

# **CITY OF ASHTABULA**

## **NOTICE OF CIVIL SERVICE EXAM** **ENTRANCE POLICE OFFICER**

**WHEN:** SUNDAY, SEPTEMBER 22, 2019  
FROM 1:00 PM TO 3:30 PM - REGISTRATION STARTS AT NOON - **ID REQUIRED**

**WHERE:** ASHTABULA PUBLIC LIBRARY  
4335 PARK AVENUE, ASHTABULA, OHIO 44004

**APPLICATIONS AVAILABLE:**  
DOWNLOAD AT: [www.CityofAshtabula.com/employment-opportunities](http://www.CityofAshtabula.com/employment-opportunities)

OR PICK UP DURING NORMAL BUSINESS HOURS AT:  
ASHTABULA MUNICIPAL BUILDING  
CITY MANAGER'S OFFICE ON 2<sup>ND</sup> FLOOR  
4717 MAIN AVENUE, ASHTABULA, OHIO 44004

**SEE ATTACHED SHEET FOR REQUIREMENTS:**

**A \$25.00 APPLICATION FEE IS DUE WITH YOUR COMPLETED APPLICATION**  
**CHECK OR MONEY ORDER ONLY, MADE PAYABLE TO: CITY OF ASHTABULA**

**RETURN ALL COMPLETED APPLICATIONS AND VERIFYING DOCUMENTATION NO LATER THAN**  
**FRIDAY, SEPTEMBER 13<sup>TH</sup>, 2019 AT 4:00 P.M .TO:**

ASHTABULA MUNICIPAL BUILDING  
CITY MANAGER'S OFFICE ON 2<sup>ND</sup> FLOOR  
4717 MAIN AVENUE, ASHTABULA, OHIO 44004

**CITY OF ASHTABULA CIVIL SERVICE COMMISSION  
REQUIREMENTS FOR POLICE OFFICER ENTRANCE EXAM**

1. MUST BE 21 YEARS OLD AT THE TIME OF EXAM.
2. MUST HAVE A VALID DRIVERS LICENSE AT TIME OF TEST. MUST HAVE VALID OHIO DRIVERS LICENSE AT TIME OF HIRE.
3. A COPY OF THE FOLLOWING MUST ACCOMPANY YOUR COMPLETED APPLICATION.  

VALID DRIVER'S LICENSE, BIRTH CERTIFICATE (UNCERTIFIED), HIGH SCHOOL OR COLLEGE DIPLOMA, HONORABLE DISCHARGE PAPERS (IF APPLICABLE), ANY EXTRA CREDIT DOCUMENTATION
4. A PHOTO ID WILL BE REQUIRED FOR ADMISSION TO EXAM, PLEASE BRING TWO (2) NUMBER 2 PENCILS:
5. A BACKGROUND SCREENING AND INTERVIEW (S) WILL BE PERFORMED BY THE ASHTABULA POLICE DEPARTMENT PRIOR TO APPOINTMENT.
6. PRIOR TO APPOINTMENT, YOU MUST PASS THE FOLLOWING HIRING CRITERIA
  - MUST PASS A WRITTEN EXAM WITH A 70% OR BETTER SCORE
  - A PHYSICAL AGILITY TEST
  - A POLYGRAPH EXAMINATION
  - A PSYCHOLOGICAL EXAMINATION
  - AN EXTENSIVE PHYSICAL EXAMINATION
  - A DRUG TEST
7. ALL APPLICANTS MUST HAVE SUCCESSFULLY COMPLETED OR BE ENROLLED IN THE OHIO BASIC POLICE ACADEMY PRIOR TO THE TEST DATE AND SUCCESSFULLY PASSED THE STATE OF OHIO POLICE ACADEMY EXAM PRIOR TO HIRE, WITH CURRENT OHIO CERTIFICATION.
8. YOU ARE REQUIRED TO RESIDE IN THE COUNTY OF ASHTABULA OR ADJACENT COUNTY WITHIN SIX MONTHS OF APPOINTMENT.
9. APPOINTEE MUST SUCCESSFULLY COMPLETE A PROBATIONARY PERIOD OF UP TO 18 MONTHS BEFORE PERMANENT APPOINTMENT.
10. EXTRA CREDIT WILL BE GIVEN FOR THE FOLLOWING; IT IS YOUR RESPONSIBILITY TO PROVIDE THE NECESSARY DOCUMENTS TO RECEIVE EXTRA CREDIT;
  - 5% OF PASSING WRITTEN TEST SCORE FOR MILITARY SERVICE (HONORABLE DISCHARGE REQUIRED)
  - 10 POINTS FOR CURRENT OHIO OPOTA CERTIFICATION
  - 7 POINTS FOR A GRADUATE OF A POLICE ACADEMY (IF YOU ARE ELIGIBLE FOR #2, YOU ARE NOT ELIGIBLE TO RECEIVE POINTS FOR #3.)
  - 2 POINTS IF CERTIFIED AS SPANISH SPEAKING
  - 3 POINTS IF YOU HAVE A MASTER'S DEGREE, 5 POINTS IF MASTER'S DEGREE IS IN A LAW ENFORCEMENT FIELD
  - 2 POINTS IF YOU HAVE A BACHELOR'S DEGREE, 4 POINTS IF BACHELOR'S DEGREE IS IN LAW ENFORCEMENT FIELD
  - 1 POINT IF YOU HAVE AN ASSOCIATE'S DEGREE, 3 POINTS IF ASSOCIATE'S DEGREE IS IN A LAW ENFORCEMENT FIELD
11. AWAIVER OF LIABILITY IS REQUIRED TO PARTICIPATE IN THE PHYSICAL AGILITY EXAM. (TO BE DISTRIBUTED AT THE PHYSICAL AGILITY EXAM)

