

APPLICATION PACKET

ENTRY LEVEL FIREFIGHTER



Board of Fire and Police Commissioners

Beau Ingledue, Chair

Jill Myers

Ron Pettigrew



Macomb Fire & Police Commission
232 E. Jackson Street
Macomb, IL 61455
(309)833-2558

Dear Applicant:

Enclosed is a packet of information and application relative to the upcoming testing process for the position of entry level Firefighter with the City of Macomb Fire Department. **Please pay particular attention to dates and list of required documents.**

Applicants are required to take a written exam. **These exams are scheduled for Saturday, April 18, 2026.** The written test will be administered at 9:00 a.m. at the Macomb Police Department 120 S. McArthur Street, Macomb, Illinois. Applicants must arrive at the testing location between 8:30 – 8:45 a.m. Oral interviews (date to be determined) will be conducted with applicants who pass the written exam.

A valid CPAT card will be required at the time of appointment. The CPAT card may be dated within the 12-month period prior to the posting of the Final Eligibility List.

All applications and attachments must be completed, signed and on file by 5:00 p.m., on Thursday, April 7, 2025. If submitting the application packet by mail, it must be postmarked on or before the application deadline date AND received at Macomb City Hall within five (5) calendar days of the deadline. Late or incomplete applications will not be considered.

Please return applications to:

**FIRE & POLICE COMMISSION
Macomb City Hall
232 E Jackson St
Macomb, IL, 61455**

If you have any questions, please contact Chief Meyer at Macomb Fire Dept. 309-836-7800.

Thank you.
Sincerely,

Macomb Fire & Police Commission
Beau Ingledue, Chair



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MINIMUM QUALIFICATIONS, STARTING SALARY, AND BENEFITS

The Board of Fire & Police Commissioners of the City of Macomb, Illinois offers biennial testing for eligible applicants interested in being considered for appointment to the Macomb Fire Department.

All applicants must be at least 20 years of age, and under 35 years of age as of the date of testing in order to apply for employment with the Macomb Fire Department. Exceptions: The age limitation does not apply to any person previously employed as a full-time firefighter in a regularly constituted fire department of any municipality or fire protection district located in Illinois. 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 under the age of 40 as of the date of testing may apply for employment with the Macomb Fire Department.

Applicants who are 20 years of age are hereby notified that while their name will be placed on the final eligibility list, the Department and the Police and Fire Commission reserve the right to pass over them if they will not have attained the age of 21 by the hiring date for that round of hiring. Any applicant passed over in this manner for this reason shall retain his or her place on the list for the next round of hiring.

All applicants must possess a high school diploma or equivalent; must possess a valid driver's license, must pass written examinations; must have visual acuity of 20/20 in each eye corrected (minimum) with normal color vision and depth perception; and must have good habits and be of moral character. To be considered for appointment, the candidate must present a valid CPAT card which may be dated within the 12 months prior to the posting of the Final Eligibility List, must pass medical and psychological evaluation, must pass a background investigation and either be licensed as an EMT or be eligible for licensing as an EMT. If hired, McDonough County residency is required within 90 days after completion of the probationary period.

1. Starting salary is 54,656.62 per year and is subject to change pursuant to the Collective Bargaining Agreement. The probationary period is for 12 months from completion of a fire academy.
2. Average work week of 53 hours, with time and one-half pay for all overtime.
3. 288 hours of paid sick leave per year.
4. Paid Days Off: After one year – 11 days, after 2 years – 14 days, after 5 years – 15 days, after 8 years – 16 days, after 12 years – 17 days, and after 15 years – 19 days.
5. Retirement Program: 50% of base salary after 20 years of service and the attainment of age 55.
6. Paid Employee Health Insurance Program: City pays 100% of individual and 75% of family health premium costs.
7. Paid in-service training by State of Illinois certified instructors.
8. The City furnishes all required initial clothing and pays a clothing allotment of \$675.00 per year thereafter.

All benefits and compensation itemized herein are subject to change pursuant to the applicable Collective Bargaining Agreement terms. The City reserves the right to require reimbursement of hiring and training expenses if the officer resigns within the first two years of employment.

