



IOS - Recruitment and Testing Services



Mattoon FD – Firefighter Application Instructions

Thank you for your interest in the Mattoon Fire Department. Please be sure to carefully review all application instructions and testing information.

Firefighter Application Instructions:

1. Carefully review the **minimum requirements** on the following page. All requirements **must** be met by the specified deadline date(s). **Applicants who do not meet the minimum requirements will not be allowed to continue in the testing process.**
2. Visit iosolutions.com to complete the online application for the position of Firefighter. **The deadline for the application is Wednesday, October 31, 2018 at 4:00 p.m.** When you have finished the application, you will receive a **CONFIRMATION NUMBER**. Save this number for your records.
3. Supporting documentation may be mailed/shipped or hand delivered.
Documents via email will **NOT be accepted
Mail/ship envelope via traceable carrier (FedEx, UPS, etc.) or hand-deliver to:
IOS Recruitment
ATTN: Mattoon FD
1520 Kensington Rd. Ste. 110
Oak Brook, IL 60523
Business Hours: 8:30 a.m. – 5:00 p.m. M – Th, 8:30 a.m. – 3:00 p.m. Friday, closed weekends and holidays. If you wish to drop off documents outside our normal business hours, there is a drop box labeled “IOS Recruitment” outside the door closest to suite 110.
4. Application and required documents must be received by IOS Recruitment **no later than 4:00 p.m. on Wednesday, October 31, 2018**. Documents delivered after the application deadline will **not** be accepted.

Please contact IOS Recruitment at (800)-343-HIRE or recruitment@iosolutions.com with questions regarding the application, required documents or testing BEFORE the application deadline date.

Orientation and Testing Information:

Candidates must attend the mandatory orientation and written examination on **Saturday, December 1, 2018**. Doors will open at 8:30 a.m. Please arrive **no later than 9:00 a.m.** with a photo ID (driver’s license, state ID, military ID) to sign-in. **There will be no late admittance.** Test will be held at:

Lake Land College – Field House, Rooms 101 & 103
5001 Lakeland Blvd.
Mattoon, IL 61938

Candidates will participate in a testing process that consists of a written examination and a subjective examination. The written examination will assess cognitive ability and non-cognitive factors. The subjective component will be administered in a written format and will assess behavioral skills including conflict resolution, integrity, initiative, service orientation, subordination and team orientation.



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APPLICATION DEADLINE:
WEDNESDAY, OCTOBER 31, 2018 AT 4:00 PM

Firefighter Minimum Requirements:

- \$25 non-refundable application fee;
- Valid driver's license;
- High School Graduate or equivalent (GED);
- 21 to under 35 years of age as of October 31, 2018 unless otherwise exempt by statute;
- U.S. Citizenship;
- No felony convictions;
- Residency within 20 miles of City of Mattoon corporate limits within eighteen (18) months of hire
- Valid CPAT/Ladder Climb at **time of hire** – cards considered valid if issued within one year prior to time of hire. Licensed CPAT/Ladder Climb testing agencies:
 - Central Illinois Fire Chiefs – Decatur, IL – www.centralillinoisfirechiefs.com - (217-424-2811)
 - NIPSTA – Glenview, IL – www.nipsta.org – (847) 998-8090
 - SUFD – Darien, IL – www.sufd.org – (708) 579-2064
 - ESEC Education Center – Indianapolis, IN – www.wayne.k12.in.us – (317-988-7703)
 - Naperville, IL www.naperville.il.us
 - MABAS - www.mabas24cpat.org
- Valid EMT-Paramedic certification issued by the Illinois Department of Public Health (IDPH) at **time of hire**;
- Completion of application and submission of ALL required documents by 4:00 p.m. on October 31, 2018.

Preference Point Information:

Military Veterans (DD-214 required)
Education (Associate's Degree and/or Bachelor's Degree)
Certified Illinois Firefighter

Salary/Benefits and Hiring Information:

Starting Salary: \$41,379.91
After 1-Year Probationary Period: \$44,517.03

Mattoon Fire Department currently has five (5) immediate vacancies and anticipates three (3) vacancies within the next six months.

EEO Statement — The City of Mattoon Is an Equal Opportunity Employer.



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MATTOON FIRE DEPARTMENT APPLICATION DOCUMENTS

Due October 31, 2018 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**
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.

Please deliver **signed release form** and **all required documents** to the address below by **October 31, 2018 AT 4:00 PM:**

**IOS Recruitment
ATTN: MATTOON FD
1520 Kensington Rd. Ste. 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.



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Consent and Release Agreement

CONSENT AND RELEASE FOR JOB APPLICATION, BACKGROUND CHECK AND PHYSICAL ABILITY ASSESSMENT

Application and Background Check

I acknowledge that as a condition of being considered for employment with Mattoon 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.



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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: _____