



Photo by Bridget Gandee

**LIVE  
YOUR  
DREAM!**

**SERVING THE VIBRANT COMMUNITY OF  
MAYFIELD HEIGHTS WITH PRIDE!**



**Starting salary: \$61,320 + \$1,750 paramedic premium**

**MINIMUM  
QUALIFICATIONS**

- Must have EMT-P certification or be enrolled in a paramedic training program at the time of application. (Must be certified paramedic at time of appointment.)
- Valid Ohio FF2 card.
- US citizen or naturalized citizen
- 21-35 years old at time of application.
- High school graduate or G.E.D. certificate
- Agility certificate from Tri-C dated no earlier than 11-20-16.
- Correctable vision to 20/20
- Good moral standing according to Mayfield Heights Civil Service Rules.
- Must have a valid driver's license

For more information call  
440-442-2626 x 282.

**APPLICATION  
INFORMATION**

Application available on-line at  
[www.mayfieldheights.org](http://www.mayfieldheights.org)  
or in person at  
Mayfield Heights City Hall  
6154 Mayfield Road, Mayfield Heights  
Monday, April 3, 2017  
till  
Friday, May 5, 2017  
8:30 AM - 4:30 PM

**\$25 MONEY ORDER**  
Due at time of application return.

Applications must be notarized and  
returned with required documents  
in person to City Hall.

Written exam is scheduled for  
Saturday, May 20, 2017 at 9:00 AM  
Ross C. DeJohn Community Center  
6306 Marsol Rd.  
Mayfield Heights, OH 44124

**BE A  
MAYFIELD  
HEIGHTS  
FIREFIGHTER**

**\*\*\*DO NOT RETURN THIS SHEET WITH APPLICATION\*\*\***

City of

# Mayfield Heights

## Civil Service Exam for Firefighter/Paramedic Starting Salary: \$61,320 + \$1,750 Paramedic Premium



**DATE:** **Saturday, May 20, 2017**  
9:00 AM (No admittance after 9:15 AM)  
Bring Photo ID

**PLACE:** Ross C. DeJohn Community Center  
6306 Marsol Road  
Mayfield Heights, Ohio 44124

**APPLICATION:** **Available April 3 – May 5, 2017**  
On line at [www.mayfieldheights.org](http://www.mayfieldheights.org)  
or at Mayfield Heights City Hall, M-F, 8:30 AM – 4:30 PM  
6154 Mayfield Road, Mayfield Heights, Ohio 44124  
**Return in person by 4:30 PM, May 5, 2017**  
**with required documents and notarized.**

**FEE:** **\$25 MONEY ORDER ONLY**  
**Due at time of application return.**  
**NO REFUNDS!**

**QUALIFICATIONS:** **Must:** have an EMT-P certification or be enrolled in a paramedic training program at time of application; be a certified paramedic at time of appointment; have a valid Ohio FF2 card; be a citizen of the United States or naturalized citizen; be between the ages of 21 and 35 years at time of application; be a high school graduate or have a GED certificate; be free of any condition that would preclude one from successfully performing the job functions of a firefighter/paramedic with or without reasonable accommodation or would pose a direct threat to the health or safety of oneself or others; be emotional stable and mature; have correctable vision to 20/20; possess a valid driver's license and have a good driving record; be of good moral character; not be addicted to the habitual use of any intoxicating liquors or drugs or dismissed from any branch of the public service for delinquency or misconduct.

**REQUIRED DOCUMENTS:** Birth certificate or naturalization papers, current valid driver's license, high school diploma from an accredited high school or G.E.D. certificate, two (2) written character reference letters with original signature and containing the name, address, and phone number of the reference, Copy of EMT-P (Ohio Registry) and current minimum 240 hours State of Ohio Fire Training Certificate as a State Certified Professional Firefighter or proof of enrollment in a paramedic training program, Tri-C Physical Agility certificate dated no earlier than November 20, 2016 (Next Tri-C agility test is Sunday, April 30, 2017. For more information please call Tri-C at 216-987-5429). Candidate may return application without agility certificate ONLY if candidate is registered for test on 4/30/17. ALL other documents must accompany application. Agility certificate must be received by 5/5/17.

*The City of Mayfield Heights is an Equal Employment Opportunity (EEO) Employer*

**Detailed Information with Application Package.**

**\*\*\*DO NOT RETURN THIS SHEET WITH APPLICATION\*\*\***



**Civil Service Commission**  
**Entry Level Firefighter/Paramedic Exam**  
**Starting Salary: \$61,320 + \$1,750 Paramedic Premium**

**MINIMUM QUALIFICATIONS**

Carefully read over the following minimum qualifications below before you begin to fill out the application. If you do not meet the minimum qualifications, please do not submit an application.

