



# City of Mentor

8500 Civic Center Blvd. • Mentor, OH 44060-2499 • 440-974-5790

## CIVIL SERVICE COMMISSION

*Jim Struna, Chairman*

*Diane Pauley, Co-Chair*

*Dan Llewellyn, Member*

*Sharon Glady, Recording Secretary*

## JOB OPPORTUNITY

**Job Title:** Full-Time Firefighter/Paramedic

**Date Posted:** April 24, 2024

**Department:** Fire Department

**Annual Salary:** \$75,029.74 to \$94,723.88

**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 diploma or GED equivalent. Must be a State-of-Ohio-Certified Paramedic or currently enrolled in a paramedic course. 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 a multi-stage examination process. All qualifications are pursuant to State and Local Law. Per City of Mentor Codified Ordinance 159, applicants not eligible for appointment on or after their 36<sup>th</sup> birthday.

You **must** submit an application to participate in the Written Exam and you **must** take the Written Exam to be considered for the Eligibility List for possible appointment. Applications will be accepted at the Civil Service Commission in the City Manager's Office, 3<sup>rd</sup> Floor, 8500 Civic Center Blvd., Mentor from **May 1 – 24, 2024 from 8:30 am to 4:30 pm, Weekdays Only.** Application packets are also available online to print at [www.cityofmentor.com](http://www.cityofmentor.com). See **Fact Sheet** for detailed information regarding submission.

**Last Date for Registration is Friday, May 24, 2024 at 4:30 pm**

A \$20 cash or money order filing fee must be submitted with the completed application – **No personal checks, credit or debit cards accepted**

**The Written Exam will be on Thursday, June 20, 2024 at the  
Mentor Senior Center, 8484 Munson Road, Mentor**

**Sign-in begins at 6:00 pm – Testing will start promptly at 6:30 pm**

**I.D. Required at Check-in**

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



## CIVIL SERVICE COMMISSION

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### FULL-TIME FIREFIGHTER/PARAMEDIC Entrance Examination 2024 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 **Wednesday, May 1 through Friday, May 24, 2024**. 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, May 24, 2024** 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 36<sup>th</sup> 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, May 24, 2024**.
- 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 of **June 20, 2024**.

\* **Written Exam** will be held:

Date: **Thursday, June 20, 2024**  
Time: **Registration: 6:00 pm      Exam Begins: 6:30 pm**  
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); cost is at 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.



**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.

Other items:

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.
  - 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.
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>LIMIT</u>
• <b>Marijuana</b>	3 years
• <b>Schedule 1 Drugs</b> (as defined in the Ohio Revised Code) <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> <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.



## **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 and requirements 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:** \_\_\_\_\_



### **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:** \_\_\_\_\_



# CIVIL SERVICE COMMISSION

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

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

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

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

## FULL-TIME FIREFIGHTER/PARAMEDIC APPLICATION 2024

### 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 # \_\_\_\_\_, OR CURRENT STUDENT? \_\_\_\_\_

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 INVOLUNTARILY REMOVED FROM FURTHER CONSIDERATION AFTER TAKING A CIVIL SERVICE EXAM FOR THE CITY OF MENTOR? \_\_\_\_\_ IF YES, PROVIDE DATE OF REMOVAL: \_\_\_\_\_ (DOES NOT INCLUDE VOLUNTARY REMOVAL).

ARE YOU A GRADUATE OF OHIO FIREFIGHTER TRAINING PROGRAM (LEVEL II)? \_\_\_\_\_ TO RECEIVE 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 2 EXTRA CREDIT POINTS, ATTACH A **COPY** OF YOUR DISCHARGE PAPERS (DD214 LONG FORM STATING, "HONORABLE DISCHARGE" WITH SIGNATURES, OR "MEMBER 4" PAGE); **OR**, ARE YOU CURRENTLY ON ACTIVE DUTY IN "GOOD STANDING"? \_\_\_\_\_ IF SO, TO RECEIVE 2 EXTRA CREDIT POINTS, ATTACH A **LETTER STATING, "ACTIVE IN GOOD STANDING", SIGNED BY YOUR C.O.** MILITARY ID'S ONLY **ARE NOT** ACCEPTABLE PROOF OF GOOD STANDING. PROOF OF MILITARY SERVICE **MUST** BE RECEIVED BY **MAY 24, 2024 AT 4:30 PM** 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.

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 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 full-time Firefighter/Paramedic, I must have a valid Auburn Career Center or 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 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, May 24, 2024 at 4:30 pm**

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

CIVIL SERVICE RECORDING SECRETARY IS LOCATED AT:

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

**Hours of Application Acceptance: 8:30 am to 4:30 pm Weekdays  
from Wednesday, May 1 – Friday, May 24, 2024**

*Late or incomplete applications will not be accepted.*

