

CITY OF PIQUA, OHIO

ANNOUNCEMENT FOR ENTRY LEVEL
FIREFIGHTER/PARAMEDIC
CIVIL SERVICE EXAMINATION
AND SELECTION PROCESS

Application Period: July 6, 2015 to September 30, 2015

Written Test Date: The written examination is offered through National Testing Networks throughout the United States. You must register prior to reporting to the testing facility. To register, go to www.nationaltestingnetwork.com. The closest testing location to Piqua is:

Edison Community College
1973 Edison Drive
East Hall – Room 456
Piqua, Ohio 45356

A complete list of locations and examination dates and times are also available through www.nationaltestingnetwork.com.

**CITY OF PIQUA
CIVIL SERVICE COMMISSION
APPROVED: June 15, 2015**

WRITTEN TEST:

The written examination will be approximately two to two and one half hours in length. **All applicants must identify themselves with a state issued driver's license or military ID with a photograph of the applicant.** The use of cellular phones will be prohibited during the examination. No cellular phones, taping video, or picture taking devices will be allowed in the testing room.

The written examination is intended to assess the applicant's ability to successfully perform the duties of a firefighter/paramedic.

The organization conducting the written examination shall ensure that no applicant, employee of the City of Piqua, or member of the Civil Service Commission has knowledge of or gains access to any examination prior to the administration of the examination.

The minimum passing score shall be a grade of seventy percent (70%). An applicant not achieving the minimum passing score will be eliminated from consideration. Those candidates who do not pass the written examination will be notified.

No one will be permitted to enter the testing room after the test has started. Any applicant leaving the room after the test has commenced will not be allowed re-entry. Pencils (if needed) will be provided and no calculators, scratch paper, or other aids will be permitted to be used by any applicant.

Any applicant caught cheating will be removed from the testing room and his/her test will not be scored.

To view a complete copy of the Civil Service Rules as to notification and appeal please log on to www.piquaoh.org and click on the Human Resources Department page.

EXAMINATION FEE:

The written examination fee is due to National Testing Network at the time that you register for the written examination (go to www.nationaltestingnetwork.com to register). The fee is set by National Testing Network and is currently \$45.00 to participate in the examination and have your results sent to one participating city or agency. Should you want to send your results to multiple participating cities or agencies, you would pay an additional \$7.00 fee for each.

APPLICANT FOR ENTRY-LEVEL FIREFIGHTER/PARAMEDIC POSITION

The application process for the entry-level Firefighter/Paramedic position consists of the following steps:

1. The applicant must meet all minimum requirements for the position as listed in the application packet. (MINIMUM QUALIFICATIONS – Page 4).
2. The applicant **must complete** the formal application for employment (attached at the end of the application packet) and submit the application, along with attached:
 1. Copy of applicant's birth certificate
 2. Copy of education records, High School Diploma, GED, proof of college degree, if applicable
 3. Copy of signed and completed "Job Functions Accommodation" form (Page 8)
 4. Copy of documentation that the applicant has served as a cadet or on active duty in the Armed Forces of the United States for a continuous period of twelve (12) months or more and/or an accumulative period of eighteen (18) months or more, and/or received a campaign medal ribbon for service in a specified combat Theater of Operation and discharged under honorable conditions and/or currently serving in the Armed Forces. (Military Credit form if applicable – Page 6)
 5. Copy of Level II Firefighter Certification
 6. Copy of EMT Basic or Paramedic Certification – Applicants must be a Paramedic at time of hire.
 7. **If candidate has a current Candidate Physical Ability Testing (CPAT) certification – submit a copy.** Otherwise, to schedule the CPAT in the Dayton area, log on to www.mvfea.com/careers/cpat-candidates.

to the City of Piqua Human Resources Department, 201 West Water Street, Piqua, Ohio 45356 **on or before September 30, 2015.**

3. After reviewing the results of the written examination provided by National Testing Network, the Civil Service Commission will then compile eligible applicant names into an eligibility list.
4. The top ranked candidates may be scheduled for an oral interview, background investigation, truth verification examination, and drug screen testing.
5. Candidates offered conditional employment would then be scheduled for psychological and medical examinations.
6. The eligibility list will be in effect for a period of one year.

MINIMUM QUALIFICATIONS

Minimum Original Appointment Age - Applicants for Firefighter/Paramedic examinations may take the test six (6) months prior to their eighteenth (18) birthday. Each applicant must be a citizen of the United States and must meet the minimum requirements of a position as stated in the announcement. All appointees for the position of Firefighter/paramedic must be eighteen or older.