- TRAINING/CERTIFICATION** Must have an EMT-P certification or be enrolled in a paramedic training program at time of application. Must be a certified paramedic at time of appointment. Must have a valid Ohio FF2 card.
- CITIZENSHIP** Must be a citizen of the United States or naturalized citizen.
- AGE** Must be between the ages of 21 years and 35 years at time of application.
- EDUCATION** Must be a high school graduate or have a G.E.D. certificate.
- FITNESS FOR DUTY** Must possess the strength and physical ability to successfully perform the essential job functions of the Firefighter/Paramedic classification, and be free of any condition that would preclude one from successfully performing said functions with or without reasonable accommodation or would pose a direct threat to the health or safety of oneself or others. Emotional stability and maturity also required.
- VISION** Must have correctable vision to 20/20.
- DRIVER'S LICENSE** Must possess a valid driver's license and have a good driving record.
- GOOD MORAL STANDING** Must be of good moral character and be free from any physical, emotional, or mental condition which would preclude one from successfully performing the essential functions of the job. Must not be addicted to the habitual use of any intoxicating liquors or drugs or dismissed from any branch of the public service for delinquency or misconduct.

**EXAM INFORMATION**

**Saturday, May 20, 2017**  
**9:00 AM**  
**Ross C. DeJohn Community Center**  
**6306 Marsol Road**  
**Mayfield Heights, Ohio 44124.**

The exam will be administered by Personnel Selection Services. Doors open at 8:30 AM. Applicant must present a current valid driver's license. The written exam score will count for 100% of the total score. Must score at least 70% on exam to be placed on eligibility list and to qualify for extra credit (5% for a full time employee of the City of Mayfield Heights; 3% for an auxiliary, part-time or seasonal employee; 3% for Bachelor's Degree in Fire Sciences or Public Safety; 2% for Associates Degree in Fire Sciences or Public Safety; 2% for being honorably discharged from military service and can provide a DD- 214. Total extra credit not to exceed 5%).

**APPLICATION INFORMATION**

**Application available at [www.mayfieldheights.org](http://www.mayfieldheights.org) or in person at Mayfield Heights City Hall, 6154 Mayfield Road, Mayfield Heights, Ohio 44124, from 8:30 AM on Monday, April 3, 2017 till 4:30 PM, Friday, May 5, 2017. Application must be signed, **NOTARIZED** and returned in person with **required documents** and a **\$25 MONEY ORDER**.**

**\*\*\*DO NOT RETURN THIS SHEET WITH APPLICATION\*\*\***

## APPLICATION INSTRUCTIONS

If you meet the minimum qualifications, carefully read and comply with the following instructions:

1. Read and follow all instructions on each page.
2. Print or type all responses clearly and legibly.
3. Make sure responses are as complete and detailed as possible. Use extra paper as needed. Include your name, the date, and the position you are applying for on all extra pages. The information you provide will help us determine the extent of your qualifications.
4. **Pages 6 through 9** must be returned with **required documents** and any other information you think relevant to our consideration of your application. Write your initials at the bottom right corner of any document you attach.
5. **APPLICATION MUST BE NOTARIZED.**
6. Return application packet, with a **\$25 MONEY ORDER, in person** (you may appoint someone to drop application material off), by 4:30 pm, Friday, May 5, 2017 to:

**Mayfield Heights City Hall  
6154 Mayfield Road  
Mayfield Heights, OH 44124**

All information included with the application packet is subject to verification through interview(s), background investigation, reference check, and polygraph examination. Submission of false information will result in disqualification from the application process, eligibility list, appointment, and/or employment if discovery of falsification occurs after appointment.

For inquiries or assistance regarding these instructions or any other matter raised herein should be directed to Tammy Clines, Secretary of Civil Service Commission at 440-442-2626 ext. 282. If you change residence address or telephone number during the application process you must immediately notify Tammy Clines. The City of Mayfield Heights assumes no responsibility for locating candidates who have changed their contact information.

## REQUIRED DOCUMENTS

Please provide copies of the following **required documents** when submitting application.

**Copies will not be made at City Hall.**

1. Birth certificate or naturalization papers
2. Current valid driver's license
3. High school diploma from an accredited high school or G.E.D. certificate.
4. Two (2) **written** character reference letters with original signature and containing the name, address, and phone number of the reference.
5. Copy of EMT-P (Ohio Registry) and current minimum 240 hours State of Ohio Fire Training Certificate as a State Certified Professional Firefighter or proof of enrollment in a paramedic training program.
6. Tri-C Physical Agility certificate dated no earlier than November 20, 2016 (*Tri-C is holding an agility test on Sunday, April 30, 2017. Registration is required. For more information please call Tri-C at 216-987-5429.* Candidate may turn in application without agility certificate **ONLY** if candidate is taking the test on Sunday, April 30, 2017, and has ALL other documents. Agility certificate must be turned in no later than Friday, May 5, 2017.

