

CITY OF ASHTABULA
NOTICE OF CIVIL SERVICE EXAM
ENTRANCE FIRE FIGHTER

WHEN: SATURDAY, SEPTEMBER 30, 2023
FROM 10:00 AM TO 12:30 PM - REGISTRATION STARTS AT 9:00 AM - **ID REQUIRED**

WHERE: ASHTABULA PUBLIC LIBRARY
4335 PARK AVENUE, ASHTABULA, OHIO 44004

APPLICATIONS AVAILABLE:

DOWNLOAD AT: www.Ashtabulafire.com/EntranceExam.pdf
or
www.CityofAshtabula.com/employment

OR PICK UP DURING NORMAL BUSINESS HOURS AT:

ASHTABULA MUNICIPAL BUILDING
CITY MANAGER'S OFFICE ON 2ND FLOOR
4717 MAIN AVENUE, ASHTABULA, OHIO 44004

OR

THE ASHTABULA FIRE DEPARTMENT
4326 MAIN AVENUE, ASHTABULA, OHIO 44004

MINIMUM QUALIFICATIONS TO SIT FOR EXAM:

18 YEARS OLD AT TIME OF EXAM
VALID DRIVER'S LICENSE
CURRENT OHIO BASIC EMT CERTIFICATION
➤ MUST BE A PARAMEDIC AT THE TIME OF APPOINTMENT

RETURN ALL COMPLETED APPLICATIONS AND VERIFYING DOCUMENTATION NO LATER THAN FRIDAY, SEPTEMBER 22ND, 2023 AT 4:00 P.M. TO:

ASHTABULA MUNICIPAL BUILDING
CITY MANAGER'S OFFICE ON 2ND FLOOR
4717 MAIN AVENUE, ASHTABULA, OHIO 44004

A \$25.00 APPLICATION FEE IS DUE WITH YOUR COMPLETED APPLICATION

CHECK OR MONEY ORDER ONLY, MADE PAYABLE TO: **CITY OF ASHTABULA**

THE CITY OF ASHTABULA IS AN EQUAL OPPORTUNITY EMPLOYER

**CITY OF ASHTABULA CIVIL SERVICE COMMISSION
GROUND RULES FOR FIRE FIGHTER ENTRANCE EXAM**

1. MUST BE 18 YEARS OF AGE AT THE TIME OF EXAM.
2. MUST HAVE VALID OHIO DRIVER'S LICENSE AT THE TIME OF APPOINTMENT; ANY VALID DRIVER'S LICENSE ACCEPTABLE AT TIME OF APPLICATION.
3. MUST HAVE A CURRENT OHIO BASIC EMT CERTIFICATION TO SIT FOR EXAM. **MUST HAVE A CURRENT OHIO PARAMEDIC CERTIFICATION UPON APPOINTMENT.**
4. A COPY OF YOUR BIRTH CERTIFICATE, DRIVER'S LICENSE, HIGH SCHOOL DIPLOMA AND EMT OR PARAMEDIC CERTIFICATION ARE DUE WITH APPLICATION TO BE ELIGIBLE TO SIT FOR TEST.
5. A \$25.00 APPLICATION FEE IS DUE WITH YOUR COMPLETED APPLICATION. ONLY CHECK OR MONEY ORDER IS ACCEPTED.
6. THE FOLLOWING EXTRA CREDIT IS AVAILABLE AND WILL BE ADDED TO YOUR WRITTEN, PASSING TEST SCORE - (ALL VERIFYING DOCUMENTATION IS DUE WITH APPLICATION OR EXTRA CREDIT POINTS WILL NOT BE AWARDED)
 - 5 % FOR MILITARY SERVICE WITH PROOF OF HONORABLE DISCHARGE (DD214)
 - 5 POINTS FOR A CURRENT OHIO MUNICIPAL FIREFIGHTER'S CERTIFICATION
 - 4 POINTS A CURRENT OHIO EMT PARAMEDIC CERTIFICATION
 - 2 POINTS FOR BEING A CURRENT ASHTABULA COUNTY RESIDENT
 - 1 POINT FOR AN ASSOCIATES DEGREE; 3 POINTS IF IT IS IN A FIRE RELATED FIELD
 - 2 POINTS FOR A BACHELORS DEGREE; 4 POINTS IF IT IS IN A FIRE RELATED FIELD
 - 3 POINTS FOR A MASTERS OR DOCTORATE DEGREE; 5 POINTS IF IT IS IN A FIRE RELATED FIELD
7. EXTRA CREDIT WILL BE AWARDED ONCE THE WRITTEN TEST AND PHYSICAL AGILITY TEST ARE EACH COMPLETED SUCCESSFULLY. CREDIT WILL ONLY BE GIVEN FOR THE HIGHEST DEGREE ATTAINED.
8. A WRITTEN EXAM WILL BE CONDUCTED ON SUNDAY, SEPTEMBER 30, 2023 AT 10:00 A.M.
THE ASHTABULA PUBLIC LIBRARY, 4335 PARK AVENUE, ASHTABULA, OHIO 44004.
 - REGISTRATION STARTS AT 9:00A.M.
 - A MINIMUM SCORE OF 70% IS REQUIRED TO PASS
 - PLEASE BRING TWO NUMBER TWO PENCILS
 - THE USE OF A CALCULATOR IS NOT PERMITTED
 - YOU MAY PURCHASE AN I/O SOLUTIONS NATIONAL FIREFIGHTER NFSI STUDY GUIDE AT <https://iosolutions.com/nfsi-preparation-materials>
9. ALL CANDIDATES, ***WITH A PASSING WRITTEN SCORE***, WILL TAKE A PHYSICAL AGILITY AT THE ASHTABULA FIRE DEPT, 4326 MAIN AVE, ASHTABULA, OH 44004 ON OCTOBER 14th, 2023. A WAIVER OF LIABILITY IS REQUIRED TO PARTICIPATE IN THE PHYSICAL AGILITY PORTION OF TESTING. THE WAIVERS WILL BE DISTRIBUTED AT THE PHYSICAL AGILITY TEST. CANDIDATES WILL BE GIVEN A TIME SLOT TO SHOW UP AND TAKE THE PHYSICAL AGILITY PORTION ONCE SCORES COME BACK. CANDIDATES MAY USE THEIR OWN GEAR FOR THE PHYSICAL AGILITY.
10. PRIOR TO AN APPOINTMENT, APPOINTEE MUST PASS A BACKGROUND SCREENING, POLYGRAPH EXAM, PSYCHOLOGICAL EXAM AND AN EXTENSIVE PHYSICAL EXAMINATION WHICH INCLUDES A VISION, HEARING, PULMONARY FUNCTION, EKG/CARDIO, CHEST X-RAY AND DRUG TEST.
11. APPOINTEE IS REQUIRED TO RESIDE WITHIN ASHTABULA COUNTY OR AN ADJOINING COUNTY IN OHIO WITHIN ONE YEAR OF APPOINTMENT.

PLEASE ARRIVE NO LATER THEN 9:45 A.M. TO ALLOW TIME FOR REGISTRATION. IF YOU ARRIVE AFTER 10:00 A.M., YOU WILL NOT BE PERMITTED TO SIT FOR THE EXAM. NO EXCEPTIONS. **GOOD LUCK!**



City of Ashtabula
 4717 Main Avenue
 Ashtabula, Ohio 44004

APPLICATION FOR EMPLOYMENT
 (PLEASE PRINT CLEARLY IN INK)

The City of Ashtabula is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

NAME (Last)	(First)	(Middle)	Date
ADDRESS	CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER	TELEPHONE NUMBER	EMAIL ADDRESS	
POSITION APPLIED FOR			
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? YES _____ NO _____ (Proof of eligibility will be required upon offer of employment.)			
ARE YOU OVER THE AGE OF 18 YEARS? YES _____ NO _____ (If no, you may be required to provide authorization.)			
CAN YOU WITH OR WITHOUT REASONABLE ACCOMODATION TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.) YES _____ NO _____			
HAVE YOU EVER WORKED FOR THE CITY OF ASHTABULA? YES _____ NO _____			
IF YES, WHEN? FROM _____ TO _____ WHERE? _____			
CLASSIFICATION : _____			
DO YOU CURRENTLY HAVE A VALID COMMERCIAL DRIVER'S LICENSE (CDL)? YES _____ NO _____			
IF YES, WHAT CLASS? _____ EXPIRES _____			
HAVE YOU BEEN CONVICTED OF ANY MOVING VIOLATIONS IN THE PAST FIVE YEARS? YES _____ NO _____			
IF YES, PLEASE EXPLAIN: _____			
IS ANYONE RELATED TO YOU EMPLOYED WITH THE CITY OF ASHTABULA? YES _____ NO _____			
IF YES, PLEASE GIVE THEIR NAME AND RELATIONSHIP TO YOU. _____			
WHAT SALARY OR RATE OF PAY DO YOU EXPECT TO RECEIVE IF EMPLOYED? \$ _____ PER _____			
ON WHAT DATE WOULD YOU BE AVAILABLE TO BEGIN WORK? _____			
HOW DID YOU HEAR ABOUT US? _____			

