NORWICH TOWNSHIP FIRE DEPARTMENT
5181 NORTHWEST PARKWAY
HILLIARD, OHIO 43026

614-876-7694
http://www.norwichtownship.org

Updated: **February 5, 2026**

Job Classification: Firefighter/Paramedic

The Norwich Township Fire Department is currently building a hiring list for firefighters/paramedics. The application process must be completed through the National Testing Network no later than April 16, 2026. Please read the entire job posting, incomplete applications (including the PHQ) will not be considered.

Lateral transfers will be considered but are required to complete the National Testing process. This is an open application period.

Note, that you must be certified as a firefighter and paramedic to work at the Norwich Township Fire Department, If you do not have these certifications, you are not eligible to be an employee.

Salary Information: $70,353 (starting) - $108,793 (after three years)

Benefit Information: Full Benefits Package including (Medical, Dental, Vision, and Life Insurance)

OVERVIEW OF JOB REQUIREMENTS : The Norwich Township Fire Department strives to employ the most qualified, well rounded individuals. Below are the job requirements;

a. It is the policy of the Norwich Township Fire Department that the age for appointment as a full time fire fighter shall be at least eighteen (18) years of age, and the initial appointment in a fire service pension must have been made prior to the applicant 41st birthday.

b. The applicant must be a United States citizen

c. The applicant must possess a GED or be a high school graduate

d. The applicant must possess a valid Ohio Driver's License

e. The applicant must be able to read and speak English

f. The applicant must possess a valid Ohio Firefighter II Certification prior to application

g. The applicant must possess a valid Ohio Paramedic Certification prior to appointment

OVERVIEW OF THE HIRING PROCESS : The Norwich Township Fire Department hiring process is outlined below.

a. Advertised application deadline on social media and department bulletin posting

b. Advertised physical abilities test

c. Assure completion of all expectations of the below application process prior to the application deadline

d. Invitation to participate in the hiring process

e. Norwich Township Background Waiver and NTFD Personal History Questionnaire

f. Screening committee

g. Expanded background with an investigator

h. Fingerprinting and BCI check

i. Battalion Chief's interview

j. Trustee's interview

k. Conditional offer of employment

APPLICATION PROCESS : The National Testing Network application process utilized by the Norwich Township Fire Department will be continuous and ongoing. An application deadline will be advertised one month prior to the deadline date. All of the below are expected to be completed prior to the advertised application deadline for the application to be considered complete. All applications completed after the deadline will not be considered for the current process but will remain in consideration for future opportunities.

Current residents of our coverage area (Norwich Township, Brown Township, City of Hilliard), or graduates of any Hilliard City School District high school, may forego the NTN process and pick up a personal history questionnaire in person at 5181 Northwest Parkway. The questionnaire must be submitted no later than April 16, 2026 to be considered.

1 – National Testing Network Written Test

2 – National Testing Network Personal History Questionnaire

3 – Successful completion of the Cooper Standards physical abilities test at the 15th percentile hosted by Norwich Township Fire Department.

Please see https://ergontn-public.s3-us-west-2.amazonaws.com/ntn/job-postings/cooper-standards.pdf for physical testing

requirements.

All applicants will be required to attend the Norwich Township Physical Abilities Test. This is a pass or fail test and you will have only one attempt. Applicants will be emailed after the open application period to schedule the physical abilities test.

INVITATION TO PARTICIPATE : The maximum of 30 applications based on overall written test score submitted prior to the deadline will be screened for completeness and disqualifiers as listed below:

Specific Disqualifiers/Behaviors (see below)

Criminal Disqualifiers:

1. Felony
2. Other criminal convictions

Driving Disqualifiers:

1. Poor driving record
2. Must have a valid Ohio Driver's License
3. Must have insurability under Norwich Township's policy

Drug Use Disqualifiers:

1. Positive drug screen
2. A history of unlawful drug use within previous 24 months of application

Employment Disqualifiers:

1. Poor work history
2. Has been dismissed from employment because of inefficiency
3. Has resigned from employment while disciplinary charges were pending

Any dishonesty and/or falsification during the NTN Hiring Process, including but not limited to the NTN Application, background investigation forms, personal history forms or interviews, will not be tolerated and is considered to be an employment disqualifier.

NORWICH TOWNSHIP BACKGROUND WAIVER AND PERSONAL HISTORY QUESTIONNAIRE : The eligible applicants will be issued a personal history questionnaire via email with a receipt verification. The questionnaire will be returned complete to the Screening Committee on a scheduled date.

SCREENING COMMITTEE : The Fire Department screening committee will interview the top candidates. This committee may be made up of representatives of the Norwich Township Fire Department, Hilliard Division of Police, local citizens, school and

community leaders. The committee will then make recommendations individually to the fire chief as to each candidate's ranking. This is not cumulative with other portions of the process.

EXPANDED BACKGROUND WITH AN INVESTIGATOR : The expanded background interview may include verification of any information contained in the questionnaire by various investigative means. This may include a home visit, follow up requests for information, extended reference interaction, a computer voice stress analysis, or polygraph by a third party. The process shall be overseen by a member of the Norwich Township Fire Department command staff.

FINGERPRINTING AND BCI CHECK : All applicants involved in the expanded background portion of the hiring process will be scheduled to be fingerprinted by the Hilliard Division of Police. The fingerprints will be used to search various databases for criminal conduct.

BATTALION CHIEF'S INTERVIEW : Select candidates will have an interview with members of the command staff to determine the candidate's ability to perform within the operational guidelines and vision of the fire department. The command staff will strive to determine personality style, development style, and overall fit for the organization.

TRUSTEE'S INTERVIEW: Select candidates will be scheduled to interview with the Board of Trustees.

CONDITIONAL OFFER OF EMPLOYMENT : All candidates receiving a conditional offer of employment shall be subject to the following conditions at minimum. No conditional offer shall become official until all conditions are satisfied and all offers may be withdrawn at any time for any reason.

1. Successfully passing a pre-employment drug screen
2. Comprehensive medical physical with pension requirements if applicable
3. Successful completion of a comprehensive background investigation
4. Successful completion of a psychological evaluation completed by a licensed psychologist or psychotherapist. A verbal recommendation will be made for appropriateness to hire and a written report will be submitted.

Department Overview: The Norwich Township Fire Department (NTFD) is located in the northwestern part of Franklin County and has a coverage area of 39 square miles. The fire department serves Norwich Township, the City of Hilliard, and Brown Township with fire and EMS services. The total population is estimated at 40,000. The NTFD has 103 career members and the City of Hilliard has projected significant community growth in the coming years.

Norwich Township Fire Department provides a variety of both emergency and non-emergent services to residents and visitors. Those services include fire protection, emergency medical transport (paramedic), fire prevention, community paramedicine, public events, and station tours.

Job Requirements

Age : 18 years of age at the time of employment.

Citizenship Required : Yes

High School Grad/GED : Yes

Valid OHIO Driver's License : Yes

Ability to Read/Speak English : Yes

Vision : Must have corrected vision in both eyes to 20/20

Academy Certification : Valid State of Ohio Firefighter II Certification and Valid State of Ohio Paramedic Certification upon appointment

Job Requirements

Vision : N/A

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Vision:

N/A

Copy Link To Job