

APPLYING TO TAKE THE EXAM

1. When can I apply to sit for the next Firefighter/EMT exam?

You will be able to apply from Saturday, September 24, 2022, through Monday, October 17, 2022.

If your application is successfully completed, received, and you meet the minimum qualifications you will be included in the random lottery at the end of the application period. The random lottery will be run in order to select 4,500 candidates who will be invited to sit for the written exam. After the random lottery is run, hiring preferences will be applied. A designated percentage of each hiring preference will be included in the group who will be invited to test. Please read the section below pertaining specific information about the preferences. The date and time of the written exam will be announced via the Official Invitation Letter. It is anticipated to take place December 14-17, 2022. If you are selected to sit for the exam, you will be provided approximately three weeks’ notice to allow time to study for the exam. Per the Collective Bargaining Agreement-Paramedic Crossover clause, in addition to the 4,500 candidates from the lottery, all current CFD Paramedics who successfully apply will be invited to sit for the exam and will not be counted in the 4,500 candidates.

2. How can I apply?

There is only one way to apply, and that’s online. You can find the application at www.cityofchicago.org/FireApplication starting Saturday, September 24, 2022.

The online application requires you to create an account with a username and password. Please be sure to keep your username and password in a safe place. That way, you can access your application anytime during the application period, which closes on Monday, October 17, 2022. If you are unable to log into your account, you can call (312) 744-4976 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday—excluding holidays and we can assist you.

3. What if I don’t own or have access to a computer?

All Chicago Public Libraries have computers with Internet access available for free, public use. To locate your nearest Chicago Public Library, you can call (312) 747-4300 or visit www.chipublib.org.

- To access Chicago Public Library computers, you have to have a library card, which is free of charge. Please refer to www.chipublib.org for the requirements for obtaining a library card.
- You can also check with your alderman’s office to see whether other free computer resources might be available.
- There are a limited number of computers available in the lobby of City Hall, 121 N. LaSalle Street, Room 100, Chicago IL 60602. These computers are available Monday-Friday 8:30am-4:30pm, excluding weekends and holidays.

4. The application is requiring me to provide an e-mail address. What if I don’t have an email address?

You must have an email address because that is the only form of communication the City will use to provide you with the status of your application and test information.

ENTRY LEVEL FIREFIGHTER/EMT FREQUENTLY ASKED QUESTIONS (“FAQS”)

- You are encouraged to use an active email address that you can access at any time now and in the future. We suggest you do not use a school address or work address that you may not have access to in the future.
- You can set up a free email address with various internet service providers. A few that we recommend are:
 - i. Gmail: www.gmail.com
 - ii. Outlook: www.outlook.com
 - iii. Yahoo: www.yahoo.com

5. **While in the application system, I hit the back browser arrow and now the computer screen is showing me an error page. What should I do?**

You should not use the back browser in the application system, as you may get an error page. If you receive an error page, you MUST start over. First close out of the error page, and then click back on the application link at www.cityofchicago.org/FireApplication, log in, and start over.

6. **What are the age requirements to sit for the exam?**

Applicants must reach the age of 18 by December 1, 2022.

Applicants must not be older than 38 when they enter the Chicago Fire Academy. Due to the length of time for applicants to complete the hiring process, applicant cannot take the exam if they will turn 38 prior to May 1, 2023.

7. **What are the minimum qualifications for the Firefighter/EMT position?**

- Applicants must reach their 18th birthday by December 1, 2022. Verification of age will be checked at the entrance of the written exam. Candidates who will not reach the age of 18 by December 1, 2022, will not be allowed to take the written examination.
 - i. Pursuant to the Municipal Code of Chicago 2-152-410, no person may be appointed as a probationary Firefighter/EMT after the person's 38th birthday. Please note, no one from the eligibility list of this exam will be appointed before Spring of 2023. If an applicant reaches their 38th birthday at any point in the hiring process before entering the Fire Academy, they will be disqualified.
- Applicants must be a high school graduate or possess a general equivalency diploma (GED) by December 1, 2022.
- Applicants must have a valid U.S. driver's license at the time of pre-employment processing.
- Applicants must be a U.S. citizen or authorized to work in the United States at the time of processing.
- Applicants must be a resident in the City of Chicago at the time of hire and for the duration of their employment.
- Applicants must have a valid, non-expired Candidate Physical Ability Test (CPAT) certification at the time they are contacted to complete pre-employment processing. The Candidate Physical Ability Test consists of eight critical physical tasks that simulate job duties on the fire ground.

