

# NOTICE OF JOB ANNOUNCEMENT TO ESTABLISH ELIGIBILITY LISTS



Job Position: Career Firefighter/Paramedic and Part Time Firefighter/EMT  
Organization: Plain Township Fire & Rescue, Stark County, Canton, Ohio  
Closing Date for Return of Applications: December 15, 2017 at 4:00 P.M.

Applications may be picked up at the Plain Township Fire Department Central Station, located at 1742 Schneider St. N.E., Canton, OH 44721, Monday thru Friday, 8:00 a.m. to 4:30 p.m., or downloaded at: [www.plaintownship.com](http://www.plaintownship.com).  
If you have any questions call: 330-492-4089.

Applications will be accepted until December 15, 2017 at 4:00 P.M. A paper copy of the application and attachments must be hand delivered or sent by certified mail to: Plain Township Fire Department Central Station, located at 1742 Schneider St. N.E., Canton, OH 44721. Applications sent electronically will NOT be accepted. Paper applications received after December 15, 2017 at 4:00 P.M. will NOT be accepted.

## Applicants must meet the following minimum qualifications:

1. Be a U. S. Citizen
2. Be a minimum age of 18
3. Have a High School Diploma or Equivalent
4. Have a valid Ohio driver's license
5. Have a current State of Ohio Firefighter II Certification also see #9
6. Have a current State of Ohio Paramedic or EMT Certification also see #9
7. Have Vision correctable to 20/20
8. The applicant must provide a notarized copy of a Stark State College of Technology or Cuyahoga Community College certificate for the firefighter physical ability test (CPAT Certificate) completed in 4½ minutes or less. This CPAT Certificate must have been obtained within 12 months of the application closing date.
9. If you have not yet received State of Ohio certification you must complete the provided form from a EMT Basic, Paramedic, or Firefighter II Program of a graduation date. You must have all State of Ohio certifications by February 1, 2018.

## The process for creating this eligibility list will include the following in this order:

1. Correctly completing the required employment application process
2. Taking a written Firefighting test on January 27, 2018 from 9 a.m. to 12:00 p.m. (Location TBA).  
Using reference material from: IFSTA: Essentials of Firefighting 6th Edition
3. Taking a written EMS test based on your certification level on January 27, 2018 from 9 a.m. to 12:00 p.m. (Location: same as Firefighting test).
  - a. **Paramedic** Test using reference material from: 2010 Mosby: Paramedic Practice Today Above and Beyond Volume 1 and 2. Current AHA: Advanced Cardiovascular Life Support (ACLS) Provider Manual 2015. Current AHA: Basic Life Support (BLS) Provider Manual 2015.
  - b. **EMT Basic** Test using reference material from: 2011 AAOS: Emergency Care and Transportation of the Sick and Injured, Tenth Edition. Current AHA: Basic Life Support (BLS) Provider Manual 2015.
4. Taking a firefighter skills assessment in full turnout gear while using scba.
5. Taking an EMS skills assessment based on your written test certification level. Use reference material from that certification level website:
  - a. **Paramedic** <https://www.nremt.org/rwd/public/document/paramedic-portfolio>
  - b. **EMT Basic** <https://www.nremt.org/rwd/public/document/emt>
6. Participation in oral interviews. In order to interview you must have documentation of passing, within 12 months of the application closing date, the required background checks.
  - a. Submit a copy of the Bureau of Criminal Investigation and Identification (BCI) check and a Federal Background Check (FBI) with fingerprints, paid for by the candidate.

An eligibility list for hiring future Career Firefighter/Paramedics and Part Time Firefighter/EMT's shall be established by the Chief and Deputy Chiefs on the final disposition of the evaluation process. The eligibility list shall be submitted to the Plain Township Board of Trustees to be used only as informational gathering in part of their consideration for the hiring. This eligibility list will be used by the Plain Township Board of Trustees to hire Career Firefighter/Paramedics and Part Time Firefighter/EMT's. The Plain Township Board of Trustees does not intend that the establishment of this eligibility list or the procedures, in any manner, used to create the list or the numbers hired shall in any way modify the statutory authority granted to them by O.R.C. 505.38 or other statutory law that delegates any such authority to any person.

