



### Participating Departments

- |                          |                          |                            |
|--------------------------|--------------------------|----------------------------|
| City of Euclid           | City of Mayfield Heights | City of Richmond Heights   |
| City of Highland Heights | Village of Mayfield      | City of South Euclid       |
| City of Lyndhurst        | City of Pepper Pike      | City of University Heights |
|                          |                          | City of Willoughby Hills   |

### Minimum Requirements to Take the Written Exam

The minimum requirements and fee for the exam must be met by the application deadline of **Friday, September 29, 2023 by 4:00 PM.**

- \$25 non-refundable Application Fee (10 cities for only \$25!)
- Birth Certificate | U.S. Citizenship Papers
- High School Diploma or G.E.D. Certificate
- Valid U.S. Driver's License
- Physical Agility Certificate - Tri -C. PAT or Auburn PAT ONLY. Must have a 4-minute and 30-second or faster time, dated no earlier than Oct. 3, 2022. The CPAT can replace the Tri-C and Auburn PAT. CPAT must be dated no earlier than Oct. 3, 2022.

**Please Note:** Please see each Fire Department's specific requirements for their eligibility lists on the last pages of this packet.

### Written Exam Information

Eligible candidates must attend a mandatory written examination on:

**Tuesday, October 3, 2023**  
**5:00 PM**  
**Hilton Garden Inn**  
**700 Beta Drive, Mayfield Village, OH 44143.**

Sign-in time begins at 4:00 PM. Failure to attend the examination will deem you ineligible for further hiring consideration.

### Extra Credit Points

Upon passage of the written examination of at least 70%, candidates may be able to claim extra credit. Please see each Fire Department's specific extra credit on the last pages of this packet. **Please do not submit other certifications/licenses not listed as extra credit.**



## Application Instructions

Please read all information carefully.

- Step 1.** Carefully review the minimum requirements for taking the written exam. Minimum requirements and fee must be met at the application's submission. The deadline for applications to be submitted is **Friday, September 29, 2023 by 4:00 PM**. Applicants who do not meet the minimum requirements will not be allowed to continue in the testing process. As stated on page 1, meeting minimum requirements does not guarantee eligibility for every department. Please be sure to view each department's requirements and extra credit on the last pages of this packet.
- Step 2.** Fill out the application. (If you would like to fill out the application online, go to [www.mayfieldheightsohio.gov](http://www.mayfieldheightsohio.gov) and click the link to Multi-city Firefighter Exam.)
- Step 3.** Submit the application pages only, the required documents, and the \$25 application fee (**cash or certified bank check only**) to:

Lyndhurst City Hall  
5301 Mayfield Road  
Lyndhurst, OH 44124.

Ask for Clarice White.

The deadline for application submission is **Friday, September 29, 2023, by 4:00 PM.**

For questions, please contact **Clarice White at 440.442.3793.**

**XXX**



# What to Expect After Your Application is Submitted & After the Exam

Please read all information carefully.

## After Your Application is Submitted

- If you obtain any additional certification or licenses **after** the September 29, 2023 deadline that pertains to the applications such as new Paramedic or FF1&2 cards, submit them via email to [whitec@lyndhurstohio.gov](mailto:whitec@lyndhurstohio.gov). They will be added to your file and given to each department accordingly. It is each candidate's responsibility to ensure that the most updated qualification documentation is submitted for their file.

## After the Exam is Completed

- Once exam scores are tabulated, each city will compile an eligibility list of candidates that meet the city's specific requirements. Extra credit will be added, and a final list of candidates will be tabulated by rank.
- Candidates should expect to receive a letter from each city stating if they met the city's requirements or not, their final score for that city, and placement on their eligibility list.
- Eligibility lists are in effect for one year, with the ability to be extended by each city at their discretion.
- If you receive additional certifications during the life of the eligibility list, please forward them via email to Clarice White at [whitec@lyndhurstohio.gov](mailto:whitec@lyndhurstohio.gov). Clarice will forward them to each city.

