

**CITY OF KEWANEE**  
**BOARD OF FIRE AND POLICE COMMISSIONERS**  
401 E. THIRD STREET  
KEWANEE, IL 61443  
309-852-2611

January 02,2018

To All Applicants:

On behalf of the Board of Fire and Police Commissioners, the City's Administration and the Kewanee Fire Department, I would like to thank you for your interest in the entry-level position of Fire Fighter.

The City of Kewanee Fire Department is a progressive department with numerous opportunities. The Department offers the usual opportunities in fire suppression and prevention as well as responses to hazardous material incidents as part of MABAS district 39 and operating all emergency medical services for two separate fire districts encompassing approximately 150 square miles.

The International Association of Fire Fighters (IAFF 513) represent all non-management sworn personnel in the Fire Department in collective bargaining. This testing is being conducted to update the eligibility register that will expire on May 17, 2018 and shall expire two years following the adoption of the final eligibility roster.

Your application packet should include:

1. This Cover Letter
2. Position Advertisement
3. Position Description
4. Authorization for Release of Personal Information
5. Application for Employment
6. Checklist of required Documents to be submitted with your application

Applicants will be notified of the dates and times of testing components. All applications are due back at City Hall (address above and on position advertisement) by January 26<sup>th</sup>, 2018 no later than 4p.m. Late or incomplete applications will not be considered. Applicants must successfully complete and/or receive a passing score on all components to advance to the next component. Please feel free to contact me at (309)852-2115 or by Email at [Kshook@cityofkewanee.net](mailto:Kshook@cityofkewanee.net) with any questions or concerns.

Regards,



Kevin J. Shook  
Fire Chief

*The City of Kewanee is an Equal Opportunity Employer and a Drug and Alcohol free work place.*

## **Firefighter Initial Hire Testing**

The Kewanee Board of Fire and Police Commissioners will be conducting examinations to establish an eligibility roster for initial hire for the Kewanee Fire Department. There is no fee for this examination process. Orientation and written examination will be conducted on February 24<sup>th</sup>, 2018 at 9:00a.m. at Kewanee City Hall. Those passing the written component may take part in the physical assessment component. Physical testing is anticipated to be conducted on March 24<sup>th</sup>, 2018 with interview times scheduled for those that pass. Those passing all requirements will have the opportunity to claim preference points in select categories.

Applications may be obtained at  
**Kewanee City Hall, 401 E. Third St.  
Kewanee, IL 61443-2365**

**Or online at [cityofkewanee.com](http://cityofkewanee.com)  
Completed applications, with original signature,  
must be returned to City of Kewanee 401 E.  
Third St., Kewanee, IL 61443-2365 no later than  
4:00p.m. on January 26<sup>th</sup>, 2018.**

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## Firefighter.

- a. General Nature of Work: An employee in this position engages directly in fire fighting, emergency medical service, rescue, and fire prevention activities, assists in the operational maintenance and minor repair of fire stations and equipment; does related work as directed. Duties are performed under the guidance and overall supervision of the shift Captain and the Fire Chief.
- b. Special Nature of Work: A firefighter is responsible for performing hazardous tasks under emergency conditions. The major portion of a firefighter's work consists of the performance of daily routine duties in the maintenance of fire stations, trucks, and equipment in addition to maintaining and learning new skills through training. A position with the Department requires excellent physical condition and an aptitude for mechanical work. Orders of supervisors must be executed promptly and efficiently. A firefighter must readily become familiar with modern fire fighting and prevention methods and procedures after entrance on duty. The work requires strict adherence to departmental rules and regulations. Superiors make assignments of specific tasks and indicate methods and procedures to be followed. Assignments may be made through either oral or written instructions.
- c. Examples of Duties:
  1. Works an assigned tour of duty at a fire station and responds to calls for fire, ambulance, and rescue equipment.
  2. Engages in public relations and education by participating in fire prevention speeches and events within the community.
  3. Maintains, cleans, and makes minor repairs to fire fighting tools, equipment, and appliances.
  4. Operational servicing of motorized fire apparatus as directed.
  5. Engages in fire prevention work by inspecting the construction and exposures of buildings for fire hazards, and makes preplan inspections of businesses and establishments.
  6. Keeps records and makes reports.
  7. Tests and inspects fire hydrants.
  8. Participates in periodic fire drills.