Note: The CPAT certification must be current and valid at the time the candidate is called for initial processing into the Chicago Fire Training Academy. The City of Chicago recommends that candidates obtain their CPAT certification after successful completion of the written

exam with consideration of their assigned lottery number. Please note that CPAT certifications are only valid for one year and will need to be renewed annually.

For more information on the CPAT certification program, please visit the following websites:
https://www.chicago.gov/city/en/depts/cfd/supp_info/cpat_candidate_preparationguide.html
<http://cpat.mabas24.org/>

Please refer to the section “After the Exam Administration” for additional information about what happens after you take the written exam

8. When should applicants take the Candidate Physical Ability Test (CPAT)?

We encourage individuals to view the CPAT video and begin preparation to successfully complete the CPAT. As the applicants assigned lottery number nears being called for processing, they should obtain their CPAT certification (note: CPAT certification is only good for 1yr and must be renewed by taking the CPAT again)

9. Do I have to be a resident of the City of Chicago to apply?

You are not required to be a resident of the City of Chicago at the time of application. However, **you will be required to be a resident of the City of Chicago at the time you enter the Chicago Fire Academy and maintain a Chicago residency for the duration of your career.**

10. What if I owe the City money (for example, through unpaid parking tickets or water bills)?

You must pay all debts or participate in a debt payment plan before you can enter the Chicago Fire Academy. To prove that you have paid your debts, you must provide proof from the Department of Finance that (1) the debt is not attributable to you; (2) you have paid the debt in full; or (3) you have enrolled in a debt payment plan. You can find additional information regarding payment plan options at the following:

https://www.chicago.gov/city/en/depts/fin/provdrs/utility_billing/svcs/utility_bill_payment_plan.html

<https://pay.chicago.gov/payments/tickets>

https://www.chicago.gov/city/en/depts/fin/supp_info/revenue/parking_and_red-lightticketpaymentplans.html

11. How will I know the status or result of my application?

The application will ask questions to assess whether you meet the requirements to sit for the exam. If any of your answers to those questions indicate that you do not meet those requirements, you will immediately be informed that your application is disqualified.

- If, during your attempt to submit your application, you are informed that your application is disqualified and you feel that your application was erroneously disqualified, please call (312) 744-4976 or email fire-application@cityofchicago.org as soon as possible. DHR staff will be available Monday-Friday from 8:30 AM – 4:30 PM. Once the application period closes on Monday, October 17, 2022, we will be unable to discuss any issues.

ENTRY LEVEL FIREFIGHTER/EMT FREQUENTLY ASKED QUESTIONS (“FAQS”)

- i. If your application is successfully submitted, you will receive a confirmation email.
 1. If you have not received any such correspondence within three business (3) days of submitting your application, you should call (312) 744-4976 or email fire-application@cityofchicago.org to check on the status your application during the above referenced business hours. Please be sure to check the *spam* filters on your email account first.
 2. Only if you are uncertain that your application has been successfully submitted, we strongly advise you to contact us at the above number or email address as soon as possible. You must contact us before the application period closes on Monday, October 17, 2022. NO APPLICATIONS WILL BE ACCEPTED AFTER MONDAY, October 17, 2022.
- ii. The next correspondence you receive from us will provide your lottery number and whether you be invited to sit for the exam. You will receive this information via email by mid-November. If you have not received an email with this information by the end of November, please call us at (312) 744-4976 or email us at fire-application@cityofchicago.org as soon as possible.

12. Can I create multiple accounts to increase my chances of being higher on the eligibility list?

No. You can only have one application on file. We will delete all duplicates.

13. How do I update my contact information if I move or change my telephone number or email address?

You MUST update your contact information by logging into your account, which you can find at www.cityofchicago.org/FireApplication

14. If I already have a profile and apply to jobs on the City of Chicago’s website, do I have to create a brand-new profile in your application system?

No, if you have a profile in the City of Chicago applicant tracking system you may use that profile to apply for the FF/EMT posting.

15. What if I can’t log into my account?

Contact our office via email: fire-application@cityofchicago.org or phone (312) 744-4976 or stop by City Hall, Room 100 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. We can provide your username and reset your password.

16. What are the requirements for the Veterans, Chicago Public Schools, Chicago Police and Fire Training Academy and Line of Duty Preferences, and if I believe I qualify, how do I receive the preference?

Please refer to the page titled “Information Regarding Line of Duty, Veterans, Chicago Public Schools, and Chicago Police and Fire Training Academy (CPFTA) Preferences” for details about those preferences and their requirements.

