

Middleburg Heights Civil Service Commission  
Notice of examination for Entry-Level Firefighter/Paramedic

**Applications will be accepted May 1, 2023, through June 20, 2023.**

Applications are available through National Testing Network (NTN) [nationaltestingnetwork.com](http://nationaltestingnetwork.com) or on the City's website [middleburgheights.com](http://middleburgheights.com)

All applicants MUST take the written examination through National Testing Network (NTN) at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com)

**Exam scores will be accepted from exams taken between**

**January 1, 2023, and June 15, 2023**

**Deadline to complete testing is June 15, 2023.**

*The following qualifications must be met before hire:*

- Must be a Citizen of the United States.
- Must be no less than 21 years of age **nor** have attained the 31<sup>st</sup> birthday at the date of appointment.
- Must have a valid Ohio Driver's License and be insurable under any City Vehicle Insurance Policy.
- Must possess a State of Ohio Department of Public Safety Certification as a Paramedic and Firefighter Level 1 & 2. *Applicants are not required to have received these certifications at the time of application but **must have such certification at the time of appointment.***

*The application of any applicant who fails to meet any of the minimum qualifications is subject to rejection by the Civil Service Commission.*

Application/Testing Process

- Applications are available through National Testing Network (NTN) or on the City's website. Completed applications with all documentation must be submitted through NTN. **Deadline to submit application is June 20, 2023.**
- Required Documents
  1. City of Middleburg Heights Firefighter/Paramedic application form.
  2. Copy of a valid form of photo identification (DL, Government issued ID, Military Id, Passport).

3. Copy of high school diploma or an official high school transcript certified by the school.
  4. Copy of a valid State of Ohio Department of Public Safety certification for Firefighter training levels 1 and 2. *Applicants are not required to have this certification at the time of application but **must have such certification at the time of appointment.***
  5. Copy of a valid State of Ohio Department of Public Safety Certification for Paramedic. *Applicants are not required to have this certification at the time of application but **must have such certification at the time of appointment.***
  6. A certificate of completion of a physical agility test from Cuyahoga Community College or Stark State College. **If you do not have a current certificate at the time of application, you will be required to obtain and submit a current certificate before hire.**
  7. If applicable, a Department of Defense Form DD214 with Honorable Discharge.
- Written Examination. The written testing will be done through National Testing Network. Candidates who have tested with NTN **between January 1, 2023, and June 15, 2023**, will need to submit their scores to Middleburg Heights through NTN along with all required documents as listed above. NTN scores must be valid on the application deadline date of June 20, 2023.
  - Physical Agility Testing. Candidates must submit a Firefighter Physical Agility Certificate with a passing time of 4 minutes and 30 seconds or less. Certificate must be dated within one year prior to the application deadline date of June 20, 2023.  
**If you do not have a current certificate at the time of application, you will be required to obtain and submit a current certificate before hire.**
  - ADA Accommodations. Applicants requesting accommodations to take the written test due to a disability MUST notify NTN directly.
  - Additional Credit. When the following documents are presented at the time of application, **provided that the applicant receives a passing grade of 70%**, additional credit as listed shall be added to the examination score.
 

▪ Firefighter Levels 1 and 2	5%
▪ Paramedic	10%
▪ Military	10%

- Priority-Preference. In the event of a tie score on the examination, the order of the applicant's rank on the eligible list shall be determined in accordance with the following priorities listed in descending order: 1) Veteran or active military over non-veteran, 2) priority in the time of filing the application, applicable to locally administered tests or 3) earliest time recorded for the completion of a written examination, applicable to nationally administered tests, 4) by lottery, coin flip or such other random method as determined by the Commission.
- Additional Requirements. All applicants shall be required to submit to an in-person interview process as determined by the Safety Director and the Department Chief. All applicants shall also be required to submit to a thorough background check, polygraph examination, psychological and medical examination, drug screen test, physical agility test and any other additional methods necessary to ascertain the qualifications and abilities of the applicant.

Any material omission, false statement, or misrepresentation by an applicant on the application is sufficient cause for the exclusion of such applicant's name for the register established as a result of examination as well as discharge of employment at any time.

Failure to submit to any of the above tests will be grounds for immediate disqualification.

