

NOTICE TO APPLICANTS

Applicants who intend to take the examination for original appointment to the position of Firefighter/Paramedic that will be given on Saturday, February 23, 2019, shall note as follows:

Testing will be conducted at the **City of St. Marys Utility/Tax Office, 106 East Spring Street, in the City of St. Marys, Ohio.** The examination for original appointment for the position of Firefighter/Paramedic shall commence at 8:00 a.m. EDT and shall be given in accordance with the appropriate section of the Ohio Revised Code and the Rules and Regulations of the St. Marys Civil Service Commission.

There will be a **\$10.00** application fee, which must be paid at the time you turn in your application. Any checks or money orders should be made payable to the City of St. Marys. Applications and ALL accompanying documents must be turned in to the Personnel Office of the City of St. Marys, 101 East Spring Street, St. Marys, Ohio; and must be received on or before 4:00 p.m. EDT, Friday, February 15, 2019. Any application or documents received after that date and time shall not be considered.

At the time of the examination, all applicants are required to provide proof of identity, either through a valid driver's license or a valid I.D. card with photo identification. Every applicant for a position in the classified service must be a citizen of the United States or have a valid permanent resident card.

Applicants for original appointment examination to the Fire Department must have attained the age of eighteen (18) years on or before the date of written examination; furthermore, no person may apply for or receive an original appointment as a Firefighter/Paramedic if that person has attained the age of forty-one (41) years.

The following additional credit will be given to each applicant as it applies to that applicant's test if he or she attains a passing overall score, seventy percent (70%) minimum, (without counting additional credit). An applicant may receive any combination of the following credits up to an aggregate maximum of twenty percent (20%) of the total grade given in the examination to any applicant who files for the extra credit and qualifies.

Any applicant for original appointment who is a resident of Ohio, who has completed service in the uniformed services as described in R.C. 124.23, who was honorably discharged or transferred to reserve duty with evidence of satisfactory service, and who otherwise meets the qualifications of that section, may file with the Commission a certificate of service or honorable discharge for extra credit for such service. The Commission shall grant additional credit of twenty percent (20%) of the total grade given in the examination to any applicant who files for the extra credit and qualifies, provided that he or she has first received a passing grade.

An applicant in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the initial entry-level training shall receive a credit of fifteen percent (15%) of the total grade given in the examination in which the person receives a passing grade. An applicant will only be entitled to one (1) of the credits described in this paragraph and the preceding paragraph.

Any applicant for original appointment to the City Fire Department who possesses a firefighter certification, as granted by the State of Ohio Emergency Medical Services, may file with the Commission proof of such certification for extra credit. An applicant who has earned a Firefighter II certification will be entitled to credit in the amount of ten percent (10%). An applicant who has earned a Firefighter I certification will be entitled to credit in the amount of five percent (5%). An applicant will only be entitled to one (1) of the credits described in this paragraph.

Any applicant for original appointment to the City Fire Department, who possesses an EMT certification, as granted by the State of Ohio Emergency Medical Services, may file with the Commission proof of such certification for extra credit. An applicant with an EMT-Basic certification will be entitled to credit in the amount of five percent (5%). An applicant with an EMT-Intermediate certification will be entitled to credit in the amount of seven percent (7%). An applicant with an EMT-Paramedic certification will be entitled to credit in the amount of ten percent (10%). An applicant will only be entitled to one of the credits described in this paragraph.

Applicants eligible for veterans credit on original appointment examination shall receive a priority in ranking over non-veterans who obtain an identical grade.

Application must be completely filled out, SIGNED, NOTARIZED and turned in to the Personnel Office of the City of St. Marys, 101 East Spring Street, St. Marys, Ohio, prior to 4:00 p.m. EDT, on February 15, 2019. All documentation and the \$10.00 application fee must be submitted with the completed application and will not be accepted at a later date.

Civil Service Commission,
City of St. Marys, Ohio
David Lunz, Chairman
Cheryl Howard, Commissioner
Ashley R. Bulp, Commissioner

OFFICE USE ONLY
DATE: _____
TIME: _____
NUMBER _____

**APPLICATION FOR TESTING CLASSIFIED CIVIL SERVICE
CITY OF ST. MARYS**

ALL APPLICATIONS MUST BE MADE UNDER OATH OR AFFIRMATION AND UPON FORMS PRESCRIBED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF ST. MARYS, OHIO.

THE APPLICATION MUST BE COMPLETED PERSONALLY BY APPLICANT IN ITS ENTIRETY AND PRINTED LEGIBLY IN INK OR TYPE WRITTEN.

THE COMPLETED APPLICATION MUST BE FILED WITH THE CIVIL SERVICE COMMISSION OF THE CITY OF ST. MARYS AT 101 EAST SPRING STREET, ST. MARYS, OHIO 45885, IN A TIMELY MANNER.

I hereby make application for the position of _____ in the
_____ Department of the classified service of the City of St. Marys, Ohio.

I. NAME AND SOCIAL SECURITY NUMBER:

Last	First	Middle	Social Security No.
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II. ADDRESS:

_____ Street Address
_____ City/Village
_____ State _____ Zip Code _____ Telephone Number

III. If taking the Firefighter/Paramedic exam, are you eighteen (18) years of age or older and under the age of forty-one (41)? Yes No

If taking the Police Officer exam, are you twenty-one (21) years of age or older and under the age of thirty-five (35)? Yes No

IV. CITIZENSHIP:

Are you a citizen of the United States or have a valid permanent resident card?
Yes No

V. EDUCATION:

A. Have you graduated high school or received a GED certificate? Yes No
If no, are you currently in high school? Yes No

B. Have you received any special training for the position you are applying for?
Yes No If yes, please state where and what and attach a copy:

VI. PERSONAL:

A. Are you licensed to drive a motor vehicle in the State of Ohio? Yes No
If yes, check type: Operators CDL

B. Are you currently illegally using drugs? Yes No

C. Have you ever been convicted of a felony? Yes No
If yes, explain below:

D. Have you ever been guilty of infamous or notorious disgraceful conduct?
Yes No If yes, explain below:

E. Have you ever been dismissed from the civil service for good cause, including delinquency? Yes No If yes, explain below:

NOTE: ATTACH A COPY OF ANY SPECIALIZED TRAINING THAT YOU HAVE RECEIVED IN REGARDS TO THE POSITION FOR WHICH YOU ARE APPLYING

STATE OF OHIO
COUNTY OF AUGLAIZE

Social Security Number: _____

I, (print name) _____, under oath do hereby swear or affirm that the statements in this Application are true to the best of my knowledge and that I have provided a complete disclosure of all information requested. I further affirm that I understand that any false statements made in this Application may be cause for disapproval of my appointment or for discharge after appointment. I also realize that any falsification may subject me to disqualification by the Civil Service Commission and or prosecution under Ohio Revised Code Section 2921.13.

(Sign Name)

Sworn to and subscribed in my presence this _____ day of _____, 2019.

Notary Public/State of Ohio