17. The posting and FAQ refers to a “lottery” what is meant by that?

ENTRY LEVEL FIREFIGHTER/EMT FREQUENTLY ASKED QUESTIONS (“FAQS”)

The City of Chicago anticipates a strong interest in the FF/EMT position. With such a strong interest we believe the fairest approach is to use a randomized selection process. All applicants who submit a complete application and who meet minimum qualifications will be entered into the randomized selection process, also referred to as the lottery. The lottery will be conducted via a computer system that has been validated. All completed applications will be randomly assigned a lottery number. The lottery numbers will be placed onto a list in numerical order. The Department of Human Resources will then apply various preferences to the candidates. Applications that are received and indicate an applicant wishes to receive a preference will be reviewed to ensure all necessary requirements are met. The final list of 4,500 candidates who will be invited to sit for the exam will be comprised of individuals in lottery order with the preferences applied. See below for more information about preferences.

INFORMATION REGARDING LINE OF DUTY, VETERANS, CHICAGO PUBLIC SCHOOLS, AND CPFTA PREFERENCES

The City of Chicago provides varying preferences to ensure that a certain percentage of candidates on the list from the following categories are invited to sit for the exam:

Of the 4,500 candidates invited to sit for the exam the following percentages will be used:

LODD – Line of Duty Death— immediate family members of those lost in the Line of Duty –All who apply and meet the requirements will be eligible to sit for the exam and will not count toward the 4,500 seats

VET – Veterans – 20%

CPFTA - Chicago Police & Fire Training Academy – 20%

CPS - Chicago Public Schools – 20%

CROSS – Crossover candidates –All current Chicago Fire Department Paramedics who apply will be eligible to sit for the exam and will not count toward the 4,500 seats

CHICAGO RESIDENT –80% of the 4,500 candidates invited to sit for the exam will be Chicago residents.

For information about the Veterans and Line of Duty Preferences, please refer to http://www.cityofchicago.org/content/dam/city/depts/dhr/supp_info/APPLICANT_PREFERENCE_1.pdf.

The Chicago Public Schools Preference, is similar to the Veterans Preference and is available to applicants who graduated from a Chicago Public High School. Chicago Police and Fire Training Academy graduates (CPFTA) are individuals who completed the Chicago Police and Fire Training Academy.

When setting up your application profile, you will be asked if you qualify for any of these preferences. If you believe that you do, make sure you answer “yes” to the applicable question. Please remember, however, that in order to actually receive a preference, you must also provide the required documentation. ***Preferences will not be applied without the required documentation.***

Qualified applicants that have successfully completed the requirements for the above preferences will be granted preference for a seat at the written test, providing the preference is not superseded by a collective bargaining agreement.

Step 1 – The Department of Human Resources (DHR) uses a randomizing software program that sets the order in which candidates will be called to sit for the exam, and for those who pass, the order for pre-employment processing.

Step 2 – DHR applies the Candidate preferences, which allows Candidates who are eligible for the process to move ahead of those Candidates who are not eligible for a preference.

Step 3 - The Preferences will be applied in the following order:

1. LODD
2. Veterans
3. CPFTA
4. CPS

Step 4 - The City Resident preference will be applied to the overall list ensuring that the list in total, regardless of any other preferences that have been applied, is made up of 80% of Chicago residents.

For example, the Veteran’s Preference is 20%, which means that DHR will ensure that at least 20% of Candidates invited to sit for the exam meet that preference.

First, DHR will review the lottery list of Candidates from 1 to 4500 to see who is eligible for the preference and to see if there are enough Candidates – 900 total – who meet this requirement. Suppose there are only 750 Candidates in that first group of 4500 candidates eligible for the preference. In that case, DHR will continue down the list looking for additional Candidates who meet the preference. Those Candidates will be “moved up” ahead of Candidates who don’t meet the preference.

Then, DHR will continue down the list until they identify an additional 150 Candidates to move ahead of those Candidates who do not meet the preference.

DHR will apply this same process for the remaining preferences: Line of Duty, CPFTA, and CPS. Candidates who qualify for multiple preferences will only have one preference applied. So, if a Candidate is both a Veteran and a graduate of the Chicago Public Schools, if they are moved up as a result of having the Veteran’s Preference applied, the CPS preference will not be applied to that Candidate as they have already received credit for a preference.

