

CITY OF RICHMOND HEIGHTS
26789 Highland Road, Richmond Heights, Ohio 44143

APPLICATION TO TAKE THE COMPETITIVE EXAMINATION FOR
Police Officer - Entry Level

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, ancestry, age or handicap.

An Equal Opportunity Employer

(Please Print or Type)

Date _____

NAME _____
 (Last) (First) (Middle)

ADDRESS _____
 (Number, Street, City, State & Zip)

NUMBERS OF YEARS AT THIS ADDRESS _____

HOME TELEPHONE (____) _____ BUSINESS TELEPHONE (____) _____

SOCIAL SECURITY NUMBER _____

Are you a citizen of the United States of America? _____ Yes _____ No

You must be a U.S. citizen and 21 years of age as of the date of the written exam. No person 35 years of age or older will be eligible to receive an appointment. You may also attach a resumé.

EDUCATION

<u>School</u>	<u>Name</u>	<u>Location</u> <u>City & State</u>	<u>Dates</u> <u>Attended</u>	<u>Diploma</u> <u>Degree</u>
Last High School Attended	_____	_____	XXXXXXXX	_____
*Colleges or Universities	_____	_____	_____	_____
Business or Trade	_____	_____	_____	_____
Other	_____	_____	_____	_____

PERSONAL REFERENCES (Two required minimum)

<u>Full Name</u> <u>of Reference</u>	<u>Relationship</u>	<u>Phone No.</u>	<u>Street</u>	<u>City/State</u>	<u>Zip</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

EXTRA CREDIT

For purposes of ranking applicants who attain a passing grade of 70% on the written examination, points will be added to their raw exam score for the following qualifications (which must be met as of the date of the written examination). Check those qualifications for which you claim extra credit.

PROOF OF EXTRA CREDIT CLAIMED MUST BE SUBMITTED WITH THE APPLICATION TO BE CONSIDERED.

<u>QUALIFICATIONS</u>	<u>PROOF</u>	<u>POINTS</u>
_____ 2 yr. Associates degree	Copy of degree	2 points
_____ 4 yr. Bachelors degree (Credit for one degree only. No additional credit for additional degrees.)	Copy of degree	3 points
_____ Qualified veteran (Per U.S. Veterans Administration based on active duty service)	Copy of DD214	2 points
_____ Richmond Heights resident (At time of application)	Copy of Driver's License or Tax Statement	1 point
_____ At least one year's full-time related experience in government or industry	Letter from employer or other evidence of employment	1 point
_____ State Police Certification (200 Hours)	Copy of Certificate	2 points
_____ Part-time or Auxiliary police or fire for the city of Richmond Heights ___ At least one year service ___ Two or more years service	Letter from Chief	1 point 2 points

WORK EXPERIENCE

List most recent experience first. Use separate sheet if necessary.

<u>From</u>	<u>To</u>	<u>Number of Years</u>	<u>Name, Address & Phone Number of Employment & Immediate Supervisor</u>	<u>Responsibilities of Job</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you received any moving traffic violations over the past three years?
 _____ yes _____ no

What is your driver's license number? _____

OTHER INFORMATION

Have you ever been convicted of a felony or a misdemeanor? yes no

If yes, please explain. _____

Have you ever been employed by this city before? yes no

If yes, when and in what position(s)? _____

Why do you desire to leave your present position, or why did you leave your last position?
(Questions do not apply to those graduating this year.)

Have you ever been involuntarily terminated or asked to resign from the employment of another employer? yes no

If yes, please give the name of the employer, the date and the reason for the termination or request for resignation. _____

Are you aware of any reason you would not be able to perform the duties required of the position for which you are making an application? yes no

If yes, please explain. _____

AGREEMENT

I, the undersigned applicant, being first duly sworn, declare that I am the person mentioned herein, and that all answers, statements and information are true, accurate, and complete to the best of my knowledge and belief. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the City, which reserves the right to accept or reject it. I further agree to observe all rules, regulations and policies of the City now in force and effect, or as they may change during my employment if I am employed by the City.

Signature of Applicant

I hereby authorize the City to conduct work history, personal reference, police record, and motor vehicle record inquiries to determine my acceptability for employment. I hereby agree to participate in an Ohio Bureau of Criminal Identification (BCI) fingerprint criminal history check and in a Federal Bureau of Investigation (FBI) fingerprint criminal history check and understand that employment may be terminated based on the revealed criminal history.

Signature of Applicant

STATE OF OHIO
CUYAHOGA COUNTY, SS:

Sworn to and subscribed in my presence this ____ day of _____, 2019.

NOTARY PUBLIC