



City of Chicago Firefighter/EMT Make-Up Examination Sunday, June 4, 2017

The City of Chicago, Department of Human Resources (DHR), will be administering the **FINAL** make-up exam for the 2014 Chicago Firefighter/EMT examination. The make-up examinations are offered to military personnel who were on active duty during the original application period (7/16/14 – 9/16/14) or examination (12/13/14 & 12/14/14) as well as candidates who applied during the original application period (7/16/14 – 9/16/14) but could not attend the original examination due to:

1. religious restrictions
2. medical/travel emergency
3. life event

All candidates wishing to participate in the make-up exam must meet the minimum qualifications of the position as outlined in the original announcement and listed below for reference:

- **AGE**

- Applicants must reach their 18th birthday by December 31, 2014. Verification of age will be checked at the entrance of the written exam. Candidates who will not reach the age of 18 by December 31, 2014 will not be allowed to take the written examination.
- 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. .

- **EDUCATION**

- Applicants must be a high school graduate or possess a general equivalency diploma (GED) by June of 2015.

- **LICENSURE, CERTIFICATION, OR OTHER QUALIFICATIONS**

- Must have a valid, non-expired CPAT (Candidate Physical Ability Test) certification.

Note: The CPAT certification must be current and valid by the candidate's start date in 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 website:
http://www.iaff.org/hs/CPAT/cpat_index.html
- For information about where to obtain the CPAT certification, please visit the following website:
<http://www.iaff.org/HS/Well/statelist.htm>
- To access a video of the CPAT, please visit the following website:
<http://www.youtube.com/watch?v=8FLkb3QVv2U>
- Must have a valid U.S. driver's license at the time of pre-employment processing.
- Must pass background investigation including, fingerprinting among other pre-employment procedures.
- Must be a resident in the City of Chicago at the time of hire.

The application period begins on **Wednesday, May 10, 2017 and closes on Wednesday, May 17, 2017 at 11:59PM Central Daylight Time (CDT).**

APPLICATION PROCESS

Category 1 – Individuals who already requested to be considered for the make-up exam

- If you submitted an online application during the open application period from 7/16/14 – 9/16/14 **and** have already sent us an e-mail request and required documentation to take the make-up exam, you should have received an e-mail confirming that you were placed on the make-up exam list.
 - If you received an e-mail confirming that you are on the make up exam list, you do not need to take any further steps.
 - If you did not receive an e-mail confirming that you are on the make-up exam list, please send an e-mail to fire-application@cityofchicago.org and we will determine your eligibility to take a make-up exam.

Category 2 – Individuals who applied during the open application period but did not take the exam on December 13th or 14th of 2014 and have not requested to be considered for a make-up exam

- If you submitted an online application during the open application period from 7/16/14 – 9/16/14, please **e-mail** the following information to fire-application@cityofchicago.org:
 1. **Subject line of the e-mail should read “Make-Up Exam Request.”**
 2. **The user name and e-mail address you used on your original online application as well as your first and last name.**
 3. **Required Documentation to be attached to the e-mail.**
 - A. Military personnel interested in the make-up exam must submit the following:
 - DD-214 (Member Copy 4) showing dates of service and character of service.
 - OR**
 - Copy of your Military ID and a letter from the Commanding Officer, on official letterhead, stating status of current armed forces enlistment, dates of service and character of service.
 - OR**
 - Letter from the United States Veteran's Administration, on official letterhead, stating dates of service and character of service.

B. Candidates who missed the original exam due to religious obligations, a medical or travel emergency, or life event must submit one of the following forms of documentation via e-mail:

- A sworn and notarized affidavit stating the nature of the religious restriction.
- A sworn and notarized affidavit detailing the medical/travel emergency and any supporting documentation.
- A sworn and notarized affidavit of the life event and any supporting documentation.
 1. Life events include wedding, graduation, final exams, death in the family, etc..
 2. Supporting documentation for life events include: wedding invitation, wedding program, receipt from wedding venues, final exam schedule, graduation program, graduation announcement, obituary, funeral program, death certificate, etc...

NOTE: If you need an affidavit template, please e-mail us at fire-application@cityofchicago.org and we will send you a template to use.

- Once a determination is made as to your eligibility for a make-up exam, we will contact you via e-mail.

Category 3 – New Applicants – Active Military Personnel ONLY

- If you **did not** complete an online application during the open application period from 7/16/14 – 9/16/14 because you were on active military duty, you must log on to our CAREERS website and create a general profile. Please follow the steps below to create a general profile:
 1. Access our CAREERS website at: www.cityofchicago.org/CAREERS
 2. Once the website opens, scroll down to the section called “Services” and click on the link that is titled “Apply for City of Chicago Job Opportunities.”
 3. A new webpage will appear, scroll down and click on the icon that states “Get Started Online.”
 4. A new window will appear with the CAREERS application site. Click on “Sign In” in the upper right hand corner.
 5. A new webpage will appear. Since you are a new user, click on the gray box titled “New User.”
 6. Complete your online profile.

Make sure that you carefully and thoroughly read the “Application Information” section below. You must attach all required documentation listed in this section to your general profile.

