



**CIVIL SERVICE COMMISSION
FIREFIGHTER EXAMINATION ANNOUNCEMENT
(APPLICATIONS LIMITED TO 50)**

The Willoughby Civil Service Commission announces an examination to establish an eligibility list for the position of Firefighter-Paramedic. The written exam is scheduled for Thursday, December 4, 2025 at 6:00 p.m. at the David E. Anderson Willoughby Senior Center, 36939 Ridge Road, Willoughby, Ohio (located in Union Village just east of Ohio Living Breckenridge Village). Registration will be from 5:30 p.m. – 6:00 p.m. NO ONE will be admitted after testing begins. ID required.

MINIMUM QUALIFICATIONS:

- Minimum age of 19 to take exam. No applicant shall be appointed to the position of Firefighter/Paramedic until such time applicant has reached the age of twenty-one (21). No applicant is eligible to receive an original appointment with the City of Willoughby on or after the applicant's 35th birthday.
- High School Diploma or GED Certificate
- Citizen of United States or legally declared intention of becoming a citizen.
- Current EMT-Paramedic Certification or proof of current enrollment in an accredited Paramedic Program.
- Firefighter II Certification or proof of enrollment in the course.
- Completion of the Cuyahoga Community College Firefighter Agility Test in 4 ½ minutes (The certificate must be provided **prior** to a background investigation and shall be no more than 12 months old).

APPLICATION FILING:

- There is a \$30 written test fee (no credit/debit cards) payable upon filing application
- Applicants **MUST PRESENT** a valid picture I.D. (driver's license or state I.D.)
- Applicants **MUST PROVIDE A COPY OF:** High School Diploma or GED certificate, Paramedic Certification or proof of enrollment, Firefighter II certification or proof of enrollment
- **ONLY THE FIRST FIFTY (50) APPLICATIONS WILL BE ACCEPTED**

CONDITIONAL EMPLOYMENT/SCREENING REQUIREMENTS:

Candidates must provide a copy of a valid Cuyahoga Community College Firefighter Agility Certificate (4 ½ minutes or less) that is no more than 12 months old **prior** to the background investigation. Before certification for appointment, candidates must provide a copy of their State of Ohio Paramedic Certification and State of Ohio Firefighter II certification and agree to maintain as a condition of employment; successfully pass a written test with a passing score of 70%; background investigation; voice stress analysis; interview; psychological evaluation and a medical exam including drug screening and be 21 years of age.

Applications and Information Packets are available at Willoughby City Hall, One Public Square, Willoughby, Ohio or at www.willoughbyohio.com/government/employment Applications must be submitted **IN PERSON BY THE APPLICANT at Willoughby City Hall, One Public Square, Willoughby, Ohio from Monday, November 10, 2025 through Friday, November 21, 2025 from 8:00 a.m. to 3:30 p.m.**

(Applications not accepted on Tuesday, November 11th or Saturday and Sunday)

AN EQUAL OPPORTUNITY EMPLOYER



CIVIL SERVICE COMMISSION GENERAL INFORMATION FOR FIREFIGHTER/PARAMEDIC APPLICANTS (APPLICATIONS LIMITED TO 50)

AGE

Applicants must have reached the age of nineteen (19) as of the date of the written examination. No applicant shall be appointed to the position of Firefighter/Paramedic until such time applicant has reached the age of twenty-one (21). No applicant is eligible to receive an original appointment with the City of Willoughby on or after the applicant's 35th birthday.

EDUCATION

- Applicants must possess a current Emergency Medical Technician-Paramedic Certificate or show proof of current enrollment in a state accredited Paramedic Program to participate in the examination.
- Applicants must also possess Firefighter II Certification or proof of enrollment in the course.
- Eligibility for appointment to the position of Firefighter requires State of Ohio Paramedic Certification and State of Ohio Firefighter II Certification, which must be retained during employment with the City of Willoughby.
- Applicants must also have graduated from an accredited high school or successfully completed the General Education Development Test (GED).

CITIZENSHIP

Applicants for examination must be citizens of the United States or have legally declared intention of obtaining United States citizenship through naturalization. No applicant shall be appointed to the position of Firefighter/Paramedic if not a United States citizen.

