



Kenneth A. Williams – Village President  
Karen L. Hopkins – Village Clerk  
106 1st Avenue – P.O. Box 426  
Carbon Cliff, Illinois 61239-0426  
(309) 792-8235

**Volunteer Fire Department  
Employment Application**  
An Equal Opportunity / Affirmative Action Employer

**APPLICANT INFORMATION**

Full Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment / Unit / P.O. Box #*

\_\_\_\_\_ *City State ZIP Code*

Home Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Cell phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Birth Date (Optional): \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Classification: \_\_\_\_\_

Driving Restrictions: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Personal Physician: \_\_\_\_\_ Blood Type: \_\_\_\_\_

Illnesses: \_\_\_\_\_

Allergies: \_\_\_\_\_

Whom should we contact in case of an emergency? (Name / Phone) \_\_\_\_\_

**Citizenship:** I certify that I am either:  
 a U.S. Citizen  
 a non-citizen with permanent work authorization; or  
 a non-citizen with a renewable work authorization  
*If hired, you will be required to complete the Employment Eligibility Verification form (INS Form I-9) and present for review documentation evidencing employment authorization in the United States.*

Have you ever been convicted of a felony?  YES  NO

If yes, explain: \_\_\_\_\_

*Under Illinois law, job applicants are not obligated to disclose sealed or expunged records of conviction or arrest.*

## EDUCATION

College: \_\_\_\_\_

Address: \_\_\_\_\_

Degree / Course: \_\_\_\_\_ Did you Graduate?  YES  NO

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High School: \_\_\_\_\_

Address: \_\_\_\_\_

Degree / Course: \_\_\_\_\_ Did you Graduate?  YES  NO

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Fire Fighting: \_\_\_\_\_

Address: \_\_\_\_\_

Degree / Course: \_\_\_\_\_ Did you Graduate?  YES  NO

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Other: \_\_\_\_\_

Address: \_\_\_\_\_

Degree / Course: \_\_\_\_\_ Did you Graduate?  YES  NO

## MILITARY SERVICE

Branch of Military: \_\_\_\_\_

Years of Service: From \_\_\_\_\_ To \_\_\_\_\_

Rank at time of Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than Honorable, explain: \_\_\_\_\_

## REFERENCES

*Please list three professional references, not related to you, which you have known for at least one year*

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment / Unit / P.O. Box #

\_\_\_\_\_ City State ZIP Code

Home Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Cell phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Occupation: \_\_\_\_\_ Years you have known this individual: \_\_\_\_\_

Full Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment / Unit / P.O. Box #*

\_\_\_\_\_ *City State ZIP Code*

Home Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Cell phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Occupation: \_\_\_\_\_ Years you have known this individual: \_\_\_\_\_

Full Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment / Unit / P.O. Box #*

\_\_\_\_\_ *City State ZIP Code*

Home Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Cell phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Occupation: \_\_\_\_\_ Years you have known this individual: \_\_\_\_\_

**DISCLAIMER & SIGNATURE**

I am aware that former employers (and my present employer, if I so indicate), and educational institutions may be contacted for verification and evaluation, and herewith authorize all parties contacted to provide any information requested. I am also aware that other background checks and investigations may be made. I understand that any position rendered me by the Village of Carbon Cliff will be contingent upon the information contained in this application, possibly supplemented by other verification and that any false statements or willful withholding of information in filling out this application will be cause for termination of consideration for employment or, if discovered after employment, may be cause for immediate discharge or other disciplinary action. I understand that fire fighting can be hazardous to my health, I have read and understood Ordinance # 86-15 and will follow it and all the rules and regulations of the Carbon Cliff Volunteer Fire Department.

I hereby certify that the information on this application is true and accurate to the best of my knowledge and belief.

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

**-- All applications must have original signature and date. --**

**Approved By Fire Chief:** \_\_\_\_\_

**Approved by the Carbon Cliff Public Safety Committee:** \_\_\_\_\_

# Village of Carbon Cliff – Volunteer Fire Department

## General Duties of Firemen under Ordinance No. 86-15

- A. Performs general duty fire fighting work in extinguishing fires and in the maintenance of apparatus. Does related work as required.
- B. Distinguishing Features of the class:  
Firefighters may be assigned on a temporary basis as operators of a motor vehicle responding to alarms. A large part of the time is spent in the performance of routine duties, maintenance and repairing of property and equipment, and in extensive training. Work is normally performed under close supervision or within an established routine. Assignments are given by a superior officer, both in fighting fire and in the maintenance of building, grounds and fire equipment.
- C. Illustrative Examples of Work:
1. Responds to fire alarms, lays and connects hose and hose nozzles and directs water streams.
  2. Raise and climbs ladders.
  3. Uses chemical extinguishers, bars, hooks, lines and other equipment.
  4. Removes persons from danger and administers emergency treatment to ill and injured persons.
  5. Participates in fire drills, attends school in fire fighting, and fire equipment and apparatus operations.
  6. Maintains fire equipment.
- D. Required knowledge, Skills and Abilities:
1. Some knowledge of the street system and physical layout of the community.
  2. Some knowledge of emergency treatment.
  3. Ability to acquire a Class “C” chauffeur’s license.
  4. Ability to understand and follow oral and written instructions.
  5. Ability to develop skill in fire fighting and the use of fire fighting equipment within a reasonable test period.
  6. Ability to act quickly and calmly in an emergency.
- E. Rules for Fire Fighters:
1. They shall perform all regular and special duties assigned them, the apparatus shall be kept in good condition, the station neat and clean, and all equipment shall be kept in good condition and ready for use.
  2. They shall familiarize themselves with the appropriate City Ordinances, the Carbon Cliff Volunteer Fire Department Rules and Regulations, and the Departments Rules and Regulations and shall govern themselves accordingly
  3. They shall participate in all training drills and other Department training activities as directed, be thoroughly familiar with all equipment they may be required to use in the full performance of their duties, and perform related work as required.
  4. They shall not go off duty until properly relieved or until their immediate superior has authorized other arrangements.
  5. They shall not permit intoxicated or otherwise undesirable persons to remain in or about station at anytime. Children will not be permitted about station at anytime unless accompanied by an adult. Loitering about station by any unauthorized persons is prohibited.
  6. They shall, when responding to an alarm, park their cars so as not to interfere with fire apparatus movement of free flow of traffic.
  7. They shall attend all training exercises and schools as ordered by Fire Chief.

