Application Process
Information Packet

ENTRY-LEVEL FIREFIGHTER/ EMT

for the

Chatham Community Fire Protection District
Revision Date: 10/15/2026

Please read the following information carefully and completely.

Dear Candidate:

Thank you for your interest in the Chatham Community Fire Protection District. It is the responsibility of each candidate to read, know, and understand the contents of this application packet and the application process.

Candidates must provide a valid state photo identification, in order to participate in all of the steps of our application process.

This is entirely the responsibility of each candidate. Failure of a candidate to possess and show staff a valid state picture ID will lead to elimination from participating in the application process.

Process:

(1) The Application period begins **November 26, 2026 at 8:00am.**

(2) **Applications must** be received by the Board of Fire Commissioners at the Chatham Fire Department located at# 1 Fireman Square, Chatham, Illinois 62629-1378, no later than **December 4, 2026 by 4:00 p.m. No applications will be accepted after this date and time for this process.** For all inquiries, you may reach the Board of Fire Commissioners at telephone (217) 483-2121; fax (217) 483-4411; e-mail: district.office@cfd-il.com.

(3) The Chatham Community Fire Protection District Board of Fire Commissioners will screen applications at a special meeting on **December 7, 2026** using all available information provided by candidates. Each candidate will receive written, email, and/or phone notification as to whether they will be continuing in the application process to the **Mandatory Orientation.** All decisions by the Board are final.

(4) A valid **Candidate Physical Abilities Test (CPAT) card** including confirmation of the successful completion of the Ladder Climb test is required for Entry-level Firefighter / EMT testing with the Chatham Community Fire Protection District. CPAT is the term used to describe a Pass / Fail, physical ability test developed by the International Association of Firefighters and the International Association of Fire Chiefs. As a standardized test, it has become a method of assisting fire departments in recruiting those who are physically capable of performing the tasks associated with firefighting. It is a reliable measure of the candidate's ability to carry out fire scene activities. The tasks include:

a. Stair Climb
b. Equipment Carry
c. Hose Drag
d. Forcible Entry
e. Search
f. Ladder Climb / Extension
g. Rescue Drag
h. Ceiling Breach and Pull

This process can take up to eight (8) weeks to complete, and the candidate is responsible for the cost to obtain a CPAT card, which is valid for one year from date of issue. There are several locations to take the CPAT, and all have orientation sessions, station practice sessions, timed course practices, CPAT course tests and even Open Test Challenges. **NOTE: The Chatham Community Fire Protection District does not coordinate CPAT testing.**

a. Here is a link for the Central Illinois Fire Chiefs Association schedule: http://centralillinoisfirechiefs.com/CPAT/CPATSchedule.aspx. Email any questions at IllinoisCPAT@gmail.com.

b. Here is a link for the Northeastern Illinois Public Safety Training Academy (NIPSTA): http://www.nipsta.org/227/Candidate-Funded-CPAT, or you may contact them at (847) 998-8090. Note: They offer a link to a downloadable Preparation Guide and an Instructional Video and that may be useful to a candidate.

(5) It is required for the **CPAT card** to have been issued within the last 12 months prior date of the **Hire. Failure to present a CPAT card will result in elimination from the process.**

(6) The **Mandatory Orientation Session** will be held on **December 11, 2026 at 5:00 p.m. to 7:00 pm.** at the Chatham Fire Department located at # 1 Fireman Square, Chatham, Illinois 62629. Two guests are allowed besides the candidate. The location is subject to change and notification of a change will be done by U.S. mail. **Failure to attend will result in elimination from the process. A second orientation may be scheduled for 7:00 p.m. to 9:00 p.m. dependent upon the number of applicants.**

(7) The ***Mandatory Written Examination*** will be held on ***December 12, 2026 at 9:30 a.m.*** at a place to be determined based on the number of applications. ***Failure to attend will result in elimination from the process.*** The Board of Fire Commissioners has set the Written Examination to be 70% of the overall testing score for a candidate and the Oral Interview to be 30% of the overall testing score for the candidate.

