



**CITY OF CARBONDALE
FIREFIGHTER APPLICATION PROCEDURES
CARBONDALE FIRE DEPARTMENT**



Written Exam: Monday, May 18, 2020 at 8:00 a.m.
Carbondale Civic Center – 200 S. Illinois Avenue
LATE ATTENDEES WILL NOT BE ADMITTED

Physical Fitness Assessment: Monday, May 18, 2020 at 1:00 p.m.
Carbondale Fire Station #2 – 401 N. Glenview Drive

Oral Interview Exam: Thursday, June 18, 2020 (for those who pass written and physical exams only)
Carbondale Civic Center – 200 S. Illinois Avenue

Application Deadline: Friday, April 17, 2020

QUALIFICATION OF APPLICANTS:

1. Must be U.S. citizen.
2. Twenty-one (21) years of age and not over 35 years of age.
3. Possess a high school diploma or GED certificate.
4. Live within a 9-mile radius of Carbondale within 6 months of hire date as prescribed by the Carbondale Revised Code, Title 1, Section 4-16.
5. Comply with the City nepotism ordinance and all other City ordinances.

Application Procedures and Requirements for taking the Written Examination:

To be eligible to take the written examination, a City of Carbondale Firefighter Employment Application must be received in the City Clerk’s Office on or before the application deadline

Applications are available at City Hall, 200 S. Illinois Avenue, or on the City’s website at www.explorecarbndale.com.

Completed applications may be submitted to the City Clerk’s office located in City Hall; mailed to the City Clerk’s Office at P.O. Box 2047, Carbondale, IL 62901; or emailed to chayes@explorecarbndale.com.

A Candidate Preparation Manual will be available to candidates when an application has been submitted..

WRITTEN EXAM INFORMATION: Candidates must present a valid photo I.D. in order to take the written exam. No prior training or experience in the position of Firefighter is required or expected. The exam contains 100 questions that measure skills and abilities in reasoning, mechanical, logical thinking, reading comprehension, math, map reading, writing abilities and situational judgment.

WRITTEN EXAM SCORES:

In order to participate in the Physical Fitness Assessment, candidates must pass the written exam with a score of 70 or higher. Exams will be graded on-site and scores will be posted outside of the City Clerk’s office prior to the Physical Fitness Assessment. Candidates who do not meet the minimum exam score will not be eligible to participate in any other phase of the examination process.

PREFERENCE POINTS:

A maximum of five (5) preference points are available to applicants who were engaged in the U.S. military service for at least one year of active duty and who were honorably discharged or who are now or have been members on inactive or reserve duty. A written request must be submitted with the application to the City Clerk’s office with a copy of the DD-214. Preference points will be included in the candidate’s final score and reflected on the Final Eligibility List.

If You Pass the Written Exam, You Are Eligible to Take the Physical Fitness Assessment

Physical Fitness Assessment Requirements:

The Physical Fitness Assessment (PFA) will be conducted at **Carbondale Fire Station #2 located at 401 North Glenview Drive** for candidates who have passed the written exam.

The PFA is designed to evaluate the basic physical condition of the candidate in endurance, strength, flexibility, agility and for fear of heights, darkness, and enclosed spaces. All sections of the PFA must be passed successfully. Because the requirements are set to minimum standards, failure to pass any component would indicate that the candidate is physically unfit for duty as an active member of the department. At such time, the application process will be terminated and said candidate will become ineligible for any further participation in the testing process. Examiner evaluation is final and not subject to appeal.

Candidate Physical Ability Test (CPAT) and Ladder Climb Certification:

Those candidates that possess the CPAT **WITH** Ladder Certification (dated within twelve months of scheduled PFA) shall be exempt from the PFA. Candidates with this certification will not need to participate in any event of the PFA. A copy of the CPAT certification with ladder climb must be submitted with the application.

