REGIONAL FIREFIGHTER/PARAMEDIC ENTRANCE EXAM APPLICATION PACKET

Presented by the Civil Service Commissions of the cites of

Euclid | Highland Heights | Lyndhurst | Mayfield Heights | Mayfield Village | Pepper Pike | Richmond Heights | South Euclid

Current starting salary in the participating Fire Departments ranges from $50,121 to $68,455.

All Cities are Equal Employment Opportunity (EEO) Employers.

RETURN APPLICATION INFORMATION

Return completed application and documentation to:

City of Lyndhurst Civil Service Office
5301 Mayfield Road, Lyndhurst, OH 44124

with a $50 non-refundable application fee (CASH OR MONEY ORDER ONLY) and REQUIRED DOCUMENTS by 4:00 p.m., Friday, October 2, 2020.

REQUIRED DOCUMENTS

See pages 2 & 3 for each city's specific requirements for documents and extra credit.

1. Birth Certificate (Must be 18 on or before October 6, 2020).
2. Proof of U.S. citizenship (valid birth certificate, passport, certificate of naturalization, certificate of citizenship).
3. Valid driver's license.
4. A high school diploma or an official high school transcript certified by the school or a GED certificate.
5. State of Ohio Paramedic Certification or proof of enrollment in a paramedic program
6. State of Ohio FF 1&2 Certifications
7. An original TRI-C notarized Physical Agility Certificate must be presented at filing of application, along with a copy for your file, with a time of 4.5 Minutes or faster and dated no ealier than October 6, 2019.
8. For Extra Credit:
   - Associates, bachelor's or master's diploma or official transcript.
   - DD-214 military discharge papers signifying honorable discharge.
   - Proof of part-time or full-time employment in city.
   - Proof of part-time Firefighter/Paramedic employment.
   - Proof of full-time employment as a FF/PARA.
   - Proof of residency.

TRI-C PHYSICAL AGILITY TEST

FEE:
$60.00

TIME:
Time will be assigned when you register.

LOCATION:
Tri-C, West, Fire Tower

DATE:
September 20- CRN#43031

ONLINE REGISTRATION: ***www.tri-c.edu/workforce/public-safety/fire-ems-training/firefighter-physical-agility-testing/index.html*** . Contact the Fire Academy Office via phone at 216-987-5060 or 216-987-5429 or e-mail cpatton@tri-c.edu for your sign in time.
PHONE REGISTRATION: Call the Enrollment Center at 216-987-3075 then press option #1. Please have the course CRN# you are registering for.
REGISTRATION DEADLINE: 5:00 p.m. the Wednesday prior to the test date.

PLEASE NOTE: Applicants will be notified of testing time when registration and payment information are received. Candidates will need to bring their own face mask and gloves. Face masks must be worn at all times when within 6 feet of another individual. Candidates will not be required to wear the face mask or covering during the test. Candidates must also bring their driver's license.

REFUND POLICY: 90 % refund if you withdraw prior to the test, no refunds thereafter.
PARKING: Park in the lot to the right of the Fire Drill Grounds.
DIRECTIONS TO CAMPUS: Exit I-71 at Bagley Road and go East. Exit I-77 at Pleasant Valley Road and go West. Exit The Ohio Turnpike at Exit 10 to I-71 North. The Campus is located at the corner of Pleasant Valley and York Roads, 11000 Pleasant Valley Rd., Parma, OH.

Please see each city's additional requirements, extra credit, and benefits information. Each city will independently establish their own respective eligibility lists based on their specific requirements following the minimum passage of 70% on the written exam and calculation of respective extra credit points/percentages.

