

**CIVIL SERVICE COMMISSION  
CITY OF WILLOWICK  
ANNOUNCEMENT OF EXAMINATION FOR PART-TIME FIREFIGHTER  
MUST BE AVAILABLE TO WORK DAYTIME HOURS, WEEKENDS & HOLIDAYS**

**DATE OF WRITTEN  
EXAMINATION:**

**SATURDAY, AUGUST 9, 2014**

**PLACE:**

**WILLOWICK COMMUNITY CENTER**

**APPLICATION:**

**May be obtained** from the Secretary of the Civil Service Commission at Willowick City Hall, 30435 Lake Shore Boulevard, from **Monday, July 14, 2014 through Friday, July 18, during the hours of 8:30 a.m. and 4:30 p.m.**

**COMPLETED, NOTARIZED** applications **must be filed IN PERSON** by the applicant with the Secretary of the Civil Service Commission from 8:30 a.m. on Monday, July 21, 2014, through 4:30 p.m. on Friday, July 25, 2014. Only the first 100 qualified applications will be accepted. A **\$20.00 non-refundable filing fee is required at the time the application is filed** (cash, check or money order). A copy of Birth Certificate must accompany application. Applicant must have a valid Ohio Driver's License, and **a copy of the Driver's License must accompany the application.**

**MINIMUM REQUIREMENTS:**

**CITIZENSHIP:**

Must be a citizen of the United States

**RESIDENCE:**

Shall reside in Lake County or one of the contiguous counties within six (6) months from the time of appointment.

**AGE:**

Minimum of 19 years of age upon appointment. No person is eligible as an applicant for admission to any examination for original appointment to the Fire Department if such person is forty-five (45) years of age or older as of the date of examination.

**EYESIGHT:**

Corrected to 20/20 with glasses or contact lenses.

**SCHOOLING:**

Must have a high school diploma or a Certificate of equivalency. A copy of the high school diploma or GED must accompany application **AT THE TIME OF FILING.**

**TRAINING:**

Must hold an Ohio Department of Public Safety, Division of EMS Certification as a Level I Firefighter, at a minimum, **AT THE TIME OF FILING.**

Must hold an Ohio Department of Public Safety, Division of EMS Certification as a **PARAMEDIC**, at a minimum, **AT THE TIME OF APPOINTMENT.**

**EXAMINATIONS:**

Written, physical ability, background investigation, voice stress analyzer, medical, drug abuse screening.

**EXAMINATION & TESTING:**

Those applicants who are successful in passing the written examination with a grade of 70% or better will be required to pass a physical ability examination. The written examination will carry a weight of 100% of the score with the physical ability examination being a pass/fail score.

**EXAMINATION & TESTING:**  
**(continued)**

If the candidate is successful in passing the physical ability examination, he/she will proceed to the background investigation, voice stress analyzer, medical and drug abuse screening which will be conducted at a time and place designated by the Commission at City expense. If the applicant should be referred to his/her personal physician for suspicion of a medical problem, such expense shall be borne by the applicant.

**SUGGESTED READING:**

Provided with the application packet.

**U.S. MILITARY SERVICE:**

Applicants who wish to claim Military Service credit as provided in the Rules of the Civil Service Commission must submit Honorable Discharge Certificate or other satisfactory evidence of service **AT THE TIME OF FILING.** Credit will apply only if applicant achieved a score of 70% or better on the written examination. The applicant will be credited with five (5) points to his/her total grade.

**EDUCATION:**

Applicants who wish to claim five (5) points for Firefighter II and/or Paramedic Certification must submit a copy of a valid Ohio Department of Public Safety, EMS Division Certification as a Paramedic **AT THE TIME OF FILING.** A copy of EMT-A and/or EMT-P Card or Certificate and Ohio Basic Voluntary Firefighting and/or Ohio Professional Firefighting Card of Certificate must accompany application for those claiming educational credit. Credit will apply only if applicant achieved a score of 70% or better on the written examination. The applicant will be credited with five (5) points to his/her total grade.

**CREDIT TO ELIGIBLE APPLICANTS:**

**A maximum of ten (10) points will be credited to eligible applicants.**

**REQUIREMENTS:**

**THE OHIO DEPARTMENT OF PUBLIC SAFETY, EMS DIVISION-LEVEL I FIREFIGHTER AND PARAMEDIC CERTIFICATIONS MUST BE MAINTAINED AS MINIMUM REQUIREMENTS WHILE ON THE DEPARTMENT.**

**\*\*\*PLEASE NOTE CAREFULLY\*\*\***

**UNDER NO CIRCUMSTANCES WILL AN APPLICATION BE ACCEPTED AT THE TIME OF FILING UNLESS IT IS ACCOMPANIED BY THE FOLLOWING:**

1. Copy of Birth Certificate
2. Copy of High School Diploma or GED
3. Copy of valid Ohio Driver's License \*\*\*
4. Copy of valid Ohio Department of Public Safety, EMS Division Certification as a Basic EMT or EMT-Paramedic
5. Copy of valid Ohio Department of Public Safety, EMS Division Certification as Level I Firefighter or Level II Firefighter.

**APPLICATION MUST BE NOTARIZED BEFORE FILING**

**\*\*\* Valid Ohio Driver's License must be presented at the time of the written examination.**