



**Woodstock Fire/Rescue District**  
Is now taking applications for the position of:

## **Full-Time FIREFIGHTER / PARAMEDIC**

Application Deadline: **Monday, July 26, 2021**

### **WOODSTOCK FIRE/RESCUE DISTRICT MISSION:**

The mission of the Woodstock Fire/Rescue District is to protect life and property through efficient and professional service to our community.

### **DEPARTMENT OVERVIEW:**

The Woodstock Fire/Rescue District operates as an Illinois special district unit of local government. The District provides fire prevention, fire suppression, rescue, special unit response, and emergency medical services. A five-member Board of Trustees elected at large from the community serves as the governing corporate authority.

The Woodstock Fire/Rescue District encompasses an 81 square-mile jurisdiction located in central McHenry county. It operates out of three stations, serving a residential population of approximately 36,000 and protects a mix of residential, light industrial and commercial development. The District employs 55 commissioned and non-commissioned firefighting personnel, 1 civilian staff member, and 1 full time mechanic, and responded to approximately 4,600 emergency incidents in 2020.

### **COMPENSATION AND BENEFITS:**

Salary Range	January 1, 2021
Start	\$70,365.34
After 1 year	\$75,852.26
After 5 years	\$90,282.67

Vacation	Other Paid Leave
- 1 <sup>st</sup> through 5 <sup>th</sup> Anniversary – 7 shift days	- Sick Leave: 120 hrs./yr.
- 5 <sup>th</sup> through 9 <sup>th</sup> Anniversary – 9 shift days	- Personal Day: 72 hrs./yr.
- 9 <sup>th</sup> through 15 <sup>th</sup> Anniversary – 12 shift days	- Bereavement Leave
- After 15 <sup>th</sup> Anniversary – 14 shift days	

Other Benefits	
<ul style="list-style-type: none"> <li>- Health Insurance (HMO, PPO, HSA)</li> <li>- Dental and Vision Insurance</li> <li>- Life Insurance</li> <li>- Article 4-Fire Pension (9.455% of regular earnings)</li> </ul>	<ul style="list-style-type: none"> <li>- Optional Deferred Compensation Plan (457)–Nationwide</li> <li>- Annual Medical Evaluation</li> <li>- Employee Assistance Program (EAP)</li> <li>- Optional cancer, intensive care, accident insurance, etc. policies (AFLAC)</li> </ul>

### **SELECTION PROCESS:**

The selection process includes application, written exam, and oral interview. Background investigation, psychological exam, and medical exam are completed upon conditional offer of employment.

### **MINIMUM REQUIREMENTS:**

<b><u>MINIMUM REQUIREMENTS AT TIME OF APPLICATION:</u></b>	<b><u>ADDITIONAL MINIMUM REQUIREMENTS AT TIME OF CONDITIONAL OFFER OF EMPLOYMENT:</u></b>
<ul style="list-style-type: none"> <li>• At least 21 years of age and under 35 years of age as of July 26, 2021, unless the individual falls under one of the exceptions to the statutory maximum hiring age detailed in 70 ILCS 705/16.06 or 65 ILCS 2/10-2.1-6. Proof of date of birth is required;</li> <li>• No felony convictions and good moral character;</li> <li>• Must be of sound mental and physical health and meet all established application guidelines;</li> <li>• A US Citizen or non-citizen admitted for permanent or temporary residence</li> <li>• Valid Driver’s License;</li> <li>• <b>Must provide copy of high school diploma or GED diploma OR College Transcripts;</b></li> <li>• <b>Firefighter Basic Operations (Firefighter II) certification as issued by the Illinois Office of State Fire Marshal;</b></li> <li>• <b>Current Illinois EMT-B (Basic)</b></li> <li>• No residency requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate Physical Ability Test (CPAT) with Ladder Climb Certification conducted by a licensed agency <b>within 12 months preceding</b> date of conditional offer of employment;</li> <li>• <b>Current Illinois or National Registry EMT-P (Paramedic);</b></li> <li>• Valid Illinois Driver’s License;</li> <li>• Must pass background investigation;</li> <li>• Must pass psychological and medical examinations.</li> </ul>

\* Licensed CPAT testing agencies:

- NIPSTA, Glenview, IL - 847.998.8090 - [www.nipsta.org/CPAT/info.aspx](http://www.nipsta.org/CPAT/info.aspx)

- Southwest United Fire Districts, Darien, IL - 630.910.2087 - [www.sufd.org](http://www.sufd.org)

## **HOW TO APPLY & SCHEDULE WRITTEN EXAM:**

1. To complete an application and schedule your written exam, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select Firefighter Jobs and sign up for the Woodstock Fire/Rescue District exam. Only ONLINE applications will be accepted.

