

The City of Quincy Board of Fire and Police Commission Announces

Entry-Level FIREFIGHTER TESTING

Applicants must meet the following qualifications:

- 1. CITIZENSHIP** - Must be a United States Citizen. If not a resident of Quincy, applicant must agree to move to Adams County within 6 months after appointment.
- 2. EDUCATION** - High School diploma or equivalent is required. Associates Degree is preferred.
- 3. AGE** - Not less than 20 ½ nor more than 34 years on the day of the test or have been actively employed as a career firefighter with an Illinois Fire Department or District within the last year. Any person who turned 35 while serving as a member of the active or reserve components of any of the branches of the Armed Forces of the United States or the National Guard of any state, whose service was characterized as honorable or under honorable, if separated from the military, and is currently under the age of 40 may also test.
4. All applicants must pass the following: written examination, candidate physical ability test, oral interview, background check, psychological and polygraph tests, a physical examination and a drug test. A fact sheet explaining various points about being a firefighter is included in the application packet.

STARTING SALARY \$47,019.23

Plus subsequent increases and benefits. The City of Quincy is an Equal Opportunity Employer. **Women and minorities are encouraged to apply.**

Applications, useful information, and testing dates, times and location can be found at www.quincyl.gov under "What's New" or "News & Announcements". If you have questions after reviewing the web site call the Quincy Board of Fire and Police Commission at 217/228-4545 or email them to fire&policeboard@quincyl.gov. Applications may be submitted to the Quincy Board of Fire and Police Commissioners, 730 Maine Street, Quincy, IL 62301. The deadline for submitting applications is **Friday, August 28, 2020 at 4:30 p.m.**

2020 Entry-Level Firefighter Testing Information

Saturday, September 12, 2020 at 9:00 a.m. The written test will be conducted at the John Wood Community College, 1301 South 48th Street, Quincy, IL. The written test is 60% of the final score. Only applicants that have scored a 70% or higher on the written examination will move on to the interview phase.

Interviews of candidates that have achieved a written test score of 70% or higher will be conducted at Quincy City Hall, 730 Maine Street, Quincy, Illinois, beginning at **1:30** p.m. on the following dates: September 23, September 30, October 7 and October 14th.

Candidates will be notified by email and mail of the specific date and time. The interview scores are 40% of the final score.

Tie scores will be resolved by each applicant's written test score with the highest test score occupying the highest position on the list.

Preference Points will be awarded after final scores are calculated and the initial eligibility list is posted. Candidates must request the bonus points in writing within ten (10) days after the initial eligibility list is posted and furnish proof of qualifying preference.

All prospective applicants must have a valid **Candidate Physical Ability Test (CPAT)** card, upon notification of receiving a conditional offer of employment.

Available Preference Points:

Military Points - 5 point maximum per statute

Education – 3 point maximum

Associates, Bachelor or graduate degree – not fire-related (2 points)

Associates, Bachelor or graduate degree – fire-related (3 points)

Medical Training – 3 point maximum

Current State of Illinois EMT License or current National Registry EMT Certification (2 points)

Current State of Illinois Paramedic License or current National Registry Paramedic certification (3 points)

Experience – 5 point maximum

Career firefighter or firefighter/paramedic – 2 years documented experience (5 points)

Certifications – 4 point maximum

State of Illinois Certified Firefighter II (1 point)

State of Illinois Basic Operations Firefighter (2 points)

State of Illinois Certified Firefighter III (3 points)

State of Illinois Advanced Technician Firefighter (4 points)

BRANCH OF MILITARY SERVICE ENTRY DATE DISCHARGE DATE
(Please submit DD214 with application)

SERVICE CONNECTED TRAINING TYPE OF TRAINING CURRENT STATUS

How did you become aware of this position?