DRIVER'S LICENSE

A valid picture ID is required at the time of application AND time of examination issued by the State of Ohio or otherwise. However, the applicant must possess a valid State of Ohio Driver's License at time of appointment.

WRITTEN EXAMINATION

The written examination will be administered at 6:00 p.m. on Thursday, December 4, 2025 at the David E. Anderson Willoughby Senior Center, 36939 Ridge Road, Willoughby, OH 44094 (located in Union Village just east of Ohio Living Breckenridge Village). Registration for the exam will be from 5:30 p.m. to 6:00 p.m. No one will be admitted after testing begins. ID Required.

GRADING

In order to continue in the screening process for firefighter, a minimum score of 70% on the written examination is required.

PHYSICAL AGILITY TEST

Candidates are required to pass, in **4 minutes and 30 seconds** or less, the Firefighter's Physical Agility Test as administered by Cuyahoga Community College. The certificate must be no more than 12 months old and a copy must be provided **prior** to a background investigation. The cost for the examination is at the applicant's expense. For more information, please call 216-987-5429.

ADDITIONAL SCREENING PROCEDURES

Applicants will be ranked by score following the written examination. Prior to certification and/or appointment, those under consideration will be processed in the following manner as scheduled by the Commission. A candidate not complying as required by the Commission will be removed from the list of candidates.

BACKGROUND INVESTIGATION

Applicants will be required to furnish an extensive personal history statement which will serve as a basis for the background investigation. Previous employers, current employer, neighbors, schools, etc. may be contacted and requested to furnish information regarding the applicant's performance and general character.

Further screening includes a psychological evaluation, voice stress analysis and an interview conducted by the Civil Service Commission. Eligibility for appointment requires that the candidates successfully complete each phase of the screening process.

Final selection of candidates from the certified eligibility list will be made by the Mayor/Safety Director after a review of the screening results. The selected candidate must satisfactorily complete a post-conditional psychological exam; medical exam meeting the criteria set by the State of Ohio Police and Fire Pension System and drug screening before appointment. Candidates must provide a copy of their State of Ohio Paramedic Certification and State of Ohio Firefighter II Certification and agree to maintain as a condition of employment. Must be 21 years of age to be appointed to the position.

ELIGIBILITY LIST

The eligibility list established as a result of this examination may be abolished in less than one year of duration if the Commission determines based on ongoing review that there is no adequate, well-qualified applicants remaining thereon. In case of tie scores between applicants, the earliest filed application will take precedence.



EMPLOYMENT APPLICATION

One Public Square
Willoughby, Ohio 44094
(440) 951-2800
www.willoughbyohio.com

EQUAL OPPORTUNITY EMPLOYER (EOE)

Position (s) Applied For:

Type of employment desired: Full-time **Part-time** Temporary Seasonal Intern/Educational Co-op

Last Name: First Name: MI

Mailing Address: *Street* *City* *State* *Zip Code*

Telephone Number: E-Mail address:

Best time to call you: Date available to start: Salary Requirements: hour/year

Can you perform the essential functions of the job with or without reasonable accommodation? Yes No

Are you legally eligible to be employed in the United States?
(*Proof of identity and eligibility will be required upon employment*) Yes No

Are you at least 18 years of age or older?
(*If no, you may be required to provide authorization to work*) Yes No

Have you filed an application with the City of Willoughby before? Yes No

If yes, give date: _____ Position applied for: _____

Have you even been employed by the City of Willoughby? Yes No

If yes, give department and dates: _____ From: _____ To: _____

Do you have any relatives now employed by the City of Willoughby? Yes No

If yes, give name, department and relationship: _____

Pre-employment testing may be a condition of employment, check YES to confirm understanding.
(*employment physical, drug test, background screening, etc.*) Yes No

Are you currently on a lay-off and subject to recall? Yes No

Do you have a reliable means of transportation? Yes No

Are you able and willing to work weekends, including Sunday, if required? Yes No

If you answer YES to following questions below, please give details on bottom of Page Two.

