Recruitment"), to conduct certain background investigations which may include, but are not limited to, my employment history and references, criminal history, driving records, personal references, verifications of academic credentials and licenses, social media and all publicly accessible content on the internet, military history, and credit and consumer reports, as permitted under the federal Fair Credit Reporting Act ("FCRA") and local or state credit privacy laws if applicable. If requested by Employer or IOS Recruitment, I hereby consent to participate in a personal interview, testing process, polygraph examination, and/or post-offer psychological evaluation.

All information obtained by Employer or IOS Recruitment pursuant to this background check shall be confidential and safeguarded against disclosure to all unauthorized persons. I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this consent, from liability that might result from the request for, use of, and/or disclosure of any background information, as described above. I further release and hold harmless Employer and IOS Recruitment, and their respective designees, personnel and affiliated companies, from any liability resulting from or in connection with, the results of this background investigation concerning my fitness for employment or continued employment at Potential Employer.

I hereby consent to this background information investigation by Employer or IOS Recruitment. I understand that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, in accordance with the requirements of the FCRA.

### Conduct and Communications

I acknowledge that my conduct throughout the application and testing process and my compliance with the rules of the application process constitute information that can be considered and evaluated by hiring agencies (Employers). I consent that all interactions and communications that occur between myself and IOS Recruitment or Employer pursuant to this application process may be documented and/or communicated to any and all hiring authorities to which I am seeking employment.

This document shall be construed broadly to provide a release and waiver to the maximum extent permissible under the applicable law.





## IOS Recruitment and Testing Services Oak Park Fire Department - Firefighter/Paramedic Consent and Release Agreement

### Physical Ability Tests

I further acknowledge that as a condition of being considered for employment with Employer, or of my continued employment at Employer, I may be required to participate in a physical ability test, which may test my physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to: actions of other people including, but not limited to, participants, volunteers, spectators, testing officials, and/or testing monitors; lack of hydration, weather, and/or other natural conditions. I hereby assume all of the risks of participating in any physical ability test.

I certify that I am physically fit, have sufficiently trained for participation in this physical ability test, and have not been advised otherwise by a qualified medical person.

By signing below, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) waive, release, and discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the physical ability test and/or while traveling to and from this physical ability test, Employer and IOS Recruitment, and their directors, officers, employees, volunteers, representatives and agents, (B) indemnify and hold harmless all entities or persons mentioned in this paragraph from any and all liabilities, damages (including attorney fees and costs) or claims made by other individuals or entities as a result of my participation in this physical ability test.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident, and/or illness during any physical ability test.

I understand that during a physical ability test I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by Employer and/or IOS Recruitment.

This document shall be construed broadly to provide a release and waiver to the maximum extent permissible under the applicable law.

**I hereby certify that I have read this document and I understand its content.**

Print Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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

