

**This Exam Packet contains the following:**

**Public Notice for Firefighter/Paramedic Exam**

**Position Description**

**Application**

**Authorization to Release Information**

**Proof of Residence Form**

**Applicant Data for Government Monitoring**

**Check List**

# **FIREFIGHTER/PARAMEDIC EXAM CHECK LIST**

Name \_\_\_\_\_

Completed Application \_\_\_\_\_

\$35.00 Money Order/Cashiers Check \_\_\_\_\_ Payable to City of Brook Park

## **ATTACH COPIES:**

Driver License \_\_\_\_\_

Proof of Citizenship \_\_\_\_\_ (Birth Certificate, Passport, Naturalization Paper)

H.S. Diploma/GED Certificate \_\_\_\_\_

State of Ohio Paramedic (EMT-P) Certificate \_\_\_\_\_

Firefighter Level I and II Certificate \_\_\_\_\_

Physical Agility Certificate (Dated November 8, 2014 or later) \_\_\_\_\_

Release of Information Form \_\_\_\_\_

Applicant Data for Government Monitoring \_\_\_\_\_

## **OPTIONAL:**

U.S. Military proof of Honorable Discharge (DD214) \_\_\_\_\_

Residency verified by Brook Park Tax Department \_\_\_\_\_

Two Year Associates Degree in Fire Related Field \_\_\_\_\_

Four Year Bachelor Degree in Fire Related Field \_\_\_\_\_

**PLEASE RETURN FORM WITH APPLICATION.**

**NEWSPAPER AD**

**FIREFIGHTER/PARAMEDIC  
ENTRANCE EXAM  
CITY OF BROOK PARK, OH**

The Civil Service Commission will conduct an examination for the position of **FIREFIGHTER/PARAMEDIC** on **November 7, 2015** at 9:30 a.m. Application packets will be available beginning **October 2, 2015** at Brook Park City Hall, 6161 Engle Rd. between 9:00 a.m. and 4:00 p.m., weekdays or online at [cityofbrookpark.com](http://cityofbrookpark.com), Human Resources. Applications will be limited to the first 70 or November 3, 2015. Questions may be directed to the Civil Service Secretary 216-433-7025.

**BROOK PARK CIVIL SERVICE COMMISSION**  
*Equal Opportunity Employer*  
Encouraging Women and Minorities to Apply

News Sun: October 1 & 8, 2015

Plain Dealer: October 4, & 11, 2015

**FIREFIGHTER/PARAMEDIC  
ENTRANCE EXAM  
CITY OF BROOK PARK, OHIO**

The Brook Park Civil Service Commission will conduct an examination for the position of **FIREFIGHTER/PARAMEDIC** on **Saturday, November 7, 2015** promptly at 9:30 a.m.; sign-in begins at 9:00 a.m. in the Ford Intermediate School Library, 17001 Holland Road, Brook Park, Ohio. Exam will consist of firefighting and paramedic related questions. Salary and benefits, as covered by the current Collective Bargaining Agreement. Application forms will be available beginning **October 2, 2015** at Brook Park City Hall, 6161 Engle Rd. between 9:00 a.m. and 4:00 p.m., Monday through Friday. A non-refundable testing fee of **\$35.00** must accompany the completed application and must be in the form of a money order or cashiers check payable to the City of Brook Park. No cash or personal checks. Applications will be limited to the first 70 or November 3, 2015.

Applicants must be a U.S. Citizen, possess a high school diploma or GED equivalent. No person shall be eligible for appointment until they have reached eighteen (18) years of age. In addition, no person shall be eligible to receive an appointment when that person is thirty-six (36) years of age or older at time of exam. All eligible candidates must complete and pass the CVSA test, psychological evaluation, background investigation, personal interview and medical exam as well as the written test.

**Copies of the following certifications must be returned with the application:** Proof of Citizenship, Driver's License, High School Diploma/GED Certificate, State of Ohio Paramedic (EMT-P), Firefighter Level I and II and a current certificate of completion of the Firefighter's Physical Agility Test conducted at Cuyahoga Community College Western Campus Fire Tower within one year of date of exam (November 8, 2014 or later). Tri-C's next scheduled test is November 1, 2015. New hires may be required to join the regional technical rescue team.

