REGIONAL
FIREFIGHTER/PARAMEDIC
ENTRANCE EXAM APPLICATION PACKET

Presented by the Civil Service Commissions of the cities of

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 earlier 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

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

<table>
<thead>
<tr>
<th>City</th>
<th>EUCLID</th>
<th>HIGHLAND HEIGHTS</th>
<th>LYNDHURST</th>
<th>MAYFIELD HEIGHTS</th>
<th>MAYFIELD VILLAGE</th>
<th>PEPPER PIKE</th>
<th>RICHMOND HEIGHTS</th>
<th>SOUTH EUCLID</th>
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</thead>
<tbody>
<tr>
<td><strong>Age</strong></td>
<td>No applicant shall be eligible for appointment who is less than 20 years of age or subsequent to the applicant’s 41st birthday.</td>
<td>No applicant shall be eligible for appointment who is less than 21 years of age or subsequent to the applicant’s 35th birthday.</td>
<td>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 &amp; Fire Pension Fund continuously since age 31 but not over age 40.</td>
<td>No applicant shall be eligible for appointment who is not least 18 years of age or older than 32 years 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.</td>
<td>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 &amp; Fire Pension Fund continuously since age 31 but not over age 36.</td>
<td>No applicant shall be eligible for appointment subsequent to the applicant’s 41st birthday.</td>
<td>No applicant shall be eligible to sit for the entrance exam subsequent to the applicant’s 35th birthday.</td>
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<tr>
<td><strong>Ohio Fire &amp; 2</strong></td>
<td>Not required for exam or appointment.</td>
<td>Not required for exam or appointment.</td>
<td>Must have certification at time of appointment.</td>
<td>Must have certification at time of appointment.</td>
<td>Must have certification at time of appointment.</td>
<td>Must have certification at time of appointment.</td>
<td>Not required for exam or appointment.</td>
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<tr>
<td><strong>Parade</strong></td>
<td>Must have certification at time of appointment.</td>
<td>Must have certification at time of appointment.</td>
<td>Must have certification at time of appointment.</td>
<td>Must have certification at time of appointment.</td>
<td>Must have certification at time of appointment.</td>
<td>Must have certification at time of appointment.</td>
<td>Not required for exam or appointment.</td>
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</table>
## Individual City Extra Credit

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

<table>
<thead>
<tr>
<th>College Degrees</th>
<th>EUCLID</th>
<th>HIGHLAND HEIGHTS</th>
<th>LYNDHURST</th>
<th>MAYFIELD HEIGHTS</th>
<th>MAYFIELD VILLAGE</th>
<th>PEPPER PIKE</th>
<th>RICHMOND HEIGHTS</th>
<th>SOUTH EUCLID</th>
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<tbody>
<tr>
<td>Associate:</td>
<td>.5 Pts. Any Degree</td>
<td>Associate:</td>
<td>2 Pts. Any Degree</td>
<td>Associate:</td>
<td>2% Fire Science or Public Safety</td>
<td>Associate:</td>
<td>2 Pts. Any Degree</td>
<td>Associate:</td>
</tr>
<tr>
<td>Bachelor:</td>
<td>1 Pt. Any Degree</td>
<td>Bachelor:</td>
<td>5 Pts. Any Degree or AAS in Fire.</td>
<td>Bachelor:</td>
<td>3% Fire Science or Public Safety</td>
<td>Bachelor:</td>
<td>5 Pts. Any Degree</td>
<td>Bachelor:</td>
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<tr>
<td>Resident in City</td>
<td>2 Points</td>
<td><strong>Up to 4 Points</strong></td>
<td>5 Points</td>
<td>2%</td>
<td>10 Points</td>
<td>7%</td>
<td>2 Points</td>
<td>3 Points</td>
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<td>Current City Employee</td>
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<td>F/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.</td>
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<td>P/T: 5% any position in MH.</td>
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<tr>
<td>P/T: 3% any position in MH including, auxiliary or seasonal worker.</td>
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<tr>
<td>P/T: a credit of 2 pts, with a max of 10 pts, will be given for each full year of the first 5 years of service with the MVFD.</td>
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<tr>
<td>F/T: 1 pt. per year for a min. of 1 yr. of RH auxiliary firefighter service up to a max of 2 pts.</td>
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<td>****5 Points</td>
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<tr>
<td>Current F/T Firefighter</td>
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<tr>
<td>Ohio FF &amp; 1 &amp; 2</td>
<td>1 Pt. EMT</td>
<td>4 Points</td>
<td>1 Pt.</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
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<tr>
<td>Ohio Paramedic</td>
<td>2 Pts. Paramedic</td>
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<tr>
<td>None</td>
<td>None</td>
<td>5 Points</td>
<td>5%</td>
<td>None</td>
<td>12%</td>
<td>None</td>
<td>None</td>
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</table>

* 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 proportion 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.
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

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 cities 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
- Mayfield Village Part-time Firefighter
- Service as a Richmond Heights Auxiliary Firefighter
- Worked as a Firefighter for at least one (1) year
- Full-time firefighter or paramedic
- 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
- 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)

Checklist for submitted documents.

- HS Diploma
- GED Certificate
- Valid Driver's License
- Proof of Citizenship
- Tri-C Agility Certificate 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)

<table>
<thead>
<tr>
<th>Year</th>
<th>Institution</th>
<th>Concentration</th>
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</tbody>
</table>

- Resident of HH
- Resident of RH
- Current FF for 1 Year (L)
- 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