

DEAR FIREFIGHTER APPLICANT:

PLEASE READ ALL OF THE ENCLOSED INFORMATION AND
SIGN AND DATE WHERE APPLICABLE. RETURN COMPLETED

PACKET BY THE DUE DATE OF OCTOBER 1, 2021 5:00 PM.

YOU MAY KEEP THE COPIES OF "BASIC REQUIREMENTS", "JOB
DESCRIPTION" AND THE TOP PORTION OF "NOTICE OF
ORIENTATION".

VILLAGE OF MIDLOTHIAN
FIRE AND POLICE COMMISSION



Village of Midlothian

Police and Fire Commission

14801 South Pulaski Rd
Midlothian, Illinois 60445
(708) 389-0200
(708) 389-0255 Fax
www.villageofmidlothian.net

Commissioners
Joseph Jones
Michael Callahan
Joseph Petrizzo, Jr.

Full time Firefighter 11/EMT-P Information

The Board of Fire and Police Commissioners for the Village of Midlothian will be accepting full time firefighter II/EMT-P applications for the position of firefighter starting September 20, 2021.

There is a \$40 application fee.

Application packets may be obtained online at <http://www.villageofmidlothian.net/ Jobs.aspx>
(Print single sided)

Benefits

- Starting salary \$52,921 a year with increase after current contract is ratified.
- Paid vacation time
- Longevity increases
- Retirement plan
- Optional credit union
- Optional 457 plan

The Village of Midlothian reserves the right to alter benefits, and employment shall confer any vested right except as may be provided by law.

Applications must be returned, completed in full, along with the \$40 application fee at:

Midlothian Village Hall
14801 S Pulaski Road
Midlothian, IL 60445

The deadline for returning applications is **5:00 p.m. on Friday, October 1, 2021.**



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BASIC REQUIREMENTS

- Must be a citizen of the United States at the time of filing formal application.
- Not less than twenty-one (21) years of age and not over 35 years of age at time of application.
- Must possess a High School Diploma or a GED Certificate.
- Applicant must meet the qualification standards established by the Board of Fire and Police Commission in accordance with applicable legal requirements, which will include passing a physical examination, passing polygraph and psychological evaluation.
- Must meet the State of Illinois Vision Standards.
- You will be required to furnish the Board of Fire and Police Commissioners with a copy of your birth certificate, high school diploma or GED certificate, Social security card, valid Driver's License, Selective Service card or Military DD214 form. These documents become the property of the Board of Fire and Police Commissioners.
- At the time an applicant is considered for appointment as a Firefighter/Paramedic, the candidate must provide proof of licensure by the State of Illinois as an EMT-P, and certified as FFII or Basic Operations Firefighter through the Office of the Illinois State Fire Marshall. Applicant must have current CPAT (Firefighter Candidate Physical Agility Test) card with ladder climb attachment at time of application

INFORMATION REQUEST FORM

NAME: _____

ADDRESS:

(City, State, Zip Code)

PHONE NUMBER: _____

CELL NUMBER: _____

E-MAIL ADDRESS:

Along with the above information, please enclose copies of

1. COPY OF High School & College Diplomas
2. DD214 Form (if applicable)
3. Social Security Card
4. Drivers license - both sides
5. Birth certificate
6. Marriage certificate/Divorce certificate
7. Original Certification paper if already a sworn peace officer

**THIS INFORMATION MUST BE PRESENTED AT
THE TIME OF ORAL INTERVIEWS, IF NOT
PROVIDED WHEN PACKET IS RETURNED**

VILLAGE OF MIDLOTHIAN JOB DESCRIPTION

Job Title: Firefighter II / EMT-P

Department: Fire

Full Time: — — X — —

No. Of Hours per week: 24 to 48

Part Time:

GENERAL STATEMENT OF PURPOSE OF POSITION: Skilled emergency firefighting and emergency medical services work. Work involves responsibility for participation in the provision of emergency medical services, performances of rescue and fire suppression and prevention, as well as all duties delegated by law, ordinance, rule or regulation, or practice or procedures. Work involves the operation of fire and emergency medical services equipment, and the maintenance of equipment, apparatus and quarters. Employees are required to participate in the operation of apparatus and perform hazardous tasks and skilled medical procedures under emergency conditions, which may involve strenuous exertion under such adverse conditions as fire, extreme heat and cold, smoke, darkness, and cramped or confined surroundings.

