



**WASHINGTON COURT HOUSE
FIRE DEPARTMENT**
225 East Market Street
WASHINGTON C.H., OHIO 43160-1304
740-636-2362

RE: Full-Time Firefighter Civil Service Applicant

Dear applicant,

I want to express my sincere gratitude for your interest in joining our team as a full-time firefighter. This examination is being administered to establish a civil service eligibility list; it does not indicate that a current vacancy exists. The process requires specific criteria to be met to move on to the next step. Below is an outline and information to help guide you.

I. ELEMENTS OF THE SELECTION PROCESS

- A. Application and applicable documents returned
- B. Written Civil Service Examination, administered by the Ohio Fire Chiefs' Association — a passing score is required to continue
- C. Background investigation
- D. Physical Agility Test — scheduled closer to the time a position is identified to be filled, not immediately after the written examination
- E. Oral Interview
- F. Medical examination/drug screen, including the PFDPF/OP&F medical examination

II. DURATION OF THE SELECTION PROCESS

Applicants can expect at least six months to pass from the date of the examination to a conditional offer of employment.

III. BACKGROUND INVESTIGATIONS

As part of the background investigation, applicants should be aware that sensitive or confidential aspects of their lives may be explored. This investigation may include, but is not limited to, a home interview, contact with neighbors and personal references, verification of qualifications, and an examination using a detection-of-deception instrument. Refer to the Background Check page of this packet to guide you through the Fayette County Sheriff's Office application process.

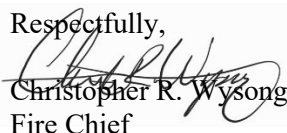
IV. ELIGIBILITY LIST / REAPPLYING

The eligibility list produced by the Civil Service Commission from this examination is valid for no more than one year from the date of testing and may be extended for one additional year. Applicants not appointed to probationary status from this list may reapply for any future examination as announced.

V. AUTOMATIC DISQUALIFIERS

- | | |
|--|---|
| 1. Any felony offense conviction | 10. Application must be completed with address and phone numbers |
| 2. Any drug offense conviction | 11. Disqualification from, or failure to pass, the terrorist-organization support questions administered as part of Ohio state fire certification testing or certification renewal. |
| 3. No operator's license | 12. Does not meet the age requirement for original appointment (18–36 years) under Washington Court House Codified Ordinances § 33.36 |
| 4. DUI conviction within the past 5 years | |
| 5. 2 or more DUI convictions | |
| 6. 3 moving traffic violations within the past 3 years | |
| 7. Any sex offense conviction | |
| 8. Any conviction of domestic violence | |
| 9. Falsification of the application | |

Respectfully,


Christopher R. Wyson
Fire Chief



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Background Check

Background Check Applicants can complete a BCI & FBI background check through the Fayette County Sheriff's Office. All background checks need to be scheduled before arriving at the office building. Go online at <https://fayetteoh.permitium.com/fingerprint/start> and complete the application with your information. When you get to the bottom section for delivery options, check the "Please mail results to." Select the BCI and FBI purchase options and use the code in the drop-down "109 578 Prospective Firefighter / EMT Applicants."

Below is the screenshot of the application with the mailing information, the purchase option, and the reason.

Fayette County Sheriff's Office Home Order Tracker

Delivery Options:

☒ Please mail results to

* Person or Organization Name: Washington CH Fire Dept.

* Attn: Chief Wysong

* Address Line 1: 225 E. Market St.

Address Line 2:

* City: Washington C.H.

* State : (region) Ohio

* Zip Code: (postal code) 43160

* Country: United States

* Phone number: 7406362362

☐ Direct Copy (select one)

Select Purchase Option:

☐ BCI

☐ FBI

☒ BCI and FBI

☐ Law Enforcement or Criminal Justice

Reason for Request of Fingerprinting:

109 578 Prospective Firefighter / EMT Applicants

Description	Amount
Cost of Fingerprinting Processing	
Fingerprinting Fee	\$60.00
BCI and FBI	
Credit Card Processing Fee	\$2.46
Total Issuance Fees	\$62.46
Service Fee	\$5.50
Total Fee:	\$67.96



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APPLICANT INFORMATION

Last Name		First		M.I.	D.O.B	
Street Address					Apartment/Unit #	
City		State		ZIP		
Phone		E-mail Address				
☐ Age 18–36 (Ord. § 33.36, full-time original appointment)				☐ Current WCHFD Paid-Call member		
Credit claimed (choose only one — not cumulative): ☐ Military ☐ Paid-Call ☐ N/A						
Have you ever worked for fire or EMS services?		YES ☐	NO ☐	If so, when?		
What organization did you serve for?					Certification #	
Have you ever been convicted of a felony?		YES ☐	NO ☐	If yes, explain		
Have you ever been convicted of a driving violation?		YES ☐	NO ☐	If yes, explain below		
Do you have a current driver's license?		YES ☐	NO ☐	If YES, include a copy with your application		
Current insurance provider					Include a copy of the current insurance card with the application	
Do you have a current physician?		YES ☐	NO ☐	Doctor's Name		
Are you willing to undergo a pre-employment physical?		Yes ☐	No ☐	At any time would you submit to drug testing?		Yes ☐ No ☐

EDUCATION

High School		Address	
From	To	Did you graduate?	YES ☐ NO ☐ Degree
College		Address	
From	To	Did you graduate?	YES ☐ NO ☐ Degree

EMERGENCY CONTACT

Full Name	
Relationship	Phone
Address	

REFERENCES

Full Name	Relationship
Company	Phone
Address	

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	



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If other than honorable, explain

CURRENT EMPLOYMENT (IF NOT CURRENTLY EMPLOYED, PROVIDE PREVIOUS EMPLOYER)

Company	Phone		
Address	Supervisor		
Job Title	From	To	
Reason for Leaving			
May we contact your supervisor for a reference? YES ☐ NO ☐			

Why would you like to become a full-time firefighter with the Washington Court House Fire Department? (Use additional pages if needed)

The following items must be submitted with the completed application.