1. To qualify for the Veterans Preference, you must provide one of the following:

- a. Veterans must attach a letter from the United States Veterans Administration on official stationery stating dates of service and character of service. Active military personnel must attach a letter from their Commanding Officer on official stationery verifying their active duty, length of service, and character of service in the Armed Forces of the United States. This letter should also include a copy of the applicant’s Military ID; **OR**
- b. A DD214 for Veteran Status. The copy must include discharge status, which is traditionally known as the Member Copy 4.
 - i. If you lost your DD214, you should contact the U.S. Department of Veterans Affairs at <http://www.va.gov> or (800) 827-1000.
 - ii. If a copy of the DD214 cannot be obtained, then a letter from the U.S. Veterans Administration on official stationery indicating dates of service and character of service can be accepted in lieu of the DD214.
- a. **To qualify for the Chicago Public Schools’ (“CPS”) Preference, you must provide submit a copy of your high school transcript or high school diploma from a Chicago Public High School verifying that you graduated.**

2. To qualify for the Line of Duty Preference, visit the following website for further instructions:

http://www.cityofchicago.org/city/en/depts/dhr/supp_info/line_of_duty_preference.html

3. **To qualify for the Chicago Police & Fire Training Academy preference** you must submit a copy of your high school transcript or certificate of completion indicating successful completion of the Chicago Police and Fire Academy coursework.
4. **To qualify for Chicago resident preference** for you must upload a valid state driver’s license or government issued ID with a Chicago address. No other documentation will be accepted.
5. **How do I provide the required documents for the Preferences?**

Applicants must submit the required documents by uploading them as an attachment to their application in the Taleo Applicant Tracking system. Please note only specific file types are acceptable. You must submit a copy of required documents in the required format in order for them to be considered. You cannot attach a file that exceeds the allocated limit of 4882 kilobytes. You can attach a maximum of 5 files, one at a time. The supported file formats are: Word (.doc, .docx), Portable Document Format (.pdf), Text (.txt), Excel (.xls, .xlsx). All attachments must be submitted by the close of the application, Monday, October 17, 2022 at 11:59 p.m. If attachments are not included, you will not be granted a preference. You can access your account at www.cityofchicago.org/FireApplication

6. When do I need to submit documentation for a requested preference?

All documents must be attached to the application in Taleo. You must submit all documents before the application closes on Monday, October 17, 2022.

AFTER THE EXAM ADMINISTRATION

1. If I receive notification that I’ve passed the exam, what happens next?

All applicants who pass the exam are placed on an eligibility list sorted in lottery order. Those candidates will be referred for processing to the Chicago Fire Department in lottery order as vacancies become available.

2. What minimum qualifications must I meet when I am called to start the preemployment processing as a Chicago Fire Fighter/EMT?

- ✓ You must be at least 18 years of age by December 1, 2022.
 - i. Pursuant to the Municipal Code of Chicago, no person may be appointed as a probationary Firefighter/EMT after the person’s 38th birthday.
- ✓ You must possess a current, valid driver’s license.
- ✓ You must be a high school graduate or possess a general equivalency diploma (GED) by December 1, 2022.
- ✓ Must pass background investigation including, fingerprinting among other pre-employment procedures.
- ✓ Must be a resident in the City of Chicago.
- ✓ You must be a U.S. citizen or authorized to work in the United States.
- ✓ Must have a valid, non-expired Candidate Physical Ability Test (CPAT) certification. The Candidate Physical Ability Test consists of eight critical physical tasks that simulate actual job duties on the fire ground.

Note: The CPAT certification must be current and valid at the time the candidate is called for initial processing for hire by the candidate’s start date into the Fire Training Academy. The City of Chicago recommends that candidate’s work on obtaining their CPAT certification after successful completion of the written exam with consideration of their assigned lottery number. Please note, CPAT certifications are only valid for one year and will need to be renewed annually.

For more information on the CPAT certification program, please visit the following websites:
https://www.chicago.gov/city/en/depts/cfd/supp_info/cpat_candidate_preparationguide.html
<http://cpat.mabas24.org/>

3. If I meet the minimum qualifications and am placed on the eligibility list in lottery order, how long am I on the eligibility list?

You remain on the eligibility list until it is either fully exhausted or retired.

Please be sure to keep your contact information (*i.e.*, address, phone, and e-mail) up to date to ensure that we can reach you if you are referred from the eligibility list. To update your contact information as necessary by either logging into your account or e-mailing your updated contact information to fire-application@cityofchicago.org

4. If I pass the test and start the preemployment process, am I immediately hired to the Chicago Fire Department?

No. Before you can be hired and admitted to the Chicago Fire Academy, you must pass drug screenings, a background investigation including fingerprinting, and other pre-employment procedures as determined by the Chicago Fire Department. Successful candidates will be given a conditional offer of appointment and must pass a comprehensive medical examination prior to final appointment into the Fire Training Academy as a Probationary Firefighter/EMT.