 - If you have difficulty attaching any of the required documents due to file size, please attach the documents to the e-mail you send to us with your user name and e-mail address.
- Once you have completed your online profile, please send an e-mail with the following information to fire-application@cityofchicago.org:
 1. **Subject line of the e-mail should read “Make-Up Exam Request.”**
 2. **The user name and e-mail address you used on your original online application as well as your first and last name.**

3. Required Documentation to be attached to the e-mail.

- Military personnel interested in the make-up exam must submit the following:
 - DD-214 (Member Copy 4) showing dates of service and character of service.
OR
 - Copy of your Military ID and a letter from the Commanding Officer, on official letterhead, stating status of current armed forces enlistment, dates of service and character of service.
OR
 - Letter from the United States Veteran's Administration, on official letterhead, stating dates of service and character of service.

- Once a determination is made as to your eligibility for a make-up exam, we will contact you via e-mail.

OTHER APPLICATION INFORMATION

Payment Requirements

- **REGISTRATION FEE: \$30.00 per application.** The registration payment will be collected at the time of application. After you have submitted your online application successfully, you will receive an e-mail no later than **Friday, May 19, 2017** which contains the link to the payment site in order to complete the registration payment process. All payments must be received by the last day of the payment period which is **Monday, May 22, 2017. NO REFUNDS WILL BE GIVEN TO ANYONE UNDER ANY CIRCUMSTANCES.** Paying the fee does not guarantee an offer of employment with the City of Chicago. This fee is required by the Municipal Code of Chicago 2-74-020. **Failure to pay the registration fee by the last day of the payment period (Monday, May 22, 2017) will result in an incomplete application and you will not be considered for this position.**
- **FEE WAIVER REQUESTS:** If you are presently receiving unemployment compensation, supplemental security income or general assistance, or your income is below the federally defined poverty level, you may be eligible for a fee waiver. After you have submitted your online application successfully, you will receive an e-mail which contains the link to the payment site. You must log in to this payment site to complete your fee waiver request. The City of Chicago will review all fee waiver requests the last week of the posting period. If your fee waiver is denied, you will receive an e-mail with a request to pay the registration fee. All fee waiver requests must be received by the last day of the application period which is **Wednesday, May 17, 2017.**

Additional Information

- **RESIDENCY REQUIREMENT:** An employee must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment.

- LINE OF DUTY PREFERENCE NOTE:** The City of Chicago offers a Line of Duty preference to qualified applicants who are immediate family members of sworn Police and uniformed Fire Department Personnel who died in the line of duty or who were immediate family members of individuals who have served on active duty of the Armed Forces of the United States, the Illinois National Guard, or any reserve component of the United States who died in the line of duty in a combat zone, will be granted preference for an entry sworn Police or uniformed Fire Department position, providing the preference is not superseded by a collective bargaining agreement. The definition of immediate family member, line of duty, and combat zone will be determined by the appropriate authorizing and governing bodies. To qualify for the preference, the applicant must otherwise qualify for the job and must be eligible for the position. The preference granted under this section shall be in the form of preference in processing. Applicants who qualify under this section will receive consideration before other qualified applicants for approved, vacant positions unless superseded by a collective bargaining agreement. To apply, please visit the following link:
http://www.cityofchicago.org/city/en/depts/dhr/supp_info/line_of_duty_preference.html
- VETERANS PREFERENCE NOTE:** The City of Chicago offers Veterans Preference to both current, active military personnel AND military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty for at least six months in the Armed Forces of the United States OR have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?" In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 or comparable discharge documentation to your online application which includes character of service status OR a letter from the United States Veterans Administration on official stationery stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationery verifying your active duty, length of service, and character of service in the Armed Forces of the United States AND a copy of your military ID to your online application. Failure to answer the question and attach the required documentation will result in you not being considered for Veterans Preference.
- CPFTA PREFERENCE NOTE:** Qualified applicants that have successfully completed the Chicago Police and Fire Training Academy will be granted preference for an entry position for the sworn Police or uniformed Fire Department position, providing the preference is not superseded by a collective bargaining agreement. To qualify for the preference, the applicant must otherwise qualify for the job and must be eligible for the position. The preference granted under this section shall be in the form of preference in processing. Applicants who qualify under this section will receive consideration before other qualified applicants for approved, vacant positions unless superseded by a collective bargaining agreement
- CPS PREFERENCE NOTE:** The City of Chicago offers a CPS Graduate Preference to high school graduates from the Chicago Public School system. In order to receive the CPS Graduate Preference, candidates need to indicate whether or not they are a CPS high school graduate by answering "yes" or "no" to the question on the online application that asks, "Are you a high school graduate of the Chicago Public Schools (CPS) and do you want to be considered for this preference?" In addition, you must attach documentation to verify your high school graduation from a Chicago Public High School. You must attach a copy of your high school transcripts or diploma from a Chicago Public High School. Failure to answer the question and attach the required documentation will result in you not being considered for CPS Graduate Preference.

Anyone with questions or in need of additional information should e-mail us at fire-application@cityofchicago.org or call 312-744-4976 Monday through Friday between the hours of 8:30am and 4:30pm Central Daylight Time (CDT).