Newspaper Ad Magazine Ad City Employee College Placement Office

City Web Site Other (Explain) _____

Do you have relatives employed by the City of Quincy: Yes No

If yes, in what position: _____

If yes, what relationship: _____

Are you a former or current City of Quincy employee: Yes No

If yes, gives dates of employment and position: _____

Are you a current user of illegal drugs: Yes No

**Are your driving privileges currently revoked
or suspended in this or any other state: Yes No**

Have you ever been convicted of a felony: Yes No

If yes, give date and nature of violation: _____

As an applicant, you agree to and understand the following:

1. The City of Quincy is an equal opportunity employer. Pursuant to law, discrimination because of race, color, religion, national origin, physical or mental handicap, or status as a disabled veteran or veteran of the Vietnam era is prohibited. If you believe you have been discriminated against, you are encouraged to contact the City's Human Resources Director or you may notify the appropriate federal or state agencies.
2. A medical evaluation or examination shall be required prior to employment. Employment shall be conditional until results are known.
3. You must meet minimum/ maximum age requirements of applicable laws.
4. Your eligibility for a City of Quincy Police or Fire pension is based on the requirements set forth by the Police or Fire Pension Boards, the provisions of which will be provided to you upon your employment.
5. You will not be considered eligible for employment as a Quincy police officer or firefighter if you have been convicted of a felony offense or a crime involving moral turpitude (65 ILCS 5/10-2.1-6.(j)).
6. The City of Quincy shall conduct investigations, including verifications of prior employment history, criminal and driving records, education and personal and business references. By signing the application you indicate your awareness that false statements or failure to disclose information may be sufficient to disqualify you for employment, or if employed, may result in your dismissal.
7. The Board of Fire and Police Commission of the City of Quincy reserves the right to conduct such additional testing as it sees fit to qualify applicants for employment. Such testing may include, but is not limited to: Written test(s), oral interview(s), polygraph exam(s), physical agility test(s), psychological exam(s), medical exam(s), background investigation(s), and any other exam(s) deemed necessary by the Board.

CERTIFICATION OF APPLICATION

I hereby certify that there are no misrepresentations in or falsifications of these statements and answers to questions. I am aware that should investigations disclose such, my application will be disqualified, my name removed from all eligible lists, and my applications for future positions will not be accepted. I am also aware that falsification of this application or any accompanying data may result in my dismissal from any position with the City of Quincy. I understand that acceptance of employment does not create a contractual obligation upon the City to continue to employ me in the future

X

**SIGNATURE
DATE**

EQUAL EMPLOYMENT OPPORTUNITY DATA

VOLUNTARY SELF-IDENTIFICATION

Name _____
First Middle Last

Position Applied For _____

The following information is being gathered not for employment decisions but for record keeping in compliance with Federal Laws. Your responses are strictly voluntary and will help in developing and monitoring our Affirmative Action programs. Any information provided will be kept confidential. If you choose not to answer any of these questions, you will not be subject to any adverse treatment. However, if you choose not to "self-identify", we are under Federal regulations required to maintain race, sex and handicap information on the basis of visual observation or personal knowledge. If you do not wish to furnish this information, please initial below.

I do not wish to furnish this information. ___ Initial _____ Date

Sex: Female ___ Male ___ Other ___ Age: ___ Birth date: _____

Racial/Ethnic Data: Please identify yourself in terms of the following racial/ethnic groups:

___ White ___ Afro American ___ Asian or Pacific Islander ___ American Indian or Alaskan Native
___ Other Please Explain _____

Answer the following questions only if you consider yourself to be handicapped/disabled:

(1) Do you have any limitations due to your disability that may affect your ability to satisfactorily perform the job applied for? ___ Yes ___ No

If yes, please explain: _____

(2) Do you know of any special skills, methods or procedures that will qualify you for positions which you might not otherwise be able to do because of your disability/handicap? ___ Yes ___ No

If yes, please explain: _____

(3) Are there accommodations that would be helpful to you in performing the job for which you are applying (e.g., special equipment or changes in the physical layout of the job)? ___ Yes ___ No

If yes, please explain: _____

X

Signature

Date

Are you Single Married Divorced Separated

Are you living with your spouse? Yes No

If not explain _____

Give the following information regarding marriage(s):

| Date | Where | Wife's full maiden name |
|------|-------|-------------------------|
| | | |
| | | |
| | | |

If a marriage to which you were a party was ever dissolved, complete the following:

| Date of Divorce/Annulment | Explain | To Whom Was Action Granted |
|---------------------------|---------|----------------------------|
| | | |
| | | |
| | | |

Are you paying alimony? Yes No

If you had a previous marriage(s), list the name(s) and addresses of your former spouses.

| |
|--|
| |
| |

List below every child born to you, adopted by you and stepchildren.

| Name | Date of Birth | Place of Birth | Where and with Whom does child live |
|------|---------------|----------------|-------------------------------------|
| | | | |
| | | | |
| | | | |

Have you ever been named as the natural father in a paternity proceeding?