5. What happens if I fail any portion of the hiring process?

If you fail any portion of the pre-employment hiring, you will be disqualified and CFD will cease to process your application.

6. If I am admitted to the Chicago Fire Academy, what kind of training will I receive?

Candidates receive approximately twelve (12) weeks of EMT-B training and twelve (12) weeks of fire suppression training at the Fire Academy before graduating and receiving a field assignment as a Probationary Firefighter/EMT.

7. How long does it take to graduate from the Fire Training Academy?

Approximately six (6) months. Probationary Firefighter/EMTs must successfully complete all training modules and applicable licensure tests and requirements in order to graduate. Any person appointed to the position of Firefighter/EMT will be required to become NREMT/B certified before graduation from the Chicago Fire Academy and maintain said certification or be subject to dismissal from the service of the City of Chicago. All new appointment Probationary Firefighter/EMTs must serve a nine (9) month probationary period effective the date of appointment.

8. If I graduate from the Chicago Fire Academy, where will I be assigned?

Assignments of graduates are selected randomly and depend on the operational needs of the Chicago Fire Department at the time of graduation.

GENERAL QUESTIONS

1. I am a Firefighter/EMT in another jurisdiction. Do I still have to go through the Chicago Fire Department’s training program?

Yes. Regardless of your current status, everyone hired for the position of Firefighter/EMT must attend and graduate from the Fire Training Academy in order to hold that title.

2. What is the salary of a Firefighter/EMT?

A Firefighter/EMT starts at an annual salary of \$62,466 (as of January 1, 2022). There are regularly scheduled pay raises per the union collective bargaining agreement. After 18 months FF/EMTs will receive \$80,448.

3. What are the benefits that are offered with the Firefighter/EMT position?

There are many benefits, which include:

- Starting annual salary of \$62,466 (as of January 1, 2022)
- Tuition Reimbursement
- Medical, Dental, Prescription and Vision Insurance
- Opportunity for Advancement
- Attractive Work Schedule (24 hours on, 48 hours off and opportunities for overtime)
- Paid Holidays and Vacation Days
- Retirement Plan
- Annual Uniform Allowance

4. What is timeline for this process?

Applications will be accepted	Saturday, September 24- Monday, October 17
Candidates will be sent their lottery numbers and informed if they were selected to test	Mid-November 2022
Candidates who were selected to test will choose the date and location they will take the test	Mid-November 2022
The selected candidates will receive their Official Invitation Letter to confirm their date and location for their test	Early December 2022
Candidates will take the exam	Wednesday, December 14 – Saturday, December 17
Candidates will receive their test results	Mid-January 2023
Candidates who will be sent for processing will receive a reminder to obtain their CPAT in order to be eligible to proceed with preemployment processing	Mid-February 2023

5. Is there a weight requirement for the position?

ENTRY LEVEL FIREFIGHTER/EMT FREQUENTLY ASKED QUESTIONS (“FAQS”)

There is no weight requirement, however, please understand you must be physically fit to perform the job functions of a FF/EMT, in addition you must pass the medical exam during processing.

6. If I applied in a previous year but did not get contacted or did not make it into the academy, do I need to complete an entirely new application?

YES! We strongly encourage you to apply again as long as you meet the minimum qualifications.

7. What happens to previous years' applications?

Per the City of Chicago Employment Plan, once a new test is administered the previous referral list is retired by the Department of Human Resources and replaced with the new referral list.

8. When will the next test take place?

December 2024, application should be open during the summer of 2024.

9. Is there someone we can speak to more in-depth?

Absolutely! Please email CFDRecruitment@cityofchicago.org and an ambassador from the recruitment team will contact you.

10. Who will I receive communication from during this process?

Emails will be sent from the following email addresses: hr-empty@invalidemail.com, CFDRecruitment@cityofchicago.org, fire-application@cityofchicago.org Be sure to add these email addresses to your email contacts or “safe sender” list so you will not miss any emails.

11. How can I stay update on what is happening with the process?

Follow us on social media:

<https://www.facebook.com/OfficialChicagoFireDepartment/>

<https://www.facebook.com/IgniteYourCareerCFD>

<https://www.chicago.gov/city/en/depts/cfd.html>



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