

Application for Firefighter Intern Program



275 West Main Street
P.O. Box 309
Braidwood, IL 60408
815-458-2000

Name: _____

(Print Neatly)

Introduction

The Braidwood Fire Department consists of dedicated men and women who serve the residents of Braidwood, Godley, Reed and Custer Townships in the case of fire and medical emergencies. This service is provided 24 hours a day, 7 days a week and 365 days a year.

The members of the department consist of men and women from all walks of life who all work together to form a team of professionals whose purpose and main objective is to protect the property of and render appropriate emergency medical service to all persons that they are called upon to serve, to the best of their ability. Members of the Braidwood Fire Department pride themselves on the training they undergo on a daily basis so that they can provide the best possible service to the community.

Program Summary

The program is designed to offer an opportunity to gain training and experience for individuals with an Emergency Medical Technician (EMT-B or EMT-P) license, who are desiring to complete an accredited Fire Academy or possess an Illinois Office of the State Fire Marshal (OSFM) Basic Operations Firefighter certification.

Firefighter Interns will be rostered on the Braidwood Fire Department and will be assigned in an operational / learning role as part of the Fire Company under the direct supervision of a Fire Officer or Acting Company Officer (ACO). They assist with fire prevention inspections, public education, nonemergency duties and may assist on emergency medical service (EMS) calls or aid in low risk situations. At no time will an intern participate in high risk fire suppression activities (including interior structure fires). Firefighter Interns are expected to treat their shift with the seriousness of a regular job. This is a learning experience for the Firefighter Interns with the goal of making them successful in securing the knowledge, skills, and abilities to develop a career in the fire service. This program does not imply any promise or guarantee of a permanent part-time position. Day-to-day management of the program is the responsibility of the Training Officer.

Firefighter Intern is a temporary, unpaid, non-benefited position.

Requirements for Firefighter Internship Program

All Applicants must:

- Be at least 18 years of age
- Have High School diploma or equivalent
- Have a good moral character
- Possess a valid State of Illinois Class-D Driver's License.
- US citizen or permanent lawful resident
- Be a licensed EMT-B, EMT-I/D, or EMT-P in the State of Illinois
- Possess a valid AHA CPR for Health Care Providers (BLS).
- Must complete the interview process physical agility test initial training (orientation)
- Successfully complete a minimum of 3 months internship before being rostered for OSFM exams.
- Required to successfully complete the minimum training requirements as required for all Braidwood Fire Protection District Firefighters/ EMTs.
- The intern must be registered or meet the requirements for registration for the fire academy. Registration will be required at next Chief Shabbona or Romeoville Fire Academy depending on which the intern is planning on attending.

Selection of Interns

Students will be selected for the program by the Fire Chiefs, Training Officer and EMS Coordinator of the Braidwood Fire Protection District. The following criteria will be used to select candidates.

1. Applications must be received by the Braidwood Fire Protection District (or postmarked) on or before the established deadline. Late applications will not be considered.
2. The candidate must successfully pass an oral interview in front of the Fire Chief, Training Officer and EMS Coordinator.
3. The candidate must pass a background investigation. This consists of, but is not limited to, contacting previous employers and references as well as a driver license check. Braidwood Fire Protection District will pay the costs of the background investigation.
4. The candidate will sign an authorization for release of information form.

5. The candidate must be able to meet all physical requirements as specified by the Braidwood Fire Protection District. Intern candidates must successfully complete the Department Physical Ability Exam before working any shifts.
6. Priority will be given to Fire District residents.
7. The Firefighter Internship Program is limited to 3 Interns at a time.

Suggested Work Schedule

1. The shifts that the Firefighter Intern shall be mutually agreed upon the month prior. The shifts shall not conflict with their Fire Academy Schedule or any regular employment schedule.
2. The corresponding Fire Officer (FO) or Acting Company Officer (ACO) of the assigned shift will be the intern's immediate supervisor and mentor. The FO or ACO may designate a subordinate to fill this role for the shift.
3. The intern may work 12 or 24-hour shifts per duty day. 0600-1800, or 0600-0600. The intern will not be working night shifts unless already worked the day.
4. To stay active in the program, interns shall work no less than three (4) 12 hour shifts per month, unless approved by the Training Officer or Fire Chief.
5. All scheduled/worked hours shall be documented in Fire Manager.
6. Internship period shall be the length of the Fire Academy or three months (whichever is longer), plus OSFM testing period.
7. Failure of fulfilling shift responsibilities will be grounds for dismissal from the program.

