



# City of Mentor

8500 Civic Center Blvd. • Mentor, OH 44060-2499 • (440) 255-1100

## CIVIL SERVICE COMMISSION

*Jim Struna, Chairman*

*Steve Maltry, Vice Chairman*

*Diane Pauley, Member*

*Sharon Glady, Recording Secretary*

## JOB OPPORTUNITY

**Job Title:** Full-Time Firefighter

**Date Posted:** August 24, 2016

**Department:** Fire Department

**Annual Salary:** \$54,757.82 to  
\$76,811.80

**Work Description:** Under supervision, extinguishes fires, provides emergency medical service, carries out home and building inspections and maintains equipment in constant readiness to respond to emergency situations. Duty schedule normally consists of 24-hour shifts. Firefighters perform hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as fire, smoke and cramped surroundings.

**Qualification Requirements:** High School grad or GED equivalent. Must be a State-of-Ohio-Certified Paramedic or currently enrolled in a paramedic class. Must be at least 20 years of age to take the test and 21 years of age at time of appointment/hire. Must have valid driver's license. Must successfully complete multi-stage examination process. All qualifications are pursuant to State and Local Law. Not eligible for appointment on or after thirty-sixth (36<sup>th</sup>) birthday.

**Last Date for Filing Registration:** Friday, September 9, 2016 at 4:30 p.m.

**A \$20 filing fee must be submitted with the completed application (cash or money order)**

**No personal checks, credit or debit cards accepted.**

You must submit an application to participate in the written test. Application packets are available online at [www.cityofmentor.com](http://www.cityofmentor.com) or from the Civil Service Commission, City Manager's Office, 3<sup>rd</sup> Floor, 8500 Civic Center Blvd., Mentor from August 29 – September 9, 2016, 9:00 a.m. – 4:30 p.m. weekdays. \*CLOSED LABOR DAY\* See Fact Sheet for detailed information.

Written Exam will be on Thursday, September 22, 2016 at the  
Mentor High School, Multi-purpose Room/Cafeteria, 6477 Center Street, Mentor

Sign-in begins at **6:00 p.m.** Testing will start promptly at **6:30 p.m.**

Submit application to the Civil Service Commission, Mentor City Hall – 3<sup>rd</sup> Floor,  
8500 Civic Center Boulevard, Mentor, OH 44060 Tel: 440-974-5790

Mentor is an Equal Opportunity Employer – M/F/V/H



## **CIVIL SERVICE COMMISSION**

*Jim Struna, Chairman*  
*Steve Maltry, Vice Chairman*  
*Diane Pauley, Member*  
*Sharon Gladly, Recording Secretary*

### **FULL-TIME FIREFIGHTER**

#### **Entrance Examination Fact Sheet** August 2016

Applications will be accepted between the hours of 9:00 a.m. and 4:30 p.m., beginning **Monday, August 29th through Friday, September 9<sup>th</sup>**. There is a \$20 filing fee to be paid when application is submitted (no personal checks, debit or credit cards). If you are sending your application by mail, be sure to include the \$20 filing fee (cash or money orders accepted), as well as any copies of proof for extra points. Applications postmarked by Friday, September 9, 2016 will be accepted. Mailed applications will be date/time stamped by the Recording Secretary when received. Date and time that an application is turned in will be used as a tie-breaker to determine ranking on eligibility list. Candidates must be at least 20 years old at time of application and at least 21 years old at time of appointment/hire by the City. "No person is eligible to receive an original appointment (hire) as a Mentor Firefighter on or after the person's 36<sup>th</sup> birthday." *Mentor Codified Ord. 159.05.*

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

**Extra Points:** Applicants who receive a passing grade on the written examination 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 Certificate or a Letter of Proof of completion **must be submitted with the application.**

Veteran applicants who have proof of an honorable discharge (DD214 Long Form with signatures, Member 4 copy) or of current active duty service in "good standing" (signed letter of "Good Standing" from C.O.), will be awarded two (2) 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, September 9, 2016.**

Applicants who receive a passing grade on the written examination and are currently employed as Part-time Mentor Firefighters and have completed their probationary period, shall receive an additional one (1) point of credit for each full year of service as a Mentor Part-Time Firefighter, not to exceed five (5) points total in accordance with the Civil Service Code. Years of service will be based on the applicant's anniversary date. Applicants will be awarded service credit as of the date of the written test, September 22, 2016.