Those candidates that possess the CPAT **WITHOUT** Ladder Certification (dated within twelve months of the scheduled PFA) shall be exempt from the PFA with the exception of the Ladder Climb. Candidates with this certification will only be allowed to participate in the Ladder Climb. Failure to complete this component shall result in the candidate to become ineligible for any further participation in the testing process. A copy of the CPAT certification without ladder climb must be submitted with the application.

Below is the required apparel and components of the Physical Fitness Assessment:

Time Distance Run

- Running Shoes
- T-Shirt or Sweat Shirt
- Shorts or Sweat Pants

All Other Tests:

- Boots with Ankle Protection
- Long Sleeve T-Shirt or Sweat Shirt
- Jeans or Equivalent

1. TIME DISTANCE RUN:

Purpose: To measure the condition of the lungs, heart, and vascular system aerobic capacity, and is the best known index to a person’s overall physical fitness.

Procedure: The candidate will run on a designated course. Walking and/or stopping shall not result in failure of the procedure.

Minimum Standard – ½ Mile Run
Minimum Standard – 4 Minutes

2. HOSE DRAG:

Purpose: To stimulate dragging a hose-line from a fire apparatus and pulling hose-line around obstacles in a stationary position. It will measure overall strength and endurance.

Procedure: Candidates will grasp a hose line nozzle attached to 200 feet of 1-3/4" hose and place the hose line over their shoulder or across their chest, not exceeding the 8 foot mark. Candidates are permitted to run during the hose drag. Candidates will drag the hose 75 feet to a prepositioned drum, make a 90 degree turn around the drum, and continue an additional 25 feet. Candidates will stop within the marked 5 foot by 7 foot box, drop to at least one knee and pull the hose line until the hose line's 50 foot mark crosses the finish line. During the hose pull, the candidate must keep at least one knee in contact with the ground and knee(s) must remain within the marked boundary lines. The candidate will have 40 seconds to complete this task.

Minimum Standard – 40 Seconds

3. EQUIPMENT CARRY:

Purpose: Simulates tool removal and carrying to the scene. It will measure upper and lower body strength, as well as aerobic capacity. It provides indicators of neuromuscular efficiency, which are important in daily activities in firefighting.

Procedure: At the signal "Go", the candidate will remove two designated extrication tools from a table and place them on the ground. The candidate will then pick up the tools from the ground (one in each hand), carry and walk 75 feet towards and around an obstacle, and back to the starting point. Time ends when crossing the starting line. The candidate will then place each tool, one at a time, back on the table. Inability to place the tools back on the table shall result in failure.

Minimum Standard – 40 seconds

4. CONFIDENCE COURSE:

Purpose: To measure how well the joint and muscle sensors react in order to control movement and maintain balance as well as testing the ability to walk or crawl inside an enclosed, darkened structure with narrow and uneven surfaces.

Procedure: The candidate will be provided with Self Contained Breathing Apparatus (SCBA), gloves and helmet. At the signal "Go", the candidate will follow an uncharged hose line through the obstacle course with a blacked out mask. The candidate must maintain contact with the hose as to not get lost or deviate from the predetermined course. Once the candidate reaches the end of the hose, the candidate must successfully open the bail of the nozzle to signal completion of the drill.

Minimum Standard – Course Completion

Minimum Standard Time – 2 Minutes and 15 Seconds

5. MANIKIN DRAG:

Purpose: To measure the overall strength of the candidate.

Procedure: The candidate will be presented with a training manikin weighing approximately 185 pounds. The manikin will be lying on the ground at the start point. From a position behind the manikin, the candidate shall lift the manikin's torso to the candidate's chest, with the arms placed around the manikin's torso. The candidate shall drag the manikin allowing the feet to remain on the ground to the finish point. Dropping of the manikin or stopping shall not result in failure of the procedure.

Minimum Standard – 75 Feet Drag

Minimum Standard Time – 45 Seconds

6. PUSH UPS:

Purpose: To simulate the candidate's strength to push as may be required in the use of pike poles, etc.

