

**CITY OF KEWANEE**  
**BOARD OF FIRE AND POLICE COMMISSIONERS**  
401 E. THIRD STREET  
KEWANEE, IL 61443  
309-852-2611

May 21, 2019

To All Applicants:

On behalf of the Board of Fire and Police Commissioners, the City's Administration and the Kewanee Fire Department, I would like to thank you for your interest in the entry-level position of Fire Fighter.

The City of Kewanee Fire Department is a progressive department with numerous opportunities. The Department offers the usual opportunities in fire suppression and prevention as well as responses to hazardous material incidents as part of MABAS district 39 and operating all emergency medical services for two separate fire districts encompassing approximately 150 square miles.

The International Association of Fire Fighters (IAFF 513) represent all non-management sworn personnel in the Fire Department in collective bargaining. This testing is being conducted to update an eligibility register that was exhausted of candidates. This new list shall expire two years following the adoption of the final eligibility roster.

Your application packet should include:

1. This Cover Letter
2. A copy of the position advertisement
3. Position Description
4. Application for Employment
5. Liability waiver for physical fitness test and description of test
6. Authorization for Release of Personal Information
7. Checklist of required Documents to be submitted with your application

All applications are due back at City Hall (address above and on position advertisement) by June 25, 2019 no later than 4p.m. Late or incomplete applications will not be considered. Applicants must successfully complete and/or receive a passing score on all components to advance. Testing dates are on the final page of this packet. Kewanee does accept a valid CPAT card with ladder endorsement in place of the physical fitness portion of testing. If you do not have a CPAT card or are missing the ladder endorsement, you will be required to attend the physical testing. All start times are final and no late entry into testing is permitted. Please feel free to contact the department at (309)852-2115 or by at Email at [Kshook@cityofkewanee.net](mailto:Kshook@cityofkewanee.net) with any questions or concerns.

Regards,



Kevin J. Shook  
Fire Chief

*The City of Kewanee is an Equal Opportunity Employer and a Drug and Alcohol free work place.*

## **Firefighter Initial Hire Testing**

The Kewanee Board of Fire and Police Commissioners will be conducting examinations to establish an eligibility roster for initial hire for the Kewanee Fire Department. There is no fee for this examination process. All candidates must be between the age of 21 and 35 at time of application or otherwise exempt by law.

Applications may be obtained at  
**Kewanee City Hall, 401 E. Third St.**  
**Kewanee, IL 61443-2365**

**Or online at [cityofkewanee.com](http://cityofkewanee.com)**  
**Completed applications, with original signature**  
**must be returned to:**

**City of Kewanee**  
**401 E. Third St.**

**Kewanee, IL 61443-2365**

**Deadline for applications is**  
**no later than 4:00p.m. on June 25, 2019.**

*Kewanee is an equal opportunity employer and drug  
and alcohol free work place.*

## Firefighter.

- a. General Nature of Work: An employee in this position engages directly in fire fighting, emergency medical service, rescue, and fire prevention activities, assists in the operational maintenance and minor repair of fire stations and equipment; does related work as directed. Duties are performed under the guidance and overall supervision of the shift Captain and the Fire Chief.
- b. Special Nature of Work: A firefighter is responsible for performing hazardous tasks under emergency conditions. The major portion of a firefighter's work consists of the performance of daily routine duties in the maintenance of fire stations, trucks, and equipment in addition to maintaining and learning new skills through training. A position with the Department requires excellent physical condition and an aptitude for mechanical work. Orders of supervisors must be executed promptly and efficiently. A firefighter must readily become familiar with modern fire fighting and prevention methods and procedures after entrance on duty. The work requires adherence to departmental rules and regulations.
- c. Examples of Duties:
  1. Works an assigned tour of duty at a fire station and responds to calls for fire, ambulance, and rescue equipment.
  2. Engages in public relations and education by participating in fire prevention speeches and events within the community.
  3. Maintains, cleans, and makes minor repairs to firefighting tools, equipment, and appliances.
  4. Operational servicing of motorized fire apparatus as directed.
  5. Engages in fire prevention work by inspecting the construction and exposures of buildings for fire hazards, and makes preplan inspections of businesses and establishments.
  6. Keeps records and makes reports.
  7. Tests and inspects fire hydrants.
  8. Participates in periodic fire drills.
  9. Gives emergency medical aid and transport to injured or sick persons.
  10. Performs a wide variety of routine tasks in connection with the maintenance and cleaning of fire station, quarters, and grounds.
  11. Performs related duties as directed.