(8) ***Successful Candidates will be notified for Mandatory Oral Interviews*** after ***December 16, 2026***. Interviews will be conducted at the Chatham Fire Department, #1 Fireman Square, Chatham, Illinois the week of ***January 4-8, 2027.*** Candidates will be notified of interview time by phone and through United States mail. The Board of Fire Commissioners reserves the right to reschedule Oral Interviews with proper notice, depending upon the volume of candidates. ***Failure to attend will result in elimination from the process.***

(9) The Chatham Community Fire Protection District Board of Fire Commissioners will post the ***Preliminary Eligibility Roster on or before January 11, 2027*** using all available information. Each candidate will receive written notice as to whether they will be continuing in the application process to the Oral Interviews. Each candidate will receive a copy of the Preliminary Eligibility Roster after the Board of Fire Commissioners certifies it. All decisions by the Board are final.

(10) The Chatham Community Fire Protection District Board of Fire Commissioners will hand out notices to all candidates completing the Oral Interview process requesting the candidates submit requests for ***Additional Preference Points. The Additional Preference Point timeline begins on January 11, 2027 and ends on January 22, 2027 at 4:00 pm. Requests must be delivered to the Chatham Community Fire Protection District Office.***

(11) The Chatham Community Fire Protection District Board of Fire Commissioners will post the Final Eligibility Roster after a special meeting on ***January 25, 2027,*** using all available information. Each candidate will receive a copy of the Final Eligibility Roster after the Board of Fire Commissioners certifies it. All decisions by the Board are final.

IMPORTANT

The Chatham Community Fire Protection District Board of Fire Commissioners reserves the right to perform Drug Screening, Background Investigations, Fingerprinting, Psychological Examinations, and Pre-Hire Physical Examinations. Drug Screening, Background Investigations, Fingerprinting, Psychological Examinations, and Pre-Hire Physical Examinations may be completed for those candidates selected from the Final Eligibility Roster to continue the selection process.

Chatham Fire Department Application Checklist

Revision Date: 10/15/2026

1. Chatham Fire Department Firefighter-EMT application period begins October 26, 2026 and ends no later than 4:00 pm December 4, 2026
    a. **No applications will be accepted late**
2. Items that **MUST** be turned in by 4:00 pm December 4, 2026
    a. Completed, Signed application
    b. A copy of your birth certificate
    c. A copy of your high school diploma or GED certificate
    d. A copy of your **VALID** driver's license
        1. Maintaining a valid driver's license is a condition of permanent post- probationary employment
    e. The following **Signed** forms **MUST** be turned in with your application
        1. the *Authorization/or Employment Verification* form
            1. The District may obtain information regarding employment, character, experience, and qualifications for employment
        11. the *Authorization For Release of Personal Information And Background Check* form
            1. The District may review all records as provided in the authorization
    m. The *Residency Requirements Understanding* form
        1. Maintaining a residence inside the residency boundaries approved by the District is a condition of permanent post-probationary employment
    1v. the *Paramedic Licensure Understanding* form
        1. Obtaining and maintaining this license (EMT-P) is a condition of permanent post-probationary employment
    v. the *Advanced Cardiovascular Life Support Understanding* form
        1. Maintaining a current card is a condition of permanent post- probationary employment
    vi. the *Prehospital Trauma Life Support Understanding* form
        1. Maintaining a current card is a condition of permanent post- probationary employment
    vii. the *Pediatric Advanced Life Support Understanding* form
        1. Maintaining a current card is a condition of permanent post- probationary employment
    viii. the *American Heart Association Healthcare Provider CPR Understanding* form
        1. Maintaining a current card is a condition of permanent post- probationary employment

ix. the *Office of the Illinois State Fire Marshal (OSFM) Understanding Form*

1. *Obtaining the Office of the Illinois State Fire Marshal (OSFM) Basic Operations Firefighter certification or a Basic Operations Firefighter course completion record is a condition of permanent post-probationary employment*

3. Items that **may** be turned in with your application

   a. A copy of your current Illinois Department of Public Health Emergency Medical Technician - Paramedic, Emergency Medical Technician-Intermediate, Emergency Technician- Basic, or Pre-hospital Registered Nurse license
   b. A copy of your current Advanced Cardiovascular Life Support (ACLS) card; EMT- Intermediate or Paramedic only
   c. A copy of your current Prehospital Trauma Life Support (PHTLS) card; EMT-Intermediate or Paramedic only
   d. A copy of your current Pediatric Advanced Life Support (PALS) card; EMT-Intermediate or Paramedic only
   e. A copy of your current American Heart Association Healthcare Provider CPR card
   £ If relevant:
      1. a copy of your College or University Degree
      11. a copy of your Military Service Record, and/or Discharge Papers (DD214)
      111. a copy of one of the following:
         1. an Office of the Illinois State Fire Marshal (OSFM) Firefighter II certification; or
         2. an Office of the Illinois State Fire Marshal (OSFM) Basic Operations Firefighter course completion record; or
         3. an Office of the Illinois State Fire Marshal (OSFM) Basic Operations Firefighter certification.