Procedure: The candidate shall lie flat on the ground, face down, with hands (palm side down) on the ground, under the shoulders. Feet shall be placed together. At the signal "Go", the candidate will then raise the body by extending the arms until they are straight then lower the body fully to the ground. The candidate will then raise their hands from the ground to signal the completion of the 1 push-up. The back and legs must remain straight throughout the procedure. The examiner will count out loud at the raising of the hands from the ground until the minimum standard is met. Should the candidate perform an unsatisfactory repetition, the examiner will not continue counting until the next satisfactory repetition is performed. Should this occur, the examiner will advise the candidate as to why the previous attempt was not considered a satisfactory repetition. The candidate shall continue repetitions without stopping to rest.

Minimum Standard – 12 Push Ups

7. CHIN UPS:

Purpose: To determine the upper body and arm muscular strength needed for climbing rope, navigating ladder bridges, and doing hoisting operations.

Procedure: Candidates will start by grasping a bar with the palms facing towards them at shoulder width. The arms shall be straightened in a fully extended position with the torso in line with the upper arms. At the signal "Go", the candidate shall raise the body until their chin clears above the bar. The candidate then lowers the body to the starting position as previously described. The candidate shall maintain their grip on the bar without touching the ground. The examiner will count out loud at the raised portion of each successful repetition until the minimum standard is met. Should the candidate perform an unsatisfactory repetition, the examiner will not continue counting until the next satisfactory repetition is performed. Should this occur, the examiner will advise the candidate as to why the previous attempt was not considered a satisfactory repetition. Stopping at any point shall not result in failure of the procedure.

Minimum Standard – 2 Chin Ups

8. SIT UPS:

Purpose: To determine the abdominal and back muscular strength needed to lift stretchers, pull hose, lift ladders, and hold hose lines.

Procedure: The candidate lies flat on the back with their toes placed against a wall with legs bent. At the signal "Go", the candidate will then curl up to a sitting position (achieved when the hands touch a marked point of 36" from the ground located on the wall in front of them). The candidate then returns to the position when both hands touch the ground behind their head after each curl. The examiner will count out loud at the raised portion of each successful repetition until the minimum standard is met. Should the candidate perform an unsatisfactory repetition, the examiner will not continue counting until the next satisfactory repetition is performed. Should this occur, the examiner will advise the candidate as to why the previous attempt was not considered a satisfactory repetition. Stopping at either the lying or curled position shall not result in failure of the procedure.

Minimum Standard – 30 Sit Ups

Minimum Standard Time – 60 Seconds

9. LADDER CLIMB:

Purpose: To measure the candidate's aerobic capacity and leg strength as necessary to climb while also testing the fear of heights.

Procedure: The candidate, provided with a Class 3 safety harness connected to a manned rope belay system, shall mount an aerial apparatus and be placed at the starting point at the base of the aerial ladder. At the signal "Go", the candidate will safely ascend the aerial ladder, maintaining at least three points of contact at all times. The candidate must grab the top rung of the ladder. At that time, the examiner will ask the candidate a series of questions for which the candidate must answer correctly. When advised to do so, the candidate will then safely descend the ladder maintaining at least three points of contact at all times. There will be no time limits placed upon this procedure, yet pausing for a period any longer than ten seconds or being unable to complete the test shall result in failure of the procedure.

Minimum Standard – 75 Feet at a 65 Degree Angle

Oral Interview Exam:

Candidates who pass both the written exam and physical fitness assessment will be scheduled for the Board of Fire and Police Commissioners (BFPC) Oral Interview Examination. The BFPC is comprised of five residents of Carbondale, none of whom are employed by the City of Carbondale. In addition to the BFPC, the Fire Chief and Human Resources Manager will also be in attendance.

Oral Interviews will be held at the **Carbondale Civic Center located at 200 South Illinois Avenue.** Candidates will be notified of their oral interview appointment times by phone or email. Due to the number of candidates to be interviewed and the schedule of the BFPC, assigned interview dates and times cannot be changed. Please note that this ***is not*** a job interview, but should be treated as one with appropriate attire. The oral interview exam is the final phase in the entire examination process.