**Written Examination** will be held on:

Date:	<b>Thursday, September 22, 2016</b>		
Time:	<b>Registration:</b>	<b>6:00 p.m.</b>	
	<b>Examination Begins:</b>	<b>6:30 p.m.</b>	
Location:	Mentor Senior High School – Multipurpose Room/Cafeteria 6477 Center Street, Mentor, OH 44060 Enter through the South Entrance and proceed to the Cafeteria		

A valid Driver's License **must** be presented for check-in at the written examination.

You must participate in the following to be eligible to be appointed to the position of Firefighter: Written Examination, 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.

**Please Note:** To be processed for possible appointment/hire, you must have a valid Tri-C physical agility certificate; cost for this is at candidate's own expense. **Physical Agility certification is not needed to apply for the exam.**



**NON-FAVORABLE CONSIDERATION SHALL BE GIVEN TO AN APPLICANT WHO POSSESSES:**

Classification as an **UNACCEPTABLE DRIVER**; defined as one who, during the previous five (5) year period, has received:

1. A conviction for one (1) of the following:
    - Drag racing.
    - Driving while under the influence of alcohol or drugs.
    - Vehicular homicide.
    - Leaving the scene of an accident.
    - Willfully eluding or fleeing a police officer after a traffic violation.
    - Driving under suspension.
    - Failure to maintain financial responsibility (insurance).
  2. Two (2) or more chargeable or “at fault” accidents; the nature and severity of the accident to be taken into account.
  3. Three (3) moving violations for which a total of six (6) or more points were received.
  4. Any combination of one (1) chargeable or “at fault” accidents, and two (2) moving violations.
  5. A second driving under the influence conviction in their lifetime.
- 
1. Conviction of:
    - A FELONY in the State of Ohio, or an offense in another state that would be a felony if committed in the State of Ohio.
    - Any offense involving MORAL TURPITUDE.
    - A SEX CRIME (as defined by ORC 2907). Examples (but not limited to):
      - Unlawful sexual conduct with a minor.
      - Sexual Imposition.
      - Public Indecency.
      - Voyeurism.
      - Procuring.
      - Solicitation.
      - Loitering to engage in solicitation.
      - Prostitution.
      - Exposing juveniles to harmful materials.
      - Deception to obtain matter harmful to juveniles.
      - CONTRIBUTING TO THE DELINQUENCY OF A MINOR.
      - PROVIDING ALCOHOL TO A MINOR.

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- PROVIDING FIREARMS TO A MINOR.
  - An offense involving the unlawful use, sale, manufacture, production or possession of a controlled substance.
  - An offense involving the unlawful use, sale manufacture, production or possession of prescription drugs.
  - DOMESTIC VIOLENCE or related offenses.
  - ASSAULT or other act of physical violence.
  - OBSTRUCTING JUSTICE.
  - OBSTRUCTING OFFICIAL BUSINESS.
  - RESISTING ARREST.
  - DESTRUCTION OR DAMAGE TO PRIVATE PROPERTY.
  - ILLEGAL USE/INVOLVEMENT WITH FIREARMS.
  - INDUCING PANIC.
  - IMPERSONATING AN OFFICER.
  - MISCONDUCT AT AN EMERGENCY.
  - FRAUD.
  - SECOND OFFENSE OF USE OF FIREWORKS.
  - TELEPHONE HARASSMENT.
  - FILING FALSE POLICE REPORT.
  - THEFT.
  - MENACING.
  - RECEIVING STOLEN PROPERTY.
2. Has a criminal proceeding pending or is under investigation for a crime.
  3. Being a registered SEX OFFENDER.
  4. Being on PAROLE OR PROBATION for any criminal matter.
  5. Repeated incidents involving alcohol use or abuse.
  6. Involvement with STREAKING OR MOONING activities within 5 years.
  7. MASTURBATION when there is the possibility of view by public.
  8. Involvement with VOYEURISM.
  9. Involvement with any aspect of PROSTITUTION.
  10. An affiliation with, and/or support of, any organization or group which advocates the overthrow of the State or of the United States Government, or whose professed goals are contrary to the interests of public safety and welfare.
  11. Alcohol or controlled substance abuse which has hampered job performance at any time during the five years immediately preceding the date of application.
  12. Deceptive results of a polygraph or CVSA examination regarding the applicant's background.
  13. Evidence that the applicant has willfully provided false or misleading information at any time during the application process, in his/her written application, oral interview or Personal History Statement, or has cheated during any testing in the application process.

