Peoria Heights Fire Department

Volunteer Application Packet

Completed applications and documentation can be submitted in the following ways:

By Mail:
Peoria Heights Fire Department
Attn: Personnel Committee
4901 North Prospect Road
Peoria Heights, IL 61616

In Person:
Peoria Heights Village Hall
4901 North Prospect Road
Peoria Heights, IL 61616
NOTE: Please turn in all information in a sealed envelope marked "FD Application" to the Water Office clerk. DO NOT leave applications in the bin by the Fire Department entry door.

You may contact our department Personnel Committee with any questions at:
(309) 686-2372.

The Peoria Heights Volunteer Fire Department is dedicated to the protection of life and property of all persons who live, work, visit, or travel through the Village of Peoria Heights. We accomplish this mission by providing professional service delivery in fire suppression, rescue, fire prevention and education, fire investigations, and emergency medical services. We maintain a high standard of training and education, act and perform in a safe, courteous, and professional manner, sustain and reinforce a strong bond with our community, provide the highest level of customer service and interact professionally with surrounding area departments. As members of this department, we have chosen to be part of a team that takes pride in this mission through dedication and integrity.

The Peoria Heights Fire Department was originally chartered in 1917 to provide fire suppression services for the village. Over the years, the department has now grown to provide fire suppression response, fire prevention education, technical rescue response (vehicle accidents, elevator rescues), and emergency medical services to all citizens within the Village of Peoria Heights. The department runs approximately 1200 calls per year out of two stations, which on average equates to approximately 3.3 calls per day. Unlike a full career fire department that is staffed solely by full-time personnel, Peoria Heights utilizes a "combination" structure which is composed of full-time personnel, part-time or "stipend" personnel, and volunteer responders. Full-time personnel work 24 hour shifts with 48 hours off while stipend personnel work 12 hour blocks of time (7a-7p/7p-7a). Volunteer responders volunteer their time to run calls for service as they come in, often responding to the fire station from their personal residence. It takes a large amount of dedicated personnel to answer those calls, and we are continually recruiting new members to ensure that we can provide the best protection that we can to the village.

New volunteers enter the department on a probationary status which lasts for 12 months. During this time, probationary firefighters are introduced to every facet of the fire department. An extensive training program gives the probationary member the skills needed to function as a full member of the fire department. Training includes radio communications, structural firefighting tactics, fire apparatus engineering and operation, auto extrication, rescue operations, first responder medical training, and many other topics. All members are required to attend at least 36 monthly drills and respond to a minimum of 10% of calls during each quarter. Veteran members assess the attitude, personality, and skills of the probationary member during all phases of training and probation. After the 12 months have passed, the supervisory staff of the department views the progress of the probationary member and decides whether to promote that member to the position of Firefighter, extend his/her probation, or recommend removal from the department.

Your probationary period will require a major commitment in time and effort. Initially, you will be performing a limited number of duties on the fireground and may not be responding on first-out apparatus. As time goes on and your knowledge grows, these restrictions will slowly be lifted. While this period is difficult and sometimes boring, the department is looking hard at the intensity of your commitment. You will be a part of a team of highly trained individuals that depend on each other. You will be providing a service to the community that few people are prepared to undertake. You could make a real difference in people's lives. You will know that you are doing something that really matters.

Requirements for Volunteer Personnel

1. Must be at least 18 years of age by date of hire and possess either a high school diploma or GED.
2. Must live within 3 miles "as the crow flies" from one of the two fire stations in Peoria Heights **AND** reside within the corporate limits of Peoria County, Illinois
    a. Fire Station 1 is located at 4901 North Prospect Road in Peoria Heights.
    b. Fire Station 2 is located at 1633 East Gardner Lane in Peoria Heights.
    c. Special consideration may be given to those that live outside of the mileage limit. **We encourage people to still apply even if they are outside of this limit for us to review on a case-by-case basis.**
3. Must be able to pass a physical, drug screening, and criminal background screening as well as an oral interview.
4. Must be willing to devote time to assist the public in various capacities, including responding to emergency incidents that may involve environments that have an immediate danger to life and health.
5. Must be willing to devote time to training, public education, and other department-sponsored events to better prepare you and the fire department for emergency incidents.

Peoria Heights Fire Department
4901 N Prospect Rd
Peoria Heights, IL 61616
Phone: 309-686-2377
Fax: 309-686-4910

Volunteer Application

Do not leave any answers blank. For any questions that do not apply, please write NA for Not Applicable. You may include a resume with the application if you wish, but the application form MUST be turned in for your application to be considered. The first two pages of this application may be detatched and kept for your records.

Acceptance as a member of the fire department is subject to the completion of the following items:
1.) Meeting the qualifications of the position.
2.) Successful completion of a criminal background check.
3.) Successful completion of a physical examination and drug screen.
4.) Successful completion of an oral interview.

Personal Information

Last	First	MI	Date of Birth	Email	
Street Address (incl. apt)	**City**	**ST**	**Zip**	**Home Phone**	**Mobile Phone**

Are you entitled to work in the United States? ☐ Yes ☐ No	Social Security Number	Driver's License Number, State, and Class
Have you been convicted of a felony, been incarcerated in connection with a felony, had any traffic violations, or been involved in any traffic accidents in the past ten years? ☐ Yes ☐ No	If yes, please explain:	
Military Service? ☐ Yes ☐ No	If yes, list branch and dates of service (attach Member 4 DD-214 if discharged):	
Have you ever been employed by the Peoria Heights Fire Department or the Village of Peoria Heights in the past? ☐ Yes ☐ No	If yes, when were you employed and what was your reason for leaving?	
Do you have any relatives currently serving with the Peoria Heights Fire Department? ☐ Yes ☐ No	If yes, who?	

Work Experience

	Current or Most Recent	Prior	Prior
Employer			
Address			
City, ST, ZIP			
Telephone			
Name of Immediate Supervisor			
Dates of Employment	From To	From To	From To
Position/Job Title			
Work Hours			
Reason for Leaving			
May We Contact	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Education

	Name/Location	Last Year Complete	Degree	Major or Emphasis
High School		9 10 11 12		
College/University		1 2 3 4		
Trade School				
Other				

Certifications and Fire/EMS Experience

List any applicable special skills, training, experience, or proficiencies related to this position. Please provide copies of any certifications.	

Personal References

	Reference 1	Reference 2	Reference 3
Name			
Address			
City, ST, ZIP			
Telephone			
Years Known			

Emergency Contacts

	Contact 1	Contact 2
Name		
Relationship		
Address		
City, ST, ZIP		
Telephone		

Disclaimer and Signature

In exchange for the consideration of my application by the Peoria Heights Fire Department, I agree that:
Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain a member of the Peoria Heights Fire Department, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Fire Chief. Both the undersigned and the Peoria Heights Fire Deparmtent may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Peoria Heights Fire Department may unilaterally change or revise their benefits, policies, and procedures and such changes may include reduction in benefits.

Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences, without giving me prior notice of such disclosure. I release the Peoria Heights Fire Department, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

I also understand that (1) the Peoria Heights Fire Department has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job related physical examinations.

By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I understand that my signature denotes acceptance and agreement of all items/terms/information listed in this application and that this is considered legally binding.	Signature	Date

The Peoria Heights Fire Department is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to citizenship, age, disability, or any other class protected by state or federal law. We assure you that your opportunity for membership with the Peoria Heights Fire Department depends solely on your qualifications.

Internal Use Only

Received: _____
Notified: _____
Interviewed: _____
Decision: _____