



Application Checklist

TO APPLY FOR THE POSITION OF FIREFIGHTER, YOU MUST BRING:

- Valid Identification (drivers license, state identification, passport)
- Applicant must be a minimum of 18 years of age and no older than 35 years of age AT THE TIME OF APPOINTMENT TO THE CITY OF CLEVELAND FIRE TRAINING ACADEMY.
- Proof of Diploma or GED
One of the following must be presented at the time of filing:
 - A. High School Diploma
 - B. GED
 - C. Letter on official stationery from High School or Board of Education stating that the applicant did graduate.
 - D. DD-214 (Separation from Active Duty) which indicates the individual graduated from High School or passed the General Education Development Test.
- Filing Fee
Applicants are required to pay a non-refundable filing fee of \$10.00, plus \$2.00 Notary fee (**cash, money order, or bank check only. NO PERSONAL CHECKS WILL BE ACCEPTED**). Bank Check or Money Order must be made payable to the City of Cleveland. Those individuals presenting proof of unemployment or public assistance **AT THE TIME OF FILING** will be exempt from the fee. A copy of such proof must be included with the application.
- Proof of Residency (*for 10 additional points added to a passing score*)
In accordance with the Charter of the City of Cleveland: A person who has had his/her primary residence in the City of Cleveland **for at least one year at the time of filing a Civil Service application**, and desires to take an entry-level Civil Service examination, shall, if a passing grade on the written examination is attained, have ten (10) points added to his/her **passing** score.

In order to receive residency credit, applicants must present **the originals OR LEGIBLE COPIES** of 4 different proofs of residency from ONE YEAR AGO* and 4 different proofs of residency that are CURRENT** (a total of EIGHT documents) for verification. Such proofs include:
 - Driver's license
 - Bank statements
 - Utility bills
 - Mortgage or Lease Agreement
 - Bills from creditors not listed above
 - Other postmarked mail such as magazines with name and mailing label attached, organization newsletters, medical/dental bills, voter registration card, or motor vehicle registration
 - Insurance statement (home insurance, rental insurance, car insurance or other insurance documents).

* "ONE YEAR AGO" SHALL BE ONE YEAR PREVIOUS TO DATE OF FILING. For example, if you are filing in April of 2010 for the examination in July of 2010 you must present 4 different documents dated **February, March or April of 2009**.

** "CURRENT" SHALL BE WITHIN THE LAST THREE MONTHS. For example, if you are filing in April of 2010 for the examination in July of 2010 you must present 4 different documents dated **February, March or April of 2010**.
- Proof of Military Service (*for 5 additional points added to score*)
Proof of active service or a DD Form 214 (long form which indicates character of service), must be presented to the Commission **at the time of filing** application for the examination in which credit is sought in order to qualify for veterans' credit.