OSFM Testing Period

1. Firefighter Interns shall remain rostered with the Braidwood Fire Protection District for a maximum of 90 days to complete their required OSFM exams after completion of the Fire Academy or the 3 months of Firefighter Internship.
2. During the OSFM testing period, the Firefighter Intern will still be required to work the monthly (4) 12-hour or (2) 24-hour shifts of the Firefighter Intern Program.
3. All scheduled/worked hours shall be documented in Fire Manager.
4. Failure to pass the exams in the 90 days or not fulfilling shift responsibilities will be grounds for dismissal from the program.

Required Documents

The following documents must accompany the completed application. In the event that a document is missing or not turned in, the application will not be processed.

- Copy of Birth Certificate
- Copy of Driver's License
- Copy of High School Diploma or equivalent
- Copy of Illinois Dept. of Public Health EMT-B, EMT-I/D, or EMT-P License
- Copies of any other relevant certificates (CPR, OSFM, IFSI)

Application Instructions

Please be certain that your application is accurate and complete. If a question does not apply to you insert "NA" for "Not Applicable". Double check to make sure that you have included all of the required documents and that all questions have been answered. If you do not have enough space, continue your answers on an attached sheet at the end of the application. Any and all statements in your application are subject to verification. Incorrect statement(s) will bar or remove you from the application process. Please type or print neatly.

Completed applications must be turned in at the Braidwood Fire Department. We will not accept any applications in the mail, fax or email.

Braidwood Fire Department
Attn: Internship Program
275 West Main St.
Braidwood, IL 60408

Applications should be returned to the Braidwood Fire Department in person at the above address.



BRAIDWOOD FIRE DEPARTMENT

APPLICATION FOR FIREFIGHTER INTERN PROGRAM

275 W. Main Street, P.O. Box 309

(815) 458-2000 |

STATION

Braidwood, Illinois 60408

(815) 458-3636 | FAX

The Braidwood Fire Department is committed to providing an equal employment opportunity to all persons.

GENERAL

First Name _____ Last Name _____

INFORMATION

Address _____

City _____ State _____ ZIP _____

Phone _____ Marital Status: _____

Cell Phone _____ Email _____

Drivers License Number: _____ Drivers License Class: _____

Social Security Number: _____ Are you 18 years of age? Yes No

Emergency Contact: _____ Phone: _____

Have you ever applied to the BFD before? If yes, When? _____

EDUCATION

Circle the number corresponding to the highest level of education completed:

ELEMENTARY - HIGH SCHOOL

COLLEGE

GRADUATE SCHOOL

8 9 10 11 12

1 2 3 4

1 2 3 4

GED (list granting agency) _____

List in reverse order (present or most recent first) all schools attended (colleges/universities, technical training institutions, vocational/trade schools, and high schools)

NAME OF SCHOOL	CITY/TOWN & STATE	MAJOR(S)	DEGREE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMT Certification Level: _____ License Number: _____ Exp. Date: _____

SKILLS

Please list any skills, certificates, or training that you have received that relates to firefighting. This includes CPR, First Aid, OSFM or IFSI, Industrial Firefighting or Other Training.

DRIVING

Any moving violations, including accidents, in the past 10 years? Yes No

RECORD

If Yes, please list: _____

May we request a copy of your motor vehicle records from the Illinois Secretary of State office? (If hired, these records will be requested every three years.) Yes No

**CRIMINAL
RECORD**

Any felony drug or alcohol convictions, including DUI, in the past 10 years? Yes No
If Yes, please list: _____

**WORK
EXPERIENCE**

Describe below all previous work experience (including unpaid experience) in reverse chronological order (present or most recent employment first). **Include any information not listed on your resume.**

Name of Employer: _____
Address: _____ Phone: _____
Your job title: _____
Supervisor (name & title): _____
Employed From (month/year): _____ To (month/year): _____
Normal Daily Work Hours: _____
Reason for leaving: _____
May we contact this employer: Yes No Phone: _____
Summary of your duties and responsibilities: _____

Name of Employer: _____
Address: _____ Phone: _____
Your job title: _____
Supervisor (name & title): _____
Employed From (month/year): _____ To (month/year): _____
Normal Daily Work Hours: _____
Reason for leaving: _____
May we contact this employer: Yes No Phone: _____
Summary of your duties and responsibilities: _____

REFERENCES

List below as character references three (3) persons you have known for at least three (3) years and who are not related to you. These persons may not be past employers.