Are you currently employed? YES NO
 If employed, may we inquire with your employer? | |
 Are you currently on "lay-off" status and subject to recall?
 Are you at least 20 years of age?
 Are you legally authorized to work in the United States?
 (Proof of Citizenship will be required upon employment.)

MILITARY SERVICE

Branch: _____ From: _____ to Discharge date: _____

Type of Discharge: _____

EMPLOYMENT EXPERIENCE Please list below your last four employers, starting with the most recent

Employer	Phone	Dates Employed From: _____ To: _____
Address		
Job Title	Supervisor	
Work Performed		
Reason for Leaving		

Employer	Phone	Dates Employed From: _____ To: _____
Address		
Job Title	Supervisor	
Work Performed		
Reason for Leaving		

EMPLOYMENT EXPERIENCE Please list below your last four employers, starting with the most recent

Employer	Phone	Dates Employed From: _____ To: _____
Address		
Job Title	Supervisor	
Work Performed		
Reason for Leaving		

Employer	Phone	Dates Employed From: _____ To: _____
Address		
Job Title	Supervisor	
Work Performed		
Reason for Leaving		

REFERENCES

List three persons not related to you, whom you have known for at least one year.

NAME	PHONE	ADDRESS	BUSINESS	YEARS KNOWN	RELATIONSHIP

RECORD OR CONVICTIONS

Please include traffic offenses.

DATE	LOCATION	TYPE OF OFFENSE	SENTENCE

EDUCATION

NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DATE GRADUATED	MAJOR/MINOR SUBJECTS STUDIED
High School			
College			
College			
Other Training			

Have you completed any basic training as a Firefighter? _____

Specify any specialized training, apprenticeship, skills, and extra-curricular activities. _____

Describe any honors you have received. _____

State any additional information you feel may be helpful in considering your application. _____

The following documents must accompany this completed application:

1. Proof of age (Birth Certificate or Copy) Must be 20 years old at time of application.
2. Social Security Card (Copy)
3. DD214, if applicable (Military Discharge Certificate)
4. Valid Driver's License (Copy)
5. High school diploma or GED (Copy or transcript)

I, the undersigned, affirm that the information given by me on this application is true and correct, and I hereby acknowledge that falsification of any part of this application may result in denial of employment or discharge after employment.

Date

Signature



Macomb Fire & Police Commission
232 E. Jackson Street
Macomb, IL 61455
(309)833-2558

Candidate Physical Ability Test (CPAT) – Illinois

Applicants for entry-level firefighter positions are required to successfully complete the Candidate Physical Ability Test (CPAT). The CPAT is a standardized, job-related physical performance test designed to assess a candidate's ability to perform essential firefighter duties.

The CPAT consists of a timed sequence of simulated firefighting tasks, including stair climb, hose drag, equipment carries, ladder raise and extension, forcible entry, search, rescue, and ceiling breach and pull. Illinois also requires a ladder climb portion.

CPAT Validity Requirement

Applicants must possess a valid CPAT card at the time of appointment. The CPAT card may be dated within the 12 months prior to the posting of the Final Eligibility List. Failure to provide a CPAT card meeting this requirement will result in disqualification from the hiring process.

Frequently Asked Questions (FAQ)

What is the CPAT?

The CPAT is a nationally recognized physical ability test that evaluates whether a candidate can safely and effectively perform essential firefighter job tasks.

Who administers the CPAT in Illinois?

The CPAT is administered at approved testing sites within the State of Illinois.

Is an orientation required before testing?

Yes. Candidates must attend an official CPAT orientation session prior to taking the test.

Orientation provides an overview of the test components, safety expectations, and pacing strategies.

How long is the CPAT valid?

For this application process, a CPAT card is valid if it was issued within 36 months prior to the eligibility list expiration date and remains valid at the time of appointment.

Can I submit a CPAT card from another department or agency?

Yes, provided the CPAT card was issued through an approved CPAT testing program and meets the validity timeframe stated above.

What happens if my CPAT expires during the hiring process?

