

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# Applicant Checklist

**\*Please note: There are 3 documents below which contain links that must be completed and attached to your online application**

Required Forms and Documents	Attach to Online Application ✓
Copy of Birth Certificate or Naturalization Papers if born outside of the United States	<input type="checkbox"/>
Copy of Valid Driver's License	<input type="checkbox"/>
Copy of High School Diploma or Equivalent	<input type="checkbox"/>
Copy of Illinois EMT-B or EMT-P License	<input type="checkbox"/>
Copy of CPAT Card issued between 1/19/21 between 1/19/22	<input type="checkbox"/>
Copy of Ladder Climb Certificate issued between 1/19/21 – 1/19/22	<input type="checkbox"/>
Copy of DD-214, if applicable	<input type="checkbox"/>
<a href="#">Family Members/Profile Form*</a> (To save the document, click Print, Save as PDF, and attach to application)	<input type="checkbox"/>
<a href="#">Residence(s) Form*</a> (To save the document, click Print, Save as PDF, and attach to application)	<input type="checkbox"/>
<a href="#">Signed Consent and Release Form*</a> (Print, Sign, and attach to application)	<input type="checkbox"/>

**\$25.00 Non-Refundable Application Fee** - Must be received by 5:00 PM 1/10/22

Cash or check payable to the City of Crystal Lake via mail or in-person, or credit card accepted over the phone. To make a payment over the phone, please call the Finance Department at (815) 459-2020. City Hall hours are Monday through Friday, 8:00 AM – 5:00 PM.

**City of Crystal Lake – Attn: HR - 100 W. Woodstock Street - Crystal Lake, IL 60014**

**To complete the online employment application, please visit [www.crystallake.org](http://www.crystallake.org).**