Additional credit may be obtained, if you possess one or more of the following. In order to receive credit you must have a minimum passing grade of 70% on the written exam:

**Military (5%),** (DD214) Discharge Certificate showing Honorable Discharge

**Residency (3%),** when proper proof of one-year current residency in the City of Brook Park is verified by the Brook Park Tax Department

**Education,** Bachelor (4%) or Associate's Degree (2%), from an accredited institution, in a fire related field.

Maximum combined credit 10%.

The deadline for filing applications will be **Tuesday, November 3, 2015 4:00 p.m.** Questions may be directed to the Civil Service Secretary 216-433-7025 between the hours of 8:30 a.m. - 12:30 p.m.

Because of the public records law in Ohio, the identity of applicants and application materials cannot be considered confidential.

BY ORDER OF THE BROOK PARK CIVIL SERVICE COMMISSION  
**An Equal Opportunity Employer**  
Encouraging Women and Minorities to Apply

# ***POSITION DESCRIPTION***

Class Title: **Firefighter/Paramedic**

Office of Public Safety

Division: Fire

Date: 08/27/2015

## **GENERAL PURPOSE**

Protects life and property by performing emergency aid, basic and advance life support, fire fighting, technical rescue, hazardous materials, and fire education/prevention duties. Maintains emergency and rescue equipment, fire equipment, apparatus, and facilities.

## **SUPERVISION RECEIVED:**

Works under the general supervision of Shift Lieutenants.

## **SUPERVISION EXERCISED**

May be assigned A.O.R. (Area of Responsibility) where they will coordinate, instruct, or supervise special areas of operations or duties.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs emergency response activities including driving emergency response vehicles; responsible for response locations and traffic control devices while providing for the safety of other vehicles, pedestrians and fire personnel.

Performs emergency aid and paramedic activities including administering basic life support, advanced life support, and other related assistance as required; provides medical care to sick or injured, including patient history, physical examination, and implementation of appropriate treatment plans in accordance with established patient care protocols.

Provides emergency ambulance transportation to area hospitals when necessary.

Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire extinguishment and containment tasks.

Participates in fire drills, attends classes in firefighting, emergency medical, multiple casualty incidents, first-responder, paramedical, technical rescue, hazardous materials, and related subjects.

Receives and relays EMS/fire calls and alarms. Operates radio and other communication equipment. Communicates effectively with hospital emergency staff concerning patient treatment and disposition.

Accurately and appropriately documents all emergency aid activity on proper forms, and as required by law.

Properly collects and disposes of infectious waste generated at emergency scenes.

Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.

Maintains EMS and fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.

Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

Presents programs to the community on safety, medical, and fire prevention topics.

## **PERIPHERAL DUTIES**

Performs general maintenance work in the upkeep of station facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment. Assists in department supervisory and administrative activities as assigned.

Assists in training new employees as assigned.

Assists in procuring and maintaining emergency medical supplies and equipment.

Performs backup duties for related positions.

Serves as a member of various employee committees, as assigned.

## **MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) High school diploma or GED equivalent;
- (B) Certification as a Paramedic,
- (C) Ohio Firefighter II certification.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of driver safety; Extensive knowledge of first aid; Thorough knowledge of basic and advanced life support in emergency operations; Thorough knowledge of paramedical procedures and practices;

(B) Ability to operate emergency medical equipment; Ability to apply standard emergency aid, basic and advanced life support procedures; Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of

time under conditions of extreme heights, intense heat, cold or smoke; Ability to maintain accurate records; Ability to act effectively in emergency and stressful situations; Ability to follow verbal and written instructions; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public; Ability to meet the special requirements listed below.

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### **SPECIAL REQUIREMENTS:**

Entry Level: (A) Must be 18 years or older at the time of employment; (B) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State; (C) No felony convictions or disqualifying criminal histories within the past five years; (D) U.S. citizen; (E) Must be able to read and write the English language; (F) Must be of good moral character and of temperate and industrious habits.