Please contact Clarice White for any questions:

Phone: 440.442.3793

Email [whitec@lyndhurstohio.gov](mailto:whitec@lyndhurstohio.gov).



NAME: \_\_\_\_\_  
(Last) (First) (Middle)

DATE OF BIRTH: \_\_\_\_\_ CURRENT AGE: \_\_\_\_\_  
(Month/Day/Year) (At time of filing)

MAILING ADDRESS: \_\_\_\_\_  
(Street Address) (Apt.No.)  
\_\_\_\_\_  
(City) (State) (Zip Code)

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

- Did you:
  - Graduate from high school Name of High School \_\_\_\_\_
  - Obtain a General Education Development Certificate (GED)

Documentation must accompany application. Accepted: copy of diploma, copy of high school transcripts with graduation date, a dated GED certificate. NOT Accepted: a college diploma/transcript as proof of high school graduation.

2. Are you a citizen of the United States?  Yes  No

3. Do you have a valid U.S. driver's license?  Yes  No

- Check the following that pertains to you.
  - EMT  In School for EMT
  - Paramedic  In School for Paramedic
  - FF1  FF 1 & 2  In School at a Fire Academy
  - None of the above pertains to me.

Documentation must accompany the application. If you are in school for EMT, paramedic, or a fire academy, please submit a signed letter from the school showing you are in good standing and your potential graduation date.

- How did you hear about the NEOR Firefighter/Medic Exam:
  - School  Social Media  Newspaper  Cleveland .com
  - City Website  Job Fair  Friend  \_\_\_\_\_

6. Please check the following documents included in this application:

**Required with your Application**

- Copy of high school diploma or GED certificate  
Accepted: copy of diploma, copy of high school transcripts with graduation date, a dated GED certificate.  
NOT Accepted: college diploma/transcript.
- Copy of proof of citizenship  
Accepted: copy of county or state-issued birth certificate, copy of valid U.S. passport, copy of naturalization papers. NOT accepted: hospital-issued birth certificate.
- Copy of U.S. driver's license  
Copy both sides of the license.
- Physical agility certificate  
Accepted: Tri -C or Auburn Career Center PAT certificate with a 4-minute and 30-second or faster time and a date of no earlier than October 3, 2022, or the CPAT with a date no earlier than October 3, 2022.

**Licensures**

- Copy of State of Ohio Paramedic Certification  
Accepted: Picture of verification of pending license.
- Copy of EMT Certification  
Accepted: Picture of verification of pending license.
- Copy of State of Ohio FF 1 Certification  
Accepted: Picture of verification of pending license.
- Copy of State of Ohio FF 1&2 Certification  
Accepted: Picture of verification of pending license

**Extra Credit**

- Copy of Military DD-214
- Copy of Associates Degree   What is your major? \_\_\_\_\_
- Copy of Bachelor's Degree   What is your major? \_\_\_\_\_
- Copy of Master's Degree    What is your major? \_\_\_\_\_

If you obtain any of the licensures and extra credit documents after the application deadline and before the exam, you must send a copy via email to Clarice White at [whitec@lyndhurstohio.gov](mailto:whitec@lyndhurstohio.gov) for it to be applied to your application.

7. Before signing this application, read over your answers to each question to determine the accuracy and completeness of your responses.

***My signature below will signify that I have reached the age of eighteen on or prior to October 3, 2023. I swear/affirm that all statements made by me in this application are true and completed to the best of my knowledge. I am aware that any false documents provided by me or statements made by me will be sufficient cause for excluding me from participating in any portion of the examination/screening process and/or removing my name from any eligibility list established by the Civil Service Commissions as a result of this examination.***

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(Applicant's Signature)

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(Date)

Only submit pages **1, 2, and 3 of the application** along with copies of required documents, licensure, and extra credit. The application fee of \$25.00 is required for the application submission to be processed.

XXX