Yes No

If yes, explain _____

Are you paying child support Yes No

Explain _____

EDUCATION

| | Name | Address (include city, state, and zip) | From | To | Diploma/Degree | Major |
|-----------------------|-------------|---|-------------|-----------|-----------------------|--------------|
| High School | | | | | | |
| College | | | | | | |
| College | | | | | | |
| Other Training | | | | | | |

Skills and/or Special Training:

DRIVING HISTORY

Can you operate an automobile? Yes No

Driver's License # _____ State ____

Has your license ever been suspended or revoked? Yes No

If yes, explain _____

Have you ever held a driver's license in another state? Yes No

If yes, list the state(s) and dates you held the license.

| |
|--|
| |
|--|

Have you ever had your license suspended or revoked in another state? Yes No

If yes, explain _____

List your addresses for the last ten (10) years starting with the present.

| From | To | Address | City and State |
|------|----|---------|----------------|
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Military Service

Have you ever served in any military organization of the United States? Yes No

If yes, specify branch _____

What is your service serial number? _____

Are you now a member of a U.S. Reserve or National Guard Unit? Yes No

What was/is the highest rank you have ever held? _____

What was your rank at discharge? _____

List period(s) of active service.

| From (Date) | To (Date) |
|-------------|-----------|
| | |
| | |
| | |

Have you ever received any notice to report for active duty in the Armed Forces in the past six (6) months?

Yes No

If yes, please explain

| |
|--|
| |
| |

List any disciplinary action taken against you while a member of any branch of military services.

| Date | Infraction | Discipline |
|------|------------|------------|
| | | |
| | | |

CRIMINAL HISTORY

Have you ever been convicted of a crime other than a petty offense? Yes No

If yes, give details below.

| Date Arrested | City/State | Charge | Disposition |
|---------------|------------|--------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Have you ever been placed on probation? Yes No

If yes, give details below.

| Date on Probation | City/State | Charge | Probation Officer's Name |
|-------------------|------------|--------|--------------------------|
| | | | |
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Have you ever been required to pay a fine in excess of \$100? Yes No

If yes, explain _____

Have you ever been fingerprinted by a police agency other than for an arrest? Yes No

If yes, explain _____

List all traffic citations you have received.

| City/State | Approximate Date | Nature of Violation | Disposition of Case |
|------------|------------------|---------------------|---------------------|
| | | | |
| | | | |
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Are there any warrants or charges now pending against you in any court? No Yes

If yes, explain _____

EMPLOYMENT HISTORY

List all jobs you have had in the last fifteen (15) years. Put your current or most recent job first. Include military service in proper time sequence and all temporary or part-time jobs.

Employer _____ From _____ To _____

Street _____ City _____ State _____

Phone _____ Name of Supervisor _____

Your Title/Duties _____

Reason for leaving (be exact) _____

Employer _____ From _____ To _____

Street _____ City _____ State _____

Phone _____ Name of Supervisor _____

Your Title/Duties _____

Reason for leaving (be exact)

Employer _____ From _____ To _____

Street _____ City _____ State _____

Phone _____ Name of Supervisor _____

Your Title/Duties _____

Reason for leaving (be exact)

Employer _____ From _____ To _____

Street _____ City _____ State _____

Phone _____ Name of Supervisor _____

Your Title/Duties _____

Reason for leaving (be exact) _____

Have you ever submitted an application for appointment to another fire department?

