



Candidate Testing Information

Thank you for your interest in a rewarding career! Candidates that desire to be placed on a fire department hiring eligibility list will take part in a four-part process. While the four-part process is consistent between departments, the actual scoring of each component is department specific. The four-part process will consist of a written exam, an oral interview, submission of preference points and submission of CPAT documentation. Each participating department will create their own hiring eligibility list from a pool of candidates that have successfully passed the shared written exam. Candidates will be required to take part in an oral interview, submit preference points and submit CPAT documentation (if you don't already have it) to each individual department when required.

Please complete the attached application in its entirety and provide copies of the requested documents. All applications and documents can be emailed to saukvalleyfdtesting@gmail.com or dropped off in person at: Dixon Rural Fire Department

1020 Palmyra Avenue

Dixon, IL 61021

Written Exam

The written exam will be computer based and candidates will need to take the exam at Sauk Valley Community College Testing Center, 173 IL Route 2, Dixon, IL 61021. The Testing Center is located on the first floor of the college in room 1G04. The exam can be taken during normal Testing Center hours Monday through Friday. A testing time and date can be done via phone to (815) 835-6530 or by following this link: <https://www.registerblast.com/saukvalley/Exam/List>

Instructions for online scheduling:

- 1. Choose a Group:** Select "Firefighter Selection Tool (FST)" from the dropdown menu.
- 2. Choose an Exam:** Select "Firefighter Selection Tool Exam (FST)" from the dropdown menu.
- 3. Choose a Date:** Select a date from the bolded options.
- 4. Choose a Time:** Select a time from the options provided.
- 5. Complete all fields** for First Name, Last Name, Your Address, and Phone Number.
- 6. Enter your email address.** You will receive your appointment confirmation and scheduled appointment reminder one day before your appointment at the email address entered. If you do not see it, please check your Spam folder.
- 7. Check the box** next to all Fire Departments where scores should be sent.
- 8. Check the box** next to "I Agree to the Exam guideline acknowledgment" of the terms. You must agree to the terms to sit for the exam.
- 9.** Select "Add to Cart".
- 10. Select "Complete Registration".** You will not be charged to register. We will collect the \$43 fee during Check-In for your scheduled appointment.

A \$43.00 testing fee will need to be paid by the candidates. The cost of this testing fee will be reimbursed by the hiring fire department when a candidate is first employed. Candidates must arrive fifteen (15) minutes prior to their scheduled test and bring a government issued photograph identification. Please plan on the testing taking two hours and forty-five minutes to complete. A 70% overall score is required for candidates to pass and remain eligible to continue in the process.

The scores obtained on the written exam will be valid for twelve (12) months from the date the exam was successfully passed. A candidate can take the written exam at any point throughout the year. The written exam will always be open. The participating fire departments will pull from the list of eligible candidates at the point they need to create a hiring list. For example, a fire department's hiring list has expired or they have hired all the eligible candidates. There are twenty-five eligible candidates that have successfully completed the written exam within a year's time. The fire department will contact the eligible candidates to schedule an oral interview and proceed with developing a new hiring list.

Preference Points

After the written exam and oral interview are complete, candidates will have the option to submit documentation for preference points. Preference points are pure points that are added to a candidate's overall score. The value and options for preference points are specific to each department. Options for preference points may include: active military service, college degrees, previous experience as a firefighter, paramedic licensure or residency.

CPAT

A CPAT (Candidate Physical Ability Test) card will be needed at the time of hire for candidates. This card can be obtained by attending one of the testing sites throughout Illinois. An internet search will provide multiple options for locations. In order for a CPAT card to be current it must have been obtained within a year. The recommendation for candidates is that if they do not already have a current CPAT card, they should get it completed once they are on a hiring list. Candidates must also complete the ladder climb portion of the CPAT. Like the cost of the written exam, the cost of the CPAT will be reimbursed to the candidate when employed.

The participating departments are very excited to utilize this written exam process for creating their hiring eligibility lists. This process allows candidates to take just one test and be eligible for employment for four different departments within the Sauk Valley. A candidate is not required to participate in the hiring process for all four departments, but it is highly recommended to take part in all processes. Each participating department offers something different for candidates and it is critical that a candidate conducts their own research on what each department has to offer. This can be done by stopping by the department, emailing a chief officer or calling the station. Contact names and information are included below.

Oregon Fire Protection District
Chief Michael Knoup
(815) 732-7214
knoupm@oregonfpd.org

Dixon Fire Department
Chief Ryan Buskohl
(815) 288-3323
rbuskohl@dixonfd.com

Dixon Rural Fire Protection District
Chief Dustin Dahlstrom
(815) 284-6897
chief@dixonruralfire.com

Byron Fire Protection District
Chief Andy Politsch
(815) 234-4911
apolitsch@es-il.org