### Documents required for extra credit

1. Associates (2%) or Bachelor's Degree (3%) from an accredited university of higher learning.
2. DD-214 for military credit (2%)

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## DISQUALIFICATIONS

### CONVICTIONS

Any attempt to elude conviction in the past seven (7) years. Any misdemeanor conviction relating to sex crimes, crimes against persons, fraud or moral turpitude. Any misdemeanor domestic violence related arrest, conviction, diversion or expungement within the last three (3) years.

### DRIVING RECORD

Any OVI conviction, diversion, expungement or breath test refusal in the past five (5) years. More than one (1) OVI conviction. Any driver's license suspension in the last five (5) years not including FRA's.

### DRUGS/ALCOHOL MIS-USE

Any applicant, who has ever illegally sold, delivered, distributed, or manufactured drugs. Any use of illegal narcotics during employment. Any illegal drug use in the last three (3) years.

### HIRING PROCESS

Any lies during any part of the hiring process. Any application or any supporting documentation that has been falsified.

**The City of Mayfield Heights is an Equal Employment Opportunity (EEO) Employer.**

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**Document Certification Form**

Return with application.

PRINT YOUR NAME	DATE OF BIRTH	SOCIAL SECURITY NUMBER	
NAME OF HIGH SCHOOL	DATE OF DIPLOMA	IF NO DIPLOMA, DATE OF G.E.D.	COPY OF DIPLOMA OR G.E.D. ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
OHIO DRIVER'S LICENSE NUMBER?	IF OUT-OF-STATE DRIVER'S LICENSE, NUMBER AND ISSUING STATE		COPY OF LICENSE ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
OPOTA TRAINING CERTIFICATE NUMBER	CERTIFICATE DATE (MM/YY)		COPY OF CERTIFICATE ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
REFERENCE LETTER #1 NAME/ADDRESS			COPY OF LETTER ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
REFERENCE LETTER #2 NAME/ADDRESS			COPY OF LETTER ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
COLLEGE DEGREE: NAME OF ACCREDITED INSTITUTION AND DEGREE			COPY OF DEGREE? <input type="checkbox"/> YES <input type="checkbox"/> NO
DD-214 FORM: DATE OF SEPARATION	HONORABLY DISCHARGED? <input type="checkbox"/> YES <input type="checkbox"/> NO		COPY OF DD-214? <input type="checkbox"/> YES <input type="checkbox"/> NO

I certify that the statements contained herein are true to the best of my knowledge and belief. I understand that false statements or omissions on this application are grounds for immediate disqualification or dismissal upon discovery thereof no matter when the falsification or omission is discovered. I further acknowledge that any falsehoods may subject me to prosecution under Ohio revised code section 2921.13.

I authorize all persons, schools, companies, and government agencies to give you any and all information, personal or otherwise, that they may have, and I release all parties from liability for any damage that may result from furnishing such information.

I understand that I may be required to undergo further examinations to include, but not limited to, medical and psychological examinations before beginning work to determine my ability to perform the duties of the position applied for and failure to undergo such examinations shall be grounds for disqualification.

In consideration of my employment, I agree to abide by the City of Mayfield Heights ordinances, and the policies, procedures, rules, and regulations of the City of Mayfield Heights. I understand that my employment and compensation can be terminated with or without cause and with or without prior notice, at any time, at the option of either the City or me. I understand that no manager or supervisor other than the Mayor has any authority to employ persons on behalf of the City, but not contrary to the foregoing.

My signature below indicates my acknowledgement that the above statements apply equally to all portions of this application and to any additional documents I have attached, to all of which I have affixed my initials at the bottom right corner.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



City of *Mayfield Heights*  
Civil Service Commission

Return # \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_

**Application for Entry Firefighter/Paramedic Exam on Saturday, May 20, 2017.**

Questions on this application pertain to requirements under the Codified Ordinances of Mayfield Heights, Chapter 167, Civil Service Commission Rules. Please use a pen or typewriter for this application. **PLEASE PRINT CLEARLY.**