Maximum Original Appointment Age - No person is eligible to receive an original appointment as a firefighter/paramedic on and after his/her thirty-first birthday, and no person can be declared disqualified as over age prior to that time.

Minimum Educational Requirements – No person is eligible to receive an original appointment as a Firefighter/paramedic unless he/she has a High School Diploma or GED.

Minimum Experience – Level II Firefighter Certification and EMT-B or Paramedic Certification – Applicant must be a Paramedic at time of hire.

Citizenship – All applicants must be United States Citizens

Driver's License – No person is eligible to receive an original appointment as a Firefighter/paramedic unless he/she has a valid Ohio Driver's License and an acceptable driving record. Convictions and/or arrests for driving while under the influence of alcohol and/or drugs may disqualify the applicant.

Physical Condition – The Civil Service Commission and the City of Piqua have elected to recognize the Candidate Physical Ability Testing (CPAT) certification. The CPAT is the most widely used entrance-level fire fighter evaluation in the United States and is approved by the International Association of Fire Fighters and the International City Managers Association. It is a highly regulated process and was developed in cooperation with the US Equal Employment Opportunity Commission. The CPAT test is a strenuous, timed physical test that is pass/fail and it involves job related skills that will measure an applicant's ability to perform the job. It is important that you are in shape both in strength and cardiovascular.

Physical Fitness or Physical Abilities Testing – Applicants will be notified after the written test results if they are required to proceed with fitness testing. As an applicant for the City of Piqua it will be your responsibility to provide verification of the CPAT test/certification. If an applicant already has a current CPAT certification card, this card will be recognized by the City of Piqua and applicants will only need to provide the documentation.

Disqualifications - A person may be ineligible to receive an original appointment as a firefighter/paramedic if he/she:

1. Have been found guilty of a criminal or drug related offense;
2. Have been dismissed from employment for inefficiency, delinquency, or misconduct or
3. Have resigned from employment while disciplinary charges were pending;
4. Are currently using illegal drugs or applicants fail to meet the minimum requirements stated in the announcement;
5. Have made a false statement on the application;
6. Have otherwise demonstrated a lack of integrity or responsible behavior

Truth Verification Examination – Will be administered post offer

Psychological Testing - Will be administered post offer

ADDITIONAL CREDITS FOR ENTRY-LEVEL EXAMINATIONS:

An applicant may be eligible for additional incentive percentage points of a **passing (70% or above)** written examination score in accordance with the following schedule:

1. **Military Service Credits** – An applicant for entry level examination who has served as a cadet or on active duty in the Armed Forces of the United States for a continuous period of twelve (12) months or more and/or an accumulative period of eighteen (18) months or more, and/or received a campaign medal ribbon for service in a specified combat Theater of Operation and discharged under honorable conditions and/or currently serving in the Armed Forces shall receive ten percent (10%) of the applicant’s passing written test score (for example, you receive a score of 70 and have military credit, your final score will be 77) .

Candidates are required to file notarized or certified copies of the appropriate records for additional credits along with the “Application for Additional Credit” form **no later than September 30, 2015 with the Human Resources Department of the City of Piqua. Candidates who have not met this deadline will not receive additional credits.**

CONTACT INFORMATION

It is the responsibility of the applicant to notify the Human Resources Department of any change in their contact information in writing within 10 days of such change.

ADDITIONAL EXAMINATIONS

N/A

APPLICATION FOR ADDITIONAL CREDIT

I am requesting additional credit for the following:

- Military service credit (attach DD214)

NAME: _____

ADDRESS: _____

I qualify for military credit

_____ I have served as a cadet or on active duty in the Armed Forces of the United States for a continuous period of twelve (12) months or more and/or

_____ Accumulative period of eighteen (18) months or more, and/or

_____ Received a campaign medal ribbon for service in a specified Theater of Operation and discharged under honorable conditions and/or