### **SELECTION GUIDELINES:**

Entry Level: Formal application; written examination; physical agility test; oral examination; medical examination; CVSA test, background verification and check; final selection.

### **TOOLS AND EQUIPMENT USED**

EMS apparatus, basic and advance life support equipment, fire pumps, hoses, and other standard firefighting equipment, ladders, radio, computers, phone.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, and taste or smell. The employee is frequently required to talk or hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Because of the public records law in Ohio, the identity of applicants and application materials cannot be considered confidential.

Effective Date: 09/03/2015



# Application for Employment

## City of Brook Park, OH



**Thomas J. Coyne, Mayor**

Jennifer Sinatra, Commissioner, Human Resources

6161 Engle Road Brook Park, OH 44142 216-433-1300 Fax 216-433-1511

### Personal Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

US Citizen? \_\_\_\_\_

### Position Applying For

Title: Firefighter/Paramedic Salary Desired: \_\_\_\_\_

Referred By: \_\_\_\_\_ Date Available: \_\_\_\_\_

### Education

High School (Name, City, State): \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Business or Technical School: \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Degree, Major: \_\_\_\_\_

Undergraduate College: \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Degree, Major: \_\_\_\_\_

Graduate School: \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Degree, Major: \_\_\_\_\_

### References

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**Former Employers** List below the last three employers, starting with the most recent first.

**Name of Present or Last Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Leaving Date: \_\_\_\_\_ Job Title: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ May we contact your supervisor? \_\_\_\_\_

Description of Work: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Name of Previous Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Leaving Date: \_\_\_\_\_ Job Title: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ May we contact your supervisor? \_\_\_\_\_

Description of Work: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Name of Previous Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Leaving Date: \_\_\_\_\_ Job Title: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ May we contact your supervisor? \_\_\_\_\_

Description of Work: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Service Record**

Branch of Service \_\_\_\_\_ Discharge Date & Rank \_\_\_\_\_

Present Membership National Guard/ Reserves \_\_\_\_\_ Date Obligation Ends \_\_\_\_\_

\*\*You must attach discharge papers or other proof of service to receive credit.

Do you have a valid driver's license? \_\_\_\_\_ Have you been convicted of a felony in the last 5 years? \_\_\_\_\_

**Authorization**

I understand and agree that I may be required to take one or more of the following: Physical examination (including drug and alcohol screening); lie detector tests (safety forces only) as a condition of hiring or continued employment. I agree to consent to take such tests at such time designated by the City and to release the City, its Directors, officers, agents, or employees from any claim arising in connection with the use of such tests.

I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise and release all parties from all liability for any damage that may result from furnishing same to you. I also agree to have a credit check done if deemed necessary for my employment.

I understand and agree that, if hired, my employment is for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION  
APPLICANT FOR EMPLOYMENT WITH THE  
CITY OF BROOK PARK, DIVISION OF FIRE**

The undersigned hereby authorizes and requests release of any and all information concerning me including, but not limited to, my employment, military credit, psychological, criminal, medical, educational (including the transcript of any academic record) and any other records relating to achievement, attendance, personal history, and disciplinary records and credit records. I hereby authorize you to release this information upon request to the bearer of this document. This release is executed with full knowledge and for the City of Brook Park Division of Fire to furnish this information as described above to third parties in the course of fulfilling its official responsibilities relative to my employment with the City of Brook Park Division of Fire.

I hereby release you as custodian of such records and employer, educational institutions, physicians, psychologist, psychiatrist, hospital, or other repository of medical records, credit bureau, consumer reporting agency, or other military or government entity, including its officers, employee or related personnel, both individually and collectively from any and all responsibility or liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

I am aware that this application is a 'Public Record' and will be handled in accordance with Ohio Public Records law. I further understand that this is an application for employment and that no employment contract is being offered.

