

FIRE FIGHTER ENTRANCE EXAMINATION

GENERAL INFORMATION

The Elyria Civil Service Commission is accepting applications for the 2017 examination for the position of **FIRE FIGHTER**. The application form is attached to this information announcement. The application fee is \$50.00 and is due at the time the application is submitted.

The examination process has three, separately-administered components: the physical agility test, the written test, and the oral assessment. The physical agility test is administered first, then the written test, then the oral assessment. Applicants must have passed the approved agility test prior to taking the written test. Only those applicants who have successfully completed the agility test and the written test will move on to the oral assessment.

MINIMUM REQUIREMENTS TO COMPETE

1. Must be at least 18 years of age, but less than 41 years of age on or before November 6, 2017
2. Must be a United States citizen
3. Must be able to read and write the English language
4. Must have a valid United States driver's license
5. Must have a high school diploma or GED
6. Must have the ability to obtain and maintain an Emergency Medical Technician certification (State of Ohio)

PHYSICAL AGILITY TEST INFORMATION

The physical agility test is a pass/fail rating and is administered by Cuyahoga Community College. **In order to pass the physical agility test all applicants must complete the course in not more than 4 minutes and 30 seconds.** You will be given a certificate upon completion of the agility test. The agility test can be taken on September 17, 2017, and October 22, 2017, at Cuyahoga Community College, Western Campus, 11000 Pleasant Valley Rd., Parma, Ohio 44130. **The cost for the agility test is \$60.00 and is paid by the applicant.** You must register at least 4 days prior to the test date. (See attached sheet for registration information, directions, etc.)

NOTE: The certificate is good for one year. If an individual has taken the agility test in the last year, it is not necessary to re-take the agility test. The certificate must be dated November, 2016 or later to be valid and **must be turned in with the application.**

WRITTEN TEST INFORMATION

Those who pass the physical agility test will move on to the written portion of the test. Once the application (attached), is submitted, applicants will be given a study guide for the written portion of the test.

The written test comprises 70% of the total examination score. The written test has several components and in order to pass, applicants must correctly answer 70% of the questions in each separate part.

The written examination will be held on Monday, November 6, 2017, at Lorain County Community College, Spitzer Conference Center, 1005 N. Abbe Rd., Elyria, Ohio 44035. Registration will begin at 6:00 p.m. and you must register by 6:30 p.m. You must bring with you a photo-id (preferably a driver's license) this will be required for entrance to the exam. Also bring with you two No. 2 lead pencils.

ORAL ASSESSMENT INFORMATION

Finally, individuals still in contention will be orally assessed by a panel. The oral assessment, like the written test, is scored in various categories and an applicant must be rated at least "acceptable" in all categories. The oral assessment grade comprises 30% of the total examination score.

Individuals who pass the physical agility test and the written examination will be notified of the oral assessment process.

APPLICATION DEADLINE

The completed application form, the physical agility certificate, Work Place Statistics Survey form, and any documents for extra credit must be turned in **in person by the applicant or a designee. NO MAIL IN APPLICATIONS WILL BE ACCEPTED! NO APPLICATIONS WILL BE ACCEPTED BEFORE OCTOBER 23rd OR AFTER OCTOBER 27th.** Applications should be turned in at the following location:

- Elyria Civil Service Commission Office, 131 Court St., Suite 204, Elyria, Ohio 44035, **beginning October 23, 2017 through October 27, 2017.** Office Hours will be Monday - Friday 8:30 am - 4:00 pm.

EXTRA CREDIT

Additional credits are available to qualified applicants who pass all three portions of the examination. Credit is computed as a percentage of, and then added to the total score achieved by an applicant on the written examination and oral assessment. The maximum total credit available is 20%.

VETERAN'S CREDIT

All applicants who are veterans of military service, as described in ORC 124.23 may file with the Commission a certificate of satisfactory military service or honorable discharge (DD214). The applicant shall receive additional credit of twenty percent (20%). Applicants eligible for veteran's credit shall receive a priority in ranking over non-veterans who obtain an identical grade.

Only DD214 documents stating the full nature of discharge as "Honorable" will be considered.

