

## Human Resources Department

# EMPLOYMENT OPPORTUNITY APPLICATION INSTRUCTIONS

With selection, our goal is to hire the best-qualified candidates. Our recruitment and selection processes involve several steps to ensure that this goal becomes a reality. Although each position has its job-specific qualifications and requirements, we have established core, basic necessities that apply to all positions at Miami Township.

### **Basic Requirements:**

- Completed application and supporting/required documentation are submitted collectively. Partial or piece-meal applications are considered invalid and are not accepted; they are discarded.
- All areas of the Employment Opportunity Application form must be completed to be considered a valid application. If an area does not apply to you, write "N/A" or follow the directions if you are submitting your application electronically.
- A resume may be attached as supplemental information only, but not in place of additional work history pages. Resumes will not be reviewed to determine minimum qualifications.
- All applications submitted must be ORIGINALS.
- Applications submitted through Miami Township's on-line application system are original. ([https://www.governmentjobs.com/js\\_login.cfm](https://www.governmentjobs.com/js_login.cfm))
- A verifiable work history;
- Required documents:
  - A copy of current valid driver's license;
  - A copy of a high school diploma or GED;
- Meet the minimum requirements as listed in the job posting.
- Ability to perform the essential functions of the job posting.
- Ability to perform the essential physical functions of the job posting.
- Applications must be submitted by the closing time and date.
- Applications must be submitted

### **General Information:**

1. Application materials are accepted only for positions that are currently posted. Unsolicited resumes and applications are not monitored or tracked.
2. If you apply for more than one position with Miami Township, a separate application is required for each position to which you apply. Applications cannot be moved from one position to another.
3. A completed Miami Township Employment Application and any requested supporting documentation are required for each position for which you are applying. Additional materials may be required – please review the job announcement to determine the items required for the position that interests you.
4. Be sure to carefully read the job announcement and the job description and complete the application, answering all questions for information. In order to be considered for employment with Miami Township, your application must be complete.
5. It is strongly recommended that you type or neatly print all information on the application.
6. Job application information is available on the website and the Administration office.
7. Job opportunities are generally listed on our website and local newspapers. When possible, they are published in specific journals and publications.
8. Information or questions may be directed to Human Resource Department. [hr@miamitownship.com](mailto:hr@miamitownship.com). Please allow one business day for response.

### **Ohio Revised Code Public Records and Records Retention**

Due to Ohio's public records regulations, most, if not all, submitted application materials and information meet the definition of public record.

Miami Township accepts applications and application materials only when positions are posted by Miami Township Human Resources Department. Unsolicited applications and application materials are destroyed with out notification.

### **MIAMI TOWNSHIP**

Human Resources Department  
Government Center  
2700 Lyons Road  
Miamisburg, Ohio 45342  
Phone: 937-433-9969  
Fax: 937-433-8709  
[hr@miamitownship.com](mailto:hr@miamitownship.com)  
[www.miamitownship.com](http://www.miamitownship.com)  
EEOC

## THE SELECTION PROCESS

After the posted closing date, all application materials that qualify for consideration will be reviewed and assessed. Assessment involves reviewing applicable work experience, education and/or training, orientation toward teamwork and customer service, communication and problem-solving skills, overall stability and quality of prior work history, overall presentation of application materials, and various other factors that work to best meet the requirements of the position. The applicant with the highest educational degree or most years of work experience does not necessarily equate to the best-qualified applicant.

A selection process may contain several evaluations steps. The application you submit is part of the evaluation process. Applications submitted on line receive points that manually submitted applications do not. The evaluation processes are generally weighted and scored and are used as a means to create an eligible list from which a candidate may be selected.

## SELECTION CRITERIA

The public places a higher level of standard or “what they expect” of Police/Fire Employees, and public employees in general, than they do for most other occupations in both the public and private sectors. For this reason, it is expected that a candidate demonstrate, through a comprehensive review of their past history, a higher standard in their personal character. As such, the Miami Township standards of expectations place strong emphasis on qualifying and disqualifying criteria. The following criteria are considered in *disqualifying* candidates from being selected as a Miami Township Police/Fire Department Employee. They are applicable for all candidates, done so in a fair, equitable and consistent manner.