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14. Any conclusion brought about by the investigation that applicant is unsuited for Fire/EMS work.
15. Prior termination for cause from a Fire/EMS agency.
16. Separation from any branch of the United States Armed Forces with a GENERAL DISCHARGE or LESS THAN HONORABLE conditions or for reasons of unsuitability or misconduct or with the ineligibility of re-enlistment.
17. A conclusion by any physician, psychiatrist or psychologist which questions the applicant's suitability to perform the duties of a Firefighter/Paramedic.
18. Drug usage (see DRUG USEAGE DISQUALIFICATION attachment).



## DRUG USAGE POTENTIAL DISQUALIFICATIONS

Any illegal use of a controlled substance within the listed time limits preceding the date of application:

- |   | <u><b>LIMIT</b></u> |
|---|---------------------|
| • <b>Marijuana</b>  | 3 years             |
| • <b>Schedule 1 Drugs</b> (as defined in the Ohio Revised Code)<br><i>Examples (but not limited to):</i> <ul style="list-style-type: none"><li>○ Ecstasy</li><li>○ LSD/Acid</li><li>○ Heroin</li><li>○ Mushrooms</li><li>○ Psychedelic Drugs</li><li>○ Club Drugs</li><li>○ Rohypnol</li><li>○ PCP – Angel Dust</li><li>○ Bath Salts</li></ul>  | EVER                |
| • <b>Schedule 2 thru 5 Drugs</b> (as defined in Ohio Revised Code) <ul style="list-style-type: none"><li>○ Cocaine</li><li>○ Opium</li><li>○ Ketamine</li><li>○ Amphetamines</li><li>○ Oxycodone</li><li>○ Anabolic Steroids</li><li>○ Morphine</li><li>○ Fentanyl</li><li>○ Valium</li><li>○ Methamphetamines</li><li>○ Hydrocodone with aspirin/acetaminophen</li><li>○ Adderall</li><li>○ Ritalin</li><li>○ Methadone</li><li>○ Barbiturates</li><li>○ Cough Suppressants with Codeine</li></ul> | 5 years             |
| • <b>Inhalants</b><br><i>Examples (but not limited to):</i> <ul style="list-style-type: none"><li>○ Whippets</li><li>○ Paint</li><li>○ Solvents</li><li>○ Nitrates</li><li>○ Propellant gases</li><li>○ Toluene</li></ul>   | 5 years             |

**NOTE: Consideration MAY be given on a case by case basis in circumstances of isolated use of certain drugs as verified in the polygraph questionnaire.**



## **FACTORS TO BE CONSIDERED ON A CASE BY CASE BASIS**

The following factors will be considered as a basis for the applicant's rejection:

1. Commission of undiscovered crimes.
2. Events of delinquency as a juvenile.
3. Conviction of D.U.I. and other driving record more than 5 years preceding the date of application.
4. Unfavorable recommendations from past/present references, employers, creditors, landlords, or neighbors.
5. A demonstrated lack of financial responsibility.
6. A history of sporadic or inconsistent employment.
7. Involvement in criminal or questionable activities, whether or not arrested.
8. Questionable character or fortitude.
9. Inability to control temper.
10. Personal reputation.
11. Inability to accept responsibility.
12. Previous employee history, to include (but not limited to):
  - a. Abuse of sick time
  - b. Disciplinary record
  - c. Work ethics/quality
  - d. Punctuality and dependability
13. Any other factor or combination of factors, which would limit, or prohibit, the applicant's suitability to perform the duties of a Firefighter/Paramedic.