## **CANDIDATE APPLICATION PACKET INSTRUCTIONS**

### **Documents to be included with the Application:**

1. Provide a photocopy of a valid Ohio driver's license with the application.
2. Provide a current 3x5 or 5x7 color photograph of yourself with the application.
3. Provide a photocopy of a current State of Ohio Firefighter II Certification also see #9.
4. Provide a photocopy of a current State of Ohio Paramedic or EMT Certification also see #9.
5. Provide a current photocopy of Advanced Cardiac Life Support (ACLS) Certification for Paramedics.
6. Provide a current photocopy of CPR certification necessary for State of Ohio Paramedic or EMT Certification.
7. Provide a photocopy of ICS 100 and 200, and IS 700 Certifications from FEMA.
8. Provide a notarized copy of a Stark State College of Technology or Cuyahoga Community College certificate for the firefighter physical ability test (CPAT Certificate) completed in 4½ minutes or less. This CPAT Certificate must have been obtained within 12 months of the application closing date.
9. If you have not yet received State of Ohio certification you must complete the provided form from a EMT Basic, Paramedic, or Firefighter II Program of a graduation date. You must have all State of Ohio certifications by February 1, 2018.

### **Please follow these directions when assembling your documents to be submitted with the application:**

- Please assemble the set of documents in the order listed above.
- Do not staple, bend, or bind your personal materials in notebooks, sheet covers, or other materials.
- Paperclip the set of documents together, and make sure that your name is written clearly on each page.
- All pages must be standard 8.5" x 11" and paper-clipped together in a set.

### **Documents to be signed upon pre-hire:**

1. A no tobacco use agreement
2. A drug free workplace policy

### **EEO/Affirmative Action Statement**

Plain Township pledges to provide equal employment opportunity without regard to race, color, creed, religion, national origin, sex, age, veteran status, disability or other conditions protected by applicable federal or state laws. This pledge applies to all employees and applicants for employment in connection with hiring, placement, upgrading, transfer, or demotion; recruiting, advertising or solicitation for employment; treatment during employment; rates of pay or other forms of compensation; selection for training; and layoff or termination of employment.

# Plain Township Fire and Rescue Stark County, Ohio



## Application for Employment

- Career Firefighter/Paramedic**
- Part-Time Firefighter/EMT**
- Both Positions**

1742 Schneider St. N. E. ▪ Canton, Ohio 44721 ▪ Email: firedept@plaintownship.com

The PLAIN TOWNSHIP BOARD OF TRUSTEES is an EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. Consideration was given in the development of this form to your right to individual privacy and equal opportunity. The information requested is needed to help the Township assess your experience, abilities, and qualifications and to enable us to contact you. No other use will be made of this information without your permission. The Township may refuse employment consideration if this form is not filled out completely and accurately.

**Your Completed Application and Attachments Must be Submitted either in person or by Certified Mail to the Plain Township Fire Department Central Station, 1742 Schneider St. N.E., Canton, Ohio 44721 no later than 4:00 p.m. on December 15, 2017.**

Thank you for expressing interest in employment opportunities with the Plain Township Fire and Rescue Department. Enclosed you will find an application packet for the positions of Career Firefighter/Paramedic and Part-Time Firefighter/EMT.

An eligibility list for hiring Career Firefighter/Paramedics and Part-Time Firefighter/EMT shall be established by the Chief and Deputy Chiefs on the final disposition of the evaluation process. The eligibility list shall be submitted to the Plain Township Board of Trustees to be used only as informational gathering in part of their consideration for the hiring to the position of Career Firefighter/Paramedic or Part-Time Firefighter/EMT. This eligibility list will be used by the Plain Township Board of Trustees to hire Career Firefighter/Paramedics and Part-Time Firefighter/EMT. The Plain Township Board of Trustees do not intend that the establishment of this eligibility list or the procedures, in any manner, used to create the list or the numbers hired shall in any way modify the statutory authority granted to them by O.R.C. 505.38 or other statutory law that delegates any such authority to any person.

Selected candidates will be required to participate in written knowledge tests, physical skills assessments, and practical abilities tests in both fire and EMS skills, as well as an oral evaluation examination. This packet is a part of the examination process. Before completing the application, please read the minimum qualifications. You WILL NOT be considered for a position unless you meet these requirements.