- d. Desirable Knowledge, Skills, and Abilities:
1. Ability to establish and maintain an effective relationship with municipal officials, supervisory personnel, fellow employees, other municipal employees, and the general public.
  2. Ability to understand and follow written and oral instructions.
  3. Willingness to perform properly assigned tasks.
  4. Ability to keep records and make reports.
  5. Aptitude for mechanical work.
  6. Conscientiousness and dependability.
  7. Strength and ability to do prolonged manual and mechanical work under adverse conditions.
  8. Good physical condition.
  9. Ability to operate the motor vehicles and equipment contained in the Fire Department Inventory.
- e. Desired Training and Experience:
1. Graduation from a standard high school or the equivalent.
  2. Background and/or experience within the fire sciences and emergency medical field.
- f. Essential Functions and Qualifications: These essential items are considered "Conditions of Employment". Failure to acquire, or maintain these essential functions and qualifications may result in termination from this specific position.
1. Must attain and maintain Emergency Medical Technician Certification and successfully complete and maintain Paramedic level training as required by the City within two years of starting a city offered Paramedic class.
  2. Must successfully complete Certified Firefighter Basic (or equivalent) as required by the City.
  3. It is imperative that an employee in this position maintains the physical ability to effectively fight fires, both in the ability to control fire-fighting equipment and maintain the physical stamina to complete a fire-fighting task. The city may test this ability through physical tests.
  4. Must satisfy a police background check that reveals no past criminal activity and no history of misdemeanor convictions that may indicate anything but the highest level of personal integrity and sobriety.
  5. Hearing sufficient to allow for distinguishing incoming information accurately and rapidly. Ability to be easily understood over radio circuits and landlines, concerning clear pronunciation.
  6. Ability to reside within a 15-mile radius of Kewanee within 45 days following probation.

Received: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Clerk: \_\_\_\_\_



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 Kewanee, IL 61443  
 309-852-2611  
 www.cityofkewanee.com

## Application for Employment City of Kewanee

The filing of this application and the acceptance thereof does not indicate that there are positions open, and it in no way obligates the City of Kewanee. The information contained herein will be considered confidential and is, together with all attached documents, the property of the City of Kewanee. It will be to the applicant's advantage to answer each question fully, accurately, and honestly. Give complete and concise answers to all questions. You can only be credited with the education and experience shown on this application and any required supplementary form. You must be able to substantiate all statements made on this form. Truthful and complete answers to questions contained on this form are considered a condition of employment (any omissions or falsehoods discovered on this form may lead to disqualification or termination). Application must be fully completed to be considered.

Return all applications to City Hall, 401 E Third Street, Kewanee, IL 61443

City of Kewanee is an equal opportunity employer and committed to excellence through diversity

It is your responsibility to keep your address and contact information current.

Carefully review the information about the position you are applying for to ensure you meet the necessary qualifications for the position.

This application must be typewritten or printed legibly in ink.

1. What position of employment are you applying for? \_\_\_\_\_

2. Employment desired.     Full Time                       Part Time                       Seasonal/Temporary

PERSONAL INFORMATION		
3. Last Name	3. First Name	3. Middle
3. Current Street Address		
3. City	3. State	3. Zip Code
3. Phone Number	3. Email	
3. Date of Birth <span style="float: right; font-size: small;">(used for positive identification for background check)</span>		
List any previous legal/maiden names:		



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4. Are you a citizen of the United States or have a visa that permits you to work in the United States on a full time ongoing basis?  Yes  No
5. Have you ever been employed by the City of Kewanee? If yes, please be sure to list it under work history?  Yes  No
6. Are you currently a resident of the City of Kewanee? Unless specified by contract residency may be a condition of employment.  Yes  No
7. Have you ever served in the United States armed forces? If yes, please complete the following.  Yes  No