ADDITIONAL GENERAL REQUIREMENTS / DISQUALIFICATIONS

- Must be in good health and be mentally and physically fit. Firefighter/Paramedics will be required to participate in an active physical fitness and conditioning programs throughout their entire career to meet certain physical requirements as prescribed by departmental rules and regulations.
- Must have self control and willingness to adapt to military-like discipline.
- Must have the ability to work well with others. Firefighter/Paramedics work closely with shift members for long periods of time and must able to work in a team concept.
- Must possess basic computer and keyboarding skills.
- Must pass a criminal background investigation and have good moral character and habits substantiated by a confidential investigation conducted by the Police Department's Investigative Division. Polygraph and/or CVSA, medical and psychological exams and interviews will be announced to applicants at a later date.
- Upon appointment to fill a vacancy, applicant shall establish continuous residency within the State of Ohio.

Disqualification of Eligible: If at any time after the creation of an Eligibility List the Commission has reason to believe that any person whose name appears on such list is disqualified for appointment because of incapacity developed subsequent to his examination, because of false statements made in his application or for other just and reasonable cause, said person shall be notified and given an opportunity to be heard. If said person fails to appear for such hearing, or it is established at such hearing that said eligible is disqualified or incapacitated for appointment, his name shall be removed from the Eligibility List.

INDIVIDUAL CITY REQUIREMENTS

	EUCLID	HIGHLAND HEIGHTS	LYNDHURST	MAYFIELD HEIGHTS	MAYFIELD VILLAGE	PEPPER PIKE	RICHMOND HEIGHTS	SOUTH EUCLID
Age	No applicant shall be eligible for appointment who is less than 20 years of age or subsequent to the applicant's 41st birthday.	No applicant shall be eligible for appointment subsequent to the applicant's 41st birthday.	No applicant shall be eligible for appointment subsequent to the applicant's 31st birthday unless the qualified person is a member in good standing of the Ohio Police & Fire Pension Fund continuously since age 31 but not over age 40.	No applicant shall be eligible for appointment who is less than 21 years of age or subsequent to the applicant's 35th birthday.	No applicant shall be eligible for appointment who is not least 18 years of age or older than 32years of age or so long as not over 41 years of age, provided the person has prior service as a firefighter and qualifies as being a member of the Ohio Police and Fireman's Disability and Pension fund and provided that such service and membership has been continuous since the firefighter attained 32 years of age.	No applicant shall be eligible for appointment subsequent to the applicant's 31st birthday unless the qualified person is a member in good standing of the Ohio Police & Fire Pension Fund continuously since age 31 but not over age 36.	No applicant shall be eligible for appointment subsequent to the applicant's 41st birthday.	No applicant shall be eligible to sit for the entrance exam subsequent to the applicant's 35th birthday.
Agility	Time of 4.5 Minutes or faster and dated no earlier than Oct. 6, 2019.	Time of 4.5 Minutes or faster and dated no earlier than Oct. 6, 2019.	Time of 4.5 Minutes or faster and dated no earlier than Oct. 6, 2019.	Time of 4.5 Minutes or faster and dated no earlier than Oct. 6, 2019.	Time of 4.5 Minutes or faster and dated no earlier than Oct. 6, 2019.	Time of 4.5 Minutes or faster and dated no earlier than Oct. 6, 2019.	Time of 4.5 Minutes or faster and dated no earlier than Oct. 6, 2019.	Time of 4.5 Minutes or faster and dated no earlier than Oct. 6, 2019.
Ohio FF1 & 2	Not required for exam or appointment.	Not required for exam or appointment.	Must have certification at time of appointment.	Must have certification at time of appointment.	Must have certification prior to certification of list.	Must have certification at time of certification of list.	Must have certification at time of exam.	Not required for exam or appointment.
Ohio Para. Cert.	Must have certification at time of appointment.	Must have certification at time of appointment.	Must have certification at time of appointment.	Must have be erolled in a paramedic program at time of exam.	Must have certification prior to certification of list.	Must have certification at time of certification of list.	Must have certification at time of exam.	Not required for exam or appointment.

INDIVIDUAL CITY EXTRA CREDIT

To receive extra credit, the applicant must achieve at least a 70% on the written test.