## **Minimum Qualifications:**

In order to have your application considered, YOU MUST:

1. Be a U.S. Citizen.
2. Be a minimum age of 18
3. Have a High School Diploma or Equivalent
4. Have a valid Ohio driver's license
5. Have a current State of Ohio Firefighter II Certification
6. Have a current State of Ohio Paramedic Certification or State of Ohio EMT Certification
7. Have vision in each eye correctable to 20/20 via adjuncts compatible with fire department equipment such as breathing apparatus.
8. The applicant must provide a physical abilities test (CPAT Certificate) with a completion time of 4½ minutes or less, from either Stark State College of Technology or Cuyahoga Community College. This CPAT Certificate has to have been obtained within 12 months of the application closing date.
9. If you have not yet received State of Ohio certification, you must complete the provided form from a EMT Basic, Paramedic, or Firefighter II Program of a graduation date. You must have all State of Ohio certifications by February 1, 2018.

## **Must be provided with the application and by the instructions below.**

1. Provide a current 3x5 or 5x7 color photograph of yourself with the application.
2. Provide a photocopy of a current State of Ohio Level II Firefighter Certification.
3. Provide a photocopy of a valid Ohio driver's license with the application.
4. Provide a photocopy of a current State of Ohio EMT or Paramedic Certification.
5. Provide a current photocopy of Advanced Cardiac Life Support (ACLS) certification for Paramedics.
6. Provide a current photocopy of CPR certification necessary to comply with the State of Ohio EMT-Paramedic Certification.
7. Provide a photocopy of ICS 100 and 200, and IS 700 Certifications from FEMA.
8. Provide a notarized copy of a Stark State College of Technology or Cuyahoga Community College certificate for the fire fighter physical ability test (CPAT Certificate) with a completion time of 4 ½ minutes or less. This CPAT Certificate must have been obtained within 12 months of the application closing date.
9. If you have not yet received State of Ohio certification, you must complete the provided form from a EMT Basic, Paramedic, or Firefighter II Program of a graduation date. You must have all State of Ohio certifications by February 1, 2018.

Please follow these directions when assembling your documents:

- Please assemble the set of documents in the order listed above.
- Do not staple, bend, or bind your personal materials in notebooks, sheet covers, or other materials.
- Paperclip the set of documents together, and make sure that your name is written clearly on each page.
- All pages must be standard 8.5" x 11" and paper clipped together in a set.

Date of Application	Social Security Number		
Last Name	First Name	Middle Initial	
Address	City	State	Zip Code
Home Phone Number	Mobile Phone Number	Current E-mail Address	

To facilitate reference checks, please indicate any other name(s) under which you have been employed.

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## Education/Background

High School Attended:

Circle highest grade completed: H.S. Diploma or GED    College: 1 2 3 4 5 6

### POST HIGH SCHOOL EDUCATION

Dates Attended	Degree Attained (if any)	Major/Minor	School Name & Address

Do you hold an Associate Degree in Fire Science?     Yes     No

Do you hold a Bachelor's Degree in Fire Science?     Yes     No

Do you hold any other Degree(s)? (please list) \_\_\_\_\_

*Please attach a copy of Certificates, Licenses or Transcripts if you indicated "yes" to any above.*

## Other Specialized Skills or Training (Circle all that apply)

Carpentry    Masonry    Electrical Work    Welding    HVAC    Plumbing  
 Computers    MS Office    Public Speaking    Photography    Internet    Communications  
 CDL    Engines    Automotive    Hand Tools    Power Tools    Hydraulic Tools

Others Not Listed: \_\_\_\_\_

## GENERAL QUESTIONS

1. As part of the selection process for Career Firefighter/Paramedic and Part-Time Firefighter/EMT, you as an applicant will be required to participate in written examinations, a challenging physical ability test, oral interview evaluation, a thorough medical examination by a physician (including a drug test), and a thorough background investigation of your character, financial history and criminal background.

Do you have any objection to participating in any phase of this selection process?     Yes     No

2. Are you legally allowed to work in the United States?

Yes     No

3. Have you ever filed an application with Plain Township before?

Yes     No

If yes, give date \_\_\_\_\_

4. Have you ever been the subject of any disciplinary action, oral, written or otherwise, by a current or previous employer?     Yes     No

If yes, explain the circumstances, including the date, name of employer, type of discipline imposed, and reason for discipline.

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5. Has your driver's license ever been suspended or revoked in any state?     Yes     No

If yes, give details: \_\_\_\_\_

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6. Are you currently on any other fire department list for hire or applied with any other fire department?