- * Copy of Ohio driver's license
- * Copy of High School diploma or GED
- * Copy of Ohio fire certification (if applicable)
- * Copy of DD214 (if applicable)

Disclaimer and Signature

I do hereby authorize any city, county, state, or federal agency/department, school, or employer to furnish any information they may have about me under the above name, and I release all such sources from liability for any error in reporting that information. I certify that my answers are true and complete to the best of my knowledge, and I understand that false or misleading information in my application or interview may result in disqualification or release if discovered after employment.

PFDPF/OP&F Medical Examination: I acknowledge that, as a prospective member of the Ohio Police & Fire Pension Fund, I will be required to successfully complete a medical examination meeting PFDPF's minimum standards before any conditional offer of employment becomes final, and that failure to pass this examination will render me ineligible for appointment.

Declaration Regarding Material Assistance to a Terrorist Organization: I acknowledge that Ohio Revised Code §§ 2909.32 and 2909.34 require me to truthfully complete the State of Ohio's Declaration Regarding Material Assistance/No Assistance to a Terrorist Organization, and that an incomplete or disqualifying response is an automatic disqualifier from this selection process and may constitute a felony of the fifth degree.

Signature



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Agility Test

Because this examination establishes an eligibility list rather than filling a current vacancy, the Physical Agility Test described below will not necessarily be administered immediately after the written examination. It will be scheduled closer to the time a position is identified to be filled, so that results reasonably reflect each candidate's fitness at the time of appointment.

Before starting the test, the applicant will be fitted with an M.S.A. self-contained breathing apparatus (SCBA) and a fire helmet. The SCBA and helmet will be worn by the applicant during the entire agility test. Gloves will also be provided, but their use will be optional.

Notes:

Times: The agility test will be divided into two timed sections. The first part of the agility test will consist of climbing the aerial ladder. The total time permitted to complete part one of the agility test is three (3) minutes. The second part of the agility test will begin one minute after the applicant has completed the aerial ladder climb. Part two will consist of six (6) events. The total time permitted to complete part two of the agility test is seven (7) minutes.

Rest: The applicant may stand and rest only between events. There is no designated rest area. Rest time is part of the total time for the agility test. No rest will be permitted during an event.

No Running: Running is defined as moving so quickly that both feet are off the ground simultaneously. Consistent with actual firefighting performance, running shall not be permitted during the agility test.

Following Instructions: At any time during the agility test, the applicant may be ordered to stop, correct an action or procedure, or be informed that he or she is not in compliance with the rules of this agility test. If the applicant fails to comply with instructions immediately, the applicant may be disqualified.

If the applicant fails to complete parts 1 & 2 of the agility test in the allotted time, he or she will be deemed to have failed the entire test. If part 1 is not completed, the remainder of the test will be terminated.

The agility test will consist of the following:

Part one:

Aerial ladder climb event. The time will begin when the applicant steps onto the first rung. The applicant will climb an aerial ladder eighty-five (85) feet at a seventy-five (75) degree angle, wearing a safety belt (provided) in addition to the SCBA and helmet, with a safety rope attached to the safety belt. The applicant shall not climb in an unsafe or reckless manner and must touch all rungs when climbing the ladder. The time will end when the applicant steps off the bottom rung.



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Part two. The time shall begin when the applicant steps onto the beam.

1. Beam walk event. The applicant, while carrying an eight-pound sledgehammer, shall walk sixteen (16) feet on a 4x4 beam. The beam will have a forty-five (45) degree direction change at the center of the sixteen (16) feet. The applicant shall step on the painted areas of the beam. If at any time the applicant fails to step on the painted areas or steps off the beam and either foot makes contact with the ground, the applicant must return to the starting point of the beam walk. The time shall continue if the applicant has to start over.

2. Hose advance event. The applicant shall drag one hundred (100) feet of three (3) inch double jacket, uncharged, unrolled fire hose, fifty (50) feet, and connect and disconnect a 2 ½" nozzle.

3. Ladder set up event. The applicant shall remove a fourteen (14)-foot aluminum roof ladder from a fire truck, carry the ladder to a building, and set it up against the building at the designated point. The applicant shall climb the ladder to a designated point and place both hands flat on the areas indicated by the proctors prior to the beginning of the test. The applicant will climb down and place the ladder back on the fire truck in the original position. The applicant shall not climb in an unsafe or reckless manner and must touch all rungs when going up and down the ladder.

4. Crawl event. The applicant shall crawl the marked distance (25 feet), part of which is through a confined space.

5. Victim drag event. The applicant shall drag a simulated victim seventy-five (75) feet. The victim may be carried completely off the ground or dragged by raising the head, torso, and buttocks off the ground. If at any time the head, torso, or buttocks come in contact with the ground, the applicant shall stop and raise the victim to the proper position. A loop of webbing will be provided to assist with gripping the victim; its use is optional.

6. Ventilation event. The applicant shall strike a target object (Keiser Sled) using the provided sledgehammer, as many times as needed to move the target object five (5) feet.
At the completion of the ventilation event, the applicant shall step off the testing apparatus, at which point the time shall stop.