Branch of service:	Entry Date:	Discharge Date:	Discharge Type:
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8. Have you ever been convicted, adjudicated guilty, or plead guilty, of any misdemeanor or felony in criminal, civil, or military court?  Yes  No
9. Have you ever been fined, placed on probation, or forfeited collateral for breach or violation of ANY law, ordinance, police, or traffic regulation, including moving and equipment violations?  Yes  No
10. Do you now have any charges pending against you?  Yes  No

Any yes answers to questions 8, 9, or 10 above must be explained in detail in the area below.

Date, Court & Location	Nature of Offense or Violation	Disposition of case and penalty/fines imposed

A conviction record will not necessarily be a bar from employment; factors such as age at time of offense, seriousness and nature of the violation, and rehabilitation will be taken into account in terms of the position applied for. Misrepresentation or omission of facts in your response to this question may be cause for rejection of your application or termination of employment.



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11. Have you ever been suspended, disciplined, discharged, fired, dismissed or asked to resign from any position?  Yes  No

Note: Failure to include all information regarding dismissal or forced resignation will result in the rejection of the application.

If yes to question 11 please explain here.

12. Have you ever declared bankruptcy or are you now in any type of bankruptcy proceedings?  Yes  No

If yes, please explain below.

Bankruptcy proceedings:

13. Do you require additional reasonable accommodations in order for you to perform the required tasks for the position being applied for?  Yes  No

If accommodations would be needed please specify:

14. **Personal References**

Name and Occupation	Address	Phone Number

15. Do you currently have any friends or relatives that work for the City of Kewanee? If yes please list below?  Yes  No

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16. Education and Training				
School	Name & Location	Major Subjects	Did you Graduate?	Type of Degree, Diploma, or Certificate
High School				
College				
Other (specify)				
Other (Specify)				
Other (Specify)				
Other (Specify)				

Any other training that you feel is relevant to the position being applied for not already mentioned.

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17. Can you speak, read, and write fluently in English?  Yes  No

Fluent in any other languages? \_\_\_\_\_





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## Application for Employment

### Work History

Please be thorough. You can only be credited with the experience and education shown on your application and any supplemental form. Your training and employment experience will be used to determine whether you meet the entrance requirements for the position you are applying for. Include military and volunteer experience that you believe may relate to the position for which you are applying. Use additional sheets if necessary.

Start with your present or most recent employment and list your history.

NOTE: This area of the application must be completed even though the applicant may elect to attach additional material such as resumes or addenda. An incomplete application will result in the application being rejected or delayed which could result in a lost job opportunity.

<b>18a. Current or last employer:</b>	<b>Address:</b>	<b>Phone:</b>
<b>Type of Business:</b>	<b>Supervisor title and name:</b>	<b>Job Title or position:</b>
<b>Start Date: Mo__ Yr__</b> <b>End Date: Mo__ Yr__</b>	<b>Ending or current salary/wage:</b>	<b>Reason for Leaving:</b>
<b>Describe your duties and responsibilities (include equipment, materials and tools used)</b>		
_____		
_____		
_____		
_____		
_____		

## Work and Experience History

<b>18b. Employer:</b>	<b>Address:</b>	<b>Phone:</b>
<b>Type of Business:</b>	<b>Supervisor title and name:</b>	<b>Job Title or position:</b>
<b>Start Date: Mo ___ Yr ___</b> <b>End Date: Mo ___ Yr ___</b>	<b>Ending salary/wage:</b>	<b>Reason for Leaving:</b>
<b>Describe your duties and responsibilities (include equipment, materials and tools used)</b>		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black;"/>		

<b>18c. Employer:</b>	<b>Address:</b>	<b>Phone:</b>
<b>Type of Business:</b>	<b>Supervisor title and name:</b>	<b>Job Title or position:</b>
<b>Start Date: Mo ___ Yr ___</b> <b>End Date: Mo ___ Yr ___</b>	<b>Ending salary/wage:</b>	<b>Reason for Leaving:</b>
<b>Describe your duties and responsibilities (include equipment, materials and tools used)</b>		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black;"/>		