Yes No

If yes, please explain _____

Have you ever been discharged or forced to resign because of misconduct or unsatisfactory service or while under investigation? Yes No

If yes, explain _____

Are you now or have you ever been engaged in any business as an owner, partner or corporate member? Yes No

If yes, please explain _____

CREDIT HISTORY

List three (3) commercial or business credit references (include bank or charge accounts, or firms you have borrowed money from for any purpose).

| Name and address of the firm | Type of Business | Amount | Approximate date opened closed |
|------------------------------|------------------|--------|--------------------------------|
| | | | |
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Have you ever been sued? Yes No

If yes, give details _____

List any outstanding debts and list amounts and whether in arrears.

| Amount of Original Debt | Amount Now Owed | In Arrears Yes/No | To Whom Debt Owed Name Address |
|-------------------------|-----------------|----------------------|-----------------------------------|
| | | | |
| | | | |
| | | | |

Have you ever filed for bankruptcy? Yes No

If yes, please explain _____

REFERENCES

Fill in below the names of three (3) adults not related to you, and not former employers, who have known you for a period of time, preferably more than five (5) years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other qualities.

| Name | Address | Home Phone | Business Phone |
|------|---------|------------|----------------|
| | | | |
| | | | |
| | | | |

Have you ever, by word of mouth or in writing, advocated or advised that the government of the United States of America, or any state or political subdivision thereof, should be overthrown by force, violence or any other illegal means? __Yes __No

Do you have knowledge of any fact or circumstances whether mentioned or not, in response to the preceding questions, that might tend to disqualify you from the position sought?
 __Yes __No If yes, explain fully _____

How did you become aware of this position?

Newspaper Ad On Line Ad City Employee College Placement Office

Other (explain): _____

Do you have relatives employed by the City of Quincy? __Yes __No

If yes, what position? _____
 If yes, what relationship? _____

Are you a former City of Quincy employee? __Yes __No

If yes, give dates of employment and position _____

Are you a current user of illegal drugs? __Yes __No

**BOARD OF FIRE AND POLICE COMMISSION
QUINCY FIRE DEPARTMENT**

AUTHORIZATION TO OBTAIN PERSONAL INFORMATION

I authorize and empower the City of Quincy's Board of Fire and Police Commission, any consumer reporting agency, or other outside service company engaged by said Board for this purpose, now or subsequently to obtain, prepare, use and/or furnish any of the following information including, but not limited to:

- 1) Any information concerning my current and former employment;
- 2) Any information concerning arrests and police reports/contacts on me from any law enforcement agency;
- 3) Any information regarding my education, credit, general reputation, health, personal characteristics and mode of living through correspondence or personal interviews with neighbors, friends or associates or others with whom I am acquainted or who may have knowledge concerning any of the above matters.

Upon written request, I understand that said Board will provide me with information regarding the nature and scope of the investigation if one is made.

X

Signature of Applicant and date

Printed Name of Applicant

**BOARD OF FIRE AND POLICE COMMISSION
QUINCY FIRE DEPARTMENT**

AERIAL CLIMB

RELEASE OF ALL LIABILITIES

The undersigned for and in consideration of the review of their application for employment as a firefighter or police officer with possible employment to result therefrom hereby releases, remise and discharges the City of Quincy, a municipal corporation, its officers, servants, agents and employees of and from any and all claims, demands and liabilities to me and on account of any injuries, losses and damages, to my person shall have been caused, or may at anytime arise as the result of a certain fire and/or police examination aerial climb conducted by the Board of Fire and Police Commission of said City of Quincy the intention hereof being to completely, absolutely and finally release said City of Quincy and its officers, servants, agents and employees of and from any and all liability arising wholly or partially from the cause aforesaid.

X

Signature of Applicant

Printed Name of Applicant

Date

**BOARD OF FIRE AND POLICE COMMISSION
CITY OF QUINCY
PROBATIONARY FIREFIGHTER
FACT SHEET**

Below is a list of the various points you should know about being a firefighter in Quincy, Illinois. Please read these carefully so there will no misunderstanding of what you can expect and what will be expected of you. Be sure you and your family want you to be a firefighter.