	EUCLID	HIGHLAND HEIGHTS	LYNDHURST	MAYFIELD HEIGHTS	MAYFIELD VILLAGE	PEPPER PIKE	RICHMOND HEIGHTS	SOUTH EUCLID
College Degrees	**Associate:** .5 Pts. Any Degree **Bachelor:** 1 Pt. Any Degree		**Associate:** 2 Pts. Any Degree **Bachelor:** 5 Pts. Any Degree or AAS in Fire.	**Associate:** 2%-Fire Science or Public Safety **Bachelor:** 3%-Fire Science or Public Safety	**Associate:** 2 Pts. Any Degree **Bachelor:** 5 Pts. Any Degree **Masters:** 8 Pts. Any Degree	**Associate:** 2%-Any Degree 3%-AAS, Firescience, EMS, Emerg. Management **Bachelor:** 5% Any Degree	Associate: 2 Pts. Any Degree **Bachelor:** 3 Pts. Any Degree	
*Military	2 Points	**Up to 4 Points	5 Points	2%	10 Points	7%	2 Points	3 Points
Resident in City		1 Points					1 Points	
Current City Employee		**P/T:** Must have a min of 1,000 logged hrs., with HHFD, from date of exam. 1,000 = 1 pt. 1,500 = 3 pts. 2,000 = 5 pts.		**F/T:** 5% any position in MH. **P/T:** 3% any position in MH including, auxiliary or seasonal worker.	**P/T:** a credit of 2 pts, with a max of 10 pts, will be given for each full year of the first 5years of service with the MVFD.		**F/T:** 1 pt. per year for a min. of 1 yr. of RH auxiliary firefighter service up to a max of 2 pts.	*** **P/T**: Max 10 Pts.
Current F/T Firefighter			****5 Points				1 pt. for a min. of 1 year of full-time related work experience (e.g., firefighter or paramedic).	
Ohio FF 1 & 2	1 Points	4 Points						3 Points
Ohio Paramedic	1 Pt. EMT 2 Pts. Paramedic							5 Points
Cap on Extra Credit	None	None	5 Points	5%	None	12%	None	None

* Any person who has served in the Military Service, as described in Ohio R.C. 124.23 and who files with the Civil Service Commission a form DD-214 or evidence of an honorable discharge.

****For Highland Heights:** applicant shall be granted additional points as follows: Less than 6 mths = 0; 6 – 12 mths. = 1, excess of 12 mths, up to, and including 24 mths. = 2; excess of 24 mths., up to, and including 36 mths. = 3; excess of 36 months or any duration where discharge is due to service related injury = 4.

*****For So. Euclid**: Two (2) points for each full year of the first five (5) years of service, with a maximum of ten (10) points. A "full year" shall be defined as having worked at least 2600 hours in a twelve (12) month period. Their hours shall be determined by a pro-ration based upon such employee's annual hours worked divided by 2600 hours within a twelve (12) month period.

*** **For Lyndhurst:** In an original appointment examination for the Lyndhurst Fire Department, and upon submission by an applicant to the Commission of documentary proof acceptable to the Commission, five (5) additional points will be added to the final point score of the applicant: (a) who is (i) currently employed full-time as a Firefighter in Ohio and has at least one continue year of full-time duty, or (ii) who is currently laid off as a Firefighter in Ohio for not more than a year from the date of receipt of application by the Commission; (b) who is currently not under any disciplinary action; and, (c) who first received the established passing grade.

KNOWLEDGE, SKILLS, AND ABILITIES TO BE LEARNED

Knowledge of:

- Ohio and City of Employment Codes & Ordinances
- Fire Department of Employment Rules and Regulations
- Paramedic Protocols and Techniques
- Fire Report Writing
- Fire Control Theories, Methods and Procedures
- Basic Building Construction Methods
- Fire Prevention Theories, Policies and Procedures

Ability and skill to:

- Apply general rules to specific situations.
- Observe and react to events accurately and completely.
- Complete reports and necessary forms per fire department standards andrespond to all hazards and emergencies including but not limited to medical and fire emergencies.
- Must have fluent command of written and spoken English.
- Calmly handle sensitive or hostile public contacts.
- Operate motor vehicles during emergencies.
- Care for and use all prescribed equipment provided by the Fire Department.