9. Gives emergency medical aid to injured or sick persons.
10. Be prepared to assume the duties of Ambulance Attendant.
11. Performs a wide variety of routine tasks in connection with the maintenance and cleaning of fire station, quarters, and grounds.
12. Performs related duties as directed.

d. Desirable Knowledge, Skills, and Abilities:

1. Ability to establish and maintain an effective relationship with municipal officials, supervisory personnel, fellow employees, other municipal employees, and the general public.
2. Ability to understand and follow written and oral instructions.
3. Willingness to perform properly assigned tasks.
4. Ability to keep records and make reports.
5. Aptitude for mechanical work.
6. Conscientiousness and dependability.
7. Strength and ability to do prolonged manual and mechanical work under adverse conditions.
8. Good physical condition.
9. Ability to operate the motor vehicles and equipment contained in the Fire Department Inventory.

e. Desired Training and Experience:

1. Graduation from a standard high school or the equivalent.
2. Background and/or experience within the fire sciences and emergency medical field.

f. Essential Functions and Qualifications: These essential items are considered "Conditions of Employment". Failure to acquire, or maintain these essential functions and qualifications may result in termination from this specific position.

1. Must attain and maintain Emergency Medical Technician Certification and successfully complete and maintain Paramedic

level training as required by the City within two years of starting a city offered Paramedic class.

2. Must successfully complete Certified Firefighter Basic (equivalent to the FFII certification) as required by the City.
3. It is imperative that an employee in this position maintains the physical ability to effectively fight fires, both in the ability to control fire-fighting equipment and maintain the physical stamina to complete a fire-fighting task. The city may test this ability through physical tests administered by recognized testing agencies such as the Bureau of Testing Services (BOTS) or the fire division of the Police Consultants Incorporated (PCI).
4. Must satisfy a police check that reveals no past criminal activity and no history of misdemeanor convictions that may indicate anything but the highest level of personal integrity and sobriety.
5. Hearing sufficient to allow for distinguishing incoming information accurately and rapidly. Ability to be easily understood over radio circuits and land lines, in regard to clear pronunciation.
6. No history of inability to meet just obligations. Inability to meet just obligations may, among other things, be indicated by bad debt letters and orders requiring garnishments from pay due to bad debts.
7. Meet/obtain all minimum requirements listed within the contract between the Union and the City.



**EXAMINATION APPLICATION**  
City of Kewanee

Received: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Clerk: \_\_\_\_\_

**FIREFIGHTER INITIAL ENTRY**  
**GENERAL INSTRUCTIONS**

- A. You may request any needed accommodation to participate in this application process, for example, an accommodation for a test, a job interview, or a job demonstration.
- B. Carefully review the information about the position to ensure that you meet the necessary qualifications for the position.
- C. The information entered on this form must be printed clearly or typewritten.
- D. A separate application must be submitted for each position.
- E. It is your responsibility to keep your name and address current.
- F. **CAUTION:** Give complete and concise answers to all questions. You can be credited only with the education and experience shown on this application and any required supplementary form. You must be able to substantiate all statements made on this form. Truthful answers to questions contained on this form are considered a condition of employment (if falsehoods are discovered on this form it may lead to termination).
- G. Return the completed form to: City Manager, City Hall, 401 E. Third Street, Kewanee, IL 61443-2365.

1. What position of employment are you applying for?

\_\_\_\_\_

PERSONAL INFORMATION			
<b>2a. LAST NAME</b>	<b>2b. FIRST</b>	<b>2c. MIDDLE</b>	
<b>3a. STREET ADDRESS</b>	<b>3b. CITY</b>	<b>3c. STATE</b>	<b>3d. ZIP</b>
<b>4a. HOME PHONE</b>	<b>4b. WORK PHONE</b>	<b>4c. EMAIL</b>	
<b>5. DATE OF BIRTH:</b>	Used only for positive identification for background check. See NOTE at bottom of Page 5 of this application for more information.		

6.  Yes  No Have you ever been employed by the City of Kewanee? If yes, please be sure to list under work history.

7.  Yes  No Have you ever been enrolled in an educational institution or employed under any other name, such as a prior legal name or maiden name? If yes, please give the name(s) you used.

NAMES:

8.  Yes  No Are you a current resident of the City of Kewanee? Unless specifically waived by the City Manager, all positions require residence in the City of Kewanee. Kewanee residency is considered a condition of employment and failure to comply may lead to termination.

