

# Cahokia Volunteer Fire Department



## Application for Membership

### Minimum Requirements for Membership

- 1) Must be a resident within the residential boundaries for at least 6 months.
- 2) Must be a minimum age of 21 years, or 18 if a current CVFD Explorer. (Younger may apply for the CVFD Explorer Program)
- 3) Must be of good moral character and not have been convicted of any felonies.
- 4) Must hold valid Drivers License and be able to obtain an Illinois class B non-CDL or equivalent.
- 5) Must be a High School graduate or have a G.E.D.

### Directions for Application

- 1) When receiving your application verify that there are nine (9) pages, including this cover page.
- 2) Please type or print in black ink only.
- 3) All questions must be completed for your application to be processed.
- 4) Follow all instructions found within the application.
- 5) You must submit the following documents, or copies of, with this application:
  - a) Certified copy of birth certificate
  - b) Social Security Card
  - c) High School Diploma or G.E.D.
  - d) DD214 (if applicable)
  - e) Any other Certificates or documents your feel would be relevant to your application
  - f) Letter or certificate from a Licensed Physician stating you can perform the duties of the position for which you are applying.
  - g) A letter from you stating why you would like to become a member of this department and what we can expect from you.

The application must be submitted to a member of the CVFD Board of Directors, the Fire Chief, or the Asst. Fire Chief. The application can be turned in on Monday nights at CVFD Engine House #2, 1400 Doris Ave, after 6:30 pm. After submission of your application to the CVFD Board of Directors, a background check will be completed. If your application successfully passes the check, you will be notified as to when you need appear before the CVFD Board of Directors for an interview and final approval. If you have any questions, you can contact the Cahokia Volunteer Fire Department at 337-5080.

# Cahokia Volunteer Fire Department

## Job Description – Firefighter

### Nature of Work

This is general fire fighting work consisting of combating, extinguishing, and preventing fires, as well as the operation and maintenance of related fire fighting equipment.

A Firefighter must be able to carry out orders assigned to him willingly and to the best of his/her ability. He/she must be willing to perform daily, weekly, and periodically assigned duties. He/she must have devotion to, and promote good public relations for, the Cahokia Volunteer Fire Department and the Village of Cahokia. He/she must have a determination to improve. He/she must be able to, after proper training, use all tools within the fire service and the Cahokia Volunteer Fire Department. He/she must have some knowledge and willingness to learn about methods and techniques on forcible entry, rope, portable extinguishers, ladders, fire hose, salvage and overhaul, fire streams, fire apparatus, fire ventilation, rescue, protective breathing apparatus, and first aid. He/she must be willing to perform other duties as supervising officers may require.

### Examples of Work

#### Station House Duties (are interrupted to respond to fire calls for service)

- 1) Check personal equipment for proper placement and condition.
- 2) Check breathing apparatus on pumpers and other equipment.
- 3) Wash and clean fire vehicles.
- 4) Maintain Cahokia Volunteer Fire Department property:
  - a) Wash fire hose
  - b) Wash, clean, and test apparatus and equipment
  - c) Help with mechanical duties on the apparatus
  - d) Clean and maintain ALL areas of the Fire Station
- 5) Study, train, and drill in:
  - a) Fire drill routines
  - b) Fire fighting principles and practices
  - c) Equipment operation and maintenance
  - d) First Aid / Medical First Responder
  - e) Fire code inspections

#### Fire Alarm Duties

- 1) Respond to fire alarms with a company
  - a) Lay and connect fire hose
  - b) Direct water streams
  - c) Use chemical extinguishers, bars, hooks, lines, aerial ladders, and auxiliary equipment
- 2) Ventilate burning buildings by opening windows and skylights, cutting holes in roofs and floors, and using a positive / negative pressure fan
- 3) Assisting in Salvage & Overhaul (cleaning up debris, extinguishing hot spots)
- 4) Return to quarters, return fire vehicles to serviceable condition, and wash and clean hose and apparatus

### Required Knowledge, Abilities, and Skills

- 1) General knowledge of the elementary principals of mechanics and physics
- 2) Ability to understand and follow oral and written instructions
- 3) To learn a variety of fire fighting duties and methods within a reasonable period of time
- 4) To climb ladders and work at considerable heights
- 5) To think and act quickly in emergency situations
- 6) Physical strength and agility sufficient to perform strenuous work, under adverse weather and hazardous conditions
- 7) Good general intelligence and emotion stability

### Required Training and Experience

- 1) Graduate from an accredited High School, or have obtained a G.E.D. certificate from a state or federal agency
- 2) Must obtain Class "B" driver's license, or equivalent, within first 6 months of membership
- 3) Must attain FFII (Fire Fighter II) certification, or be enrolled in State approved course, prior to the completion of twelve months of membership as required by the Illinois State Fire Marshal's office

# Cahokia Volunteer Fire Department

## Job Description – Support Personnel

### Nature of Work

**Copied from Firefighter – Page holder only!**

This is general fire fighting work consisting of combating, extinguishing, and preventing fires, as well as the operation and maintenance of related fire fighting equipment.