It is the applicant's responsibility to ensure their CPAT remains valid. An expired CPAT card may result in removal from consideration or disqualification.

Where can I find testing dates and locations? Additional information regarding CPAT orientation sessions, testing locations, registration, and official requirements can be found at: <https://www.affi1935.org/toolkit/cpat/>



GENERAL WAIVER AND RELEASE
Please Read Carefully Before Signing

In connection with my application for employment with the City of Macomb, I understand and agree that investigative inquiries are to be made which may include, but not limited to: my consumer credit, criminal convictions, motor vehicle history, educational transcripts, and other reports of any nature and type, including information in the public domain. These reports will include information as to my character, work, habits, performance, and experience together with reasons for termination of past employment.

I hereby agree to release and hold harmless the City of Macomb, its employees (elected or appointed), the Board of Fire and Police Commissioners, and any and all of their agents, from and against any claim or claims arising as a result of the conduct of any background investigation they may determine appropriate and necessary upon and of me to ascertain my fitness for the position sought; or any tests taken or to be taken by me for and to determine my fitness for the position sought; and to generally and specifically waive and agree to hold harmless those persons, firms, corporations, and other entities who supply requested information during the conduct of an investigation of fitness for the position being sought. I understand and agree that the City of Macomb and/or Board of Fire and Police Commissioners may request information from various federal, state, and other agencies that maintain records concerning my past activities related to my driving, credit, criminal, education, and other experiences. I authorize without any reservations all corporations, companies, municipalities, credit agencies, persons, educational institutions, law enforcement agencies, and former employers to release information they may have about me, and release them from any liability and responsibility for doing so.

I understand successful completion psychological examinations are required prior to beginning employment. I also understand that if hired, I will be required to maintain permanent residence within the boundaries of McDonough County, Illinois.

I hereby acknowledge that I understand that a physical fitness test is required prior to beginning employment with the Fire and Police Commission of the City of Macomb, Illinois. I further warrant that I am physically fit and able to take said physical fitness test. As such, I hereby agree to waive any and all liability and release and hold harmless the City of Macomb, its employees (elected or appointed) the Board of Fire and Police Commissioners, and any and all of their agents from and against any claim or claims arising as a result of my performance of the physical fitness test.

This authorization, in original copy, or facsimile form, shall be valid for this and any future reports that may be requested.

I hereby authorize investigation of all statements made by me with no liability arising there from.

Printed Name: _____

Date: _____

Signature: _____

TO: Affirmative Action Office
City Hall
232 E. Jackson Street
P.O. Box 377
Macomb, IL 61455

VOLUNTARY EQUAL OPPORTUNITY INFORMATION

The City of Macomb compiles summary data from its applicants regarding characteristics related to equal employment opportunity. For the purpose of statistical analysis only, we are requesting that you complete and return this form. This is voluntary information, if provided, will neither enhance nor detract from your opportunity for employment. Return of this form is optional and may be returned separately from the application, if you so choose. Thank you.

Position applied for: _____

Department: _____

Name: _____ **Sex:** ___ Female ___ Male

Citizenship: ___ Native U.S.A. ___ Naturalized ___ Non-U.S.A. Citizen

EEO Class:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native American or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Are you a veteran? Yes No Discharge Date: _____

Advertisement source?

Publication name: _____

Other: _____

Signature: _____

Date: _____



**CHECKLIST OF REQUIREMENTS
FOR APPLICANT USE
(Macomb Fire Dept. – Entry Level)**

Applicant's Name: _____

<u>Form</u>	<u>Signed</u>	<u>Returned</u>
Signed Application	_____	_____
General Release Form	_____	_____

ADDITIONAL DOCUMENTATION:

In order for your application to be considered complete, copies of the following are required. Do not send originals. These documents become the property of the Board of Fire and Police Commissioners.

- Copy of Birth Certificate _____
- Copy of Social Security Card _____
- Copy of Driver's License _____
- Copy of proof of highest education completed _____
- Copy of DD214 (Military long form), **if applicable** _____
- Application on file prior to applicable deadline _____
- CPAT Card(required at time of appointment) _____