Although firefighting and emergency medical service work are the most difficult and critical areas of activity, a substantial portion of time is spent training and studying methods, techniques, and procedures, including department property and equipment. Work is usually performed in accordance with general instructions and well-defined procedures, under the command of a superior officer. Work is reviewed through observations, inspection, and reports for results obtained.

TYPICAL PHYSICAL DEMANDS: This position requires the physical condition to perform activities, including but not limited to:

Performs physically demanding work while wearing positive pressure breathing equipment with minimum 1.5 inches of water column resistance to exhalation at a flow of 40 liters per minute:

Wears personal protective equipment that weighs approximately 58 pounds while performing physically demanding tasks;

Performs complex tasks during life-threatening emergencies;

Works for long periods of time requiring sustained physical activity and intense concentration;

Faces life or death decisions during emergency conditions;

Makes rapid transitions from rest to near maximal exertion without warm-up periods;

-Operates manual and power tools in the performance of his/her duties, in both emergency and non-emergency situations;

Relies on senses of sight, hearing, smell and touch to help determine the nature of the emergency, maintain personal safety and make critical decisions in confused, chaotic and potentially life-threatening environment, throughout the duration of the operation;—

Performs rescue by carrying or dragging an adult from a burning structure or other dangerous situation;

Pulls hose loads up to 4 inches in diameter from the engines, works with hose lays of up to 6 inches in diameter, both charged and uncharged, over limited distances, both horizontally and vertically;

Handles 20 feet sections of 6-inch hard suction hose, limited distances, both horizontally and vertically. Connects same to hydrants and engines and couples all working sizes of hose used by the department;

Able to lift and carry a stretcher up or down flights of stairs with a minimum of one person to assist;

Subdue resisting individuals under extremely hazardous conditions;

Respond quickly to persons requiring emergency assistance;

Transport equipment and injured or deceased individuals;

Force entry into buildings;

Climb flights of stairs or ladders carrying heavy equipment;

Walk, stand or sit for long periods of time;

Endure exposure to extreme weather conditions and disease;

Perform life saving procedures, including but not limited to, CPR, first aid, administration of oxygen, etc.;

Provide assistance to citizens and coworkers in distress, under hazardous conditions, including but not limited to, independently transporting unconscious people.

TYPICAL WORKING/ENVIRONMENTAL CONDITIONS: This position involves exposure to and requires the employee to function in the presence of various conditions, including but not limited to:

Operates both independently and as member of a team at incidents of uncertain duration;

Spends extensive time outside exposed to all of the elements;

Tolerates extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 degrees Fahrenheit) and humid (up to 100%) environments while wearing equipment which significantly impairs body cooling mechanism;

Experience frequent transitions from hot to cold and from dry to humid elements. Must be able to work in wet, icy or muddy areas;

Performs a variety of tasks on slippery, hazardous surfaces, such as roof tops or from ladders;

Works in areas where sustaining traumatic or thermal injury is possible;

Faces possible exposure to carcinogenic dusts, such as asbestos and toxic substances, such as hydrogen cyanide, acids, carbon monoxide or organic solvents, either through inhalation or skin contact;

Operates in environments of high noise, poor visibility, limited mobility, at heights and in enclosed or confined spaces;

Raises, climbs and works from ground and aerial ladders without work inhibiting fear of heights;

Understands and carries out oral and written orders and assignments, in both emergency and non-emergency situations;