Name: _____ Address: _____
Phone: _____ Occupation: _____

Name: _____ Address: _____
Phone: _____ Occupation: _____

Name: _____ Address: _____
Phone: _____ Occupation: _____

**ADDITIONAL
INFORMATION**

1. Are you authorized to work in the United States? Yes No

2. Are there any physical limitations that will affect the ability to perform your assigned duties? Yes No

If yes, please list: _____

3. Do you have reliable transportation? Yes No

4. Have you ever served in the military? Yes No

If yes, indicate years of service? _____

5. Have you been disciplined or discharged by a former employer for conduct involving any type of dishonesty, ethical misconduct or violent behavior in the last 15 years?

If Yes, please attach an explanation. Yes No

6. List any hobbies, activities or organizations that you take part in regularly: _____

7. List any fire departments that you are currently working at or have worked for in the

past: _____

8. Why do you want to become a Firefighter through this organization?

Affirmative Action Policy

We welcome you as an applicant for employment. Your application will be considered with others in competition for the position in which you are interested. It is the policy and the intent of the Braidwood Fire Department to provide equal opportunity in employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, place of residence, political affiliations, marital status, physical or mental handicap, sex, or age in all aspects of our personnel policies, programs, practices and operations except as required by job necessity or preemptive statutes. This policy applies to all phases of full-time, part-time, temporary and seasonal employment.

I understand the information in this application will be used and that prior employers may be contacted for purposes of investigation as required by section 391.23 of the Federal Motor Carrier Safety Regulations.

It is agreed and understood that this application for employment in no way obligates the employer to employ this applicant.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, and employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

It is agreed and understood that if hired the employee may be on a probationary period during which time he may be discharged without recourse.

It is understood and agreed upon, that by signing this application, I authorize a thorough criminal background check including, but not limited to, fingerprinting which will be performed for the Braidwood Fire Department by the Braidwood Police Department and the Illinois State Police. Additionally, in the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employer.

This certifies that this application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge.

Signed: _____ Date: _____

**OFFICE
INFORMATION**



DO NOT WRITE ANY INFORMATION ON THIS PAGE

OFFICE USE ONLY

Received By: _____ Date: _____

Hiring Committee

- | | | |
|----------|--------|--------|
| 1. _____ | Accept | Reject |
| 2. _____ | Accept | Reject |
| 3. _____ | Accept | Reject |
| 4. _____ | Accept | Reject |

Comments: _____

Hiring Committee Recommendation:

Accept Reject Date: _____

Training Officer: _____ Date: _____

EMS Coordinator: _____ Date: _____

Fire Chief: _____ Date: _____

Background Check Completed Yes No Date: _____

Motor Vehicle Record Check Yes No Date: _____



BRAIDWOOD FIRE DEPARTMENT

APPLICATION FOR EMPLOYMENT

275 W. Main Street, P.O. Box 309

(815) 458-2000 |

STATION

Braidwood, Illinois 60408

(815) 458-3636 | FAX

Application Check Sheet

Please ensure the following documents are attached to this application:

- Ensure application packet is complete.
- Photocopy of your Driver's License is attached. Include both sides.
- Photocopies of any certificates pertaining to the EMS/fire service attached.
- Photocopy of valid CPR card attached (if applicable). Include both sides.

IMPORTANT: In order to prevent delays in reviewing your application, please answer every question on this form clearly and completely. Any false or misleading answers or statements will be the cause for rejection of this application, removal of your name from the eligibility list, or discharge from the department.

Please detach this page from the application; it does not need to be returned with the packet.