Candidates will be notified by mail or email of exam results and Eligibility List ranking. Candidates who successfully complete the examination process will receive a background investigation questionnaire packet with a listing of required documents. Failure to submit the questionnaire and required documents could result in removal from the eligibility list.

Eligibility List

Candidates who pass the oral interview exam will be placed on the Firefighter Eligibility List. The Eligibility List is comprised of candidates who have passed the written exam, physical fitness assessment, and oral interview exam. Candidate’s names are placed on the Eligibility List in ranking order based on their examination scores. Candidates will remain on the Eligibility List for a two year period.

Appointments for open positions are made from the Eligibility List. When a position comes open, candidates must have all of the required documents on file to be considered for an interview.

NO CANDIDATE WHO IS ON THE ELIGIBILITY LIST MAY BE RE-EXAMINED UNTIL SUCH TIME HIS/HER ELIGIBILITY IS ABOUT TO EXPIRE. CANDIDATES REMAIN ON THE ELIGIBILITY LIST FOR TWO YEARS.

REAPPLICATION - RETESTING - REEVALUATION

REAPPLICATION to an ongoing selection process (cycle) shall not be permitted; however, this does not preclude an unsuccessful applicant from reapplying to future selection testing cycles.

RETESTING during an ongoing selection process (cycle) shall not be permitted any applicant.

REEVALUATION during an ongoing selection process (cycle) shall not be permitted any applicant.

The Board of Fire and Police Commissioners shall have sole authority for and over the elements involving re-application, retesting and a reevaluation in the creation of the Eligibility List. Authority shall then be transferred to the City Manager for the remainder of the selection process.

Do You Have A Relative Who Works For The City of Carbondale?

Applicants with relatives who are currently employed with the City of Carbondale will not be eligible for hire within the same working department or division where a supervisor/subordinate relationship will result.

Ordinance 92-23 - Employment of Family Members

Relationships Disqualifying Employment: The following listed family members are disqualified from holding any appointive office or employment **within the same working department or division where a supervisor-subordinate relationship results:**

- | | | |
|-------------------|---------------------------|---|
| Father - Son | Stepbrother – Stepbrother | Great Grandfather - Great Granddaughter |
| Father - Daughter | Stepsister – Stepsister | Great Grandmother - Great Grandson |
| Mother – Son | Grandfather – Grandson | Great Grandmother - Great Granddaughter |
| Mother – Daughter | Uncle – Nephew | Grandfather - Granddaughter |
| Brother - Brother | Uncle – Niece | Grandmother - Grandson |
| Sister - Sister | Aunt – Nephew | Grandmother - Granddaughter |
| Brother - Sister | Aunt – Niece | Great Grandfather - Great Grandson |

PROCESS AFTER THE CANDIDATE IS ON THE ELIGIBILITY LIST

INTERVIEW BY HUMAN RESOURCES MANAGER/FIRE CHIEF: The Human Resources Manager and Fire Chief will conduct an administrative oral interview with candidates on the Board of Fire and Police Commissioners' Eligibility List for appointment as a Firefighter. The purpose of the oral interview is to permit an appraisal of personal qualifications and suitability for the position. Questions utilized during the interview will be uniformly administered to each candidate; however, follow-up questions may vary among candidates. The Human Resources Manager and the Fire Chief will recommend candidates to the City Manager for hire. The City Manager is responsible for all hiring in the City of Carbondale.

PROCESS FOR CANDIDATES WHO MAY BE RECOMMENDED FOR APPOINTMENT:

1. **BACKGROUND INVESTIGATION:** A background investigation shall be conducted on candidates who may be recommended for appointment to the position of Firefighter. The purpose of the investigation is to verify information obtained in previous testing activities and on the Questionnaire. As part of the background check, a complete set of fingerprints shall be forwarded to the Illinois Department of State Police and to the Federal Bureau of Investigation for the purpose of conducting a criminal history check on all candidates.