I have read and understand the above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name (Printed)

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Phone Number

**PROOF OF BROOK PARK RESIDENCY**

**\*\*\*IF YOU ARE A BROOK PARK, OHIO RESIDENT AND QUALIFY FOR RESIDENT SPECIAL CREDIT, PLEASE HAVE THE LOWER PORTION OF THIS FORM VERIFIED AT THE CITY OF BROOK PARK TAX OFFICE PRIOR TO FILING YOUR APPLICATION\*\*\***

**Release of information from City Income Tax Files to Verify Residency for \_\_\_\_\_  
Civil Service Exam Special Credit. (Name)**

RULE IV, EXAMINATIONS, 6. CREDITS FOR COMPETITIVE EXAMINATIONS of the Brook Park Civil Service Commission Rules: **b. RESIDENCY CREDIT** – When proper proof of one-year current residency in the city of Brook Park is presented to the Commission (verification by Brook Park Tax Department), being otherwise eligible has received a passing grade of seventy percent (70%) in any competitive entrance examination, he or she shall be granted additional credit in an amount equal to three percent (3%) of his or her examination grade. (Rev. 11/2012)

Following to be completed in ink or typewritten

\_\_\_\_\_  
Applicant's Name Social Security Number

This is to verify my residency in the City of Brook Park, Ohio from \_\_\_\_\_ to \_\_\_\_\_. Further, this is to give permission to the City of Brook Park Civil Service Commission to obtain information from the City Income Tax files to verify my residency in the City of Brook Park as stated above. Verification of my residency for this time period will result in a three percent (3%) additional credit to my exam score of seventy percent (70%) or higher.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE STATEMENT IS TRUE, CORRECT AND COMPLETE. I FURTHER UNDERSTAND THAT ANY FALSIFICATION, OMISSION OR CONCEALMENT OF MATERIAL FACT MAY RESULT IN MY DISQUALIFICATION FROM EXAMINATION, REMOVAL OF MY NAME FROM CONSIDERATION FOR A POSITION, OR DISMISSAL, IF APPOINTED, AND THAT I SHALL NOT BE PERMITTED TO MAKE FUTURE APPLICATION FOR ANY POSITION IF I MAKE ANY WILLFUL FALSE STATEMENT.

\_\_\_\_\_  
Date Applicant's Signature

**APPLICANT PLEASE DO NOT WRITE BELOW THIS LINE**  
+++++

For City of Brook Park's Division of Taxes:  
This is to verify the residency of the above applicant during the time period indicated above.

Name & Title \_\_\_\_\_

\_\_\_\_\_  
Date Signature

**APPLICANT DATA FOR GOVERNMENT MONITORING**

Please help us comply with government record keeping by filling out the information requested below. The data is for periodic government reporting and will be kept in a **Confidential File** separate from the Application for Employment.

**PLEASE PRINT**

Position Applied For: **Firefighter/Paramedic**

Date: \_\_\_\_\_

**Affirmative Action Survey**

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary. If you choose not to furnish it, under federal regulations, this employer is required to note race and sex on the basis of visual observation or surname.

I wish to furnish this information \_\_\_\_\_

I do not wish to furnish this information \_\_\_\_\_

Name \_\_\_\_\_

Female \_\_\_\_\_ Male \_\_\_\_\_

- \_\_\_ **WHITE:** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- \_\_\_ **BLACK/AFRICAN AMERICAN:** All persons having origins in any of the Black racial groups of Africa.
- \_\_\_ **HISPANIC/LATINO:** All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture of origin, regardless of race.
- \_\_\_ **ASIAN:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent (for example China, Japan, Korea, India).
- \_\_\_ **NATIVE HAWAIIAN/PACIFIC ISLANDER:** All persons having origins in any of the original peoples of the Hawaiian Islands and Pacific Islands (for example Hawaii, Philippine Islands and Samoa).
- \_\_\_ **AMERICAN INDIAN/ALASKAN NATIVE:** All persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.
- \_\_\_ **OTHER:** Please self define \_\_\_\_\_

Please check if any of the following are applicable:

\_\_\_ **VETERAN ELIGIBILITY:** Served in armed forces.

\_\_\_ **DISABLED VETERAN:** A person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

\_\_\_ **HANDICAPPED INDIVIDUAL:** Any person who (1) has a physical or mental impairment that substantially limits one or more of his/her major life activities; (2) has a record of such impairment; (3) is regarded as having such an impairment. A handicap is "substantially limiting" if it is likely to cause difficulty in securing, retaining or advancing in employment.

