



FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TIME RECEIVED: \_\_\_\_

# CITY OF NORTH COLLEGE HILL APPLICATION FOR POLICE EMPLOYMENT

The North College Hill Police Department is an Equal Opportunity and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, color, creed, gender, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation. ATTACH VERIFICATION YOU HAVE SUCCESSFULLY COMPLETED AN OPOTA COURSE.

**PLEASE TYPE OR PRINT.** Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid information will not be considered for any position.

## SECTION I – PERSONAL DATA

HOW DID YOU HEAR ABOUT US?			DATE APPLIED:
FIRST NAME	MIDDLE NAME	LAST NAME	
STREET ADDRESS		CITY	
STATE	ZIP	EMAIL	
CELL PHONE #	HOME PHONE #	SOCIAL SECURITY NUMBER	
LIST ANY OTHER NAMES UNDER WHICH YOU HAVE BEEN EMPLOYED OR ATTENDED SCHOOL			
FIRST NAME	MIDDLE NAME	LAST NAME	

## SECTION II – PERSONAL REFERENCES

NAME	PHONE #	YEARS KNOWN
OCCUPATION	EMPLOYER	
NAME	PHONE #	YEARS KNOWN
OCCUPATION	EMPLOYER	
NAME	PHONE #	YEARS KNOWN
OCCUPATION	EMPLOYER	

(REFERENCES MAY NOT BE FORMER EMPLOYERS OR RELATIVES)

# SECTION III – BASIC POLICE ACADEMY TRAINING

(YOU MUST ATTACH VERIFICATION OF SUCCESSFUL OPOTA COMPLETION)

POLICE ACADEMY NAME		ACADEMY PHONE #	
STREET ADDRESS			
CITY		STATE	ZIP
ACADEMY COMMANDER NAME		ACADEMY CLASS #	

# SECTION IV – EDUCATIONAL BACKGROUND

## OTHER EDUCATIONAL TRAINING

SCHOOL NAME	ADDRESS/CITY/STATE	
COURSE OF STUDY	YEARS COMPLETED	DEGREE RECEIVED

## COLLEGE

SCHOOL NAME	ADDRESS/CITY/STATE	
COURSE OF STUDY	YEARS COMPLETED	DEGREE RECEIVED

## HIGH SCHOOL

SCHOOL NAME	ADDRESS/CITY/STATE	
COURSE OF STUDY	YEARS COMPLETED	DEGREE RECEIVED

## MIDDLE SCHOOL

SCHOOL NAME	ADDRESS/CITY/STATE	
COURSE OF STUDY	YEARS COMPLETED	DEGREE RECEIVED

## ELEMENTARY SCHOOL

SCHOOL NAME	ADDRESS/CITY/STATE	
COURSE OF STUDY	YEARS COMPLETED	DEGREE RECEIVED

# SECTION V – OTHER EDUCATION AND TRAINING

Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.

TRAINING/CERTIFICATION DESCRIPTION	LOCATION OF TRAINING	DATE(S) OF TRAINING

# SECTION VI – SKILLS, TALENTS AND ABILITIES

Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)


**ANSWER THE QUESTIONS BELOW BY CHECKING THE APPROPRIATE BOX**

**ARE YOU OVER 20 YEARS OF AGE?**

**ARE YOU AUTHORIZED AND ELIGIBLE TO WORK IN THE U.S.?**

**CAN YOU TRAVEL IF REQUIRED?**

**ARE YOU CURRENTLY EMPLOYED?**

**MAY WE CONTACT YOUR PRESENT EMPLOYER?**

**ARE YOU CURRENTLY ON "LAY-OFF" STATUS -SUBJECT TO RECALL?**

**WHAT DATE WOULD YOU BE ELIGIBLE TO START WORKING?**

**DO YOU HAVE VALID DRIVING PRIVILEGES IN THE STATE OF OHIO?**

**If yes, list**

**LICENSE #**

**STATE**

**ARE YOU RELATED TO ANY CURRENT EMPLOYEE?**

**If yes, please list name**

**TRAFFIC CONVICTION SECTION**

**HAVE YOU EVER BEEN CONVICTED OF A TRAFFIC OFFENSE?**

**OFFENSE (Description & Offense Level)**

## SECTION VII – PERSONAL QUESTIONNAIRE CONTINUED

Law Enforcement Employment Status		YES	NO
HAVE YOU EVER FILED AN APPLICATION WITH US BEFORE?			
		If yes, please list date	
HAVE YOU APPLIED TO OTHER POLICE DEPTS IN THE PAST 12 MONTHS?			
IF YES, LIST THE DEPARTMENTS YOU HAVE APPLIED TO			
AGENCY NAME	DATE APPLIED	STATUS IN PROCESS	

