



CIVIL SERVICE COMMISSION

*Jim Struna, Chairman
Diane Pauley, Co-Chair
Dan Llewellyn, Member
Sharon Gladly, Recording Secretary*

FULL-TIME FIREFIGHTER/PARAMEDIC Entrance Examination 2025 FACT SHEET

Applications for the Written Exam for Full-time Firefighter/Paramedic will be accepted between the hours of **8:30 am and 4:30 pm**, beginning **Monday, June 9 through Friday, June 27, 2025**. A \$20 filing fee is to be paid when the application is submitted (No personal checks, debit or credit cards accepted). If mailing the application, be sure to include the \$20 filing fee (cash or money orders only), as well as copies of proof for extra credit points (see below). Applications postmarked by Friday, June 27, 2025 will be accepted. Mailed applications will be date/time stamped by the Recording Secretary when received. Date and time that an application is received is used as a tie-breaker to determine final ranking on the Eligibility List per our City Code. Candidates must be at least 20-years old at time of application and at least 21-years old at time of original appointment/hire by the city. *"No person is eligible to receive an original appointment on or after the person's 36th birthday."* Mentor Codified Ord. 159.05. The City of Mentor does not entertain lateral transfers from other cities based on experience.

Applicants must be certified Paramedics or enrolled in a Paramedic course at the time of application. Proof of enrollment in paramedic school or proof of certification must be submitted with the application. Applications will not be accepted without a copy of proof.

Extra Credit Points Added to Passing Score (70%) on Written Exam:

- Applicants who receive a passing grade on the Written Exam who have successfully completed the Ohio Full-Time Firefighter Recruit Training Program/Firefighter II shall receive an additional credit of two (2) points. A copy of your State of Ohio Certificate or a Letter of Proof of completion signed by the State of Ohio Attorney General (not more than 12-months old) **must be submitted with the application**.
- Veteran applicants who have proof of Honorable Discharge (DD214 Long Form with signatures/Member 4 copy) or proof of current active-duty service in "Good Standing" (signed letter stating "Good Standing" from C.O.), will be awarded two (2) credit points to their passing grade on the Written Exam. A copy of proof of military service must be received by the Civil Service Recording Secretary **by the last day of filing applications, June 27, 2025**.
- Applicants who receive a passing grade on the Written Exam and are currently employed as a Part-time Mentor Firefighter **and** have completed their probationary period, shall receive an additional one (1) point of credit for each full year of continuous service (minimum 1,000 station hours per year worked) as a Mentor Part-Time Firefighter, not to exceed five (5) points total, which is in accordance with the Civil Service Code. Years of service will be based on the applicant's anniversary hire date. Service credit is awarded as of the date of the written test.

* **Written Exam** will be held:

Date: **Thursday, July 10, 2025**
Time: **Registration: 5:30 p.m. Exam Begins: 6:00 p.m.**
Location: **Mentor Senior Center
8484 Munson Road, Mentor, OH 44060
Enter through the rear parking lot entrance**

A valid Driver's License/picture I.D. must be presented for check-in at the Written Exam

You must participate in the following to be eligible to be appointed to the position of Firefighter/Paramedic: Written Examination, Auburn Career Center or Tri-C Physical Agility Test, Background Investigation, Polygraph Examination, Medical Examination, Psychological Test, Drug Screening and Oral interviews. Must be a U.S. Citizen at time of appointment.

Note: To be processed for possible appointment/hire, you must have a valid Auburn Career Center or Tri-C Physical Agility Certificate not more than 12-months old, and with a time under 4 mins./30 secs. This cost is the candidate's own expense. The Physical Agility Certification is **NOT** needed to participate in the Written Exam but is required later during the interview process.