Assimilates, retains and effectively uses geographic knowledge concerning the fire limits of the Village of Midlothian and surrounding vicinity;
Faces exposure to grotesque sights and smells associated with illness, major trauma and bum victims;
Faces possible exposure to infections agents and blood borne diseases, such as hepatitis B and/or HIV;
Must be able to meet attendance requirements of the shift schedule that requires working on Saturdays, Sundays, and holidays. This position involves regular and irregular shift work, depending on fill-in needs, relief schedules and mandatory callbacks. Work shifts are normally 24 hours in duration, but may be extended in the event of emergency, disaster, personnel shortage, and workload or work-in-progress.

ESSENTIAL JOB FUNCTIONS: Essential functions of this position include, but are not limited to the following:

A. Station and Apparatus Maintenance.

Responsible for cleanliness and proper operating condition of assigned apparatus, including maintenance and minor mechanical repair;
Responsible to his/her shift commander for the proper care, working conditions and appearance of apparatus to which he/she may be assigned;
Responsible for the cleanliness and proper maintenance for the buildings and grounds to which he/she is assigned;
Particularly observant of the operating efficiency apparatus or vehicle assigned to his or her care and promptly informs the shift commander of any difficulties or irregularities which may affect operation or immediate response;
Maintenance of a daily inventory check and adequate supply of tools, appliances and supplies on the apparatus in his/her assigned station.

B. Fire Suppression.

Reacts and responds to orders during medical, fire and other emergency calls in accordance with Department Standard Operating Procedures;
Directs and/or supervises others at the scene of an emergency when directed to do so;
Engages in rescue, fire control and extinguishment, and property conservation, including the use of fire hoses, ladders, self contained breathing apparatus and all other fire suppression and rescue equipment;
Operates fire apparatus, rescue and other emergency equipment under adverse emergency circumstances;
Becomes and remains familiar with pre-plans, required geographical locations, target and special hazards within the entire response area;
Becomes and remains familiar with the standard operating procedures for all fire ground operations.

C. Emergency Medical Services.

Becomes and remains familiar with the policy and procedures manual of the EMS System;

Becomes and remains familiar with the standard operating procedures of the EMS System;

Conducts inspections and inventory of Basic Life Support units on a scheduled basis;

Collects patient information and acts upon it;

Is familiar with and prepares written EMS reports and supplemental reports as needed;

Provides emergency medical care to all those in need or when called upon under the direction of the resource hospital;

Develops and remains familiar with the skills of gaining access and disentanglement of victims from entrapment;

Communicates patient status to physician or assisting units, by radio or otherwise, when necessary;

Stabilizes patients for transport to emergency facilities.

D. Organizational Support.

Conducts and/or attends continuing educational programs of training and instruction, including attendance at scheduled drills and classes, as assigned. Participated in company fire inspections and in pre-plan surveys;

Develops and maintains required skills and certifications associated with areas of special instruction and expertise, including but not limited to:

- 1) Certified Firefighter II
- 2) Emergency Medical Technician P
- 3) Hazardous Materials I
- 4) Driver Pump Operator

Prepares clear, accurate and complete reports, logs and documents on any and all activities engaged in whenever necessary.

E. Risk Care Management.

Develops and maintains required skills in the operation and use of respiratory equipment and apparatus;

Develops and maintains a required knowledge of safety with regard to small tools during operations;

Corrects or reports all non-safe conditions or hazards to his/her supervisor;

Develops and maintains a knowledge of NFPA Safety Standards and IDOL Safety Standards;

Develops and maintains a required skill of all Health and Safety Standards of the Midlothian Fire Department.

F. Fire Prevention and Education.

Conducts fire education and good public relations by participating in company fire inspections and community activities;
Conducts fire inspections and pre-plan surveys of buildings and other locations.

G. Technical.

Develops and maintains a required skill to operate a 1,250 gallon per minute pumper and calculations to flow the needed quantity of water through each length of hose being applied;
Develops and maintains a required skill to operate the 85 feet aerial ladder and the 53 feet squirt articulating boom during critical operations.

