



IOS Recruitment and Testing Services

Mattoon Fire Department

Entry Level Firefighter Application Instructions

Thank you for your interest in Mattoon Fire Department!

Please be sure to carefully review all application instructions and testing information.

Firefighter Application Instructions:

1. Carefully review the minimum requirements on the following page. All requirements must be met by the specified deadline, **Friday, May 13, 2022, at 2:00 p.m.** Documents delivered after the application deadline will not be accepted. Applicants who do not meet the minimum requirements by the application deadline will not be allowed to continue in the testing process.

2. Visit **iosolutions.com** to complete the online application. When you have finished the online application, you will receive a confirmation number- save this number for your records.

3. In addition to the online application, applicants must mail/ship or hand deliver the release form and required documents. Documentation sent via **email will NOT be accepted.**

- MAIL/HAND-DELIVERY – Gather all required documents, release form(s), and place all documents into an envelope. Mail/ship the envelope via a traceable carrier (FedEx, UPS, etc.) or hand-deliver to:

**IOS Recruitment
ATTN: Mattoon FD
1520 Kensington Road, Suite 110
Oakbrook, IL 60523**

4. Please contact IOS Recruitment at (800)-343-HIRE or recruitment@iosolutions.com with questions regarding the application and/or required documents before the application deadline date. Please be aware that our business hours are M- Th 8:30 a.m. – 5:00 p.m.; Fri- 8:30 a.m. – 3:00 p.m.; closed weekends and holidays.

Mandatory Testing Information:

You must attend one of the following testing sessions:

- 1) Saturday, June 18, 2022, at 1:30 PM. Testing will be at **Mattoon City Hall, 208 N. 19th Street, Mattoon, IL 61938** with registration beginning at 1:00 PM
- 2) Virtual testing session the week of June 13th. An exam session will be offered electronically. You will take the exam in your own home and each will be proctored virtually. Exact date and time for the virtual testing session will be determined at a later time. [For additional information on what is required for the virtual testing click here.](#)

In late May or early June, you will receive an email with instructions on how to schedule and prepare for the exam. Please read through the instructions carefully before your exam date. Failure to follow the steps outlined may cause the electronic exam to not work properly, potentially resulting in your removal from the testing session.



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Application Deadline:
Friday, May 13, 2022, at 2:00 p.m.

Firefighter Minimum Requirements:

- \$30 non-refundable application fee
- Valid driver's license
- High School Graduate or equivalent (GED)
- 21 to under 35 years of age as of 6/18/2022 unless otherwise exempt by statute
- U.S. Citizenship
- No felony convictions
- Residency within 20 miles of City of Mattoon corporate limits within eighteen (18) months of hire
- Valid CPAT/Ladder Climb at **time of hire** –cards considered valid if issued within one year prior to time of hire. Must be issued by a licensed testing agency
- Valid EMT- Paramedic Certification by the Illinois Department of Public Health (IDPH) at the **time of hire**
- Completion of application and submission of ALL required documents by 2:00 p.m. on Friday, May 13, 2022

Preference Point Information:

- ❖ Military Veterans (DD-214 required)
- ❖ Education (Associate's Degree and/or Bachelor's Degree)
- ❖ Certified Illinois Firefighter
- ❖ Residency

Salary/Benefits and Hiring Information:

- ❖ Starting Salary: \$50,391.40
- ❖ After 1-Year Probationary Period: \$53,952.76
- ❖ Mattoon Fire Department currently has three (3) immediate vacancies (currently under negotiations)

EEO Statement — The City of Mattoon Is an Equal Opportunity Employer



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Mattoon Fire Department Required Documents

Due: Friday, May 13, 2022, at 2:00 p.m.

- Confirmed Online Application** Write Your Confirmation Number Here: _____
- Consent and Release Agreement (2 pages)** – must be signed and dated by applicant
- COPY of High School Diploma or GED**
If you do not have a copy of your high school diploma, please submit a copy of your high school transcripts (showing graduation date) or a signed letter on school letterhead with your name and date of graduation.
- COPY of Valid Driver's License**
Include copy of both sides only if license bears renewal sticker.
- COPY of Birth Record as Proof of Citizenship**
The following documents are accepted as proof of citizenship:
 - COPY of U.S. COUNTY-/STATE-ISSUED BIRTH RECORD
 - COPY of VALID U.S. PASSPORT
 - COPY of NATURALIZATION PAPERS
- Optional: Copy of EMT-Paramedic Certification (due at time of hire)**
- Optional: CPAT and Ladder Climb Certificate(s) (due at time of hire)**

Please deliver the signed release form and all required documents to the address below by

Friday, May 13, 2022, at 2:00 p.m.

IOS Recruitment

ATTN: Mattoon FD

1520 Kensington Rd, Suite 110

Oak Brook, IL 60523

Please be sure to carefully review checklist and application instructions before submission. Incorrect, missing, or otherwise incomplete applications will be cause for disqualification. IOS Recruitment is not responsible for late, misdirected or incomplete applications. Contact IOS Recruitment before the application deadline with any questions regarding the application, required documents or testing.