EDUCATION

SCHOOLS	NAME AND LOCATION	# YEARS COMPLETED	COURSE OF STUDY OR MAJOR	DIPLOMA OR DEGREE	AVERAGE GRADES
ELEMENTARY					
JR. HIGH SCHOOL					
HIGH SCHOOL					
COLLEGE					
VOCATIONAL SCHOOL					
GRADUATE SCHOOL					

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D.? YES _____ NO _____

PLEASE LIST ANY ACADEMIC HONORS, SCHOLARSHIPS, OFFICES HELD, ETC. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIPS, LICENSES OR SKILLS. _____

HAVE YOU RECEIVED ANY JOB-RELATED TRAINING IN THE UNITED STATES MILITARY? YES _____ NO _____
 PLEASE GIVE DATES AND EXPLANATION: _____

EMPLOYMENT HISTORY

HOW MANY EMPLOYERS HAVE YOU HAD INCLUDING YOUR CURRENT EMPLOYMENT? _____

HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM A JOB? YES _____ NO _____

IF YES, PLEASE EXPLAIN. _____

EMPLOYMENT HISTORY (Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment. Attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at the City of Ashtabula.)

1. FROM: _____ Month/year	TO: _____ Month/year	JOB TITLE: _____	SUPERVISOR'S NAME AND TITLE _____	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE: _____		REASON FOR LEAVING: _____		
DESCRIPTION OF DUTIES: _____				
2. FROM: _____ Month/year	TO: _____ Month/year	JOB TITLE: _____	SUPERVISOR'S NAME AND TITLE _____	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE: _____		REASON FOR LEAVING: _____		
DESCRIPTION OF DUTIES: _____				
3. FROM: _____ Month/year	TO: _____ Month/year	JOB TITLE: _____	SUPERVISOR'S NAME AND TITLE _____	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE: _____		REASON FOR LEAVING: _____		
DESCRIPTION OF DUTIES: _____				

PLEASE PROVIDE ANY OTHER INFORMATION YOU FEEL WILL HELP US IN CONSIDERING YOUR APPLICATION FOR EMPLOYMENT.

REFERENCES (Please list three persons, who are not related to you or previous supervisors, who can provide professional references.)

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN
1.			
2.			
3.			

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the City of Ashtabula that such employment with the City of Ashtabula is at will, for no specified duration and may be terminated by either the City of Ashtabula or myself at any time, with or without cause or notice unless otherwise directed by a current bargaining agreement recognized by the City of Ashtabula. I understand that none of the documents, policies, procedures, actions, statements of the City of Ashtabula or its representatives used during the hiring process is deemed a contract of employment real or implied. I understand that no representative of the City of Ashtabula except the Ashtabula City Manager, the Ashtabula Municipal Court Judge, the Ashtabula City Solicitor, or City Council has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the authoritative elected official(s).

In consideration for employment with the City of Ashtabula, if employed, I agree to conform to the rules, regulations, policies and procedures of the City of Ashtabula at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the business conducted by the City of Ashtabula, attendance and punctuality are considered essential requirements of every job at the City of Ashtabula and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with the City of Ashtabula, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. There is potential for disqualification if an unsatisfactory result is obtained from the testing. Refusal to cooperate or attempt to affect the results of these pre-employment tests will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to the City of Ashtabula and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for six months. If I wish to be considered for employment after this period I must fill out and submit a new application.

I understand that the information provided on this application for employment may be subject to public record in accordance with Ohio Sunshine Laws.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

THE CITY OF ASHTAUBLA IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.

The City of Ashtabula is a Drug and Tobacco Free Workplace