## SECTION VIII – LAW ENFORCEMENT EMPLOYMENT ELIGIBILITY NOTICE

All applicants for the position of peace officer for the City of North College Hill Police Department must be able to lawfully possess, use, and carry firearms and/or dangerous ordnance as well as have the ability to be awarded and maintain Ohio Peace Officer Training Commission (OPOTC) Certification and provide proof of such ability. The laws and information listed in Section IX are provided as a courtesy only to assist you in answering the questions in Section X. **Note:** There may be other laws and circumstances that may be applicable to your particular situation. We suggest you seek competent legal advice and/or contact the Ohio Peace Officer Training Commission (800-346-7682) with any specific questions.

# SECTION IX – LAW ENFORCEMENT EMPLOYMENT ELIGIBILITY APPLICABLE LAWS

**109.77 (E)(3)** of the Ohio Revised Code states that the executive director of OPOTC shall not award an OPOTC certificate to a person who has been convicted of or has pleaded guilty to a felony or who fails to disclose any previous criminal conviction of or plea of guilty to a felony as required.

**109.77 (F)(1)** of the Ohio Revised Code states the executive director of OPOTC shall revoke any OPOTC certificate that has been awarded to a person if the person pleads guilty to a felony committed on or after January 1, 1997 and/or pleads guilty to a misdemeanor committed on or after January 1, 1997, pursuant to a negotiated plea agreement as provided in division (D) of section 2929.43 of the Revised Code in which the person agrees to surrender the OPOTC certificate awarded to the person.

**109.77 (G)(1)** of the Ohio Revised Code states if a person is awarded an OPOTC certificate and the certificate is revoked pursuant to division 109.77(E)(4) or (F), the person shall not be eligible to receive, at any time, a certificate attesting to the person's satisfactory completion of a peace officer basic training program.

**2923.13 (A)** of the Ohio Revised Code states that unless relieved from disability under operation of law or legal process, no person shall knowingly acquire, have, carry, or use any firearm or dangerous ordnance, if any of the following apply - if the person is: (1) A fugitive from justice; (2) Under indictment for or has been convicted of any felony offense of violence or has been adjudicated a delinquent child for the commission of an offense that, if committed by an adult, would have been a felony offense of violence; (3) Under indictment for or has been convicted of any felony offense involving the illegal possession, use, sale, administration, distribution, or trafficking in any drug of abuse or has been adjudicated a delinquent child for the commission of an offense that, if committed by an adult, would have been a felony offense involving the illegal possession, use, sale, administration, distribution, or trafficking in any drug of abuse; (4) Drug dependent, in danger of drug dependence, or a chronic alcoholic; (5) Under adjudication of mental incompetence, has been adjudicated as a mental defective, has been committed to a mental institution, has been found by a court to be a mentally ill person subject to court order, or is an involuntary patient other than one who is a patient only for purposes of observation. As used in this division, "mentally ill person subject to court order" and "patient" have the same meanings as in section 5122.01 of the Revised Code.

**18 U.S.C. 922 (g)(1-9)** of the United States Code states that it shall be unlawful for any person to possess, or receive any firearm or ammunition who: (1) has been convicted in any court of, a crime punishable by imprisonment for a term exceeding one year; (2) is a fugitive from justice; (3) is an unlawful user of or addicted to any controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)); (4) has been adjudicated as a mental defective or who has been committed to a mental institution; (5) being an alien, is illegally or unlawfully in the United States; or being an alien, except as provided in 18 USC 922 subsection (y)(2), has been admitted to the United States under a nonimmigrant visa (as that term is defined in section 101(a)(26) of the Immigration and Nationality Act (8 U.S.C. 1101(a)(26))); (6) has been discharged from the Armed Forces under dishonorable conditions; (7) having been a citizen of the United States, has renounced his citizenship; (8) is subject to a court order that-(A) was issued after a hearing of which such person received actual notice, and at which such person had an opportunity to participate; (B) restrains such person from harassing, stalking, or threatening an intimate partner of such person or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child; and (C)(i) includes a finding that such person represents a credible threat to the physical safety of such intimate partner or child; or (C)(ii) by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against such intimate partner or child that would reasonably be expected to cause bodily injury; (9) who has been convicted in any court of a misdemeanor crime of domestic violence.

