

NAME: \_\_\_\_\_

# APPLICATION CHECKLIST

**\*Please note: There are 4 documents below which contain links that must be completed and attached to your online application**

Required Forms and Documents	Attached 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 GED	<input type="checkbox"/>
Copy of EMT-B or EMT-P License	<input type="checkbox"/>
Copy of CPAT Card issued between 7/12/21 - 7/12/22 <i>(May bring copy of CPAT card to written exam if issued after 6/29/2022)</i>	<input type="checkbox"/>
Copy of Ladder Climb Certificate issued between 7/12/21 – 7/12/22 <i>(May bring copy of Ladder Climb Certificate to written exam if issued after 6/29/2022)</i>	<input type="checkbox"/>
Copy of DD-214 or proof of military service if currently active, if applicable	<input type="checkbox"/>
1 - <a href="#">Employment History Form</a> * (To save the document, click Print, Save as PDF, and attach to application)	<input type="checkbox"/>
2 - <a href="#">Residence(s) Form</a> * (To save the document, click Print, Save as PDF, and attach to application)	<input type="checkbox"/>
3 - <a href="#">Acquaintances/References Form</a> * (To save the document, click Print, Save as PDF, and attach to application)	<input type="checkbox"/>
4 – <a href="#">Family Member Profile Sheet</a> * (To save the document, click Print, Save as PDF, and attach to application)	<input type="checkbox"/>
\$25.00 Non-Refundable Application Fee  ➤ If paying by check or cash - mail or drop off payment at address below  ➤ If paying by credit card, call (815) 459- 2020	Payment must be received by 06/29/2022 @ 5:00 pm

**City of Crystal Lake**

Attn: Human Resources  
 100 W. Woodstock Street, Crystal Lake, IL 60014  
 Hours: 8:00 am – 5:00 pm Monday - Friday  
 Phone: (815) 459-2020 – Credit Card payments  
 HR: (815) 356-3653 – Questions