2. **MEDICAL** (Includes Drug Testing):

A. An applicant certified to the eligibility list for the Fire Department and recommended for appointment shall, upon request, submit to a medical examination performed by licensed physicians designated by the Human Resources Manager. The examination shall be without expense to the applicant. The examining physician shall determine whether the applicant is physically capable of performing the duties of the position sought and any applicant who fails to take or cooperate with the examination or found to be physically incapable of performing the duties of the position sought shall be disqualified.

B. As part of the medical examination, urine and/or blood samples shall be taken to screen each applicant for drug use. Preliminary tests shall be conducted at the designated medical facility using a portion of the urine or blood sample. In the event preliminary tests are negative, the sample shall be discarded if not needed for other medical purposes. In the event preliminary tests are positive, additional tests shall be conducted. A report of the tests shall be delivered to the Human Resources Manager. The confirmed presence of any illegal drug shall be cause for the disqualification of an applicant from the eligibility list. It shall be grounds for disqualification of an applicant to refuse to give blood or urine samples or to cooperate with the examination process. (For purposes of this section, the phrase "illegal drug" shall include cannabis as defined in Chapter 56-1/2, Section 702 of the Illinois Revised Statutes and "controlled substances" as defined or hereafter amended, in Chapter 56-1/2, Section 1102(u) of the Illinois Revised Statutes.)

C. **BASELINE - Purpose:** The purpose of this test is to determine the suitability of the candidate to meet requirements of 29 CFR 1910.130 for users of S.C.B.A. **Procedure:** Candidate will have a pre-doffing, baseline physical of blood pressure, temperature (core), and pulse. Candidates will then don S.C.B.A. and walk a course (as marked) for 5 minutes. Candidate will then be given a post-doffing baseline physical to determine rise in blood pressure, core temperature and pulse rate. Candidate may not deviate from the IDOL Standard.

TRAINING: After a candidate has been appointed as a Probationary Firefighter, he/she will be provided with 240 hours of basic training if applicable.

JOB SUMMARY

This is a regular, full-time position with the City of Carbondale's Fire Department. Firefighters are responsible for protecting life and property from loss of fire and emergencies during natural and unnatural disasters. They are also responsible for the care and maintenance of firefighting apparatuses, equipment and the fire stations. Firefighters report directly to the Fire Chief or his/her designee.

ESSENTIAL DUTIES

1. Protect life and property from fire by fire prevention, fire suppression, fire inspection, investigation and abatement of hazardous materials by using appropriate methods and techniques learned through training provided by the department. **Firefighting involves** working effectively and safely in (a) adverse and extreme weather conditions; (b) extreme lighting conditions, daylight and night light, with or without artificial light, indoors and outdoors; (c) confined spaces and encapsulated firefighting gear; (d) rough and uneven terrain; (e) areas of fire, smoke and toxic fume environments; and (f) situations involving an element of personal danger. **Firefighting involves** (a) climbing flights of stairs and ladders of varying lengths and slopes; (b) performing job related tasks at heights in excess of 100 feet, both inside and outside of buildings, using stairs, ladders, or aerial apparatus; (c) running to people requiring emergency assistance and performing life-saving procedures, such as CPR, first aid, etc., as required; and (d) carrying victims of varying weights away from imminent danger.
2. Operate and use various equipment necessary to perform job-related tasks and maintain equipment in good physical condition, as learned through training provided by the department.
3. Comprehend and communicate effectively.

Other Duties: Perform related firefighting and fire safety work, as required, to carry out the mission of the Fire Department of the City of Carbondale.

Minimum Acceptable Qualifications: Possess a high school diploma or equivalent, a valid driver's license and be eligible to apply for an Illinois driver's license, and pass the required medical examinations. Obtain and maintain an Illinois "Class B" driver's license within 30 days from the date of employment.

ALL PROBATIONARY FIREFIGHTERS ARE HIRED FROM THE ELIGIBILITY LIST DEVELOPED BY THE BOARD OF FIRE AND POLICE COMMISSIONERS

Candidates must comply with the City nepotism ordinance and all other City ordinances. Eligible candidates are required to satisfactorily complete a background investigation. Residence of eligible candidates shall be as prescribed by Carbondale Revised Code, Section 1-4-16. The residency boundary is based on an approximate 9 mile radius from central Carbondale and is actually defined by Township Sections. New hires have 6 months to establish residency within the boundary and maintain it as a condition of employment.