# CIVIL SERVICE COMMISSION

*Jim Struna, Chairman  
Steve Maltry, Vice Chairman  
Diane Pauley, Member*

Date Rcv'd: \_\_\_\_\_

Time Rcv'd: \_\_\_\_\_

Rcv'd By: \_\_\_\_\_

## FULL-TIME FIREFIGHTER APPLICATION August 2016

### CITY OF MENTOR

*An Equal Opportunity Employer*  
8500 Civic Center Blvd., Mentor, Ohio 44060

(PLEASE TYPE OR PRINT CLEARLY)

NAME \_\_\_\_\_ SSN \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ BEST TIME TO CALL: \_\_\_\_\_

MAY WE CONTACT YOU AT WORK? \_\_\_\_\_ IF YES, WORK # AND BEST TIME TO CALL: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DRIVERS LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

ARE YOU A U.S. CITIZEN OR OBTAINING CITIZENSHIP? \_\_\_\_\_

ARE YOU A CERTIFIED PARAMEDIC? \_\_\_\_\_ CERTIFICATION #: \_\_\_\_\_

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D. EQUIVALENCY? \_\_\_\_\_

ARE YOU AT LEAST 20 YEARS OF AGE, BUT NOT YET 36 YEARS OF AGE? \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

ARE YOU WILLING TO SIGN A WAIVER AND TAKE A PHYSICAL AGILITY TEST, POLYGRAPH EXAM, DRUG SCREENING, MEDICAL EXAM AND PSYCHOLOGICAL EVALUATION? \_\_\_\_\_

HAVE YOU EVER BEEN REMOVED FROM FURTHER CONSIDERATION AFTER TAKING A CIVIL SERVICE EXAM FOR THE CITY OF MENTOR? \_\_\_\_\_ IF YES, GIVE DATE: \_\_\_\_\_

ARE YOU A GRADUATE OF OHIO FIREFIGHTER TRAINING PROGRAM (LEVEL II)? \_\_\_\_\_ **TO RECEIVE TWO (2) EXTRA CREDIT POINTS, A COPY OF YOUR CERTIFICATE MUST BE SUBMITTED WITH THIS APPLICATION.**

ARE YOU A VETERAN OF ANY UNITED STATES ARMED SERVICES? \_\_\_\_\_  
**IF SO, TO RECEIVE TWO (2) EXTRA CREDIT POINTS, ATTACH A COPY OF DISCHARGE PAPERS (DD214 LONG FORM STATING "HONORABLE" DISCHARGE WITH SIGNATURES – MEMBER 4 COPY).**

OR, ARE YOU CURRENTLY ON ACTIVE DUTY IN "GOOD STANDING"? \_\_\_\_\_  
**IF SO, TO RECEIVE 2 EXTRA CREDIT POINTS, ATTACH A SIGNED LETTER OF "GOOD STANDING" FROM YOUR COMMANDING OFFICER. MILITARY ID'S ONLY ARE NOT ACCEPTABLE PROOF OF GOOD STANDING. PROOF OF MILITARY SERVICE MUST BE RECEIVED BY SEPTEMBER 29, 2016 IN ORDER TO RECEIVE CREDIT.**

ARE YOU CURRENTLY EMPLOYED BY THE CITY OF MENTOR AS A PART-TIME FIREFIGHTER AND HAVE YOU COMPLETED YOUR PROBATIONARY PERIOD? \_\_\_\_\_ HIRE DATE, IF KNOWN: \_\_\_\_\_  
**SEE FACT SHEET FOR DETAIL OF EXTRA CREDIT POINTS AVAILABLE FOR PART-TIME MENTOR EMPLOYEES.**

(Continued on Reverse)



HAVE YOU EVER BEEN CONVICTED OF A FELONY?    **YES / NO (circle one)**

IF SO, EXPLAIN IN DETAIL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. I hereby certify that the statements made by me on this application are true, complete and correct to the best of my knowledge. I understand and agree that any misstatement of material fact contained in this application may cause rejection of this application, removal of my name from the eligible list and dismissal from City Service, and hereby authorize investigation of any and all statements contained in this application. I understand that misrepresentation or omission of facts requested is grounds for dismissal in the event I enter into the employ of the City of Mentor. I understand and agree that my employment is subject to the rules and regulations of the City of Mentor Civil Service Commission, the Ordinances of the City of Mentor, and the rulings of the City Manager and/or department heads, the Rules and Regulations of the Mentor Fire Department, and the Agreement between The City of Mentor and Mentor Professional Firefighter Association.
2. I further understand that to be processed for possible appointment/hire as a FT Firefighter/Paramedic, I must have a valid TRI-C physical agility certificate; cost of which is at my own expense, and it is my responsibility to make sure I have a current physical agility certificate before being hired by the City of Mentor. I also hereby release the City of Mentor from any injuries that might occur during said agility test; and, waive any and all objections to said test.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