<b>18d. Employer:</b>	<b>Address:</b>	<b>Phone:</b>
<b>Type of Business:</b>	<b>Supervisor title and name:</b>	<b>Job Title or position:</b>
<b>Start Date: Mo ___ Yr ___</b> <b>End Date: Mo ___ Yr ___</b>	<b>Ending salary/wage:</b>	<b>Reason for Leaving:</b>
<b>Describe your duties and responsibilities (include equipment, materials and tools used)</b>		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black;"/>		



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UNDERSTANDING AND AUTHORIZATION FOR RELEASE: I understand that this application is not intended to be a contract of employment. Nor does this application obligate the City in any way if it decides to employ me. No one other than the City Manager, or his authorized agent, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by the City Manager, or his authorized agent. I authorize the City of Kewanee to make such investigations and inquiries as to my character, personal history, financial and credit record, employment record, and conviction record as may be necessary in arriving at an employment decision. I hereby release employers, schools, law enforcement agencies, and persons from all liability for any damages whatsoever that may ensue from furnishing the same to the City of Kewanee.

CERTIFICATE OF APPLICANT: I certify that all answers contained in this application are true to the best of my knowledge and belief. I understand that misstatements or omissions of material fact will subject me to disqualification or dismissal. I approve the above authorized release.

Signature of applicant: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date signed: \_\_\_\_\_

Unsigned applications will not be accepted.

**PHYSICAL ASSESSMENT TEST**

**WAIVER OF LIABILITY**

City of Kewanee-Kewanee Fire Department  
WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

1. In consideration for receiving permission to participate in the Physical Assessment Test, I hereby RELEASE, WAIVE, DISCHARGE; AND COVENANT NOT TO SUE Kewanee Fire Department, the City of Kewanee, their officers, agents; or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, while participating in such activity, while in, on or upon the premises where the activities are being conducted, REGARDLESS OF WHETHER SUCH LOSS IS CAUSED BY NEGLIGENCE OF THE RELEASEES, or otherwise and regardless of whether such liability arises in tort, contract, strict liability, or otherwise, to the fullest extent allowed by law.

2. I am fully aware of the risks and hazards connected with the activities of the Physical Assessment Test, and I am aware that such activities include the risk of injury and even death, and I hereby elect to voluntarily participate in said activities, knowing that the activities may be hazardous to my property and me. I voluntarily assume full responsibility for any risks of loss, property damage, or personal injury, including death, which may be sustained by me, or any loss or damage .to property owned by me, as a result of being engaged in such activities, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise, to the fullest extent allowed by law.

3. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage, or costs, including court costs and attorneys' fees that Releases may incur due to my participation in said activities, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise, to the fullest extent allowed by law.

4. It is my express intent that this Waiver and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE the above named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Illinois and that any mediation, suit, or other proceeding must be filed or entered into only in Illinois and the federal or state courts of Illinois. Any portion of this document deemed unlawful or unenforceable is severable and shall be stricken without any effect on the enforceability of the remaining provisions.

IN SIGNING THIS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Wavier of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Agreement for full, adequate and complete consideration fully intending to be bound by same.

IN WITNESS WHEREOF, I have signed this Waiver and Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

WITNESS:

PARTICIPANT:

\_\_\_\_\_

\_\_\_\_\_

Print

Print

\_\_\_\_\_

\_\_\_\_\_

Sign

Sign

## Physical Fitness Testing

### City of Kewanee IL Fire Department

You will receive up to four minutes and forty seconds **(4:40)** to complete the following events in order. This is a pass/fail portion of the testing process. All candidates can have up to two attempts at completion. Candidates will be allowed to wear gloves if you furnish them yourself. Gloves will not be provided.

