

CITY OF BERWYN FIRE DEPARTMENT FIREFIGHTER/PARAMEDIC

Thank you for your interest in the City of Berwyn Fire Department. Please read this document carefully, paying particular attention to deadlines and required documents:

Firefighter/Paramedic Minimum Requirements:

- \$50.00 non-refundable application fee;
- U.S. Citizen;
- Valid Driver's License (Must have a valid Illinois Driver's license at time of hire and maintain the license during the course of employment with the City of Berwyn);
- 21 to under 35 years of age at time of written exam (11/08/2014);
- Certified Illinois Department of Public Health Paramedic;
- Able to gain approval into Loyola Hospital EMS System upon employment;
- Must be an Illinois Certified Firefighter II/Basic Operations Firefighter with the Illinois Office of the State Fire Marshal;
- Must have a valid CPAT **AND** Ladder Climb Certification issued within one year prior to 11/08/2014;
- Must **PASS** the City of Berwyn Supplemental Physical Ability Test on test day (11/08/2014) in order to continue on to the written examination;
- Must have the ability to read, write and speak English. Bi-lingual a plus;
- Must be a resident of Cook, Dupage, Lake, Kane, McHenry, or Will County, Illinois at the time of employment at the end of probationary period of one (1) year;
- Completion and submission of online application and all required documents by 4:00 PM on Wednesday, October 8, 2014.

Application Instructions:

- 1) Visit www.publicsafetyrecruitment.com to complete the online application for the position of Firefighter/Paramedic. Applications must be completed and submitted to Public Safety Recruitment no later than 4:00 PM on Wednesday, October 8, 2014. You will receive a confirmation number for your application immediately after you complete and confirm online; save this number for your records.
- 2) Return signed release forms and required documents (see checklist, attached) to Public Safety Recruitment, Attn.: Berwyn FD, 1127 S. Mannheim Rd., Suite 203, Westchester, IL 60154 before 4:00 PM on Wednesday, October 8, 2014. Applications received after 4:00 PM on Wednesday, October 8, 2014 will NOT be accepted. Faxed or postmarked release forms will NOT be accepted. Documents may be delivered by hand or by mail; traceable courier is suggested to ensure timely delivery. Candidates will be notified by Public Safety Recruitment AFTER the deadline via email regarding eligibility status. Public Safety Recruitment is not responsible for late or lost documents. It is the responsibility of the candidate to ensure all paper work is submitted properly by the deadline date.
- 3) Applicants **MUST** submit proof that they have passed the CPAT and Ladder Climb within 12 months PRIOR to written exam date (11/8/2014). CPAT cards and Ladder Climb Certifications are only considered valid if dated from 11/8/2013 through 11/8/2014. CPAT and Ladder Climb certification is available at the Northeastern Illinois Public Safety Training Academy (NIPSTA) in Glenview, IL and at the Southwest United Fire District (SUFD) in Indianhead Park, IL. Please visit www.NIPSTA.org/CPAT/ or www.SUFD.org for information and to register for the CPAT and Ladder Climb.

NOTE: Candidates who complete the CPAT and/or Ladder Climb before the application deadline must submit proof of these certifications at application deadline. Candidates who complete the CPAT or Ladder Climb after the deadline must bring photocopies of their certifications to the written examination for sign-in.

- 4) Attend Orientation, City of Berwyn Supplemental Physical Ability Test and Written Exam on Saturday, November 8, 2014 at Morton West High School, 2401 Home Ave., Berwyn, IL 60402. Doors open at 7:00 a.m. Candidates should arrive no later than 7:45 a.m. with photo identification (valid Driver's License or State ID) **AND** copy of valid CPAT and Ladder Climb Certification to sign in. Orientation begins at 8:00 a.m. and the Supplemental Physical Ability Test will immediately follow. Only those who successfully pass the Supplemental PAT will be permitted to take the written scheduled to begin at 1:00 p.m. Testing is expected to take several hours and candidates are NOT allowed to leave the testing grounds. Candidates should bring a snack or lunch and beverage on test day.

All portions of the testing process are mandatory. Failure to attend and successfully complete any portion of the process will result in elimination from employment consideration.

Please visit our website to pay the application fee and complete the online application

www.publicsafetyrecruitment.com.

If you have any questions, please contact Public Safety Recruitment

1-800-343-HIRE ~ e-mail: info@publicsafetyrecruitment.com

9 am – 5 pm Monday through Thursday and 9 am – 3 pm on Friday; Closed Holidays and Weekends

The Berwyn Fire Department is currently accepting applications for the position of police officer. Applications are available at www.publicsafetyrecruitment.com until October 8, 2014. The application deadline is October 8, 2014 at 4:00 p.m. You must meet the following minimum requirements:

- 50.00 non-refundable application fee;
- U.S. Citizen;
- Valid Driver's License (Must have a valid Illinois Driver's license at time of hire and maintain the license during the course of employment with the City of Berwyn);
- 21 to under 35 years of age at time of written exam (11/08/2014);
- Certified Illinois Department of Public Health Paramedic;
- Able to gain approval into Loyola Hospital EMS System upon employment;
- Must be an Illinois Certified Firefighter II/Basic Operations Firefighter with the Illinois Office of the State Fire Marshal;
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- Must be a resident of Cook, Dupage, Lake, Kane, McHenry, or Will County, Illinois at the time of employment at the end of probationary period of one (1) year;
- Completion and submission of online application and all required documents by 4:00 PM on Wednesday, October 8, 2014.

All portions of the testing process are mandatory. Failure to attend and complete any portion of the process will result in elimination from employment consideration.

Orientation, City of Berwyn Supplemental Physical Ability Test and Written Exam Information:

Saturday, November 8, 2014
Morton West High School
2401 Home Ave.
Berwyn, IL 60402

You are required to arrive at the testing location **no later than 7:45 a.m.** with photo identification (valid driver's license or State ID) to sign-in. Doors close at 7:45 a.m. **NO LATE ADMITTANCE.**

Orientation begins at 8:00 a.m. and the Supplemental Physical Ability Test will immediately follow. Only those who successfully pass the Supplemental PAT will be permitted to take the written scheduled to begin at 1:00 p.m. Please dress appropriately for the test (sweat pants, t-shirt, running shoes, etc.). You may also want to bring a snack and beverage. Testing is expected to take place over several hours and no breaks will be given in-between testing phases.