NATURE OF WORK

General Firefighter/Paramedic work is the protecting of life and property from fire, accidents, natural disasters or other occurrences where the intervention of the department and its personnel can limit, contain or prevent the loss of life and destruction of property.

A person appointed to the Fire Department will be expected to perform a wide range of activities including, but not limited to, fire suppression, fire prevention, arson investigation, paramedic duty and public relations. While some of the work is of a routine nature, such as maintenance of equipment, facilities, and training, Firefighter/Paramedics may on a moment's notice, be required to expend maximum physical effort and expose themselves to high hazard situations while performing fire suppression activities or they may be required to call upon their maximum mental powers when called to perform emergency medical treatment where the well-being and even the life of a victim could rest upon the treatment delivered by the Firefighter/Paramedic at the scene of an accident or sudden illness. Extreme weather conditions are also encountered by the Firefighter/Paramedic during the performance of duties, and exposure to contagious diseases does occur.

Work Hazards: A Firefighter/Paramedic must at times be exposed to high hazard situations while performing at fire and emergency scenes. Extreme weather conditions are also encountered by the Firefighter/Paramedic during the performance of duties, and exposure to contagious diseases does occur.

SALARY AND BENEFITS

Current starting salary in the participating Fire Departments ranges from $50,121 to $68,455.

Salary and benefits as covered by the respective Union Collective Bargaining Agreement of each city.

Benefits include the following:

- Pension
- Uniforms
- Time and one-half for overtime
- Sick leave
- Funeral leave
- Vacation
- Paid holidays
- Medical insurance
- Paramedic premium (Excludes Richmond Heights)
- Longevity compensation (Excludes Pepper Pike)

Work week in the participating Fire Departments ranges from 48 – 50 hours per week.

EMPLOYMENT CONTRACT

Each candidate, prior to appointment within one of the participating Fire Departments, is required to enter into an agreement with the city which sets forth certain conditions of employment. A basic agreement includes the following contractual conditions:

- Maintain a valid State of Ohio Paramedic Certification
- Maintain a current FF1 and FF2 State of Ohio Fire Training Certificate as a "State Certified Professional Firefighter"
- Maintain a valid State of Ohio driver's license
- Satisfactorily comply with the rules and regulations of the participating Fire Departments.
- Maintain specified minimum physical fitness standards.
- Repayment plan to repay the city for all basic training, special training, and educational courses provided to the employee should the employee voluntarily terminate his employment with the city within two years from the initial date of appointment.
- Meet the respective cities residency requirements for employment.

SUMMARY

Follow us at
Eastern Cuyahoga County Regional
Firefigther/Paramedic Exam

STEP I: Written Exam

Tuesday, October 6, 2020
2-Test Times: 5:00 p.m. and 8:00 p.m.
Sign in time: 4:30 p.m. and 7:30 p.m.
Test time determined by when application is returned.
First 100 applicants, 5:00 PM test time. 2nd 100 applicants, 8:00 PM test time.
200 applications will be accepted.
Testing Company: Personnel Selection Services
Hilton Garden Inn
700 Beta Dr, Mayfield Village, OH 44143

The written score and any additional bonus points will count for 100% of the total score.
All required documents MUST be turned in prior to the exam or you will not be eligible to take the exam.
Please bring your driver's license for identification.

STEP II: Tri-C Physical Condition Exam (Agility)
See page one for agility exam dates. It is the responsibility of the applicant to register and pay for the cost of the exam ($60.00). The city will accept certificates of completion with a time of 4.5 Minutes or faster and dated within 1 year of agility test date.
The **ORIGINAL NOTARIZED CERTIFICATE** must be presented, **ALONG WITH A COPY** to be included in your file, at the time of filing the application.

