

**City of Carterville Fire Department  
Qualified Entry Firefighter Application for Employment**

**Minimum Requirements and Qualifications**

Applicants seeking qualification appointment to the position of Firefighter must meet the following minimum qualifications and requirements at the time of application:

- State of Illinois certification by the Office of the State Fire Marshal in Firefighter II or Basic Operations Firefighter.
- Illinois Department of Public Health licensed Paramedic.
- United States citizen.
- Individuals must be 21 – 35 years of age.
- Education – High School education or equivalent thereof.
- Experience – at least one (1) year of experience as a full-time Firefighter or (two (2) years of experience as a paid-on call or volunteer firefighter) with a municipal department or fire protection district within the last 4 years. Candidates with less than one (1) year of experience may be considered if the candidate is an Illinois Department of Public Health licensed Paramedic.
- Valid Driver's License.
- Must agree to comply with all requirements of the position and have the ability to pass all examination and training requirements.
- Ability to furnish upon request, a copy of the following; a resume; professional licenses; training certificates; documents confirming work experience; birth certificate; high school diploma or GED certificate; transcripts of higher learning; naval or military service board and discharge papers (DD-214); employee evaluations; and other employment related material as requested or required.

**Selection Process**

**Each phase of the process is pass/fail and required to proceed to the next step.**

- Interview with the Board of Fire and Police Commissioners.
- Interview by Fire Chief and Designated City Officials.
- Character and background investigation and credit check.
- Post-offer examinations including, but not limited to; psychological evaluation; medical examination; vision screening; and drug screening.
- All appointments are subject to a probationary period and a pre-employment contract.

**Qualified Entry Eligibility List**

An initial qualified entry eligibility list will be created from qualified applicants who submit the required application materials. Applications will be accepted on an ongoing basis. Placement on any qualified entry eligibility list shall be based upon the relative experience, knowledge, skills and abilities of the applicants.

In the event that pre-screening identifies applicants who have certain knowledge, skills and abilities that make those applicants more desirable for the position sought to be filled, the Board of Fire and Police Commissioners may interview those applicants for consideration of placement on the Qualified Entry Eligibility List.

Credible service time with regards to the fire pension system is controlled by law, specifically but not limited to the portability clause of Article 4 of the Illinois Pension Code, and requires the candidate to pay the “true cost” for the transfer of service time, which is actuarially determined, into the pension system.