# SECTION X – PEACE OFFICER EMPLOYMENT ELIGIBILITY

ANSWER THE QUESTIONS BELOW BY CHECKING THE APPROPRIATE BOX	YES	NO
<b>Are you authorized and eligible to obtain OPOTC certification?</b>		
<b>If you have previously obtained OPOTC certification, can you maintain it?</b>		
<b>Are you lawfully authorized to possess, acquire, and carry a firearm?</b>		

# SECTION XI – PREVIOUS EMPLOYERS

## LIST MOST RECENT EMPLOYERS FIRST

**WORK EXPERIENCE**-Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments.

**DO NOT COMPLETE THIS INFORMATION WITH THE NOTATION “SEE RESUME.”**

### EMPLOYER #1

EMPLOYER NAME		DATE EMPLOYED FROM	DATE EMPLOYED TO
EMPLOYER STREET ADDRESS		STARTING SALARY	ENDING SALARY
EMPLOYER CITY		EMPLOYER STATE	EMPLOYER ZIP
EMPLOYER PHONE #		EMPLOYER FAX #	
YOUR JOB TITLE		SUPERVISOR NAME	
DESCRIPTION OF WORK PERFORMED			
REASON FOR LEAVING			

### EMPLOYER #2

EMPLOYER NAME		DATE EMPLOYED FROM	DATE EMPLOYED TO
EMPLOYER STREET ADDRESS		STARTING SALARY	ENDING SALARY
EMPLOYER CITY		EMPLOYER STATE	EMPLOYER ZIP
EMPLOYER PHONE #		EMPLOYER FAX #	
YOUR JOB TITLE		SUPERVISOR NAME	
DESCRIPTION OF WORK PERFORMED			
REASON FOR LEAVING			

# SECTION XI – PREVIOUS EMPLOYERS

(CONTINUED)

## EMPLOYER #3

EMPLOYER NAME	DATE EMPLOYED FROM	DATE EMPLOYED TO
EMPLOYER STREET ADDRESS	STARTING SALARY	ENDING SALARY
EMPLOYER CITY	EMPLOYER STATE	EMPLOYER ZIP
EMPLOYER PHONE #	EMPLOYER FAX #	
YOUR JOB TITLE	SUPERVISOR NAME	
DESCRIPTION OF WORK PERFORMED		
REASON FOR LEAVING		

## EMPLOYER #4

EMPLOYER NAME	DATE EMPLOYED FROM	DATE EMPLOYED TO
EMPLOYER STREET ADDRESS	STARTING SALARY	ENDING SALARY
EMPLOYER CITY	EMPLOYER STATE	EMPLOYER ZIP
EMPLOYER PHONE #	EMPLOYER FAX #	
YOUR JOB TITLE	SUPERVISOR NAME	
DESCRIPTION OF WORK PERFORMED		
REASON FOR LEAVING		

**IF MORE THAN FOUR EMPLOYERS, USE  
ADDITIONAL PAPER AND ATTACH**



**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND  
AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents are true, accurate and complete I authorize the North College Hill Police Department or its authorized agents to conduct a thorough investigation, without liability, of all statements, written and oral, contained in this application and supporting materials and/or made by me during the employment application process, including without limitation, information concerning my prior employment positions, activities, law enforcement record, and educational background. I hereby authorize all persons, references, companies, former employers, or other entities connected with any such informational request, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of the North College Hill Police Department serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with policies, procedures, general orders, rules and regulations of the City of North College Hill and the North College Hill Police Department. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I may be required to make mandatory contributions to the Ohio Police and Fire Pension Fund or the Public Employees' Retirement System, or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.

I understand and agree that, failure to fully complete the form, any falsification, incomplete response(s), misrepresentation or omission of facts, either on the employment application form or in my responses to questions asked during the interviewing or examination process form represents grounds for elimination from consideration for employment, or if employed by the City of North College Hill, termination after employment if discovered at a later date, whenever the falsification or omission is discovered. In this regard, where an item is left blank on the employment application, it is because there is no information within its scope.

I also agree to submit to a polygraph examination, CVSA, or other truth verification test upon request by the City of North College Hill, as a pre-employment requirement and/or a condition of continuing employment should I be employed by the City of North College Hill.

I understand that a chemical test for the presence of illegal and controlled substances may be required before the commencement of and/or during my employment. In addition, I understand I may be required to take a physical examination before starting work if an offer of employment is made. I release and agree to indemnify the City of North College Hill, its authorized agents and its employees, and all other persons, companies, and other entities from any and all liability arising out of physical examination or chemical testing of for the taking of any action based on the results of any physical examination or chemical testing.

I certify that I am a citizen of the United States, or, if not, I can provide required documentation that authorizes me to obtain and maintain employment in the United States.

I release and agree to indemnify the City of North College Hill, its authorized agents, its employees, and all other persons, companies and other entities from any and all liability arising out of such investigation, including without limitation, any liability for furnishing information or for taking any action based on the information provided.

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**Applicant's Signature**

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**Date**