This form, when completed, must be returned to the Civil Service Commission Recording Secretary by **Friday, September 9 2016, at 4:30 p.m.**

**FILING FEE: \$20.00 – TO BE SUBMITTED WITH APPLICATION (CASH OR MONEY ORDER ONLY)**  
***NO PERSONAL CHECKS, CREDIT OR DEBIT CARDS WILL BE ACCEPTED.***

CIVIL SERVICE RECORDING SECRETARY: Civil Service Commission  
City Manager's Office  
8500 Civic Center Blvd., 3<sup>rd</sup> Floor  
Mentor, Ohio 44060  
(440) 974-5790

**Hours of Application Acceptance: 9:00 a.m. to 4:30 p.m.**  
**Weekdays, August 29 – September 9, 2016**

**\*\*\*CLOSED LABOR DAY, SEPTEMBER 5, 2016\*\*\***



### **CERTIFICATION AND PENALTY**

I hereby certify that the statements made by me on this application are true, complete and correct to the best of my knowledge. I understand and agree that any misstatement of material fact contained in this application may cause rejection of this application, removal of my name from the eligible list and dismissal from City Service, and hereby authorize investigation of any and all statements contained in this application. I understand that misrepresentation or omission of facts requested is grounds for dismissal in the event I enter into the employ of the City of Mentor. I understand and agree that my employment is subject to the rules and regulations of the City of Mentor Civil Service Commission, the Ordinances of the City of Mentor, and the rulings of the City Manager and/or Department Heads, the Rules and Regulations of the Mentor Fire Department, and the Agreement between the City of Mentor and Mentor Professional Firefighter Association.

### **PRE-EMPLOYMENT INVESTIGATION DISCOVERY WAIVER**

As an applicant to the Mentor Fire Department for the position of Firefighter/Paramedic, I recognize that an employing fire department has a legal, as well as a moral obligation, to make every reasonable effort to ensure that persons employed by them as firefighters, or in other positions, conform to the very highest standards.

Therefore, I release and hold harmless the Mentor Fire and Police Departments, City of Mentor, and their officers, agents, or assigns, now and in the future, from any claim or damages in law of inequity on behalf of myself, my heirs and assigns, for their refusal to make available any and all of the information contained in this pre-employment investigation, including, but not limited to, the identity(ies) of any person(s) and/or organizations(s) that may have supplied information in the course of this investigation, as well as the substance of any information supplied.

**I hereby waive my right, now and in the future, to examine, review, or otherwise discover the contents of this investigation and all related documents thereto.**

**Printed Full Name of Applicant:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **LETTER OF UNDERSTANDING**

I am applying for a position with the Mentor Fire Department. I understand that there are certain requirements I must meet before I can be accepted into this position. I understand that I must submit to an extensive background investigation, which consists of the following areas of concern, at a minimum:

- Review of my completed Application and Personal History Statement.
- Thorough criminal background check.
- Thorough examination of prior employment.
- Examination of my personal credit/financial report.
- Tests and evaluations of skills or abilities.
- Candidate background questionnaire/evaluations.
- Polygraph examination/pre-job offer.

Results of this investigation will be evaluated and a preliminary decision as to my potential suitability for employment will be made. I may, at this point, receive a conditional offer of employment, which will be followed by completion of some, or all, of the following tests:

- Additional polygraph examination/post job offer.
- Standard medical examination/hearing test/drug screening test.
- Evaluation of Personal History Questionnaires or other testing measures.
- Psychological evaluation.

The aforementioned tests will be administered in a manner selected by the Mentor Fire Department. I understand that the results of the tests are the property of the agency to which I have applied and that I will not receive copies of the reports, nor any information contained in them, except as it may relate to a serious condition discovered by the examining physician.

These tests will be evaluated in light of the requirements of the job along with the previous information and will be used to make a final decision as to my suitability for employment.

I agree to assist in the expedient conclusion of these reviews and examinations. I understand that successful completion of this process does not guarantee employment with the Mentor Fire Department, only that I will be considered for positions as they become available, pursuant to established rules and regulations of the Mentor Fire Department. I have read and understand the content and purpose of this Letter of Understanding. I agree to abide by these requirements as a condition of employment with the Mentor Fire Department.

**Printed Full Name of Applicant:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_