COLLEGE CREDIT

All applicants who have completed at least two (2) full academic years of full-time academic credit through an accredited academic institution, with an associates degree, shall be granted an additional eight percent (8%). All applicants who have completed four (4) or more full academic years of full-time academic credit through an accredited academic institution, with a bachelors degree, shall be granted an additional twelve percent (12%). To receive college credit an official certified transcript must be submitted with the application, copies are not acceptable.

ADDITIONAL CREDIT

All applicants who have certifications from the Ohio Department of Public Safety will be granted additional credit as follows: Firefighter Level II certificate or equivalent shall be granted an additional fifteen percent (15%); Paramedic certification shall be granted an additional ten percent (10%); Basic EMT certification shall be granted an additional five percent (5%). Copies of certifications are acceptable.

BACKGROUND CHECK:

Suitable applicants who have passed all portions of the examination, and who have been placed on the Eligibility (for hire) List, may undergo a background check prior to actual hire. In addition to investigating/verifying information obtained during the examination process, the check may include psychological testing and drug screening. If an applicant is found to have given false or deliberately incomplete information at any time, the Civil Service Commission may remove the applicant from the Eligibility List.

**APPLICANTS SHOULD NOT RELY UPON ANY INFORMATION OR
ADVICE WHICH DIFFERS FROM THAT IN THIS ANNOUNCEMENT**

For any questions or additional information call 440-326-1559

FOR ADMINISTRATIVE USE ONLY	
<i>Application Received:</i> _____	
<i>Date</i>	<i>Time</i>

APPLICATION FOR FIRE FIGHTER ELYRIA CIVIL SERVICE EXAMINATION

We consider applicants for all positions without regard to race, color, religion, sex, national origin, marital or veterans status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

NAME: _____

Last
First
Middle

ADDRESS: _____

City
State
Zip Code

E-MAIL ADDRESS (Optional) _____

PHONE: (_____) _____ **SOCIAL SECURITY #:** ____ / ____ / ____
(Area Code)

DRIVER LICENSE #: _____ **STATE:** _____

EMPLOYER: _____ **PHONE:** (_____) _____
(Area Code)

- | | | |
|---|-----------|----------|
| 1. Will you be at least 18 years of age on or before November 6, 2017? | YES _____ | NO _____ |
| 2. Will you be less than 41 years of age on or before November 6, 2017? | YES _____ | NO _____ |
| 3. Are you a United States citizen? | YES _____ | NO _____ |
| 4. Can you read and write the English language? | YES _____ | NO _____ |
| 5. Do you have a valid motor vehicle operator's license? | YES _____ | NO _____ |
| 6. Are you a high school graduate (diploma or GED)? | YES _____ | NO _____ |

This Application was submitted on the date and time noted above, and a Study Guide was then received.

Applicant's Signature

**FIREFIGHTER'S PHYSICAL AGILITY
TEST INFORMATION**

Cuyahoga Community College requires that **all of the Tasks must be completed in (7) minutes or less for entrance into the Fire Academy. Check with each city you are applying for to find out their established times for the physical agility.**

The firefighter's physical agility test consists of the following tasks over a timed course:

TASK 1 - Stair Climb with High Rise Pack

Carry a high-rise standpipe pack (2-50 foot sections of 1 1/2-inch hose weighing 50 pounds) to the third floor of the fire tower. Deposit the hose in the designated location. After Task 2 is completed, this hose will be returned down the stairs to the starting location.

TASK 2 - Hose Hoist

From a third story window, using a hand motion hoist a 50 foot donut roll of 2 1/2 inch hose (about 50 pounds) connected by 5/8 inch rope. This task will be completed twice.

TASK 3 - Forcible Entry

Using the Keiser Force Machine, and a nine-pound hammer, drive a steel beam 5 feet.

TASK 4 - Hose Advance

Pick up the nozzle and move a 1 3/4-inch charged hose straightforward 75 feet.

TASK 5 - Victim Rescue

Drag a 175 pound dummy a distance of 100 feet.

Cuyahoga Community College will issue a certificate of completion indicating the time it takes to complete the tasks. The class participants will be responsible for taking their certificate of completion to the jurisdiction for which they are applying. The certificates will be valid for one year. Applicants must be sure that the fire departments where they are applying for a position will accept the certificate as their standard.

