

**CITY OF ASHTABULA
NOTICE OF CIVIL SERVICE EXAMINATION
ENTRANCE POLICE OFFICER**

**THE CITY OF ASHTABULA WILL HOLD AN OPEN EXAMINATION FOR THE POSITION OF
PATROLMAN ON SATURDAY, JULY 12, 2008.**

**THE EXAMINATION WILL BE GIVEN AT THE LYONDELL TRAINING CENTER, 2780 MIDDLE RD.,
ASHTABULA, OHIO FROM 10:00 AM – 12:00 PM**

**APPLICATIONS WILL BE AVAILABLE AND ACCEPTED MONDAY, JUNE 2nd
THROUGH WEDNESDAY, JULY 2ND ONLY.**

**APPLICATIONS MAY BE OBTAINED AND RETURNED TO THE ASHTABULA MUNICIPAL
BUILDING, 4717 MAIN AVE. IN THE CITY MANAGER'S OFFICE.**

**REQUIREMENTS: YOU MUST BE A U.S. CITIZEN; HAVE A VALID OHIO DRIVER'S LICENSE; BE 21
YEARS OF AGE AT TIME OF EXAM, AND BE A HIGH SCHOOL GRADUATE. A \$25.00**

APPLICATION FEE IS DUE WITH RETURNED APPLICATION.

THE CITY OF ASHTABULA IS AN EQUAL OPPORTUNITY EMPLOYER.

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

1. MUST BE 21 YEARS OF AGE AT TIME OF EXAM.
2. MUST HAVE VALID DRIVER'S LICENSE.
3. A COPY OF THE FOLLOWING MUST ACCOMPANY YOUR COMPLETED APPLICATION:
STATE OF OHIO 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 NUMBER TWO PENCILS.
5. A BACKGROUND SCREENING AND INTERVIEW(S) WILL BE PERFORMED BY THE ASHTABULA POLICE DEPT.
6. PRIOR TO APPOINTMENT, YOU MUST PASS THE FOLLOWING HIRING CRITERIA:
 - MUST PASS WRITTEN EXAM WITH A 70% OR BETTER
 - A PHYSICAL AGILITY TEST
 - A POLYGRAPH EXAMINATION
 - A PSYCHOLOGICAL EXAMINATION
 - AN EXTENSIVE PHYSICAL EXAMINATION
 - A DRUG TEST
7. YOU ARE REQUIRED TO RESIDE IN THE COUNTY OF ASHTABULA WITHIN SIX MONTHS OF APPOINTMENT.
8. APPOINTEE MUST SUCCESSFULLY COMPLETE A PROBATIONARY PERIOD OF UP TO 18 MONTHS BEFORE PERMANENT APPOINTMENT.
9. EXTRA CREDIT WILL BE GIVEN FOR THE FOLLOWING;

IT IS YOUR RESPONSIBILITY TO PROVIDE THE NECESSARY DOCUMENTS TO RECEIVE EXTRA CREDIT:

- 1) 5% OF PASSING WRITTEN TEST SCORE FOR MILITARY SERVICE (HONORABLE DISCHARGE REQUIRED)
 - 2) 10 POINTS FOR A CURRENT OHIO OPOTA CERTIFICATION
 - 3) 7 POINTS FOR A GRADUATE OF A POLICE ACADEMY (If you are eligible for # 2, you are not eligible to receive points for # 3)
 - 4) 2 POINTS IF CERTIFIED AS SPANISH SPEAKING
 - 5) 3 POINTS IF HAVE A MASTER'S DEGREE, 5 POINTS IF MASTER'S DEGREE IS IN A LAW ENFORCEMENT FIELD
 - 6) 2 POINTS IF HAVE A BACHELOR'S DEGREE, 4 POINTS IF BACHELOR'S DEGREE IS IN A LAW ENFORCEMENT FIELD
 - 7) 1 POINT IF HAVE AN ASSOCIATE'S DEGREE, 3 POINTS IF ASSOCIATE'S DEGREE IS IN A LAW ENFORCEMENT FIELD
10. A WAIVER OF LIABILITY IS REQUIRED TO PARTICIPATE IN PHYSICAL AGILITY EXAM. (TO BE DISTRIBUTED AT PHYSICAL AGILITY EXAM)

PLEASE ARRIVE 30 MINUTES EARLY FOR REGISTRATION.



City of Ashtabula
 4400 Main Avenue
 Ashtabula, Ohio 44004

APPLICATION FOR EMPLOYMENT
 (PLEASE PRINT CLEARLY)

In order that your application may be properly evaluated, it is essential that all of the questions be answered carefully and to the best of your ability. Feel free to give additional information which will enable you and the CITY to derive the greatest benefit from your application. In addition, please attach a resume if you have one.