### Cooperation/Successful Completion/Age

- Failure to provide complete and accurate information on any forms or application materials, including but not limited to personal history/background questionnaires.
- Failure to respond to written notification within the specified time period. Failure to appear or be on time for ANY required phase in the selection process or any other uncooperative or non-compliant act.
- Failure to successfully complete a required examination, assessment, evaluation or test.

### Honesty/Falsification

- Any intentional falsehood, misleading statement or attempt to conceal disqualifying information during the selection process.
- A finding of deception as a result of the Polygraph Examination.

### Employment History

- A history of poor work performance, or poor attendance/tardiness record, or poor disciplinary record, or inability to get along with others in the workplace.
- Resignation in lieu of disciplinary action or filing of criminal charge.
- Termination or resignation in lieu of discharge that is not satisfactorily explained.

### Military History

- Having received anything less than an Honorable Discharge from military service.
- Conviction of any article of the Uniform Code of Military Justice that would be equivalent to a felony, domestic

The Township’s position as “an employer of choice” offering strong benefits, compensation and career opportunities has made the recruitment process very competitive. It is highly recommended that you spend time ensuring your application materials represent the full amount of your qualifications. The materials you submit do make a difference.

The processes from posting to hire may take four to eight weeks, sometimes longer depending upon the assessment tools that are used to ensure the best fit between the candidate and the Township. Special accommodations of a non-protected nature are generally not accommodated (for example: an applicant cannot make the test date because he/she is testing at a different location for a different position). Also, processes between government entities are not the same and may be governed by differing recruitment and selection process regulations.

Individuals who apply for positions are referred to as “applicants”. An applicant who is participating in the selection processes or assessments is a “candidate”.

violence, or misdemeanor act of violence under the Ohio Revised Code.

### Criminal History

- Conviction or admission of an offense as an Adult defined as a felony crime in the Ohio Revised Code.
- Conviction or admission of an offense as a Juvenile defined as a felony crime of violence in the Ohio Revised Code.
- Conviction as an Adult of an M-1 or M-2 misdemeanor as listed in the Ohio Revised Code, within five (5) years preceding the date of application.
- Verified or admission as an Adult to a pattern of theft offenses, including thefts from employers or any theft while employed in a position of trust.
- Verified or admission to filing a fraudulent insurance claim or fraudulent application for welfare, workers’ compensation, unemployment compensation, or other public assistance program.

### Gambling Involvement

- Verified or admission to addictive or compulsive gambling habit.
- Verified or admission to engaging in any activity that would indicate a past history of association or involvement with illegal gambling, to include any other organized crime areas of concern.

### Driving Habits/Traffic Violation History

- Conviction of vehicular homicide.
- Conviction of OMVI (DWI) within six (6) years preceding the date of application.

## HOW TO OBTAIN INFORMATION & APPLICATION MATERIALS

Miami Township On-line Application: [Employment Opportunities:](http://agency.governmentjobs.com/miamitownship/default.cfm)  
(<http://agency.governmentjobs.com/miamitownship/default.cfm>)

You will need a [Miami Township GovernmentJobs Account](https://www.governmentjobs.com/js_login.cfm).  
([https://www.governmentjobs.com/js\\_login.cfm](https://www.governmentjobs.com/js_login.cfm))  
Registration and use is free.

In Person: Pick-up or drop-off application materials from the  
Government Center at 2700 Lyons Road, Miamisburg, Oh  
45342.

Application materials will not be mailed or faxed and  
completed applications cannot be accepted via fax.



## SELECTION CRITERIA—Continued

- Verified or admission to three (3) or more incidents of driving a motor vehicle while intoxicated within six (6) years preceding the date of application.
- Conviction of three (3) or more moving violations within one (1) year preceding the date of application.
- Driver license revocation or suspension due to points violation or FRA suspension within five (5) years preceding the date of application.
- Three (3) or more 'at fault' traffic crash citations within five (5) years preceding the date of application.

