National Testing Network
Hoffman Estates Fire Department
Firefighter/Paramedic Application Instructions

Thank you for your interest in the Hoffman Estates Fire Department.
Please be sure to carefully review all application instructions and testing information.

Firefighter/Paramedic Application Instructions:

1. Carefully review the minimum requirements on the following page. All requirements must be met by the specified deadline, December 15, 2026 **at 5:00 p.m.** Documents submitted 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. In addition to the National Testing Network online application, applicants must complete the Consent and Release Agreement and required documents. Documents can be submitted in the National Testing Network Candidate portal.

   Please contact National Testing Network at (206)-428-3265 or contact support https://candidates.nationaltestingnetwork.com/#/contact with questions regarding the application, Personal History Questionnaire, written test or assessments. Please contact Hoffman Estates Fire Administration at (847)843-4825 before the application deadline date with questions regarding the required documents.

Additional Testing Process Components:

Candidates must attend the following mandatory testing process components **in person**: staff interview, polygraph, background check, Board of Fire and Police Commissioner Interview, Psychological evaluation, Medical/Physical examination, and HEFD Ladder Climb. Testing will take place in or around Hoffman Estates, IL. The date, time and location for each testing process component will be released at a later date.

All portions of the testing process are mandatory. Failure to attend and successfully complete any portion of the process will result in elimination from employment consideration.

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Firefighter/Paramedic Application Instructions

Application Deadline: December 15, 2026

Firefighter/Paramedic Minimum Requirements:

- Be a United States citizen
- Possess a valid Driver's License with eligibility to operate a vehicle in Illinois
- Possess a High School Diploma (or its equivalent)
- Have vision minimum corrected to 20-20 with no color blindness
- Have minimum, non-corrected hearing ability to perform as a firefighter
- Have the ability to speak, read, write, and understand the English language
- Must hold National Registry or IDPH licensure as an EMT by application deadline
- Submit proof of a valid Candidate Physical Ability Test (CPAT) with Approved Ladder Climb (LC) card from a licensed agency before 12/15/2026 (card must be dated between 12/15/25 and 12/15/26); CPAT/LC Cards can be obtained through:
    - Any International Association of Firefighters approved CPAT Test Sites - https://www.iaff.org/cpat/
- Minimum of 20 years of age by date of the application deadline. Must be 21 years of age to be appointed.
- All new applicants to the Fire Department shall not be 35 years of age or older by the application deadline, except for a person who is under age 40 and 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 and who is separated from the military.
- All candidates will be required to sign a Candidate Reimbursement Agreement at the time of hire. A sample agreement is included in this packet.

Firefighter/Paramedic Preference Points:

In accordance with the state statute (65 IL 5/10-2.1-6.3(h.)), the Board of Fire and Police Commissioners will award the following preference points – **Veterans Preference** (5pts), - **Educational Preference -** Bachelor's degree from an accredited college or university (2pts), - **Paramedic** Preference – IDPH license or National Registry (5pts), **Additional Preferences:** 2 years of active employment in an occupation considered to be trade related (e.g., carpenter, electrician, plumber, laborer, mechanic) and have practical application to the fire service (2pts), as determined by the Fire Chief.

The annual starting salary for a Hoffman Estates firefighter/paramedic is currently $81,521. Annual starting salary for non-paramedic firefighters is $77,445.

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HOFFMAN ESTATES FIRE DEPARTMENT APPLICATION DOCUMENTS CHECKLIST

Due: December 15, 2026

PLEASE NOTE THAT ORIGINAL SIGNATURE IS REQUIRED ON RELEASE FORM

☐ **Complete Personal History Questionnaire (PHQ) and video interview through National Testing Network (NTN).**

☐ **Submit required written test and assessments for Hoffman Estates Fire Department through NTN.**

The following required documents must be submitted to the NTN portal:

☐ **Consent & Release Agreement (2 pages) – must be signed and dated by applicant (original signature)**

☐ **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 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**

Hospital-issued birth certificates are not verifiable, and therefore cannot be accepted.

☐ **COPY of Valid IDPH or National EMT License**

☐ **COPY of Valid CPAT and Ladder Climb Certification(s)**

Valid if issued within 12 months of the closing of the application period.

Please submit completed **release forms** and **all required documents** to the candidate portal of National Testing Network.

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

National Testing Network
Hoffman Estates Fire Department
Consent & Release Agreement

CONSENT AND RELEASE FOR JOB APPLICATION, BACKGROUND CHECK AND PHYSICAL ABILITY ASSESSMENT

Application and Background Check

I acknowledge that as a condition of being considered for employment with Hoffman Estates Fire Department and Village of Hoffman Estates ("Employer"), or of my continued employment at Employer, it is required that I consent to an investigation of my background. I hereby authorize Employer and its representative, National Testing Network (NTN), to conduct certain background investigations which may include, but are not limited to, my employment history and references, criminal history, driving records, personal references, verifications of academic credentials and licenses, social media and all publicly accessible content on the internet, military history, and credit and consumer reports, as permitted under the federal Fair Credit Reporting Act ("FCRA") and local or state credit privacy laws if applicable. If requested by Employer or National Testing Network, I hereby consent to participate in personal interviews, testing process, polygraph examination, and/or post-offer medical and psychological evaluations.

All information obtained by Employer or National Testing Network pursuant to this background check shall be confidential and safeguarded against disclosure to all unauthorized persons. I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this consent, from liability that might result from the request for, use of, and/or disclosure of any background information, as described above. I further release and hold harmless Employer and National Testing Network, and their respective designees, personnel and affiliated companies, from any liability resulting from or in connection with the results of this background investigation concerning my fitness for employment or continued employment by the Potential Employer.