STEP III: Eligibility List
Standing on the Eligibility List will be based on the applicant's written examination score and any additional points that applicant may be eligible for through either participating city. Each participating city will establish their own respective eligibility list. An applicant must receive a passing grade in the written exam (70%).The score in the written exam along with any additional points will determine placement on the list.

STEP IV: Employment, Character, Background Investigation Polygraph and/or Certified Voice Stress Analysis.
Candidates eligible for consideration for appointment to a vacancy shall be subject to an investigation of personal history, a thorough extensive background investigation, a polygraph and/or CVSA or any other type of truth verification exam as approved by the Commission, examination and personal interviews. The Civil Service Commission will review all applications and background and will not certify any candidate who does not meet the qualifications as set forth herein.

STEP V: Oral Interviews for candidates presented to Appointing Authority
Candidates who are certified by the Commission will be interviewed by the Appointing Authority and/or his designees.

STEP VI: Conditional Offer of Appointment
Conditional offers of appointment is subject to successful completion of Steps IV & V.

STEP VII: Medical Examination and Evaluation of Physical Health, Fitness and Capacity, Psychological Examination
Following conditional offer of employment, appointee shall be required to successfully complete a comprehensive medical examination and a psychological examination which will be paid for by the City. Firefighters will be required to meet all requirements of NFPA 1582, 2018 Edition, Chapter 6, "Medical Evaluations of Candidates." The medical and psychological examination will involve and include job related medical and psychological tests, examinations and review of medical and psychological history to determine each applicant's condition and fitness to perform the tasks demanded by the position. Dates of medical and psychological examination will be announced at a later date.

THE CIVIL SERVICE COMMISSION DOES NOT ASSUME RESPONSIBILITY FOR LOCATING CANDIDATES WHO HAVE CHANGED THEIR ADDRESS. THE BURDEN OF REPORTING CHANGES OF MAILING ADDRESS AND PHONE NUMBERS RESTS WITH THE APPLICANT.

SUBMISSION OF FALSE INFORMATION WILL RESULT IN DISQUALIFICATION FROM THE EXAMINATION AND/OR APPOINTMENT

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APPLICATION
for Regional Firefighter/Medic Exam

Presented by the Civil Service Commissions of the cites of

Euclid | Highland Heights | Lyndhurst | Mayfield Heights | Mayfield Village | Pepper Pike | Richmond Heights | South Euclid

RETURN COMPLETED APPLICATION WITH REQUIRED DOCUMENTATION TO CITY OF LYNDHURST CIVIL SERVICE OFFICE, 5301 MAYFIELD ROAD, LYNDHURST, OH 44124.

NAME: _____
(Last) (First) (Middle)

DATE OF BIRTH: _____ CURRENT AGE: _____
(Month/Day/Year) (At Time of Filing)

MAILING ADDRESS: _____
(Street Address) (Apt No.)

_____
(City) (State) (Zip Code)

_____
(Primary Phone) (Other Phone) (E-mail Address) **MUST PROVIDE EMAIL**

1) Did you graduate from High School or obtain a General Education Development Certificate (GED)? Yes ☐ No ☐

If answer is yes, complete the following:

_____
(Name of High School) (Date of Graduation)

DOCUMENT NEEDED: ***A copy of your high school diploma or a letter from your high school stating the date of your graduation, or your GED Certificate must be presented at the time of filing this application.***

2) Are you a citizen of the United States? Yes ☐ No ☐

DOCUMENT NEEDED: ***A copy of your birth certificate, passport, certificate of naturalization, or certificate of citizenship.***

3) Do you have a valid Driver's License? Yes ☐ No ☐

DOCUMENT NEEDED: ***A copy of your current valid Driver's License must be presented at the time of filing this application.***

4) Please check any of the following that apply to you, and submit documentation with your application.