What to expect at the [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) website:

- Completion of the application process;
- Review all information related to the position and details about the testing process;
- Opportunity to take online practice tests;
- Schedule your own convenient test time. Tests are offered multiple times a week, including Saturdays;
- Take high quality job simulation tests in a standardized, fair testing environment;

\*You must submit your application and complete the written test on or before Monday, July 26, 2021.

Upon completion of the written exam, all candidate scores will be automatically forwarded to the Woodstock Fire/Rescue District hiring officials. Candidates who attain a passing score will be placed in the department's pool of eligible candidates to continue to participate in other stages of the selection process.

2. **Submit the Required Documents (See CHECKLIST) via National Testing Network website at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) on or before Monday, July 26, 2021.**
  - a. Documents received after the deadline will NOT be accepted.

### **TO APPLY:**

[www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com)

- Select 'Find Jobs', then select 'Firefighter Jobs'
  - Sign up for 'Woodstock Fire/Rescue District'
- Only online applications will be accepted.

### **Questions about online application and/or written exam?**

Please call: National Testing Network – 1 (866) 563-3882

### **Applications AND Written Exam Due On or Before:**

Monday, July 26, 2021

Woodstock Fire/Rescue District is an Equal Opportunity Employer

## APPLICATION/TESTING TIMELINE AND IMPORTANT DATES TO REMEMBER:

<p>Tuesday, June 1, 2021</p>	<p><b><u>FIRST DAY APPLICATION AVAILABLE</u></b> Only online applications will be accepted. To apply: <a href="http://www.nationaltestingnetwork.com">www.nationaltestingnetwork.com</a></p>
<p>Monday, July 26, 2021</p>	<p><b><u>APPLICATION SUBMITTAL DEADLINE</u></b> Applications must be completed.</p>
<p>Monday, July 26, 2021</p>	<p><b><u>SUPPORTING DOCUMENTS SUBMITTAL DEADLINE</u></b> All supporting documentation MUST be received on or before July 26, 2021 at <a href="http://www.nationaltestingnetwork.com">www.nationaltestingnetwork.com</a></p>
<p>Monday, July 26, 2021</p>	<p><b><u>WRITTEN EXAM</u></b> Written exam must be completed.</p>
<p>July/August 2021</p>	<p><b><u>PRELIMINARY ELIGIBILITY REGISTER POSTED</u></b> A candidate is eligible to be placed on this register based upon passage of the written examination. The cut-off score for the written examination will be based on the recommendations of the developer of the written examination and will be consistent with minimally qualified performance in the firefighter position.</p>
<p>TBD – (August 2021)</p>	<p><b><u>ORAL INTERVIEWS</u></b> Location: Woodstock Fire/Rescue District – Station 1 – 435 E. Judd Street - Woodstock, IL 60098 Dates and times: to be determined.</p> <p>The top thirty (30) candidates placed on the Preliminary Eligibility Register will be invited to participate in the oral interview. If in the event the 30<sup>th</sup> place is a tie score, all candidates that achieve a 30<sup>th</sup> place tie score will advance to the oral interview. Those eligible to participate will receive e-mail notification with the interview schedule.</p> <p>The Woodstock Fire/Rescue District Board of Fire Commissioners may consider the remainder of candidates that have achieved a passing score on the written examination as a “reserve list” of candidates that may be called, based upon their ranking score on the written examination, for an additional round of oral interviews.</p>
<p>August 2021</p>	<p><b><u>INITIAL ELIGIBILITY REGISTER POSTED</u></b> An initial Eligibility List of applicants will be established in numeric order based on a minimum passing score on the written examination and oral interview (written exam 70%, oral interview 70%).</p>
<p>August/September 2021</p>	<p><b><u>SUBMISSION OF PREFERENCE POINTS CLAIM FORM</u></b> Eligible candidates must submit the Preference Points Form with proof thereof within ten (10) days of posting of the Initial Eligibility Register or such claim shall be waived.</p> <ul style="list-style-type: none"> <li>- <b>Military</b> (5 pts.): Minimum of one-year active military duty with honorable discharge;</li> <li>- <b>Paramedic at time of Application</b> (5 pts.): Illinois or National Registry EMT-P (Paramedic). Must submit valid and current copy of IDPH or National Registry Paramedic license.</li> <li>- <b>Experience</b> (Up to 5 pts.): 1 pt. per year of service as a commissioned firefighter at another municipal fire department or fire protection district.</li> </ul>