A Firefighter must be able to carry out orders assigned to him willingly and to the best of his/her ability. He/she must be willing to perform daily, weekly, and periodically assigned duties. He/she must have devotion to, and promote good public relations for, the Cahokia Volunteer Fire Department and the Village of Cahokia. He/she must have a determination to improve. He/she must be able to, after proper training, use all tools within the fire service and the Cahokia Volunteer Fire Department. He/she must have some knowledge and willingness to learn about methods and techniques on forcible entry, rope, portable extinguishers, ladders, fire hose, salvage and overhaul, fire streams, fire apparatus, fire ventilation, rescue, protective breathing apparatus, and first aid. He/she must be willing to perform other duties as supervising officers may require.

### Examples of Work

#### Station House Duties (are interrupted to respond to fire calls for service)

- 6) Check personal equipment for proper placement and condition.
- 7) Check breathing apparatus on pumpers and other equipment.
- 8) Wash and clean fire vehicles.
- 9) Maintain Cahokia Volunteer Fire Department property:
  - a) Wash fire hose
  - b) Wash, clean, and test apparatus and equipment
  - c) Help with mechanical duties on the apparatus
  - d) Clean and maintain ALL areas of the Fire Station
- 10) Study, train, and drill in:
  - a) Fire drill routines
  - b) Fire fighting principles and practices
  - c) Equipment operation and maintenance
  - d) First Aid / Medical First Responder
  - e) Fire code inspections

#### Fire Alarm Duties

- 5) Respond to fire alarms with a company
  - a) Lay and connect fire hose
  - b) Direct water streams
  - c) Use chemical extinguishers, bars, hooks, lines, aerial ladders, and auxiliary equipment
- 6) Ventilate burning buildings by opening windows and skylights, cutting holes in roofs and floors, and using a positive / negative pressure fan
- 7) Assisting in Salvage & Overhaul (cleaning up debris, extinguishing hot spots)
- 8) Return to quarters, return fire vehicles to serviceable condition, and wash and clean hose and apparatus

### Required Knowledge, Abilities, and Skills

- 8) General knowledge of the elementary principals of mechanics and physics
- 9) Ability to understand and follow oral and written instructions
- 10) To learn a variety of fire fighting duties and methods within a reasonable period of time
- 11) To climb ladders and work at considerable heights
- 12) To think and act quickly in emergency situations
- 13) Physical strength and agility sufficient to perform strenuous work, under adverse weather and hazardous conditions
- 14) Good general intelligence and emotion stability

### Required Training and Experience

- 4) Graduate from an accredited High School, or have obtained a G.E.D. certificate from a state or federal agency
- 5) Must obtain Class "B" driver's license, or equivalent, within first 6 months of membership
- 6) Must attain FFII (Fire Fighter II) certification, or be enrolled in State approved course, prior to the completion of twelve months of membership as required by the Illinois State Fire Marshal's office

Personal Inquiry Waiver  
Authority of Release of Information

To: Concerned Person or Authority  
Representative of any Organization  
Institution of Repository of Records

Applicant's Name: \_\_\_\_\_  
Full Name of Applicant

Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I respectfully request and authorize you to furnish the Cahokia Volunteer Fire Department all information that you may have concerning my employment record, school record, character, reputation, divorce record, financial credit status, and arrest record. Please include any and all Medical, physical, and mental health records and reports including all information of a confidential or privileged nature and Photostats of the same, if possible. This information is to be used to assist the Cahokia Volunteer Fire Department in determining my qualifications and fitness for the position I am seeking as a Firefighter / Support Personnel in the Cahokia Volunteer Fire Department.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address of Applicant, including City, State, & Zip Code

Sworn Affidavit

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me personally appeared the said, \_\_\_\_\_ who said that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose therefore.

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

My commission expires on \_\_\_\_\_.

NOTARY PUBLIC SEAL

\_\_\_\_\_  
Signature of Notary Public

Instructions: The following application for membership in the Cahokia Volunteer Fire Department is comprised of seven (7) sections. Please follow the instructions carefully and fill out the application completely, accurately, and honestly. All statements are subject to verification. If writing space provided is inadequate, use the continuation sheet at the end of the application, being sure to identify the corresponding question number. Use the term "N/A" for any questions that do not apply.

**Position Applied For:**

Firefighter       Support Personnel       Other (explain): \_\_\_\_\_

**Section 1 – Biographical Information**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last Name                      First Name                      Middle Name                      Month                      Day                      Year

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street                      City                      State                      Zip Code

Place of Birth (City & State): \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Gender: M / F Age: \_\_\_\_\_ Height: \_\_\_\_\_ / \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_  
feet                      inches

1. Are you a U.S. Citizen?     Yes –  Native Born     Naturalized – Alien Number: \_\_\_\_\_  
 Explain: \_\_\_\_\_

2. List any other names, aliases, or nicknames (including Maiden name) you use or have used in the past.  
 \_\_\_\_\_

3. Marital Status:     Single       Married       Separated       Widowed       Divorced

4. How long have you lived at your current address? \_\_\_\_\_

**Section 2 – Education, Training, & Experience**

5. Are you now, or have you ever been, a Fire Fighter, EMT / Paramedic (paid or volunteer), or similar position?  
 No     Yes, complete the following information:

Organization Name	City & State	Position	From	To
Organization Name	City & State	Position	From	To

6. List the various schools you have attended and the related information requested.

Name of School	Address of School (include City, State, & Zip)	Dates Attended	Major	Graduated Yes or No
<b>High School</b>				
		From                      To		
<b>College / University</b>				
		From                      To		
		From                      To		
<b>Trade / Vocational School</b>				
		From                      To		

7. List other formal education beyond high school you may have, including special training courses. \_\_\_\_\_

\_\_\_\_\_

8. List any professional licenses or certificates you currently hold. \_\_\_\_\_

\_\_\_\_\_

9. List any foreign language in which you are fluent.

\_\_\_\_\_  Read  Write  Speak

\_\_\_\_\_  Read  Write  Speak

10. Do you understand sign language and are able to communicate using it?  Yes  No

11. Have you ever served in any Branch of the United States Military?  Yes  No

12. If so, give Branch, dates of service, and type of discharge given?

\_\_\_\_\_ Branch Dates of Service Discharge Status

### Section 3 – Employment History

13. List the last two (2) jobs you have held. Start with your present or most recent job.

<b># 1</b>	Business / Company Name		Phone Number(s)	
	Address, City, State, Zip Code			Monthly Salary
	Your Job Title	Immediate Supervisor & Title		Immediate Supervisor Phone Number
	Length of Employment	Average Hours Worked per Week	Reason for Leaving	
<b># 2</b>	Business / Company Name		Phone Number(s)	
	Address, City, State, Zip Code			Monthly Salary
	Your Job Title	Immediate Supervisor & Title		Immediate Supervisor Phone Number
	Length of Employment	Average Hours Worked per Week	Reason for Leaving	

14. Indicate by number any employers you do not wish us to contact and explain why. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Have you previously applied for any position within the Cahokia Volunteer Fire Department?

Yes  No, give date(s) and outcome: \_\_\_\_\_

\_\_\_\_\_

### Section 4 – Driving History

16. Can you operate an automobile?  Yes  No

17. Do you possess a valid Driver's license from Illinois or another state?  Yes  No

\_\_\_\_\_  
Drivers License Number and State

\_\_\_\_\_  
Expiration Date

18. Has your license ever been suspended or revoked?  No  Yes, give dates, reason, and length of time:

\_\_\_\_\_

19. List all traffic citations received in the last three (3) years. If you have not received a citation, check here

Approximate Date	Location (City, State)	Nature of Violation	Disposition of Case

### Section 5 – Security Data

20. Have you ever been convicted of a criminal offense?  No  Yes, complete the following:

Date of Arrest	Issuing Police Department (City & State)	Offense Charged	Disposition of Case

21. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which may be called upon you for the position you have applied that require further explanation?

No Yes, explain in detail. Use continuation sheet if needed. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Section 6 – Medical history

22. List the following information about your personal Physician.

\_\_\_\_\_  
Doctor's Name

\_\_\_\_\_  
Office Address

\_\_\_\_\_  
Phone Number

23. Do you have any handicaps, chronic conditions or diseases, or disabilities?  No  Yes, provide details

\_\_\_\_\_

24. Have you ever filed a Worker's Comp claim for an illness or injury due to employment?  No  Yes, explain

\_\_\_\_\_

25. Have you ever tried, used, or experimented with any illegal drugs or illicitly obtained prescription medication, or have you acquired them by someone other than a licensed Physician?  No  Yes, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Section 7 – Reference Contacts

26. Provide the requested information for three (3) adults, not related to you and not former employers, who have known you for a period of preferably more than five (5) years and have seen you frequently in the past year. All persons to whom you use as a reference will be asked to appraise your character, ability, experience, personality, and other qualities.

Name		Address, City, State, Zip Code	
Home Phone	Other Phone	Occupation / Profession	Years Known

Name		Address, City, State, Zip Code	
Home Phone	Other Phone	Occupation / Profession	Years Known

Name		Address, City, State, Zip Code	
Home Phone	Other Phone	Occupation / Profession	Years Known

27. I affirm that this Application for Membership within the Cahokia Volunteer Fire Department contains no misrepresentations or falsifications, omissions, or concealment of material fact, and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that if any statements made by me on any investigation disclosed any misrepresentations, falsifications, omissions, on concealment of material fact, my application may be rejected and my name removed from eligibility, or be grounds for my termination from the Cahokia Volunteer Fire Department at any point in the future.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires on \_\_\_\_\_.

NOTARY PUBLIC SEAL

\_\_\_\_\_  
Signature of Notary Public



This continuation sheet is to be used for additional information that was unable to be provided in the spaces allotted. When using this form, be sure and note what question number the information provided is reference. Failure to do so will be cause to disregard the information provided on this sheet. If this sheet is still insufficient to answer the question completely, you may attach additional pages to the end of the application.