_____ Currently serving in the Armed Forces

Essential Duties and Responsibilities – Firefighter/Paramedic
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The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- (1) Responds to fire and emergency scenes in fire apparatus or other emergency vehicle and performs fire suppression and rescue operations, (e.g., lays and connects hose lines and operates nozzles to direct water streams); operates fire extinguisher and rescue equipment, (e.g., axes, claw tools, air bags, hydraulic tools, and related equipment); raises and climbs ladders, rescues persons from fire scene, prevents the spread of fires and protects property from damage; performs salvage operations, (e.g., covers furniture, mops floors and cleans debris); evaluates patient/victim condition; performs confined space rescues, water rescues and hazardous materials incident mitigation.
- (2) Provides necessary emergency medical care and transports to nearest emergency medical facility; may administer drugs as authorized and directed.
- (3) Performs maintenance of department buildings, grounds, apparatus, and equipment, (e.g., conducts pump and hydrant flow tests, checks breathing apparatus, tests and inspects ladders and hose, repairs pumps, hydrants, and other equipment); performs general yard work around station, (e.g., mows grass, trims shrubs, shovels snow, etc); cleans and maintains dormitory area, engine room and offices; cleans vehicles and apparatus.
- (4) Prepares records and reports (e.g., EMS run reports, inspections, and work completed); Requisitions necessary parts and supplies.
- (5) Conducts tours of station and provides demonstrations of equipment and apparatus; may perform fire inspections; may assist with preparation of pre-plans; may paint fire hydrants; may assist with providing fire prevention and safety programs.
- (6) Meets and complies with all job safety requirements and applicable safety standards that pertain to essential functions; Demonstrates regular and predictable attendance; Maintains physical fitness.

OTHER DUTIES AND RESPONSIBILITIES:

- (7) Performs other duties as assigned

ESSENTIAL JOB FUNCTIONS ACCOMMODATIONS FORM

I HAVE READ AND UNDERSTAND ALL THE REQUIRED ESSENTIAL JOB FUNCTIONS FOR THE POSITION OF FIREFIGHTER/PARAMEDIC

I HAVE INITIALED THE ONE (1) STATEMENT BELOW THAT IS TRUE IN MY CASE.

_____ I am capable of performing all essential job functions as listed in job description for firefighter/paramedic.

_____ I would require accommodations to perform the following essential job functions:

Accommodation

Print Full Name

Signature

Date

Application for Employment



City of Piqua

PLEASE PRINT

POSITION(S) APPLIED FOR _____ DATE OF APPLICATION _____

NAME _____
LAST FIRST MIDDLE

ADDRESS _____
STREET CITY STATE ZIP

TELEPHONE () _____ SOCIAL SECURITY NUMBER _____
AREA CODE

If you are under 18, can you furnish a work permit?..... YES NO

Have you ever been employed by the City of Piqua?..... YES NO

If yes, give date..... / /

Are you legally eligible for employment in this country?..... YES NO
 (Proof of U.S. citizenship or immigration status will be required upon employment.)

Date available for work..... / /

Type of employment desired: Full-Time Part-Time Temporary Seasonal Educational Co-op

Have you been convicted of a felony in the last seven (7) years?..... YES NO
 (Such conviction may be relevant if job-related, but does not bar you from employment.)

If yes, please explain _____

Driver's license number (if required by job) _____ Type of License _____ State _____

EMPLOYMENT HISTORY

List your last (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. You may attach a resume if you wish.

FROM	TO	EMPLOYER	TELEPHONE () -
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		Summarize the nature of work performed and job responsibilities	
REASON FOR LEAVING			
FROM	TO	EMPLOYER	TELEPHONE () -
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		Summarize the nature of work performed and job responsibilities	
REASON FOR LEAVING			

FROM	TO	EMPLOYER	TELEPHONE () -
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		Summarize the nature of work performed and job responsibilities	
REASON FOR LEAVING			
FROM	TO	EMPLOYER	TELEPHONE () -
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		Summarize the nature of work performed and job responsibilities	
REASON FOR LEAVING			

May we contact the above employers? _____ If NO, please list the ones you do **not** want us to contact. _____

SKILLS, QUALIFICATIONS AND LICENSES

Summarize special skills, qualifications, or licenses acquired from employment or other experiences that may qualify you for the position.

EDUCATIONAL BACKGROUND

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
		MAJOR	DEGREE	
HIGH SCHOOL				
COLLEGE				
OTHER				

COMMENTS

State any additional information you feel may be helpful in considering your application.

REFERENCES

Please provide the names of three persons **not related to you**, whom you have known for at least one year and can best tell about your personal character and/or your current and past job performance.

NAME	ADDRESS	TELEPHONE	YEARS KNOWN
		AREA CODE ()	
		AREA CODE ()	
		AREA CODE ()	

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I authorize the City of Piqua the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the City of Piqua and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant _____ Date ____ / ____ / ____

APPLICANT DATA RECORD

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file. Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

Date _____

Position(s) Applied for _____

Referral Source: Advertisement Friend Relative Walk-In
 Employment Agency Other _____

Check one: Male Female

Check one of the following:

Race/Ethnic Group: White Black Hispanic
 American Indian/Alaskan Native Asian/Pacific Islander

Are you a veteran of the United States Armed Forces?..... YES NO

THANK YOU FOR ANSWERING THESE QUESTIONS