NAME (Last)	(First)	(middle)	Date
ADDRESS	CITY	STATE	ZIP CODE
PREVIOUS ADDRESS	CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER	TELEPHONE NUMBER ()	ARE YOU A U.S. CITIZEN? YES___ NO___	
POSITION APPLIED FOR:	RATE OF PAY EXPECTED:	EXPERIENCE:	
1. _____	1. _____/hour	1. _____ yrs. _____ mos.	
2. _____	2. _____/hour	2. _____ yrs. _____ mos.	
DO YOU CURRENTLY HAVE A VALID CDL? YES___ NO___ IF YES, WHAT CLASS? _____ EXPIRES _____			
HAVE YOU EVER WORKED FOR THE CITY OF ASHTABULA? YES___ NO___			
IF YES, WHEN? FROM _____ TO _____ WHERE? _____ <small>month/year month/year</small>			
ON WHAT DATE WOULD YOU BE AVAILABLE TO BEGIN WORK? _____			
IN CASE OF EMERGENCY, NOTIFY _____ <small>name address phone</small>			
HOW MANY DAYS WORK HAVE YOU MISSED DURING THE LAST 5 YEARS? _____ EXPLAIN: _____			
WHAT OR WHO INTERESTED YOU IN THE CITY OF ASHTABULA? _____			
HAVE YOU EVER BEEN CONVICTED OF A CRIME? (excluding misdemeanors and summary offenses) YES___ NO___			
IF YES, EXPLAIN: _____			

Note - A conviction does not automatically mean you cannot be appointed. What you were convicted of, and how long ago, are important. Give all of the facts so that a decision can be made.

SCHOOLS	NAME AND LOCATION	YEARS ATTENDED	DEGREE	MAJOR SUBJECT	MINOR SUBJECT	AVERAGE GRADES
GRADE SCHOOL						
JR. HIGH SCHOOL						
HIGH SCHOOL						
COLLEGE(S)						
TRADE, TECHNICAL						
OR BUSINESS SCHOOL						
GRADUATE SCHOOL(S)						

ARE THERE ANY OTHER EXPERIENCES, SKILLS, OR QUALIFICATIONS WHICH YOU FEEL WOULD ESPECIALLY FIT YOU FOR WORK WITH THE CITY OF ASHTABULA? _____

The Civil Rights Act of 1964 and Executive Order 1246 prohibits discrimination in employment because of race, color, religion, sex or national origin. Public Law 90-202 prohibits discrimination because of age. The laws of some states prohibit some or all of the above mentioned types of discrimination.

HAVE YOU EVER BEEN IN THE US MILITARY? YES___ NO___ IF YES, HOW LONG _____

BRANCH OF SERVICE _____ RESERVES _____ ACTIVE DUTY _____ SERVICE SERIAL NO. _____

RANK AT DISCHARGE _____ SERVICE JOB TITLE (duties) _____

HOW MANY EMPLOYERS HAVE YOU HAD INCLUDING YOUR CURRENT EMPLOYMENT? _____

LIST THE LAST THREE IN ORDER WITH YOUR LAST OR PRESENT EMPLOYER FIRST:

1. FROM: month/year	TO: month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: STARTING _____ AT TERMINATION _____
COMPANY NAME AND ADDRESS:			REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:				
2. FROM: month/year	TO: month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: STARTING _____ AT TERMINATION _____
COMPANY NAME AND ADDRESS:			REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:				
3. FROM: month/year	TO: month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: STARTING _____ AT TERMINATION _____
COMPANY NAME AND ADDRESS:			REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:				

MAY WE CONTACT THE EMPLOYERS LISTED ABOVE? YES _____ NO _____ IF NO, WHICH ONES? _____

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my employment history.

REFERENCES (Not former employees or relatives)	ADDRESS	TELEPHONE NO.
1.		
2.		
3.		

SIGNATURE

DATE

ADDITIONAL COMMENTS:

RELEASE AUTHORIZATION

This is to advise that I, the undersigned, hereby waive any privilege I may have and authorize the City of Ashtabula, Ohio to inspect, copy, and/or receive all files or records of any nature whatsoever pertaining to me. You are, as recipient of this Release Authorization, authorized and instructed to make any and all files or records of any nature whatsoever pertaining to me immediately available to the Ashtabula City Police Department, of the City of Ashtabula upon your receipt of a signed or photocopy of this Release Authorization.

Date: _____

Name

Social Security Number

Date of Birth