

NOTICE
ENTRANCE EXAMINATION FOR FIREFIGHTER/EMT CITY OF DOVER

Dover Civil Service Commission will give an open competitive examination for the position of Firefighter/EMT with the Dover Fire Department according to Ohio Revised Code Sections 124.22 and 124.41.

Title of Examination: Firefighter/EMT

Date & Time: Wednesday, November 18, 2026 at 6:00 p.m.

Location: 121 E. 2nd Street Dover, Ohio

Question: Dover Municipal Building 330-343-6726 or email
civil.service@doverohio.com

QUALIFICATIONS FOR EXAMINATION AND/OR APPOINTMENT:

1. All applicants must be citizens of the United States.
2. No applicant shall be eligible for appointment unless he or she has reached the age of twenty-one (21) prior to the date of appointment. No person is eligible to receive an original appointment if he or she is thirty-five (35) years of age prior to the date of appointment.
3. Applicants must have either graduated from High School or have successfully completed a GED.
4. Applicant must have successfully completed a State of Ohio Firefighter I and II program and must have State of Ohio certification as EMT prior to the date of appointment, or have had a determination of reciprocity from the Ohio Department of Public Safety.
5. An applicant, at the time of appointment, must be a licensed driver with a good driving record. A "good driving record" for consideration of appointment is defined as having no more than two (2) two-point moving violations or the equivalents for the three (3) preceding years, conviction of one or more six (6) point moving violations, any felony traffic violations (or equivalent) in the five preceding years shall be grounds for disqualification from appointment.
6. An applicant who fails to complete any scheduled portion of the selection process or otherwise fails to meet the herein stated requirements of the selection process shall not be eligible for appointment.
7. In order to be eligible for appointment, a candidate must pass an oral interview with officers of the Fire Department (and/or the Director of Public Safety), successfully pass a background check (to the satisfaction of the City of Dover), complete a drug screening with no adverse finding at the direction and expense of the City of Dover, not more than one year prior to an original appointment and at their own expense, successfully complete a physical ability test administered by an accredited facility which has an established record of offering such physical ability tests and furnish proof thereof, pass a polygraph examination (to the satisfaction of the City of Dover) administered by a qualified practitioner chosen by the City of Dover, be certified after examination to have suitable personality characteristics for the position (after psychological exam and interview), and have necessary physical characteristics,

and be suitably healthy (as defined by the Police and Fire Pension Board of Ohio) for the position (after physical exam by a qualified practitioner chosen by the City of Dover).

8. LENGTH OF ELIGIBILITY:

The eligibility list for appointment as Firefighter/EMT for the Dover Fire Department shall be valid for one (1) year from the date of certification of the final eligibility list by the Dover Civil Service Commission. The validity of the eligibility list may be extended for up to one (1) additional year at the discretion of the Dover Civil Service Commission. An eligibility list will be certified with the names of all candidates who successfully pass the written test and pass or furnish proof of passing the physical abilities test indicated above.

9. FEE FOR EXAMINATION:

Applicants must pay a non-refundable \$25.00 fee in order to take the written examination. It is strongly urged that the fee be paid in advance to Eva Newsome, Mayor's Executive Assistant, 321 North Wooster Ave., Dover Ohio 44622. Payment may in cash or by check or money order which should be made out to The City of Dover. The City of Dover reserves the right to allow payment of fees on the night of examination at its discretion, but is not obligated to do so. Deadline for applications to be turned is Monday, November 16, 2026 at 4:00 PM.

10. EXAMINATION SEQUENCE:

All applicants must achieve a score of 70% on the written exam (which will be based on the current editions of Brady's Emergency Care and IFSTA's essentials of Firefighting. General knowledge questions 25% of test) to be eligible for consideration. Candidates must have certification from an accredited facility for having passed their physical abilities test as indicated in #7 listed above.

11. MILITARY SERVICE CREDIT

Applicants eligible to receive military service credit shall only receive credit if they pass the written portion of the exam with a score of 70% or higher and they have attained certification of having passed the physical abilities test. Applicants must submit proof of an honourable discharge to the Civil Service Commission in order to receive military service credit according to ORC section 124.23.

12. An applicant, if appointed to and employed in the position of Firefighter/EMT, must comply with the residency requirements of the City of Dover.

13. An applicant, if appointed to and employed in the position of Firefighter/EMT, must be able to perform the duties of the position, obey the rules and regulations, policies and procedures, general orders and work as directed by supervisors of the Dover Fire Department, as well as, obey the applicable laws and policies of the City of Dover and the laws of the State of Ohio and the United States.

14. An applicant will be disqualified from appointment if previously convicted of any crimes of violence, violations involving illegal drug activity and/or any violations of crimes of theft as found in the Ohio Revised Code.

BY ORDER OF THE DOVER CIVIL SERVICE COMMISSION AN EQUAL OPPORTUNITY EMPLOYER