Salaries and Benefits are determined through the Collective Bargaining Process. For specific information, contact the Human Resources Office, (618) 549-5302 ext. 227.



THE CITY OF CARBONDALE IS AN EQUAL OPPORTUNITY EMPLOYER



CARBONDALE
All Ways Open

City of Carbondale
Human Resources
200 S. Illinois Avenue
Carbondale, Illinois 62901
Phone (618) 457-3227
Fax (618) 457-3288
Explorecarbondale.com

FIREFIGHTER EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER					
If you require further accommodations to participate in the application or examination process, please inform the City Clerk's Office by the closing date on the job announcement.					
Name (Last, First, Middle)					
Mailing Address					
Home Phone		Work Phone		Cell Phone	
Last four digits of your Social Security Number (Disclosure of your SSN is voluntary)		Email address (optional)			
		Position applying for: FIREFIGHTER			
Are you at least 21 years of age and not over 35 years of age? (NOTE: You must meet the age requirement on or before the testing date)				Yes	No
I learned of this job opening through (check all that apply):					
City Employee		Friend or Relative		Newspaper	
Website	Which website?		Other	Explain Other:	
Type of work you will accept (check all that apply):					
Full-time	Yes	No	Part-time	Yes	No
Seasonal	Yes	No	Temporary	Yes	No
Please be sure that you complete all sections of this application completely and accurately to the best of your ability. Provide a clear description of your job duties, the time spent doing that work, the equipment you used, and anything else that will help us understand the nature of your work. We will evaluate the information that you provide to determine which applicants will be invited to the examination/interview for this position.					

GENERAL INFORMATION			
Have you ever been employed by the City of Carbondale?	Yes	No	Dates: From To
Do you have relatives employed by the City? (There are some limitations on the employment of relatives. Each case is considered separately for potential conflict of interest.)			
Yes	No	If yes, indicate name & department	
Driver's License Number		State of Issue	
Commercial driver's license number (if applicable)			
List any other licenses and certifications you currently hold			
Are you a citizen of the United States?		Yes	No
If no, would you be able to provide proof of authorization to work in the United States?		Yes	No
Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.			
EDUCATION AND TRAINING			
	<i>Did you graduate?</i>		<i>Type of Degree</i>
High School Name	Yes	No	If no, highest grade completed
Course or Major			
City and State			
Technical School Name	Yes	No	
City and State			
College or University Name	Yes	No	
City and State			
NOTE: All experience, training and education hours must be completed by the application deadline.			
SPECIAL SKILLS AND QUALIFICATIONS			
Office machines you can operate			

Describe computer and other equipment operation skills. Include programs used, typing speed and other information relevant to the job for which you are applying			
List any special training or machine operation skills that you have gained from employment, training, experience as a volunteer, or through other means:			
List any foreign languages that you speak and/or comprehend			
Check the appropriate skill level			
Speak	Fluent	Good	Fair
Comprehend	Fluent	Good	Fair
EMPLOYMENT EXPERIENCE			
List below all the jobs you have held in the past 10 years beginning with your present or last employer. Account for periods of unemployment. Attach supplementary pages or use white paper.			
Dates of employment (month-year) From		To	Exact Title or Position
Average hours per week			Kind of business or organization (manufacturing, accounting, etc.)
# Employees Supervised			
Name of employer (firm, organization, etc.)		Address of employer (including zip code)	
Name of immediate supervisor		Phone number	
Reason for leaving			
Description of duties and accomplishments in your work			
Dates of employment (month-year) From		To	Exact Title or Position
Average hours per week			Kind of business or organization (manufacturing, accounting, etc.)
# Employees Supervised			
Name of employer (firm, organization, etc.)		Address of employer (including zip code)	

