

**CITY OF PARMA HEIGHTS
FIREFIGHTER/PARAMEDIC ENTRANCE EXAMINATION
INSTRUCTION SHEET-PLEASE READ CAREFULLY**

- There is a limit of applications accepted to the first 120 persons filing. Applications may only be returned between the hours of 10:00 a.m. and 3:00 p.m. weekdays beginning January 6, 2020 through January 10, 2020. On January 13, 2020 from 5:00 p.m. to 6:30 p.m. (Application must be filed by Applicant only at 6281 Pearl.)
- Study the General Requirement Sheet, Instruction Sheet, and the Information Packet. The application of any applicant, who fails to meet any of the minimum qualifications listed, is subject to rejection by the Civil Service Commission. \$30.00 filing fee is non-refundable.
- Credit for military service is awarded in accordance with the Rules of the Civil Service Commission. The applicant must have served a minimum of 180 days with Honorable Discharge. Applicants claiming such credit must present proof of Honorable Discharge or separation under honorable conditions from the Armed Forces of the United States at the time of filing application only. Attach photocopies to the application.
- Credit for two years actual full-time experience as a local, state or federal firefighter. W2 forms must be filed with application.
- Educational credits are given in accordance with the Rules of the Civil Service Commission and posted on the City web site. All transcripts, diplomas, certificates, and college records must be filed with the application. None will be accepted at a later date.
- Mandatory disqualifying factors for firefighter/paramedic applicants, as contained on the web site, shall cause removal of the applicants' name from the eligibility list.
- Any material omission, false statement or misrepresentation by an applicant in the application is sufficient cause for the exclusion of such applicant from examination and/or removal of such applicant's name from the register established as a result of examination as well as discharge if employed at any time.
- Copies of Birth Certificate, Driver's License and Proof of Educational Requirements must also be furnished with the application. An original, current head and shoulder photograph, at least 2"x2" in size, must be furnished with the application (passport-type photo). At time of submission of completed application, applicant must show original of driver's license to Commission Secretary, to verify validity of photocopy submitted with application.
- All application forms must be properly completed and notarized before filing with the Commission Secretary.
Note: City does not furnish photocopies or notarization.
- Written examination: The written examination will be conducted January 25, 2020 at the Cuyahoga Community College Western Campus, 11000 W Pleasant Valley, Liberal Arts Building, Room B202 at 9:00 a.m. Check-in time is between 8:00 a.m. and 8:45 a.m. No one will be admitted after 8:45 a.m.

Failure to pass the written examination with a grade of 70% or better before extra credit will result in disqualification. Applicants must bring their driver's license as I.D. to enter the test. No reference material or cell phones may be brought to the test.