9.  Yes  No Are you a United States citizen?

10.  Yes  No Have you ever served in the United States armed forces? If yes, complete the following:

<b>Branch of Service:</b>	<b>Enter Date:</b>	<b>Discharge Date:</b>	<b>Discharge Type:</b>

11.  Yes  No With the exception of actions that have been annulled, expunged, or sealed by a court, have you ever been convicted, found guilty, or pleaded guilty to a crime in criminal, civil, or military court?

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12.  Yes  No Have you ever been fined, placed on probation, or forfeited collateral for breach or violation of any law, ordinance, police, or traffic regulation, including moving and equipment violations?
13.  Yes  No Do you now have any charges pending against you?

"Yes" answers to questions 11., 12., or 13. above must be explained in detail in the area below:

Date, Court & Location:	Nature of Offense or Violation:	Disposition of Case and Penalty/Fines imposed:

14.  Yes  No Are you applying for a position which requires a professional license, certificate, or registration, including operator's or chauffeur's license? If "Yes", list the requested information below:

License/Certificate Type:	License/Cert. Number:	Where Issued:	Date Issued:	Date Expires:

15.  Yes  No Do you have any friends or relatives working for the City of Kewanee? If "Yes", please list below.

NAMES: \_\_\_\_\_

16.  Yes  No Have you ever declared bankruptcy or are you now in any type of bankruptcy proceedings? If yes, please explain below.

Bankruptcy Proceedings: \_\_\_\_\_

17.  Yes  No Have you ever had your wages garnished or are there proceedings now underway that may result in your wages being garnished? If yes, please explain below.

Garnishment Orders: \_\_\_\_\_

18. This question pertains to the description of the position that you are applying for. You can not answer the following questions unless you understand the position description. If you need assistance in understanding the position description, please request assistance from the Personnel Officer or a member of the staff.

- 18a.  Yes  No Are you able to perform the functions of the position that are listed under the title of "Essential Functions" without an accommodation? If yes, skip to question 19.

- 18b.  Yes  No Can you perform the "Essential Functions" with an accommodation? If yes, please explain in the space provided below, how you would perform each particular "Essential Function", and with what accommodation.

Accommodations: \_\_\_\_\_



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19. If the City of Kewanee is able to offer you a position, what is the soonest that you will be able to report to work? (For example, "After 2 weeks notice to current employer", or "last day of August".)

When Available: \_\_\_\_\_

20. Not all positions require an ability to work shifts on weekends or during hours outside of the normal work day. Are you willing to work the following shifts or unusual hours if necessary?

- |      |                              |                             |             |      |                              |                             |                  |
|------|------------------------------|-----------------------------|-------------|------|------------------------------|-----------------------------|------------------|
| 20a. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Dayshift    | 20e. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Evening Shift    |
| 20b. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Night Shift | 20f. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Rotating Shift   |
| 20c. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Part-time   | 20g. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Weekends         |
| 20d. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Overtime    | 20h. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Seasonal/Limited |

**WORK HISTORY**

- Please be complete. You can be credited only with the education and experience shown on this application and any supplementary form. Your training and employment experience will be used to determine whether you meet the entrance requirements for this position and to compute your rating of experience and training. Include military and volunteer experience that you believe may relate to the position for which you are applying.
- Start with your present or most recent employment and list your employment history.
- If you held more than one job for the same employer, list each job as a separate period.
- NOTE: This section of the application must be completed even though the applicant may elect to attach additional material such as resumes, vita, or addenda. An incomplete application may result in the application being rejected or delayed which could result in a lost job opportunity.

**21a. Present or Most Recent**

	Job Title:	Did you supervise employees? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? _____
Started: ____ Mo. ____ Yr. Ended: ____ Mo. ____ Yr. Hours worked/week: _____	Name and Address of Employer:	Reason For Leaving:
Salary: Starting: \$/hr. _____ Ending: \$/hr. _____	Kind of Business:	Name & Title of Supervisor:
Describe your duties and responsibilities in detail. (Include equipment, materials and tools used.)		

**21b. Next Most Recent**

	Job Title:	Did you supervise employees? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? _____
Started: ____ Mo. ____ Yr. Ended: ____ Mo. ____ Yr. Hours worked/week: _____	Name and Address of Employer:	Reason For Leaving:
Salary: Starting: \$/hr. _____ Ending: \$/hr. _____	Kind of Business:	Name & Title of Supervisor:

(Continued next page.)