BENEFITS

1. **Starting Salary:** \$47,019.23
2. **Hospital Insurance:** Provided for each firefighter after six (6) months of employment with dependents covered for 50% of the cost.
3. **Education Incentive:** Provided for college level education achievement in the fire science field.
4. **Sick Day Benefit:** Accumulated at a rate of 12 hours per month. Annually, excess unused sick leave over 360 hours is purchased by the City at 100% of value.
5. **Vacation:** Up to 7 work days after the first year of continuous service with increase up to 12 work days after completing 20 years of continuous service.
6. **Opportunity for Advancement.**

WORKING CONDITIONS

1. **Hours of Work:** The Fire Department is never closed. It works 24 hours a day, 7 days a week. Individuals are assigned to work an average of 52.4-hour week on one of three shifts. A shift runs from 7:00 a.m. one day to 7:00 a.m. the next day. You then have 48 hours off.
2. **Uniforms:** Firefighters are required to wear uniforms. The department will purchase and maintain uniforms.
3. **Hair Styles/Beards:** Department rules prohibit hairstyles that are unsafe or interfere with the performance of a firefighter's duties. Beards of any type are not allowed.
4. **Probationary Period:** Each new firefighter is on probation for 12 months before becoming a permanent member of the department. During this period, anyone, who in the judgment of the Board, does not prove to be qualified to be a firefighter will be dismissed.

ESSENTIAL QUALIFICATIONS AND JOB FUNCTIONS

1. **Education:** A high school diploma or equivalent certificate is required.
2. **Citizenship:** You must be a United States citizen. If appointed and you do not live within Adams County you are required to do so within six (6) months after appointment to the Quincy Fire Department.
3. **Age:** All applicants shall not be less than 20 ½ years of age nor more than 34 years on the day of the test or have been actively employed as a career firefighter with an Illinois Fire Department or District

within the last year. Any person who turned 35 while serving as a member of the active or reserve components of any of the branches of the Armed Forces of the United States or the National Guard of any state, whose service was characterized as honorable or under honorable, if separated from the military, and is currently under the age of 40 may also test.

4. **EMS:** Persons appointed to the department must obtain an EMT-B license from the Illinois Department of Public Health within their 12-month probationary period. This EMS licenses must be maintained during your employment with the Quincy Fire Department. The department will pay for this training and the employee's salary will continue while attending training.

5. **Basic Firefighter Certification:** Persons appointed to the department must successfully complete a 7-week basic firefighter course within the first 12 months of appointment, and pass the Illinois State Fire Marshal's Basic Firefighter certification test. The department will pay for this training and the employee's salary will continue while attending this training.

6. **CPAT Certification:** The Candidate Physical Ability Test (CPAT) is designed to assess a candidate's capacity to perform the tasks ordinarily performed by a Firefighter while on the job. This is accomplished by requiring the candidate to perform a series of events that both simulate firefighting activities and depend on the physical abilities required to perform the Firefighter's job. These abilities include cardiovascular fitness, muscle strength, muscular endurance and flexibility.

HIRING PROCEDURE

The hiring procedure is long and difficult and the time involved will vary depending upon the outcome of tests and the availability of testing facilities. Although the procedure is arduous, it can be a rewarding position for those who pass all the tests.

If you meet all the above qualifications, can perform all of the essential functions for the job, and you want to make a career in the fire service, you should proceed as follows:

1. Fill out the application. When filling out the application, please be sure that all addresses are complete and correct.

2. Sign and date the Aerial Climb Release of All Liabilities form and the Authorization for Release of Personal Information form. If you have any doubt as to your medical condition regarding your ability to take this test, we strongly suggest you consult with your physician.

3. After the application has been completed and accurately filled out, please be sure it is signed in all the necessary places before submitting.

4. Return the application, Equal Employment Opportunity Data sheet, Aerial Climb Release form, and Authorization along with your service discharge and college certificate or transcript, if applicable, to the Board of Fire and Police Commission Office, 730 Maine Street, Quincy, Illinois 62301.

Please Note: All of the requested information must be included with your application before it will be considered.