Yes     No

If yes, please explain: \_\_\_\_\_

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7. Do you currently work under the Stark County Medical Control Protocols?     Yes     No

If no, please explain: \_\_\_\_\_

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8. Have any of your Fire or EMS State Certifications ever been suspended or revoked in any state?

Yes     No

If yes, give details: \_\_\_\_\_

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# Employment Experience

For background reference purposes it is necessary that you provide a complete address for current and previous employers. This includes street name and number, city, state, and zip code. Start with your present or most recent job. Please provide a minimum of 5 years employment history. Military service is considered for this application as employment. You may also include job-related volunteer activities.

1. Employer		Dates Employed	Job Title:
Address (complete street address, city, state, zip code)		Work Performed:	
Starting Salary	Current/Ending Salary		
Supervisor			
May we contact for a reference check? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Leaving			

2. Employer		Dates Employed	Job Title:
Address (complete street address, city, state, zip code)		Work Performed:	
Starting Salary	Current/Ending Salary		
Supervisor			
May we contact for a reference check? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Leaving			

3. Employer		Dates Employed	Job Title:
Address (complete street address, city, state, zip code)		Work Performed:	
Starting Salary	Current/Ending Salary		
Supervisor			
May we contact for a reference check? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Leaving			

4. Employer		Dates Employed	Job Title:
Address (complete street address, city, state, zip code)		Work Performed:	
Starting Salary	Current/Ending Salary		
Supervisor			
May we contact for a reference check? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Leaving			

5. Employer		Dates Employed	Job Title:
Address (complete street address, city, state, zip code)		Work Performed:	
Starting Salary	Current/Ending Salary		
Supervisor			
May we contact for a reference check? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Leaving			

Attach additional sheet if more space is needed.

**Military Service Information:**

Branch of Service: \_\_\_\_\_ Type of Separation: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Highest Rank Achieved: \_\_\_\_\_

Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_

Reserve or National Guard Status: \_\_\_\_\_

**Required**

List any and all fire department related positions you have held (i.e. Volunteer, Part-time, Career, etc.)

Dates	Position	Agency Name and Address	Fire Chief's Name and Contact Number(s)
			Name: _____ Contact #'s: _____
			Name: _____ Contact #'s: _____
			Name: _____ Contact #'s: _____
			Name: _____ Contact #'s: _____





Plain Township Fire & Rescue  
Graduation Verification Form



Applicant's Name \_\_\_\_\_

Paramedic

Date of graduation: \_\_\_\_\_

EMT

Date of graduation: \_\_\_\_\_

Fire Fighter II

Date of graduation: \_\_\_\_\_

Program Name: \_\_\_\_\_

Director's Name: \_\_\_\_\_

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

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

**FIREFIGHTER'S PHYSICAL AGILITY TEST INFORMATION**

Cuyahoga Community College requires that **all of the Tasks must be completed in (7) minutes or less for entrance into the Fire Academy. Check with each city you are applying for to find out their established times for the physical agility.**

The firefighter's physical agility test consists of the following tasks over a timed course:

**TASK 1 - Stair Climb with High Rise Pack**

Carry a high-rise standpipe pack (2-50 foot sections of 1 1/2-inch hose weighing 50 pounds) to the third floor of the fire tower. Deposit the hose in the designated location. After Task 2 is completed, this hose will be returned down the stairs to the starting location.

**TASK 2 - Hose Hoist**

From a third story window, using a hand motion hoist a 50 foot donut roll of 2 1/2 inch hose (about 50 pounds) connected by 5/8 inch rope. This task will be completed twice.

**TASK 3 - Forcible Entry**

Using the Keiser Force Machine, and a nine-pound hammer, drive a steel beam 5 feet.

**TASK 4 - Hose Advance**

Pick up the nozzle and move a 1 3/4-inch charged hose straightforward 75 feet.

**TASK 5 - Victim Rescue**

Drag a 175 pound dummy a distance of 100 feet.

Cuyahoga Community College will issue a certificate of completion indicating the time it takes to complete the tasks. The class participants will be responsible for taking their certificate of completion to the jurisdiction for which they are applying. The certificates will be valid for one year. Applicants must be sure that the fire departments where they are applying for a position will accept the certificate as their standard.

**Prerequisites for Firefighter Agility Testing**

1. Must show photo proof of identification after passing the test. An Ohio Drivers License or State Identification Card is acceptable.
2. Must read and sign a waiver of liability.
3. Must complete a college non-credit registration form and pay a \$60.00 course fee prior to the test date.
4. Must be in excellent physical health. A physician's exam is not required but is highly recommended.