H. Equipment

It is essential that the position operate the following equipment properly:

Fire apparatus and basic life support units should be operated reasonably and safely under routine and emergency conditions, sometimes for lengthy periods of time;
Basic fire and rescue tools and equipment necessary to perform job tasks and functions, including but not limited to, axes, pike poles, ladders, forcible entry tools, hoses and hose appliances, mechanical ventilation tools, portable hydraulic tools, pneumatic tools, chain and circular power saws and gas detectors;
Basic life support equipment necessary to perform job tasks and functions, including but not limited to, oxygen set-up, trauma kit, childbirth kit, traction splint and stretcher operations.

The above list of essential job functions is not intended to be all-inclusive. The Midlothian Fire Department reserves the right to assign additional essential job functions it deems necessary or desirable, as well as the right to take away any essential job functions at its discretion.

Other or Marginal Job Functions: Other functions this position is expected to perform include, but are not limited to the following:

May perform desk duties, such as answer telephones (both business and emergency), use a computer terminal and stand radio watch:

Operate basic office equipment, including but not limited to, typewriter, telephones, computers, printers, copy machines, etc.

PERFORMANCE REQUIREMENTS:

Knowledge, Skill and Ability; this position requires the knowledge, skills and abilities, including but not limited to the following:

Ability to make observations quickly;

Ability to read, speak and produce written documents using the English language;
Ability to drive and operate equipment safely;
Meet the Hearing and Vision Standards set forth in the Village of Midlothian Fire and Police Commission Rules and Regulations;
Ability to observe analytically and objectively, analyze situations quickly, determine and take prompt effective action;
Effectively communicate and interact positively with fellow employees and citizens;
Ability to tolerate and function effectively under stress;
Ability to deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior;
Ability to understand, interpret and apply applicable ordinances and Fire Department rules and regulations, policies and procedures;
Ability to understand and respond quickly and accurately to written and oral directions, instructions, inquiries and requests;
Ability to work independently and effectively within the confines of department standard operating procedures;
Ability to initiate appropriate interpersonal and intra-agency and inter-agency communications;
Ability to act quickly, calmly and decisively in emergency situations and under stress;
Ability to handle situations firmly, courteously, tactfully and impartially;
Ability to express oneself clearly and concisely, orally and in writing, as well as the ability to record information clearly and completely;
Ability to maintain confidentiality in the performance of duties;
Ability to perform job functions without posing a threat to the health and safety of self or other individuals;
Ability to learn fire protection hydraulics and understand basic mechanical movements, motion and stress.

CERTIFICATE/LICENSE:

Valid Illinois Drivers' License, and each applicant **MUST** possess a Certificate from the Illinois State Certification System EMT-P, CPAT Certification and Firefighter II.

DISQUALIFICATION

The Board of Fire and Police Commissioners may disqualify any candidate who does not meet the eligibility qualifications as stated in its Rules and Regulations.

PERSONAL INFORMATION FORM

NAME:.....

DATE OF BIRTH:.....

DRIVERS LICENSE NUMBER: _ _ _ _ _

REFERENCES:

1. NAME:

ADDRESS:

(Include City, State & Zip Code)

PHONE NUMBER:

2. NAME:

ADDRESS:

(Include City, State & Zip Code)

PHONE NUMBER:

3. NAME: _____

ADDRESS:

(Include City, State & Zip Code)

PHONE NUMBER:

Date: _____

TO WHOM IT MAY CONCERN:

I respectfully request that you forward to the Midlothian Fire Department any and all information that you may have concerning me, my work record, or my reputation. Also please give any information that may appear in my personnel file. This information is to be used to determine my qualifications and fitness for the position I am seeking with the Midlothian Fire Department.

I hereby release you and /or your employer from any liability and damage of whatsoever nature on account of furnishing the information requested above. I also waive any right I may have to prior notice of disciplinary record that may be released to the Village of Midlothian.