4. You **MUST** furnish by the date of the hire
   a. a valid Candidate Physical Abilities Test (CPAT) card.
5. Other employment conditions
   a. To be hired as a probationary Firefighter- EMT you **MUST** be licensed at a minimum as an EMT-B by the Illinois Department of Health
   b. must have no felony convictions or certain misdemeanors (criminal offenses 720 ILCS 5/ Criminal Code of 1961)

c. must have no offensive and/or inappropriate visible tattoos. Refer to Chatham Community Fire Department Operating Guideline 608, Personal Grooming Standards, which is located on our website
d. must have vision correctable to 20/20 with no monochromatic color blindness
e. must be a U.S. Citizen
f. must be between 21 and 34 years of age at the time of hire:
    1. In accordance with Section 16.06b of the Illinois Fire Protection District Act (70 ILCS 705/16.06b) persons who are 35 years of age or older are generally not eligible to take an examination for a position as a firefighter with the Chatham Community Fire Protection District unless the person has had previous employment status as a firefighter in the regularly constituted fire department of the Chatham Community Fire Protection District or comes within one of the following statutory exceptions to the age 35 requirement:
    11. any person previously employed as a full-time firefighter in a regularly constituted fire department of (i) any municipality or fire protection district located in Illinois, (ii) a fire protection district whose obligations were assumed by a municipality under Section 21 of the Fire Protection District Act (70 ILCS 705/21), or (iii) a municipality whose obligations were taken over by a fire protection district, or
    iii. any person who has served a fire district as a regularly enrolled volunteer, paid-on-call, or part-time firefighter for the 5 years immediately preceding the time that the district begins to use full-time firefighters to provide all or part of its fire protection service; or
    1v. any person who turned 35 while serving as a member of the active or reserve components of any of the branches of the Armed Forces of the United States or the National Guard of any state, whose service was characterized as honorable or under honorable, if separated from the military, and is currently under the age of 40 is eligible to take the examination for the position of firefighter with the Chatham Community Fire Protection District.

Evidence of licenses and certifications must be submitted with your application. You must understand that you may be asked to attend a mandatory orientation session, a written **exam, an oral interview, a drug screening, background investigation, fingerprinting, psychological exam, and a pre-hire physical examination prior to appointment to a position with** the Chatham Community Fire Protection District. Failure to abide by these requirements may result in removal from the application process.

Candidate Employment Policies

Residency Policy

The Chatham Community Fire Protection District requires that all candidates for examination must be citizens of the United States. The District also requires that all employees of the District establish a residence within the residency boundaries approved by the District within one year from their date of employment. All employees are required to reside within the residency boundaries of the District as a condition of their continued employment with the District. Any employee having extraordinary reasons or circumstances may be allowed to temporarily move out of the District with the prior approval of the Board of Trustees. Under no circumstances shall an employee be granted the right to reside outside the District for a period of more than six months, except during an employee's initial probationary period.

Equal Opportunity Employer

We consider candidates for all positions, and we encourage and foster the employment, compensation, promotion, and other conditions of employment, of all properly qualified persons without regard to race, color, religion, sex, sexual orientation, marital status, ancestry, national origin, age, disability, matriculation, political opinion or affiliation, or unfavorable discharge from military service. The Chatham Community Fire Protection District is an equal opportunity employer.

Nepotism Policy

Under the Chatham Community Fire Protection District's Nepotism Policy, candidates cannot be placed into a position where a first cousin relative or closer, whether from blood or marriage, would be assigned to the same shift as a co-worker or shift officer.

Personal Employee Conduct

The Chatham Community Fire Protection District intends to maintain a professional, customer-friendly work environment for all employees. As such, employees must exercise courtesy, discretion, and a commitment to service excellence regarding all matters of District's business and contact with our citizens, customers, and all others with whom we come into contact. Employees should also refrain from any action that might reflect adversely upon the Chatham Community Fire Protection District. Employees are viewed by the public as representatives of the Chatham Community Fire Protection District and shall be expected to act as such. Employees are also expected to treat each other in the same manner.