Prerequisites for Firefighter Agility Testing

1. Must show photo proof of identification after passing the test. An Ohio Drivers License or State Identification Card is acceptable.
2. Must read and sign a waiver of liability.
3. Must complete a college non-credit registration form and pay a \$60.00 course fee prior to the test date.
4. Must be in excellent physical health. A physician's exam is not required but is highly recommended.

The firefighter's agility testing will be conducted outdoors. Applicants will be required to wear five-pound ankle weights to simulate the weight of firefighter turn out gear. An air tank will be worn during testing for weight only; it will not be used for breathing air. Applicants can furnish their own gloves or they will be furnished. A firefighter helmet must be worn. Helmets will be furnished. Applicants can furnish their own liner, if they prefer. A ball cap or skullcap will work. It is suggested that applicants wear physical training gear with long pants and athletic shoes with good traction.

Firefighting is physically demanding and at times extremely hazardous. Candidates are encouraged to do pretesting exercises that will assist them in completing the agility test.

Please note: Cuyahoga Community College does not assume any responsibility for any medical consequences that might arise from participating in physical agility testing. **Students under the age of 18 must have an "Assumption of Risk" form signed by parent or guardian prior to testing. CALL FOR FORM.**

**For information: call 216-987-5429 or
216-987-5060**

**FIREFIGHTER'S PHYSICAL AGILITY
PREP COURSE**

FEE: \$125.00
TIME: 6:00 - 8:00 PM
LOCATION: Tri-C, West, Fire Tower
COURSE # 41500 January 4, 11, 18, 25 and Feb 1, 2017
COURSE # 41502 February 15, 22, March 1, 8, 15, 2017
COURSE # 41506 March 29, April 5, 12, 19, 26, 2017
COURSE #41508 May 3, 10, 17, 24, 31, 2017
COURSE #41510 June 7, 14, 21, 28, July 5, 2017
COURSE #30001 July 12, 19, 26, August 2, 9, 2017
COURSE #30004 August 16, 23, 30, September 6, 13, 2017
COURSE #30006 Sept. 20, 27, October 4, 11, 18, 2017
COURSE #30008 October 25, November 1, 8, 15, 22, 2017

CLASS SIZE: 6 Minimum/25 Maximum

Cuyahoga Community College provides this 5 evening, 10 hour course to help train an individual for the Firefighter's Physical Agility Test. Participants will wear and use the same equipment that is required for the test. If insufficient enrollment, the course will be canceled. You will be notified by phone or postcard.

**FIREFIGHTER'S PHYSICAL AGILITY
TEST**

FEE: \$60.00
TIME: Test time will be assigned when registering.
LOCATION: Tri-C, West, Fire Tower
COURSE #41501 January 15, 2017
COURSE #41505 February 5, 2017
COURSE #41504 March 19, 2017
COURSE #41507 April 30, 2017
COURSE #41509 June 4, 2017
COURSE #30002 July 9, 2017
COURSE #30003 August 13, 2017
COURSE #30005 September 17, 2017
COURSE #30007 October 22, 2017
COURSE #TBA November 26, 2017 tentative

Registration must be completed and paid prior to the test as explained below. Applicants must sign-in prior to start of the test. Late arrivals will not be tested. If insufficient enrollment, the test will be canceled. You will be notified by phone or postcard.

REGISTRATION INFORMATION

All registrations will close 4 days prior to the start of the course. Applicants will be notified of testing time when registration and payment information are received.

To Register by mail: Complete the registration form enclosed. Make your check payable to and mail to Cuyahoga Community College, Fire Training Academy, 11000 Pleasant Valley Rd., PSTC Room 124, Parma, Ohio 44130.

To Register in person: Stop by the Fire Academy Office at the Western Campus, PSTC Office 124, Cuyahoga Community College.

To Register by FAX: Payment must be by credit card
216-987-5468

To Register by phone: Payment must be by credit card (2.4% processing fee is charged for all credit card transactions.
216-987-5429 or 216-987-5060

Registration Deadline: 5:00 p.m. the Wednesday prior to the test date.

Refund Policy: Participants will receive a 90 percent refund if they 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.