**PLEASE ARRIVE 30 MINUTES EARLY FOR REGISTRATION**



**City of Ashtabula**  
 4717 Main Avenue  
 Ashtabula, Ohio 44004

**APPLICATION FOR EMPLOYMENT**  
 (PLEASE PRINT CLEARLY IN INK)

The City of Ashtabula is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

NAME (Last)	(First)	(Middle)	Date
ADDRESS	CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER	TELEPHONE NUMBER	EMAIL ADDRESS	
POSITION APPLIED FOR			
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? YES _____ NO _____ (Proof of eligibility will be required upon offer of employment.)			
ARE YOU OVER THE AGE OF 18 YEARS? YES _____ NO _____ (If no, you may be required to provide authorization.)			
CAN YOU WITH OR WITHOUT REASONABLE ACCOMODATION TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.) YES _____ NO _____			
HAVE YOU EVER WORKED FOR THE CITY OF ASHTABULA? YES _____ NO _____			
IF YES, WHEN? FROM _____ TO _____ WHERE? _____			
CLASSIFICATION : _____			
DO YOU CURRENTLY HAVE A VALID COMMERCIAL DRIVER'S LICENSE (CDL)? YES _____ NO _____ IF YES, WHAT CLASS? _____ EXPIRES _____			
HAVE YOU BEEN CONVICTED OF ANY MOVING VIOLATIONS IN THE PAST FIVE YEARS? YES _____ NO _____ IF YES, PLEASE EXPLAIN: _____			
IS ANYONE RELATED TO YOU EMPLOYED WITH THE CITY OF ASHTABULA? YES _____ NO _____ IF YES, PLEASE GIVE THEIR NAME AND RELATIONSHIP TO YOU. _____			
WHAT SALARY OR RATE OF PAY DO YOU EXPECT TO RECEIVE IF EMPLOYED? \$ _____ PER _____			
ON WHAT DATE WOULD YOU BE AVAILABLE TO BEGIN WORK? _____			
HOW DID YOU HEAR ABOUT US? _____			

**EDUCATION**

SCHOOLS	NAME AND LOCATION	# YEARS COMPLETED	COURSE OF STUDY OR MAJOR	DIPLOMA OR DEGREE	AVERAGE GRADES
ELEMENTARY					
JR. HIGH SCHOOL					
HIGH SCHOOL					
COLLEGE					
VOCATIONAL SCHOOL					
GRADUATE SCHOOL					

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D.? YES \_\_\_\_\_ NO \_\_\_\_\_

PLEASE LIST ANY ACADEMIC HONORS, SCHOLARSHIPS, OFFICES HELD, ETC. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIPS, LICENSES OR SKILLS. \_\_\_\_\_

HAVE YOU RECEIVED ANY JOB-RELATED TRAINING IN THE UNITED STATES MILITARY? YES \_\_\_\_\_ NO \_\_\_\_\_

PLEASE GIVE DATES AND EXPLANATION: \_\_\_\_\_

### EMPLOYMENT HISTORY

HOW MANY EMPLOYERS HAVE YOU HAD INCLUDING YOUR CURRENT EMPLOYMENT? \_\_\_\_\_

HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM A JOB? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE EXPLAIN. \_\_\_\_\_

EMPLOYMENT HISTORY (Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment. Attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at the City of Ashtabula.)

1. FROM: Month/year	TO: Month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:				
2. FROM: Month/year	TO: Month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:				
3. FROM: Month/year	TO: Month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:				

PLEASE PROVIDE ANY OTHER INFORMATION YOU FEEL WILL HELP US IN CONSIDERING YOUR APPLICATION FOR EMPLOYMENT.

### REFERENCES (Please list three persons, who are not related to you or previous supervisors, who can provide professional references.)

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN
1.			
2.			
3.			

## APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

### **\*PLEASE READ CAREFULLY BEFORE SIGNING\***

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the City of Ashtabula that such employment with the City of Ashtabula is at will, for no specified duration and may be terminated by either the City of Ashtabula or myself at any time, with or without cause or notice unless otherwise directed by a current bargaining agreement recognized by the City of Ashtabula. I understand that none of the documents, policies, procedures, actions, statements of the City of Ashtabula or its representatives used during the hiring process is deemed a contract of employment real or implied. I understand that no representative of the City of Ashtabula except the Ashtabula City Manager, the Ashtabula Municipal Court Judge, the Ashtabula City Solicitor, or City Council has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the authoritative elected official(s).

In consideration for employment with the City of Ashtabula, if employed, I agree to conform to the rules, regulations, policies and procedures of the City of Ashtabula at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the business conducted by the City of Ashtabula, attendance and punctuality are considered essential requirements of every job at the City of Ashtabula and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with the City of Ashtabula, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. There is potential for disqualification if an unsatisfactory result is obtained from the testing. Refusal to cooperate or attempt to affect the results of these pre-employment tests will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to the City of Ashtabula and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for six months. If I wish to be considered for employment after this period I must fill out and submit a new application.

I understand that the information provided on this application for employment may be subject to public record in accordance with Ohio Sunshine Laws.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

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Signature

Date

**THE CITY OF ASHTAUBLA IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.**

**The City of Ashtabula is a Drug and Tobacco Free Workplace**