1. Wearing a SCBA harness with air bottle, the candidate must place a “blacked out” facemask on and follow a hose line or rope by crawling along the hose. You may not remove the mask or lose direct contact of your hose/rope during this process. Expect to have obstacles in your way as you follow your safety line. Once at the end of the hose an instructor will direct you to remove your mask. You must wear the SCBA for the rest of the challenge.
2. Carry a “high-rise” pack up five (5) flights of stairs. (this is a 100 foot piece of 1 3/4 inch hose weighing approximately 45 pounds)
3. Raise and lower a 24-foot extension ladder.
4. Drag a charged (water filled) 1 3/4 hose line 100 feet and turn nozzle on and back off. (weather permitting/ above freezing)
5. Drag rescue manikin weighing approximately 185 pounds 100 feet until the entire rescue dummy crosses the finish line.

Following successful completion of the timed challenge, all candidates must climb the aerial ladder to ascertain your comfort level at height. The ladder will be set up to 60 feet. You will be allowed to rest prior to doing the ladder climb. This portion is not timed and is pass/fail.

Candidates that have a valid CPAT card with ladder endorsement will not be required do the physical fitness portion of testing.

## AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

The undersigned authorizes a review of and full disclosure of all records concerning myself to any agent of the State of Illinois, City of Kewanee Fire Department, or any individual or entity assigned by the Kewanee Fire Department, whether the records are of public, private, criminal, internal, or confidential in nature. I direct the release of such information regardless of any agreement I may have made to the contrary with any entity or individual to whom this release is presented.

The intent of this authorization is to give my consent for full and complete disclosure of criminal records, internal investigative records, military records, records of educational and financial institutions, including academic records, records of loans and other financial statements and records wherever filed; records maintained by the National Personnel Records Center and the United States Veterans Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints, or grievances filed by or against me. I specifically waive my right to written notice of release of information relating to prior disciplinary actions, as provided by the Illinois Personnel Record Review Act. I also waive my right to inspect and copy any records provided in response to this authorization.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, as a result of this authorization will be considered in determining my suitability for employment by the City of Kewanee. Additionally, I understand the duty of the Kewanee Fire Department to release any information of a serious criminal nature uncovered by this investigation to the proper authorities and make other reports as may be mandated by law. I also certify that any person(s) who may furnish such information concerning me shall not be held liable or accountable for giving this information; and I do hereby release such person(s) from any and all liability, which must be incurred as a result of furnishing such information whether from record or recollection. I further release the Kewanee Fire Department, its agents and designees under this release, from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form shall be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of the "Authorization for Release of Personal Information."

**PLEASE PRINT OR TYPE**

Last Name	First Name	MI	Any Maiden Last Name
Any other Former Married Name or other Names used			Date of Birth
Signature			Date
Witness			Date

# Kewanee Fire Department

## Entry-level Fire Fighter Applicant Checklist

- Application fully completed, signed and dated
- Signed, dated and witnessed Release of Information Form
- Signed copy of physical testing waiver
- Copy of Driver's License
- Copy of High School Diploma or G.E.D.
- Copy of College Degree if applicable
- Copy of any Military Service and Discharge papers (DD214) if applicable
- Copy of any State or National Registry EMS license/certificate if applicable
- Copy of OSFM Firefighter Basic/FF2 certificate if applicable
- Copy of current CPAT card with ladder endorsement if applicable

Merit/experience points are available for candidates that wish to file for them towards the final eligibility roster. Applicants will have 10 days following interviews to turn in requests and validation paperwork.

- Prior military service
- Prior college degree
- Prior OSFM Firefighter Basic/ Advanced FFII/FF3 certifications
- Current EMS B/I/P certification/license
- Proof of local residency within city limits (driver License)

All rules and regulations of the Illinois Municipal code will be followed in the application of Merit points per statute.

### Important Dates

Date	Time	What	Where
<b>June 25, 2019</b>	4:00p.m.	Application Deadline	City Hall 401 East 3 <sup>rd</sup> St, Kewanee, IL 61443
<b>June 29, 2019</b>	8:00a.m.	Physical Agility Testing	700 East 2 <sup>nd</sup> Street Kewanee
<b>June 29, 2019</b>	1:30 p.m.	Orientation and Written Test	City Hall 401 East 3 <sup>rd</sup> St, Kewanee, IL 61443
<b>July 16-17, 2019</b>	5:15p.m.	Interviews	City Hall