Employment Policies Continued on Next Page -

Chatham Community Fire Protection District employees are expected to comply with all laws, ordinances, directives, personnel policies, and practices of the District. Employees should conduct themselves in a positive manner that promotes the Chatham Community Fire Protection District, on duty and off. They should act to promote the most efficient operation of their department, the performance of their duties, and the health and safety of themselves, their co-workers, and the public. Any employee who violates federal, state, or local laws must promptly notify his or her supervisor.

Personnel Policies, Directives, and Practices

It is the purpose of Personnel Policies, Directives, and Practices to establish the usual procedures that will serve as a guide to administrative action concerning the various personnel activities and transactions. They are intended to indicate the customary and the most reasonable methods whereby the aims of the personnel program can be carried out. ***These policies, directives, and practices are not to be considered as establishing a contract of employment, nor are they to be considered as establishing property rights. The Chatham Community Fire Protection District has the authority and discretion to waive application of these policies, directives, and practices in any instance.***

DID YOU DO THIS?

It is the candidate's responsibility to ensure that the entire application is complete, and all required forms are submitted with the application package.

Pay special attention to items that require a signature or must be dated.

Please place the items you are submitting in the order listed below. Any additional items you wish to submit should be placed in order after these documents.

1. Did you fully complete your *application, sign, and date?*
2. Did you provide a copy of your *birth certificate?*
3. Did you provide a copy of your *high school diploma or GED certificate?*
4. If relevant, did you provide a copy of your *college degree?*
5. If relevant, for military service, did you provide a copy of your *DD214?*
6. Did you provide a copy of your *driver's license?*
7. If applicable: Did you provide a copy of your *Illinois Department of Public Health Emergency Medical Technician – Paramedic, EMT-Basic, or Pre-hospital Registered Nurse* license?
8. If available at the time of application, did you provide a copy of your valid *Candidate Physical Abilities Test (CPAT)* card?
9. Did you and your witness sign and date the *Authorization for Employment Verification* form and attach it to your application?
10. Did you sign and date the *Authorization For Release Of Personal Information and Background Check* form and attach it to your application?
11. Did you and your witness sign and date the *Residency Requirements Understanding* form and attach it to your application?
12. Did you sign and date the *Paramedic Licensure Understanding* form and attach it to your application?

Additional Questions on Next Page -

13. Did you sign and date the *Advanced Cardiovascular Life Support Card Understanding* form and attach it to your application?

14. Did you provide a copy of your *Advanced Cardiovascular Life Support (ACLS)* card?

15. Did you sign and date the *Prehospital Trauma Life Support Card Understanding* form and attach it to your application?

16. If applicable: Did you provide a copy of your *Prehospital Trauma Life Support (PHTLS)* card?

17. If applicable: Did you sign and date the *Pediatric Advanced Life Support Card Understanding* form and attach it to your application?

18. If applicable: Did you provide a copy of your *Pediatric Advanced Life Support (PALS)* card?

19. If applicable: Did you sign and date the *American Heart Association Healthcare Provider CPR Card Understanding* form and attach it to your application?

20. If applicable: Did you provide a copy of your *American Heart Association Healthcare Provider CPR* card?

21. Did you sign and date the *Office of the Illinois State Fire Marshal (OSFM) Understanding Form* and attach it to your application?

22. If relevant, did you provide a copy of your *Office of the Illinois State Fire Marshal (OSFM) Basic Operations Firefighter or Firefighter II* certification?

2026 Chatham Fire Department Testing and Hiring

Application dates: October 26 8:00 am-December 4 4:00 pm

Orientation: December 11 5:00-7:00 and possibly 7:00-9:00 dependent upon the number of applicants

Written test: December 12 9:30 am site TBD

Oral Interviews: Week of January 4-8, 2027

Initial eligibility list: On or before January 11, 2027

Preference Point Period: January 11- January 22

Final Eligibility List: January 25, 2027

Hiring process immediately after

Anticipated hiring the week February 15 or 22

If needed Fire Academy starts March ???

Written Test Information

Fire and Police Selection Inc. www.fpsi.com 1-(888) 990-3473

FACT test

- 110 question test
    - Reading ability
    - Mathematical Reasoning
    - Map Reading
    - Writing Ability
    - Human Relations
- Study guide available at www.fpsi.com Candidate is responsible for purchasing their study guide. **DISCLAIMER: The Chatham Fire Department makes no claim that study materials improve scores and will not be held responsible.**