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**21b. Next Most Recent (con't.)**

Describe your duties and responsibilities in detail. (Include equipment, materials and tools used.)

**21c. Next Most Recent**

	Job Title:	Did you supervise employees? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? ____
Started: ____ Mo. ____ Yr. Ended: ____ Mo. ____ Yr. Hours worked/week: ____	Name and Address of Employer:	Reason For Leaving:
Salary: Starting: \$/hr. ____ Ending: \$/hr. ____	Kind of Business:	Name & Title of Supervisor:
Describe your duties and responsibilities in detail. (Include equipment, materials and tools used.)		

**21d. Next Most Recent**

	Job Title:	Did you supervise employees? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? ____
Started: ____ Mo. ____ Yr. Ended: ____ Mo. ____ Yr. Hours worked/week: ____	Name and Address of Employer:	Reason For Leaving:
Salary: Starting: \$/hr. ____ Ending: \$/hr. ____	Kind of Business:	Name & Title of Supervisor:
Describe your duties and responsibilities in detail. (Include equipment, materials and tools used.)		

22.    Yes     No    Have you ever been dismissed or forced to resign from any position other than as stated above? If yes, please explain in the space provided below. Note: Failure to include all information regarding dismissal or forced resignation will result in the rejection of your application. If more space is required to adequately describe your experience, attach full sheets of paper and write on each sheet your name and the position title for which you are applying; use the same format as above.


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**EDUCATIONAL AND TRAINING HISTORY**

**23. Schooling**

SCHOOL	NAME & LOCATION	MAJOR SUBJECTS	DID YOU GRADUATE	LIST DEGREE OR DIPLOMA
HIGH SCHOOL			<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE			<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER (Specify)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER (Specify)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER (Specify)			<input type="checkbox"/> Yes <input type="checkbox"/> No	

**PERSONAL REFERENCES**

24. List below three personal references, which cannot be former employers or relatives.

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER

25. UNDERSTANDING AND AUTHORIZATION FOR RELEASE: I understand that this application is not and is not intended to be a contract of employment. Nor does this application obligate the employer in any way if the employer decides to employ me. No one other than the City Manager, or his authorized agent, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by the City Manager, or his authorized agent. I authorize the City of Kewanee to make such investigations and inquiries as to my character, personal history, financial and credit record, employment record, and conviction record as may be necessary in arriving at an employment decision. I hereby release employers, schools, law enforcement agencies, and persons from all liability for any damages whatsoever that may ensue from furnishing the same to the City of Kewanee.

26. CERTIFICATE OF APPLICANT: I certify that all answers and statements contained in this application are true to the best of my knowledge and belief. I understand that misstatements or omissions of material fact will subject me to disqualification or dismissal. I approve the above authorization for release.

Date:

Signature:

(Applications not signed will not be accepted)

NOTE: The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age, or by other means. The term "employment applications," refers to all written inquiries about employment or applications for employment or promotion including, but not limited to, resumes or other summaries of the applicant's background. It relates not only to written preemployment inquiries, but to inquiries by employees concerning terms, conditions, or privileges of employment as specified in section 4 of the Act. [46 FR 47726, Sept. 29, 1981, as amended at 53 FR 5972, Feb. 29, 1988]

# Kewanee Fire Department

## Entry-level Fire Fighter Applicant Checklist

### 2018 testing cycle

- Application completed, signed and dated
- Signed, dated and witnessed Release of Information Form
- Copy of Driver's License
- Copy of High School Diploma or G.E.D.
- Copy of College Degree if applicable
- Copy of any Military Service and Discharge papers (DD214) if applicable
- Copy of any Fire certifications from the Office of the State Fire Marshal Office (OSFM) if applicable
- Copy of any State or National Registry EMS license/certificate

Applicants will be assigned preference points towards the final eligibility roster based on the following criteria from documentation returned with their application:

- Prior military service
- Prior College Degree
- Prior OSFM Fire certifications
- Prior EMS license/certification
- Proof of local residency within city limits (driver License)

### Important Dates

Date	Time	What	Where
January 26, 2018	4:00p.m.	Application Deadline	City Hall 401 East 3 <sup>rd</sup> St, Kewanee, Il 61443
February 24,2018	9:00a.m.	Orientation and Written Test	City Hall
March 24, 2018	9:30a.m.	Physical Agility Testing	700 East 2 <sup>nd</sup> Street Kewanee
To be scheduled		Interviews	City Hall