## City of Middleburg Heights Firefighter/Paramedic Employment Application

Applicant Information			
Last	First	Middle	Social Security Number-last four digits
Address:			
City:		State:	Zip Code:
Phone:		Email:	

Do you currently hold a valid driver's license?	
Restrictions:	
Are you employed now?	
If yes, may we contact your present employer?	
Are you legally eligible to be employed in the U.S.?	
Have you filed an application here before?	
If yes, when?	
Have you ever been employed here?	
If yes, when?	

Education			
Name and Location	Dates Attended	Did you Graduate?	Course of Study
High School			
College			
Other			

Military Service		
Branch:	From:	To:
Discharge Date:	Rank at Discharge:	
If other than honorable, explain:		
Nature of Duties:		

## References

Please list three professional references. Do not include employers or relatives.

Name	Telephone	Occupation	# of years known

## Employment History

Start with the current/most recent employer, use additional sheets if necessary.

From:	To:	Employer	Telephone # ( )
Job Title:		Address	
Starting Salary	Ending Salary	Supervisor and Title	May we contact for reference?
Responsibilities:			
Reason for Leaving:			
From:	To:	Employer	Telephone # ( )
Job Title:		Address	
Starting Salary	Ending Salary	Supervisor and Title	May we contact for reference?
Responsibilities:			
Reason for Leaving:			
From:	To:	Employer	Telephone # ( )
Job Title:		Address	
Starting Salary	Ending Salary	Supervisor and Title	May we contact for reference?
Responsibilities:			
Reason for Leaving:			

## Required Documents

The following documents must be submitted with the application:

- Copy of a valid form of photo identification  
(DL, Government issued ID, Military ID, Passport)
- Copy of high school diploma or an official high school transcript
- **If applicable**, a copy of Department of Defense Form DD214 with Honorable Discharge.

The following certifications are not required to take the examination but are required by the time of hire. If you currently possess the following certifications, copies must be submitted with the application:

- Copy of a valid State of Ohio Department of Public Safety certification for Firefighter training levels 1 and 2. **Must be state certification, not a certificate of completion from the training academy.**
- Copy of a valid State of Ohio Department of Public Safety certification for Paramedic.
- Copy of Physical Agility Certificate (Cuyahoga Community or Stark State College) with a passing time of 4 minutes and 30 seconds or less. Certificate must be dated within one year prior to the written exam. ***If you do not have a current certificate at the time of application, you will be required to obtain and submit a current certificate before hire.***

## Additional Credit

When the proper documents are presented **with the application**, provided that the applicant receives a passing grade of 70%, additional credit as listed shall be added to the examination score.

- Firefighter Levels 1 and 2           5%
- Paramedic                               10%
- Military                                   10%

## Skills and Qualifications

List special skills and qualifications acquired from employment or other experience:

List special accomplishments, publications and awards:

List any additional information you would like us to consider:

**List professional, trade, business or civic associations and any offices held. Do not include those activities that would tell us your race, sex, religion, national origin or protected status.**

Organization:

Offices Held:

Organization:

Offices Held:

## Priority - Preference

In the event two or more applicants receive the same mark in an entry-level examination, the order in which their names shall be placed on the eligible list shall be determined in accordance with the following priorities listed in descending order: 1) Veteran or active military over non-veteran, 2) priority in time of filing the application, applicable to locally administered tests or 3) earliest time recorded for the completion of a written examination, applicable to nationally administered tests, 4) by lottery, coin flip or such other random method as determined by the Commission.

I have read the above and I am aware of the procedure the Civil Service Commission will use in the event of a tie to determine the order names shall be placed on the eligibility list.

Signature:

Date:

## Certification and Agreement

I certify that all information contained in this application is true and correct. I understand and agree that any misrepresentations 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 give the employer the right to investigate all references and to secure additional information about me if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The employer is an equal opportunity employer. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

Signature:

Date:

## PLEASE DO NOT MARK IN THIS AREA. FOR CIVIL SERVICE USE ONLY.

Date Received \_\_\_\_\_

ID \_\_\_\_\_ HS Diploma \_\_\_\_\_ Firefighter 1 & 2 \_\_\_\_\_ Paramedic \_\_\_\_\_ DD214 \_\_\_\_\_ Physical Agility Certificate \_\_\_\_\_