Name: \_\_\_\_\_  
Last
First
Middle

Address: \_\_\_\_\_  
Street Address
City
State
Zip Code

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SS# \_\_\_\_\_

1. Are you a citizen of the United States? Yes No  
**a. If yes, please provide a copy of your birth certificate.**  
**b. If you are a naturalized citizen, please provide a copy of naturalization papers with this application.**
2. Do you have a current valid driver's license? Yes No  
**a. Please provide a copy of your current valid driver's license with this application.**
3. Education and Training:

School Name		Check One		
High School		Diploma <input type="checkbox"/>	G.E.D <input type="checkbox"/>	Year Graduated
College		Degree		Year Graduated
Training Certification		Course/Subject		Diploma Certificate License
Training Certification		Course/Subject		Diploma Certificate License

**a. Please provide a copy of either your diploma from an accredited high school or your G.E.D. certificate with this application.**

**b. Please provide a copy of degree with this application. Degree must be specifically in Fire Sciences or Public Safety.**

4. **Please provide two written character reference letters with this application** with original signatures from two reputable citizens of the State of Ohio not holding any public office or position in a political party organization, each certifying that he/she has been personally acquainted with you for at least one year and believes you to be of good moral character, of temperate and industrious habits and in all respects qualified for the service you desire to enter and that each such citizen is willing that his certificate shall be made public.

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address

City

State

Zip Code

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address

City

State

Zip Code

5. Have you ever been dismissed from any branch of public service for delinquency or misconduct? Yes No  
a. If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Are you addicted to intoxicating liquor or drugs? Yes No

7. Are you physically able to successfully perform the essential job functions of a Firefighter/Paramedic, and are you free of any condition that would preclude one from successfully performing said functions with or without reasonable accommodation or would pose a direct threat to the health or safety of oneself or others? Yes No

8. Are you currently, or have you ever served in the armed forces? Yes No

**a. If yes, please provide your DD-214 Form, with an honorable discharge with this application.**

9. Is your Tri-C agility certificate dated **after November 20, 2016**? Yes No

**a. If no, please provide a copy of your agility test from Tri-C by Friday, May 5, 2017.**

*(Tri-C will be holding an agility test on Sunday, April 30, 2017. Please call 216-987-5429 for more information.)*

10. Are you currently certified as an EMT-P in the State of Ohio? Yes No

**a. If yes, please provide a copy of your Ohio EMT-P card.**

**b. If no, please provide proof you are currently enrolled in a Paramedic Training program.**

i. Graduation date: \_\_\_\_\_

(Applicant must be certified at time of appointment.)

11. Do you currently have certification as an FF2 in the state of Ohio? Yes No

**a. If yes, please provide a copy of your current FF2 card from the state of Ohio.**

12. Have you ever worked for the City of Mayfield Heights? Yes No

a. If yes, when? \_\_\_\_\_, In what capacity? \_\_\_\_\_

b. Do you have relatives working for the City of Mayfield Heights? Yes No

i. If yes, please provide their name and relationship \_\_\_\_\_

13. How did you hear about this test? \_\_\_\_\_

Before signing this application on the next page, read over your answers to each question to determine the accuracy and completeness of your responses. **THIS APPLICATION MUST BE NOTARIZED ON PAGE 8** prior to filing with the Civil Service Commission. Please submit **all required documents** with this application. Missing documents are reason for rejection of application. Application must be returned in person to Mayfield Heights City Hall. **The City of Mayfield Heights is an Equal Employment Opportunity (EEO) Employer.**



"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 Commission as a result of this examination".

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

Sworn to and subscribed before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notary Address

\_\_\_\_\_  
Commission Expires

Seal

**Civil Service Commission Use Only**

- \_\_\_\_\_ 21 – 35 Years of age
- \_\_\_\_\_ Birth certificate or naturalization papers
- \_\_\_\_\_ Valid driver's license
- \_\_\_\_\_ High school diploma or G.E.D. certificate
- \_\_\_\_\_ Associate or Bachelor Degree
- \_\_\_\_\_ 2 written character reference letters
- \_\_\_\_\_ Military form DD-214
- \_\_\_\_\_ Tri-C agility certificate dated **after** November 20, 2016
- \_\_\_\_\_ Ohio EMT-P card or proof of EMT- P school
- \_\_\_\_\_ Ohio FF2 card
- \_\_\_\_\_ Notarized

**Extra Credit**

- \_\_\_\_\_ Full-time city employee (5%)
- \_\_\_\_\_ Part-time or auxiliary city employee (3%)
- \_\_\_\_\_ Bachelor Degree in Fire Sciences or Public Safety (3%)
- \_\_\_\_\_ Military (2%)
- \_\_\_\_\_ Associates degree in Fire Sciences or Public Safety (3%)

*(Extra credit not to exceed 5%)*