Have you even been:

• discharged or asked to resign from any position on the basis of conduct or performance? Yes No

Educational Background

HIGHEST SCHOOL YEAR COMPLETED:

Elementary

1 2 3 4 5 6 7 8

High

9 10 11 12

College/University

1 2 3 4

Graduate/Professional

1 2 3 4

School Name & Address		Diploma/ Degree	Course	GPA/ Rank
High or Trade School				
Business or Technical				
College or University			Major:	
Graduate School/Other			Major:	

If you did not receive a diploma from a high school, did you receive a high school equivalency diploma (GED)? Yes No

Number: _____ Granting Agency: _____

References

List three persons, other than supervisors listed on Page Three, who are not related to you by blood or marriage, whom we are free to contact and who have knowledge of your character, experience, and/or ability. Persons familiar with your present or past job performance are strongly preferred.

Full Name	Complete Business or Home Address	Occupation	Phone No.

**This space may be used to explain your answers to any items on this application.
(Additional sheets may be used if necessary.)**

Employment History

In the space provided below, give a complete record of employment for not less than the past 15 years, if available, beginning with your present or most recent employment and working back. Account for all periods, including self-employment, unemployment and service with the U.S. Armed Forces. Use additional sheets if necessary.

Employer	Phone	Dates Employed From To	Summarize the nature of the work performed and job responsibilities
Address		Starting Salary	
Job Title(s)		Final Salary	
Immediate Supervisor and Title		Did you receive any promotion?	
Reason for leaving		May we contact for reference? Yes No	
Employer	Phone	Dates Employed From To	Summarize the nature of the work performed and job responsibilities
Address		Starting Salary	
Job Title(s)		Final Salary	
Immediate Supervisor and Title		Did you receive any promotions?	
Reason for leaving		May we contact for reference? Yes No	
Employer	Phone	Dates Employed From To	Summarize the nature of the work performed and job responsibilities
Address		Starting Salary	
Job Title(s)		Final Salary	
Immediate Supervisor and Title		Did you receive any promotions?	
Reason for leaving		May we contact for reference? Yes No	
Employer	Phone	Dates Employed From To	Summarize the nature of the work performed and job responsibilities
Address		Starting Salary	
Job Title(s)		Final Salary	
Immediate Supervisor and Title		Did you receive any promotions?	
Reason for leaving		May we contact for reference? Yes No	
Employer	Phone	Dates Employed From To	Summarize the nature of the work performed and job responsibilities
Address		Starting Salary	
Job Title(s)		Final Salary	
Immediate Supervisor and Title		Did you receive any promotions?	
Reason for leaving		May we contact for reference? Yes No	

Special Qualifications and Skills

A. Do you have a valid driver's license: Yes No

If yes, Expiration Date: State: Regular Commercial (CDL)

B. Approximate number of words per minute: Typing Shorthand

C. Licenses, registrations or certifications which you possess, noting the state or other licensing authority that granted it:

D. List any special machines or equipment which you are skilled in operating:

E. List any computer experience you have:

F. Give any other special qualifications not covered elsewhere in your application, such as:

(1) your publications (2) your patents or inventions (3) public speaking and public relations experience (4) membership in professional, trade, civic, or scientific organizations (5) honors and fellowships (6) awards and accolades

My signature constitutes my certification that my responses are true and complete. Where an item is left blank, it is because there is no information within its scope. My signature further constitutes my authorization for the City of Willoughby to investigate the facts submitted; and for those with relevant job related information to release such information to the City of Willoughby and hereby release such individuals, organizations and the City of Willoughby from any and all liability for any claim or damage resulting therefrom.

I understand and agree that any falsification or omission, either on this form or other employment forms or in my responses to questions asked during the interviewing or examination process is grounds for immediate termination of employment, no matter when the falsification or omission is discovered.

I also understand that, if hired, my employment is to be "at will" and that either I, or my employer, may terminate my employment at any time, with or without cause, unless the "at will" arrangement is modified by a written agreement signed by both me, or my authorized representative, and by a duly authorized officer of the City of Willoughby.

Signature:

Date Signed:

Thank you for considering the City of Willoughby for an employment opportunity!