	<ul style="list-style-type: none"> <li>- <b>Residency</b> (5 pts.): Residence within the Woodstock Fire/Rescue District jurisdiction. Proof must include at least 2 documents. Accepted documents include documents accepted by State of IL while acquiring a DL or State ID;</li> </ul> <p>Detailed description of preference points and application will be provided to eligible candidates.</p>
<p><b>August/September 2021</b></p>	<p><b><u>FINAL ELIGIBILITY REGISTER POSTED</u></b></p> <p>A Final Eligibility List, which includes all Preference Points will be established. The eligibility list is valid for a period of two (2) years from the date of certification by the Woodstock Fire/Rescue District Board of Fire Commissioners.</p> <p>Further participation in the selection process will take place as vacancies occur. Applicants will be invited, in rank order, as law permits, to participate in and successfully advance through the following steps:</p> <p><b>Additional minimum requirements at time of selection and or conditional offer of employment are:</b></p> <ul style="list-style-type: none"> <li>- Must provide proof of successful completion of the Candidate Physical Ability Test (CPAT) with Ladder Climb Certification conducted by a licensed agency within the 12 months prior to date of conditional offer of employment.</li> <li>- Current Illinois or National Registry EMT- P (Paramedic);</li> <li>- Valid Illinois Driver’s License;</li> <li>- In depth background check passage (Pass/Fail basis);</li> <li>- In-depth psychological evaluation (Pass/Fail basis);</li> <li>- NFPA 1582 based on Medical examination including drug screen (Pass/Fail basis).</li> </ul>

**Check your e-mail regularly for important information  
about the recruitment process.**

All communications will be sent via e-mail only.

**CHECKLIST:**

<b><u>Online Application</u></b>	<b>Deadline: July 26, 2021</b>
<input type="checkbox"/> <b>APPLIED</b> at <a href="http://www.nationaltestingnetwork.com">www.nationaltestingnetwork.com</a> <input type="checkbox"/> <b>Scheduled Written Exam</b> <a href="http://www.nationaltestingnetwork.com">www.nationaltestingnetwork.com</a> DATE & TIME of Exam: ___/___/___ __:___	
<b><u>Required Documents</u></b>	<b>Deadline: July 26, 2021</b>
<input type="checkbox"/> <b>COPY of Firefighter Basic Operations or Firefighter II Certification as issued by the Illinois Office of the State Fire Marshal</b> <input type="checkbox"/> <b>COPY of current EMT-B (Basic) or EMT-P (Paramedic) Certification</b> <input type="checkbox"/> <b>COPY of High School Diploma, GED OR College Transcripts</b> (Copy of High School Transcripts with Graduation Date, Dated GED, or Signed Letter on High School letterhead stating graduation date is acceptable). <input type="checkbox"/> <b>COPY of valid Driver's License</b> (copy of front and back if you received a renewal sticker) <input type="checkbox"/> <b>COPY of Birth Record</b> READ CAREFULLY: Must contain the applicant's full name and date of birth and must be verifiable. <b><u>ONE OF THE FOLLOWING IS ACCEPTABLE TO FULFILL THE BIRTH RECORD REQUIREMENT:</u></b> <input type="checkbox"/> <b>Copy of <u>US</u> Birth certificate</b> - Copy of original or certified by a Board of Health or Bureau of Vital statistics within the U.S. State Department or U.S. territories (i.e.: <b>State or County issued birth certificate</b> ). <b><u>Hospital copy NOT accepted.</u></b> <input type="checkbox"/> <b>Copy of VALID US Passport</b> <input type="checkbox"/> <b>Copy of Naturalization Papers</b>	

Applications will not be verified until after the deadline has passed. Candidates who submit applications lacking proper documentation as indicated above will be eliminated from employment consideration. The Woodstock Fire/Rescue District is not responsible for late, misdirected or incomplete application submissions. You must submit all required documents by the deadline in order to be eligible to attend any portion of the recruitment process.

**YOU MUST SUBMIT RELEASE FORMS & REQUIRED DOCUMENTS VIA:**

[www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com)