Resident of Highland Heights..... ☐
Resident of Richmond Heights..... ☐
Mayfield Heights Part time or full time employee..... ☐ Please provide proof of employment.
Mayfield Village Part-time Firefighter..... ☐ Please provide proof of employment.
Service as a Richmond Heights Auxiliary Firefighter..... ☐ Please provide proof of employment.
Worked as a Firefighter for at least one (1) year..... ☐ Please provide proof of employment.
Full-time firefighter or paramedic..... ☐ Please provide proof of employment.
Currently serving or served in the military with an honorable discharge ☐ **Document Needed:** of DD-214
Have a college associate, bachelor or master's degree..... ☐ **Document Needed:** College Transcript
Have an FF1, FF2 Card..... ☐ **Document Needed:** FF1,FF2 Card
EMT Certificate..... ☐ **Document Needed:** EMT Certificate
Ohio Paramedic Certificate..... ☐ **Document Needed:** Ohio Paramedic Card
Tri-C Agility Certificate w/ timing under 4.5 min..... ☐ **Document Needed:** Tri-C Agility Certificate

5) Where did you hear about this exam? Social Media ☐ Post Card ☐ Newspaper ☐ TV ☐ Other ☐

My signature below will signify that I have reached the age of eighteen, on or prior to October 6, 2020. I swear/affirm that all statements made by me in this application are true and complete to the best of my knowledge. I am aware that any false statements made by me will be sufficient cause for excluding me from participating in any portion of the examination/screening process and/or removing my name from any eligibility list established by the Civil Service Commissions as a result of this examination.

Applicant acknowledges the inherent risk of exposure to COVID-19 existing in any public place where people are present. By attending the examination, Applicant voluntarily assumes all risks related to exposure to COVID-19 and agrees not to hold the Joint Commission, any of the participating cities, commissioners, or any of their affiliates, directors, officers, employees, agents, contractors, vendors, or volunteers, liable for any illness or injury. FURTHER, APPLICANT AGREES HE/SHE WILL NOT BE ADMITTED TO THE EXAMINATION IF HE/SHE DEMONSTRATES ANY POTENTIAL SIGNS OF HAVING COVID-19, AT THE SOLE DISCRETION OF ANY MEMBER OF THE JOINT COMMISSION, INCLUDING BUT NOT LIMITED TO HAVING AN INAPPROPRIATE TEMPERATURE READING. APPLICANT UNDERSTANDS AND AGREES THE APPLICATION FEE WILL NOT BE REFUNDED IN THE EVENT ADMISSION TO THE TEST IS DENIED.

_____ (Applicant Signature) _____ (Date)

_____ (Lyndhurst Civil Service Secretary Signature) _____ (Date)

CIVIL SERVICE COMMISSION USE ONLY/DO NOT WRITE BELOW THIS LINE

Checklist for submitted documents.

HS Diploma..... ☐ GED Certificate.... ☐
Valid Driver's License ☐
Proof of Citizenship.... ☐
Tri-C Agility Cert..... ☐ Date: _____ (Certificate must be dated no earlier than October 6, 2019)

FF1&FF2 Cert..... ☐ (E, HH, SE) Paramedic Cert..... ☐ EMT/Medic Cert..... ☐ Enrolled in Paramedic Program.... ☐

DD-214..... ☐
Associate's Degree..... ☐ (E, L, MH, MV, PP, RH) Bachelor's Degree ☐ (E, L, MH, MV, PP, RH) Master's Degree..... ☐ (MV)

(Year) (Institution) (Concentration)

Resident of HH..... ☐ Resident of RH..... ☐
Current FF for 1 Year. ☐ (L) How Long_____
FTE for MH..... ☐ How Long_____ FTE for RH (ff or para)..... ☐ How Long_____
PTE for HH, MH..... ☐ How Long_____
Aux FF for RH..... ☐ How Long_____