Signature _____

Address _____

ACKNOWLEDGMENT/CONSENT BACKGROUND AND CREDIT HISTORY

As part of the application process for employment as a Firefighter **II/EMP-P** with the Fire Department of the Village of Midlothian, Illinois, the undersigned applicant has been informed and understands that an investigation may be made whereby information is obtained through personal interviews with the applicants neighbors, friends, or others with whom the applicant is associated or acquainted. This inquiry includes as appropriate, information as to the applicant's character, general reputation, personal characteristics and mode of living. The applicant has the right, within a reasonable period of time, to make a request in writing to receive additional detailed information about the nature and scope of this investigation.

In addition, the undersigned has been informed that part of the background investigation contemplated hereunder may include the employment of a consumer-reporting agency to obtain information related to the applicant's credit history. The name of the consumer-reporting agency used as part of this background investigation is Trans Union Credit Corporation. Furthermore, the applicant acknowledges that he consents and authorizes the Village of Midlothian, its agents and or assigns, to conduct a background investigation and to request a report of his or her credit history. The applicant also acknowledges that said applicant has been advised of his or her creditor's rights, as follows:

"Applicant has the right under federal law, on request and the presentment of proper identification, to obtain from the above-named consumer reporting agency the following disclosures:

- (1) The nature and substance of all information in its files (except medical information) on you at the time of the request.
- (2) The sources of the information.
- (3) The creditors to whom the consumer reporting agency has furnished reports within the six-month period preceding the request.

The reporting agency is required by law to provide trained personnel to explain any information furnished to you, and you may be accompanied by one other person of your choosing when you visit the agency. If another person accompanies you, he or she must furnish reasonable identification, and the agency may require you to furnish a written statement granting permission to the agency's personnel to discuss your file in the other person's presence.

Federal Law provides three methods by which you may obtain these disclosures from the consumer reporting agency: (1) You may appear in person at the agency during normal business hours and on reasonable notice to the agency, provided you furnish reasonable identification. (2) You may receive the information by telephone, provided you have first made written request of the agency to obtain disclosures by this means. You must pay any toll charge involved, and may be required to provide proper identification. (3) If the consumer credit reporting agency was responsible in any way for the denial of credit to you, you may obtain from the agency an explanation in writing free of charge.

The undersigned agrees and consents to the release of such information to the Board of Fire and Police Commissioners of the Village of Midlothian, as the applicant's prospective employer.

Print Applicants Name

Applicants Signature

Date

Signed and Sealed at _____, Illinois, on the _____ day
of _____, 20__ .

Notary Signature _____

Notary Seal:

AUTHORIZATION

I authorize and empower the Village of Midlothian Board of Fire and Police Commissioners, any consumer reporting agency, or other outside service company engaged by said Board for this purpose, now or subsequently, to obtain, prepare, use and furnish information concerning my current and former employment, education credit, general reputation, health, personal interviews with neighbors, friends or associates or others with whom I am acquainted or who may have knowledge concerning any; of the above items.

Furthermore, I authorize investigation of all statements contained in my application and authorize all individuals and organizations named or referred to in my application, and any other individual listed, to give to the Village of Midlothian any and all information relative to such investigation, including but not limited to, information concerning my previous employment and any disciplinary action taken against me.

I hereby release and hold harmless all persons, boards, entities or organizations, from any and all claims, debts, charges, causes of action damages, or any and all liability that may arise from furnishing it to the Village of Midlothian. I waive any right I may have to prior notice of disciplinary records that may be released to the Village of Midlothian by any individuals, boards entities or organizations named or referred to in my application.

Upon written request I understand that said Board will provide me with information regarding the scope of the investigation if one is made.

Signed _____

Dated _____

I hereby agree to abide by all Rules and Regulations of the Board of Fire and Police Commissioners of the Village of Midlothian, during the giving of any examination and after the examination also, if I am appointed to an eligibility list or as a regular member of the Village of Midlothian Fire Department.