Name of immediate supervisor		Phone number	
Reason for leaving			
Description of duties and accomplishments in your work			
Dates of employment (month-year)		Exact Title or Position	
From	To		
Average hours per week		Kind of business or organization (manufacturing, accounting, etc.)	
# Employees Supervised			
Name of employer (firm, organization, etc.)		Address of employer (including zip code)	
Name of immediate supervisor		Phone number	
Reason for leaving			
Description of duties and accomplishments in your work			
MILITARY SERVICE RECORD			
Have you ever been a member of the Armed Services of the U.S.A.?	Yes	No	Branch of service
Rank			
Does your military experience have any relationship to the job for which you are applying?			
REFERENCES			
Give name, address, and phone number of three persons, other than former employers or relatives, who have a definite knowledge of your work.			
<i>Name</i>	<i>Address</i>		<i>Phone</i>

NOTICE TO ALL APPLICANTS

Residency Requirements: Section 1-4-16 of the City Code requires that all new City employees in Pay Grades 1-7 must establish residency within the City Residency Boundary within a 6-month period following the date of hire and remain residents within the Residency Boundary as a condition of continued employment.

The Residency Boundary includes all of Carbondale, Murphysboro, DeSoto and Makanda Townships and portions of Somerset and Pomona Townships in Jackson County, and portions of Grassy, Carterville and Blairsville Townships in Williamson County.

Section 1-4-16 of the City Code requires that all new City employees in Pay Grades 8 and 9 must establish residency within Carbondale’s corporate limits within a six-month period following the date of their hire and remain residents within Carbondale’s corporate limits as a condition of continued employment.

For further information, contact the Human Resource’s Office.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I certify that all statements made in this application are true, complete and correct to the best of my knowledge, and that any false statement shall be considered sufficient cause for employment disqualification or discharge.

I authorize my current or former employer(s) to provide to the City of Carbondale representatives any information regarding my current or former employment. I understand that such information may or may not help my application for employment with the City of Carbondale. I hereby release any current or former employer, its agents or employees, from any and all liability resulting from the release of such information. My authorization to current or former employers to release information and my waiver of liability, which are written above, are knowing, intelligent and voluntary acts.

I authorize schools and other educational and technical institutions that I have attended to release my scholastic ratings or records to the City of Carbondale.

I hereby authorize the Carbondale Police Department, the Illinois State Police and/or any other law enforcement agency to release any and all information relating to my criminal record to the Human Resources Division of the City of Carbondale. I agree to release all parties from liability for any damages that may result from furnishing the same to the Human Resources Division of the City of Carbondale. I further agree to hold harmless any law enforcement agency which provides criminal history information about me to the Human Resources Division of the City of Carbondale.

I am willing and understand employment with the City of Carbondale is subject to passing a pre-employment physical examination, which may include drug and alcohol screening that are made by a Physician designated by the City of Carbondale.

I understand that as a condition of employment and within three days of being employed, I must provide documentation to provide employment eligibility and personal identification as required by the Immigration Reform and Control Act of 1986.

Signature of applicant	Date of application
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VOLUNTARY SURVEY

The City of Carbondale prohibits discrimination in employment in regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, ancestry, physical or mental handicap unrelated to ability or unfavorable discharge from military service.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this information is to comply with government record keeping, reporting and other legal requirements. Periodic reports are made to the government on the following information. The completing of this information is optional. If you choose to volunteer the requested information, please note that all information is kept in an Affirmative Action File and is not a part of your Application for employment or personal file.

Your cooperation is voluntary. Inclusion or exclusion of any date will not affect any employment decision.

Job applying for			Date		
Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. The data is for statistical analysis with respect to the success of the Affirmative Action Program. Submission of this information is VOLUNTARY.					
Male	Female	Age			
CHECK ONE (ETHNIC ORIGIN)					
White	Black	Hispanic	Other	American Indian/ Alaskan Native	Asian/Pacific Islander
CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE					
Vietnam Era Veteran		Disabled Veteran		Handicapped Individual	