I hereby consent to this background information investigation by Employer or National Testing Network. I understand that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, in accordance with the requirements of the FCRA.

Conduct and Communications

I acknowledge that my conduct throughout the application and testing process and my compliance with the rules of the application process constitute information that can be considered and evaluated by hiring agencies (Employers). I consent that all interactions and communications that occur between myself and National Testing Network or Employer pursuant to this application process may be documented and/or communicated to any and all hiring authorities to which I am seeking employment.

National Testing Network
Hoffman Estates Fire Department
Consent & Release Agreement

Physical Ability Tests

I further acknowledge that as a condition of being considered for employment with Employer, or of my continued employment at Employer, I may be required to participate in a physical ability test, which may test my physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to: actions of other people including, but not limited to, participants, volunteers, spectators, testing officials, and/or testing monitors; lack of hydration; weather; and/or other natural conditions. I hereby assume all of the risks of participating in any physical ability test.

I certify that I am physically fit, have sufficiently trained for participation in this physical ability test, and have not been advised otherwise by a qualified medical person.

By signing below, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) waive, release, and discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during the physical ability test and/or while traveling to and from this physical ability test, Employer and National Testing Network, and their directors, officers, employees, volunteers, representatives and agents, (B) indemnify and hold harmless all entities or persons mentioned in this paragraph from any and all liabilities, damages (including attorney fees and costs) or claims made by other individuals or entities as a result of my participation in this physical ability test.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident, and/or illness during any physical ability test.

I understand that during a physical ability test I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by Employer and/or NTN.

This document shall be construed broadly to provide a release and waiver to the maximum extent permissible under the applicable law.

I hereby certify that I have read this document and I understand its content.

Print Name: _____ Social Security Number: _____

Signature: _____ Date: _____

Sample

VILLAGE OF HOFFMAN ESTATES
FIRE DEPARTMENT
NEW HIRE REIMBURSEMENT AGREEMENT

It is understood by the parties hereto that the Village of Hoffman Estates Fire Department goes to a great expense to hire, train and equip persons for the position of Firefighter/Paramedic. In the event that a new Firefighter/Paramedic chooses not to remain with the Village of Hoffman Estates Fire Department, these expenses are lost to the Village of Hoffman Estates (hereinafter referred to as the "Village"). Therefore, in consideration of these factors, _____ (hereinafter referred to as the "Candidate") and the Village Fire Department (hereinafter referred to as the "Department") agree to the following terms and conditions of employment:

1. That the Candidate agrees to make payment for any and all training, medical examination, psychological examination, polygraph examination and equipment costs (hereinafter referred to as the "Expenses") expended by the Village during the hiring process and during the first two (2) years of his/her employment by the Department, except as such two years may be extended per Section 8, below. Expenses shall be no higher than those delineated in the attached Schedule A, titled "Candidate Expenses."

2. That the Candidate will return Department-issued items identified by the Fire Chief at the time of separation.

3. That the Department will provide training, medical examination, psychological examination, polygraph examination and equipment for the Candidate in a manner to be determined by the Department.

4. That, for each week the Candidate serves the Department after the completion of one (1) year of service from the date-of-hire, up to a total of 52 weeks, the Department will provide credit to the Candidate towards the payment of the Expenses at the rate of 1/52 of the total costs. Weeks on active military duty, during extension of the probationary period, or on leave of absence shall not count as weeks served for the purpose of this Section 4's calculation of the credit.

5. That the difference between the total Expenses and any credit to which the Candidate

Sample

is entitled under this Agreement will be considered liquidated damages payable by the Candidate to the Village.

6. That no liquidated damages will be payable in the event that the Candidate fails to satisfactorily complete the probationary period, or is dismissed by the Department, or in the event that the Candidate is required to terminate his or her employment due to a disabling illness or injury.

7. That this Agreement is not intended as a contract for employment and is only intended to cover the costs of the Expenses incurred prior to the completion of the Candidate's second year of employment, as such completion date may be extended under Section 8, below.

8. That in the event the Candidate is called to active military duty, has his or her probationary period extended, or is granted a leave of absence prior to the completion of the Candidate's second year of employment, the date considered to be the completion of the second year of employment for purposes of applying the provisions of Section 4, above, shall be extended accordingly.

9. That this Agreement shall become effective upon the Candidate's date-of-hire, and shall remain in full force and effect for two years following the Candidate's date-of-hire, which period may be extended as provided in Paragraph 8, above.

10. That this document embodies the whole agreement between the parties hereto and there are no inducements, promises, terms, conditions or obligations made or entered into by the Department other than those contained herein.

The foregoing provisions are understood and agreed to by the undersigned. In witness whereof, the parties have executed this Agreement on this _____ day of

_____, 20_____.

_____

Candidate Signature

_____

Alan Wax, Fire Chief

Sample

SCHEDULE A

CANDIDATE EXPENSES

Hiring Expense	Cost
1. Medical Examination	$_____
2. Psychological Examination	$_____
3. Polygraph Examination	$_____
4. Protective Clothing and Uniforms	$_____
5. State and/or EMS System Paramedic Licensure	$_____
Total Hiring Expense*	$_____

Training Expense	Cost
1. Training Activities (including tuition for training courses)	$_____
2. Fire Academy (textbooks + hazardous material operations)	$_____
Total Training Expense*	$_____

TOTAL EXPENSES **$_____**

* **Costs shown herein are estimates of the expected Expenses for the Candidate as of the execution of this Agreement. Actual costs, and thus the amount of the total Expenses, may be less.**