These rules are available for me to read at the Fire Department or I may obtain my own copy at the Village Hall.

Date: _____

Signed: _____

FIRE AND POLICE COMMISSION

VILLAGE OF MIDLOTHIAN, ILLINOIS

I do hereby agree that providing I pass all the Midlothian Fire and Police Commission and the Midlothian Fire Department examinations, and am placed on the eligibility list, and am appointed as a full time Midlothian Firefighter, I will establish residence within the boundaries specified by the Village of Midlothian within thirty (30) days of completion of my probation.

I understand that if this is not complied with, my employment will be terminated.

Signed _____

Dated _____

The current Residency Requirements as of February 17, 2015 are as follows:

Lake Michigan and the Indiana State Line to the East, Burville-Exchange to Dixie Highway to Crete-Monee Road to S. Governor's Highway to Manhattan-Monee Road to the South; Route 52 to Laraway Road to Gougar Road to the West; and 147th Street to State Street-Lemont Road to Archer Avenue to 111th Street to LaGrange Road to 95th Street to the North. These boundaries shall include, but are not limited to, the current corporate boundaries of the following municipalities: Midlothian, Chicago Ridge, Crete, Evergreen Park, Frankfort, Hickory Hills, Homer Glen, Lemont, Lockport, Manhattan, Monee, New Lenox, Oak Lawn, Orland Park, and University Park.

NOTICE OF ORIENTATION

The Midlothian Fire and Police Commission and the Midlothian Fire Department will hold Orientation on October 9, 2021 at 8:00 am at the Village of Midlothian Council Chambers, 14801 Pulaski, Midlothian, Illinois.

All Fire applicants **must attend** this meeting to be eligible to take the written exam shortly following orientation at 8:30 am on October 9, 2021, also to be held in the Council Chambers.

You are encouraged to bring your spouse, fiancée or other adult family member with you to the orientation.

After you have read this letter, please sign and date the lower portion.

FAILURE TO ATTEND THIS :MEETING WILL DISQUALIFY THE APPLICANT FROM FURTHER PARTICIPATION IN THE FIRE TESTING PROGRAM.

Board of Fire and Police
Commissioners
Midlothian, Illinois

(Tear bottom portion and return; you keep top portion of notice)

I have received notice of orientation to be held on October 9, 2021 at 8:00 am.

Applicant Signature _____

Date _____

WAIVER/RELEASE OF LIABILITY

AGREEMENT made this _____ Day, Month of _____, 2021, between _____, an applicant for employment as a Firefighter II/ EMT-P, (Name of Applicant)

with the Fire Department of the Village of Midlothian, Illinois; (the "Applicant") and the Village of Midlothian, Illinois; its Board of Fire and Police Commissioners, the Village's and the Board of Fire and Police Commissioners' employees, agents, representatives and assigns (specifically any testing agency employed by the Village or its Board of Fire and Police Commissioners) (hereinafter collectively referred to as the Village), witness:

Whereas, Applicant has applied to the Village for employment as a Firefighter II / EMT-P; and,

Whereas, the Village is required to subject the Applicant to a competitive testing process; and,

Whereas, the Applicant has agreed to submit to a variety of examinations including a physical ability/agility, written examination, oral interviews, medical examinations and such other examinations, and to undergo a thorough background investigation, as deemed appropriate by the Village; and,

Whereas, the Village has agreed to administer said exams, on an as needed basis and as provided by the rules and regulations of the Village's Board of Fire and Police Commissioners, without expense to the Applicant; and,

Whereas, both parties hereto, agree that the examination process is conducted for the purpose of obtaining well-qualified individuals to fill the position sought by the Applicant, the parties hereto agree as follows:

Applicant, in consideration of the payment, by the Village, of the fees associated with the conduct of examinations to be taken by the Applicant, hereby agrees to waive any claims the applicant may now have or may have in the future (specifically including any claim as to personal injury and/or damages) arising from Applicant's participation in any examination (specifically including a physical ability/agility examination) or background investigation conducted by or for the Village as part of its pre-employment screening process for the position of Firefighter II / EMT-P. The Applicant further states that this waiver is given voluntarily and with the knowledge that the Applicant is waiving any and all liability the Village may incur as to the Applicant resulting from the Applicant's participation in the pre-employment screening process. The Applicant specifically waives the right to written notice required of any former employer pursuant to the Personnel Records Review Act, 820 ILCS, &40/7(1). The Applicant also acknowledges that the Applicant had the opportunity to discuss the import of this Waiver with legal counsel of Applicant's own choosing.

Witness our hands and seals the day and year above written.

APPLICANT

VILLAGE OF MIDLOTHIAN, ILLINOIS
BOARD OF FIRE AND POLICE COMMISSIONERS

CHAIRMAN

PARKING WILL BE AVAILABLE

THE MORNING OF FIRE ORIENTATION

SATURDAY - October 9, 2021

IN THE METRA LOT EAST OF THE FIREHOUSE

148TH AND WAVERLY

PARKING IS FREE



Village of Midlothian

The Community Pride Built

14801 S. Pulaski Road, Midlothian, IL 60445 (708) 389-0200

APPLICATION FOR EMPLOYMENT

The Village of Midlothian is an Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

INSTRUCTIONS FOR COMPLETING THIS EMPLOYMENT APPLICATION

We welcome you as an applicant for employment with the Village of Midlothian. It is the policy and intent of the Village of Midlothian to provide equal opportunity in employment to all persons. This policy applies to all types of full-time, part-time, temporary, and seasonal employment. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment with the Village of Midlothian. This application form will be used by various Village of Midlothian management, elected and appointed officials, for the purpose of recruiting and hiring.

Please furnish us with complete information as requested in this application. Do not submit a resume in place of completing any part of this application. However, you may attach a resume or copies of documents you feel help clarify your background. Your ability to complete this application as requested will be evaluated and used as one basis for selection decisions.

NOTE: Any person completing this Application may be subject to a fingerprint-based criminal history record information check, depending on the position being applied to. Driver's history abstract and proof of insurance will only be required for individuals who would be driving vehicle owned by the Village.

If you are an individual with a disability and require assistance or accommodation in filling out this application, please contact the Village of Midlothian at (708) 389-0200.

PLEASE HAND PRINT CLEARLY, in BLACK or BLUE INK, And IN YOUR OWN HANDWRITING

GENERAL INFORMATION

Name: Last, First Middle		Date of Application	
Address	City	State	Zip Code
Home Telephone	Cell Phone		
Email Address			
Have you submitted an application here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date:			
Have you been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date:			
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you currently on "lay-off" status and subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Driver's license number, if driving may be required in the position you are applying to. State <u>DL#</u> - -			

Please identify the specific position for which you are applying: _____

Full-time Part-time Temporary Seasonal Date Available: _____

2019 Village of Midlothian, Illinois Job

EDUCATIONAL INFORMATION

Type of School	Name & Mailing Address of School	Major	Circle Last Year/Grade Completed	Degree Earned (If yes, indicate degree)
High School			9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
Technical/ Business/ Trade School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you are not a high school graduate, have you passed the GED test? Yes No

EMPLOYMENT HISTORY

Please begin with your present or most recent employer and provide all information requested.