The firefighter's agility testing will be conducted outdoors. Applicants will be required to wear five-pound ankle weights to simulate the weight of firefighter turn out gear. An air tank will be worn during testing for weight only; it will not be used for breathing air. Applicants can furnish their own gloves or they will be furnished. A firefighter helmet must be worn. Helmets will be furnished. Applicants can furnish their own liner, if they prefer. A ball cap or skullcap will work. It is suggested that applicants wear physical training gear with long pants and athletic shoes with good traction.

Firefighting is physically demanding and at times extremely hazardous. Candidates are encouraged to do pretesting exercises that will assist them in completing the agility test.

Please note: Cuyahoga Community College does not assume any responsibility for any medical consequences that might arise from participating in physical agility testing. **Students under the age of 18 must have an "Assumption of Risk" form signed by parent or guardian prior to testing. CALL FOR FORM.**

**For information: call 216-987-5429 or 216-987-5060**

**FIREFIGHTER'S PHYSICAL AGILITY PREP COURSE**

FEE:	<b>\$125.00</b>
TIME:	6:00 - 8:00 PM
LOCATION:	Tri-C, West, Fire Tower
COURSE # 41500	January 4, 11, 18, 25 and Feb 1, 2017
COURSE # 41502	February 15, 22, March 1, 8, 15, 2017
COURSE # 41506	March 29, April 5, 12, 19, 26, 2017
COURSE #41508	May 3, 10, 17, 24, 31, 2017
COURSE #41510	June 7, 14, 21, 28, July 5, 2017
COURSE #30001	July 12, 19, 26, August 2, 9, 2017
COURSE #30004	August 16, 23, 30, September 6, 13, 2017
COURSE #30006	Sept. 20, 27, October 4, 11, 18, 2017
COURSE #30008	October 25, November 1, 8, 15, 22, 2017

CLASS SIZE: 6 Minimum/25 Maximum

Cuyahoga Community College provides this 5 evening, 10 hour course to help train an individual for the Firefighter's Physical Agility Test. Participants will wear and use the same equipment that is required for the test. If insufficient enrollment, the course will be canceled. You will be notified by phone or postcard.

**FIREFIGHTER'S PHYSICAL AGILITY TEST**

FEE:	<b>\$60.00</b>
TIME:	Test time will be assigned when registering.
LOCATION:	Tri-C, West, Fire Tower
COURSE #41501	January 15, 2017
COURSE #41505	February 5, 2017
COURSE #41504	March 19, 2017
COURSE #41507	April 30, 2017
COURSE #41509	June 4, 2017
COURSE #30002	July 9, 2017
COURSE #30003	August 13, 2017
COURSE #30005	September 17, 2017
COURSE #30007	October 22, 2017
COURSE #TBA	November 26, 2017 <u>tentative</u>

Registration must be completed and paid prior to the test as explained below. Applicants must sign-in prior to start of the test. Late arrivals will not be tested. If insufficient enrollment, the test will be canceled. You will be notified by phone or postcard.

**REGISTRATION INFORMATION**

**All registrations will close 4 days prior to the start of the course. Applicants will be notified of testing time when registration and payment information are received.**

**To Register by mail:** Complete the registration form enclosed. Make your check payable to and mail to Cuyahoga Community College, Fire Training Academy, 11000 Pleasant Valley Rd., PSTC Room 124, Parma, Ohio 44130.

**To Register in person:** Stop by the Fire Academy Office at the Western Campus, PSTC Office 124, Cuyahoga Community College.

**To Register by FAX:** Payment must be by credit card 216-987-5468

**To Register by phone:** Payment must be by credit card (2.4% processing fee is charged for all credit card transactions. 216-987-5429 or 216-987-5060

**Registration Deadline: 5:00 p.m. the Wednesday prior to the test date.**

**Refund Policy:** Participants will receive a 90 percent refund if they withdraw prior to the test, no refunds thereafter.

**Parking:** Park in the lot to the right of the Fire Drill Grounds.

**Directions to Campus:** Exit I-71 at Bagley Road and go East. Exit I-77 at Pleasant Valley Road and go West. Exit The Ohio Turnpike at Exit 10 to I-71 North. The Campus is located at the corner of Pleasant Valley and York Roads, 11000 Pleasant Valley Rd., Parma, OH.