5. Applicants who are not properly qualified will be notified by the Board.

ORDER OF AND EXPLANATION OF TESTING

A. Step I

1. Written Test: Written testing will be done on the date indicated in the 2020 Entry-Level Firefighter Testing Information.
2. Aerial Climb: Candidate must successfully complete the aerial climb event the day of the written testing, upon the first attempt. Safety equipment will be provided.
3. Oral Interview: The Board will conduct an oral interview with those candidates who are ranked on the preliminary eligibility list. The dates for the interviews are listed on the Information Sheet and specific times will be mailed to candidates at least 7 days prior to the interview. Those to be interviewed must have passed the aerial climb and score a minimum 70% on the written test.

B. Step II

1. Initial Eligibility List: Applicants who pass all Step I testing will have their names placed on an initial eligibility list in the order of their relative excellence as determined by the testing.
2. Within 10 days after the initial eligibility list is posted candidates may submit a claim for Preference Points in writing along with verifiable evidence (DD214, certificates, licenses, etc.) to the Board of Fire and Police Commission. Scores and Preference Points will be calculated to establish the final eligibility list.
3. Initial Background Examination: Applicants who pass the written test, ~~physical ability test~~ aerial climb, and the oral interview will be given a Personal History Questionnaire to complete. The "Authorization" that each applicant has signed allows the Board to inquire into and applicant's background, that includes, but not be limited to, current and former employment history, personal and business references, education, credit history, general reputation, family and neighborhood interviews, and other matters that establish the candidate's mode of living. This investigation will be conducted by the Quincy Police Department, at the discretion of the Board. The Chief of Police will be responsible for conducting the inquiry and providing the results to the Board.
4. Conditional Offer of Employment: When an opening is available on the Fire Department as determined by the Fire Chief, the Board will provide a conditional offer of employment to a candidate on the final eligibility list for each opening available prior to the psychological exam. This offer of employment will be conditional on the candidate successfully completing the final tests in Step III.
5. Candidate Physical Ability Test (CPAT): Candidate must provide verification of current CPAT certification upon notification of a Conditional offer of Employment. There will be no allowance for a candidate to pursue a current CPAT card if his or her CPAT card has expired.

C. Step III

An applicant who has received a conditional offer of employment must pass all the testing remaining in Step III. The order in which these tests are given may vary. An applicant who fails any of these tests will not be eligible for further testing.

1. Polygraph Test: Applicants will be given a polygraph test to determine their fitness for duty.
2. Psychological Test: Applicants will be given a psychological exam to determine their fitness for duty.
3. Medical Exam and Drug Screen Test: Applicants will be given a medical examination and drug screen testing to determine their fitness for duty.

Applicants who are not properly qualified will be notified by the Board at whatever phase of testing they become unqualified.

Entry into the Quincy Fire Pension Fund is not required, nor is it automatic. Newly appointed firefighters must make application for entry into the pension fund through the Pension Board and may be required to furnish additional medical information. The Fire Pension Fund and its Board are entirely separate from the Board of Fire and Police Commission.

CPAT INFORMATION

What is the CPAT?

The Candidate Physical Ability Test (CPAT) is designed to assess a candidate's capacity to perform the tasks ordinarily performed by a Firefighter while on the job. This is accomplished by requiring the candidate to perform a series of events that both simulate firefighting activities and depend on the physical abilities required to perform the Firefighter's job. These abilities include cardiovascular fitness, muscle strength, muscular endurance and flexibility.

Where is the CPAT Offered?

ILLINOIS:

1. Central Illinois Fire Chiefs (CIFC)

Location: Decatur, Illinois

Website: <http://centralillinoisfirechiefs.com/Cpat.aspx>

2. Northeastern Illinois Public Safety Training Academy (NIPSTA)

Location: Glenview, IL.

Contact information: www.nipsta.org or (847) 998-8090.

3. Southwestern United Fire District (SUFDD)

Location: Indian Head Park, IL (Cook County)

Contact information: www.sufdd.org or (630) 910-2087.

MISSOURI:

1. MCC-Blue River Public Safety Institute

<http://www.mcckc.edu/professional-dev/public-safety-institute/fireacademy/>

If you are looking for a testing location other than Illinois or Missouri refer to this link: <http://www.iaff.org/HS/Well/statelist.htm>