Physical Agility Registration Form

I will be attending: Fall _____ Spring _____ Summer _____

Please Print and Complete All Items

New Student Returning Student Last Attended: / /
Month Year

Personal Information				
SS# (required): _____				
Name _____				
<small>Last</small>	<small>First</small>	<small>MI</small>	<small>Maiden</small>	
Address _____				
<small>Number</small>	<small>Street</small>	<small>Apt. No.</small>		
<small>City</small>	<small>State</small>	<small>Zip</small>	<small>County</small>	
Phone _____				
<small>Area Code</small>	<small>Number</small>			
E-Mail _____				
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female				
Ethnic Code <input type="checkbox"/> Black <input type="checkbox"/> American Indian or Alaskan				
<input type="checkbox"/> White (non-hispanic) <input type="checkbox"/> Asian, Pacific Islander, Indian Subcontinent				
<input type="checkbox"/> Hispanic <input type="checkbox"/> Other _____				
Date of Birth (required) _____				
U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No				

Fire Department Employment Information			
Dept _____			
Position _____			
Address _____			
<small>Number</small>	<small>Street</small>		
<small>City</small>	<small>State</small>	<small>Zip</small>	<small>County</small>
Phone _____			
<small>Area Code</small>	<small>Number</small>		
FAX _____			
<small>Area Code</small>	<small>Number</small>	<small>Extension</small>	

Mail or FAX In Registration	
Payment Type	
<input type="checkbox"/> Letter of Intent (copy attached)	<input type="checkbox"/> P.O # _____ (copy attached)
<input type="checkbox"/> Check Enclosed	<input type="checkbox"/> Money Order
<input type="checkbox"/> MasterCard	Exp. Date _____
<input type="checkbox"/> Visa	Exp. Date _____
<input type="checkbox"/> Discover	Exp. Date _____
<input type="checkbox"/> American Express	Exp. Date _____
Approval of 2.4% non-refundable	
Processing fee	_____
Account Number	_____
Name on Card	_____
Signature	_____

Registration Information:

Please make checks payable to Cuyahoga Community College.
 To register over the phone, please call 216-987-5429 or 216-987-5060

Mail registrations to Cuyahoga Community College, Fire Training Academy, 11000 Pleasant Valley Road, Parma, OH 44130.
 Fax registrations to (216) 987-5468.

NOTE: If your Fire Department is paying, you must include either a check, an original purchase order, or a letter of intent signed by the Chief on Department letterhead.

Course Reference Number	Course Title	Start Date	Fee
	Physical Agility Test		\$ 60.00
	Physical Agility Prep Course		\$125.00

IMPORTANT INFORMATION

The date requested on this sheet will be kept strictly confidential and will NOT be part of any personnel or job applicant records. The information will be accessible only to the Equal Employment Opportunity Officer and is being gathered in compliance with Federal Equal Employment Opportunity regulations (EEOC – www.eeoc.gov). It will assist us in evaluating the City's progress in providing equal job opportunities to all applicants.

Thank you for your cooperation

WORK PLACE STATISTICS SURVEY (Completion optional)

Please return this survey with your completed application. Should you return the survey by mail, please do so under separate cover to the attention of the E.E.O. Officer, 131 Court Street, Suite 301, Elyria, OH 44035

NAME _____
Please print

MALE _____ FEMALE _____ AGE _____ EDUCATIONAL LEVEL _____

RACE: _____ Black or African American _____ Hispanic or Latino _____ Caucasian
_____ Native American _____ Asian _____ Other _____
Please specify

JOB APPLIED FOR: _____

DO YOU HAVE A CONDITION OR DISABILITY THAT PRECLUDES YOU FROM PERFORMING THE POSITION FOR WHICH YOU HAVE APPLIED:

_____ Yes _____ No If yes, explain: _____

What led you to apply? Newspaper ad _____ Internet _____ Other _____
Please specify

DISCLOSURE UNDER
FAIR CREDIT REPORTING ACT
AND
CONSENT TO PROCUREMENT OF
CONSUMER REPORT FOR
EMPLOYMENT PURPOSES

I, the undersigned, hereby authorize the City of Elyria, its insurance agency or its assigns, to obtain copies of consumer reports including a motor vehicle report, pertaining to me for employment purposes and for use in rating and/or underwriting insurance for which the above named employer may apply, and any renewal thereof. I understand that in obtaining such consumer reports a consumer reporting agency may be used and I do hereby authorize such use.

Dated: _____ Signed: _____

Printed Name: _____

Return with completed application