

**CIVIL SERVICE COMMISSION
SHELBY, OHIO
APPLICATION FOR EXAMINATION**

Please print your name below.

FIRST NAME	MIDDLE	LAST
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FOR: Firefighter for the Fire Department

Instructions to applicant:

Fill in completely – use typewriter or print in black ink.

Failure to give truthful or complete information will result in rejection of your application or in your removal from your position if you receive the appointment.

The Shelby Civil Service Commission will be conducting a competitive entry-level examination for the position of firefighter with the Shelby Fire Department.

Applicants must be 18 years of age, as per Chapter 240.01 (b).

Applicants must have a High School diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Applicants must have a valid Ohio Drivers License

Applicants must provide a current EMT-B certification in the State of Ohio.

Applicants must also provide at least a current certification of volunteer firefighter in the State of Ohio. Higher Certifications in firefighting will be preferred. Any related certifications will also be preferred.

Residency in Richland County or surrounding Counties is preferred.

Upon a passing score on the written examination the candidate(s) will be required to pass a physical ability test.

Upon passing the written test and physical ability test, the candidate(s) will go through an interview process and background check.

Entrance exam application pickup is available from 8:00 am to 4:00 pm, Monday through Friday, November 8 -19, 2021. Pickup location is Shelby City Hall, 43 West Main Street, Shelby, OH, 44875. The deadline for returning the application to the Mayor's office is 4:00 pm, Monday, November 22,

2021. This should include any required and supporting documents concerning military service or fire training.

The written exam will be held on **Saturday, December 4, 2021 at 9:30 AM** at the Shelby Justice Center, 29 Mack Ave, Shelby, Ohio 44875. Candidates may park in the employee lot off of Tucker Ave.

The final successful candidate will be required to have a complete physical examination as required by Ohio Police and Fire Pension Fund Board and by a doctor specified by the Civil Service Commission, and will have to pass a security check conducted by the Shelby Police Department, and a drug test.

CITY OF SHELBY IS AN EQUAL OPPORTUNITY EMPLOYER.

PERSONAL INFORMATION

FIRST NAME _____ MIDDLE _____ LAST _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ CELL PHONE _____

EMAIL ADDRESS _____

How long have you been a resident at the above address? _____

If less than four years, give previous address: _____

Are you legally authorized in the United States _____ Yes _____ No

Are you 18 years or older? _____ Yes _____ No

Name and address of person to notify in an emergency:

Do you drink intoxicating liquors? _____ Yes _____ No

To what extent? _____

Have you ever been convicted of a felony? _____ Yes _____ No

If so, state particulars and what disposition was made in each case:

Did you ever serve in any branch of the Armed Forces? _____ Yes _____ No

Branch _____ Length of Service _____

Primary Duties

EDUCATION	SCHOOL NAMES & LOCATIONS	NUMBER OF YEARS ATTENDED	COURSE OF STUDY	GRADUATE	LAST YEAR ATTENDED
Grammar School					
High School					
College Or University					
Night School					
Other Schools					

Have you ever before FILED AN APPLICATION for the position of Patrol officer or Fire Fighter in the City of Shelby? _____ Yes _____ No If so, state when: _____

List below complete work history for the last five years starting with your present position and working back. List periods of unemployment.

Occupation	From – To	Name & Address Of Employer	Reason For Leaving

Give names and addresses of five references, other than relatives of city employees, and the length of time they have known you:

In the space below, describe any special qualifications in training and experience you have had that in your opinion will qualify you for the position for which this application is filed.

RELEASE

I understand that as an applicant for the position of fire fighter, I will be subject to a background investigation that will include a reference and credit check. I hereby give consent and authorize the Employer to conduct any investigation the Employer deems necessary.

I further authorize any past employer and any school I have attended to release my employment and/or education records to the City of Shelby.

STATE OF OHIO)
) ss.
RICHLAND COUNTY)

Print Name below

_____, being first duly sworn, says that the statements in the foregoing application are true, as he/she verily believes.

Signature below **before the notary only**

Sworn to before me and subscribed in my presence this _____ day of _____, 2021.

Notary Public

Seal