May the Village of Midlothian contact your current employer? Yes No

Employer		Telephone Number	
Address	City	State	Zip Code
Dates of Employment	Reason for Leaving		
From: _____ To: _____			
Title	Supervisor's Name	Hours Per Week	
Duties			
Employer		Telephone Number	
Address	City	State	Zip Code
Dates of Employment	Reason for Leaving		
From: _____ To: _____			
Title	Supervisor's Name	Hours Per Week	
Duties			
Continued on next page			

Employer		Telephone Number	
Address	City	State	Zip Code
Dates of Employment From: _____ To: _____		Reason for Leaving	
Title	Supervisor's Name	Hours Per Week	
Duties			

Employer		Telephone Number	
Address	City	State	Zip Code
Dates of Employment From: _____ To: _____		Reason for Leaving	
Title	Supervisor's Name	Hours Per Week	
Duties			

Employer		Telephone Number	
Address	City	State	Zip Code
Dates of Employment From: _____ To: _____		Reason for Leaving	
Title	Supervisor's Name	Hours Per Week	
Duties			

Employer		Telephone Number	
Address	City	State	Zip Code
Dates of Employment From: _____ To: _____		Reason for Leaving	
Title	Supervisor's Name	Hours Per Week	
Duties			

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed above or on previous page, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain:

Add Additional Pages If Needed

List any special courses, seminars, workshops, etc., that might relate to this position
List any licenses or certificates relating to this position.
List any other skills/experience that relate to this position (typing, Software Skills, Heavy Machinery, etc.)
List professional, trade, business or civic activities or associations to which you belong. (Please exclude memberships that would reveal gender, sexual orientation, race, religion, national origin, age, ancestry, disability or other protected status.)

MISCELLANEOUS INFORMATION

Have you ever been convicted of a crime other than a moving violation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant is not obligated to disclose sealed or expunged records of conviction or arrest pursuant to section 12 of the Illinois Criminal Identification Act, 20 ILCS 2630/12.
If yes, explain:

List all other names you have used, including nicknames. If you have ever used any surnames other than your true name, during what period and under what circumstances were these names used? If you have ever legally changed your name, give date, place and court.

List chronologically all of your residences in the past 10 years (include address while attending school, if away from home: and all military addresses, including any off military base).					
FROM	TO	ADDRESS	CITY	STATE	ZIP CODE

U.S. MILITARY STATUS & RECORD

Present Selective Service Classification		Do you have an uncompleted military obligation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:			
Branch of Service	Active Duty Dates		Rank Held		Type of Duty
	From	To	Entry	Release	
Type of Discharge		Do you have a Reserve obligation? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:			

PROFESSIONAL REFERENCES

Please list three business / work references that are familiar with your work history and experience. Do not list relatives, friends or personal references.				
Name	Title	Telephone	Number of Years Known	
Address		City	State	Zip Code
Name	Title	Telephone	Number of Years Known	
Address		City	State	Zip Code
Name	Title	Telephone	Number of Years Known	
Address		City	State	Zip Code

State any additional information you feel may be helpful to us in considering your application.

APPLICANT'S STATEMENT

Read the Following Carefully before Signing this Application

By signing below, I acknowledge that I have truthfully answered all the questions on this employment application and the information provided is accurate and complete.

I authorize the Village of Midlothian and its agents to investigate and verify the information provided herein, and authorize all individuals listed to give the Village of Midlothian and its agents any and all information relative to such investigation, including but not limited to, information concerning my previous employment and any disciplinary action taken against me. I hereby release and hold harmless all persons, boards, entities or organizations, from any and all claims, debts, charges, causes of action, damages, or any and all liability that may arise from furnishing same to the Village of Midlothian or its agents. I waive any right I may have to prior notice of disciplinary records that may be released to the Village of Midlothian or its agents by any individuals, boards, entities or organizations named or referred to in this application.

This application for employment shall be considered active for a period of 45 days, unless currently active with the Board of Fire and Police Commissioners. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being taken at this time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any 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 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.

I hereby certify that the statements given herein are true and complete to the best of my knowledge and belief and that any false or misleading statements, misrepresentations or omissions contained in this employment application is cause for disqualification from employment consideration or, if hired, for dismissal without notice or benefits. I understand that this document does not constitute an offer of employment or employment contract and establishes no obligation on the part of the Village of Midlothian or its agencies to employ me.

I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date