### Substance Abuse History

- The current use of alcohol to a level that indicates abuse, dependency, or level of inability to function without the use of alcohol for any period of time. Must show a recovering history of non-use of at least two (2) years preceding the date of application.
- Conviction or admission to any illegal sale (trafficking) of controlled substances.
- Verified or admission to use or purchase EVEN ONCE of cocaine, heroine, LSD, 'crack', 'crank', or PCP.
- Verified or admission to use or purchase EVEN ONCE of marijuana or other hallucinogens, narcotics, prescription drugs (without prescription), steroids, or any other illegal drug or narcotic within two (2) years preceding the date of application.
- Verified or admission to use of any chemical substance used for the sole purpose to obtain a state of intoxication/euphoria and for which a legitimate medical basis for "concern" exists
- Verified or admission to providing controlled substances to a minor or a person underage.

### Family History

- Verified or admission to afflicting physical, sexual or emotional abuse to one's spouse, ex-spouse, child, stepchild, parent or any other relative or person with whom one has lived or had a relationship.
- Non-compliance with a court order or legal contract to provide child support, alimony, or other financial responsibility as determined by finding of a court of law.
- Intentional violation of any protective or temporary restraining order as determined by finding of a court of law.
- Conviction for domestic violence as defined in the Ohio Revised Code.

### Sexual Activity History

- Verified or admission to sexual abuse of any person.
- Verified or admission to sexual activity with a prostitute where this is prohibited by law.
- Engaging in, soliciting, promoting, procuring, or compelling prostitution.
- Verified or admission to displaying, disseminating or pandering obscenity, sexually oriented material or other matter harmful to children.
- Verified or admission to incest, sexual activity with animals, voyeurism, public indecency, importuning, molestation, or any other perverse sexual conduct as defined in the Ohio Revised Code.

### Financial History

- History of garnishments, bankruptcy, other civil actions, late payments of obligations, or formal credit history that would indicate a lack of honesty and maturity in addressing financial obligations, that is not satisfactorily explained.

### Other Conduct

- Verified or admission to having a history of racial, ethnic, or social intolerance.
- Verified or admission to having violated any Ohio ethics law, including abuse of a position of trust through a theft of time or service in an employment setting.

## BACKGROUND AND INTEGRITY REFERENCE CHECKS

Thorough reference checks may be completed at varying points in the selection process. Extensive background and integrity reference checks are completed on all applicants prior to receiving a conditional offer of employment. A history of workplace harassment, discrimination, inappropriate conduct, or poor performance may disqualify you for the recruitment and/or selection processes. Additional background research may be necessary for certain types of position prior to a conditional offer of employment.

## CONDITIONAL OFFER

A conditional offer is an offer of employment that is premised upon the candidate's ability to successfully pass all of the post-offer conditions. These may include, but are not limited to, a health physical, an extensive background investigation, a credit check, a polygraph, a psychological, and a resolution passed by the Board of Trustees. The candidate must meet all post-offer conditions successfully in order to be hired.

## PROBATION

Probation is a minimum of six months and may be extended to a maximum of eighteen months if the candidate's performance dictates. Non-administrative police and fire personnel serve a minimum of one-year probation. Until the candidate successfully completes the probationary period, he/she is not considered a "regular employee" and may be terminated at will during probation.

## EQUAL EMPLOYMENT

Miami Township is an equal employment opportunity employer and all employment decisions are made without regard to race, gender, age, national origin, religion, political affiliation, marital status, mental or physical disability, or other classes protection required by law and Ohio Revised Code.

## DRUG-FREE

A Drug Free Workplace: The Township supports a Drug Free workplace and follows all applicable Federal and State laws regarding pre-employment and random drug testing for certain positions. Accommodation request should be submitted in writing or other appropriate format, and should be submitted as soon as possible.

### Contact Information:

*MIAMI TOWNSHIP*  
*2700 Lyons Road*  
*Miamisburg, Ohio 45342*

*(937) 433-9969 Phone*  
*(937) 433-8709 Fax*

*www.miamitownship.com*  
*Career Opportunities*  
*hr@miamitownship.com*

### REASONABLE ACCOMMODATION

Please contact a Human Resources representative if you will need any special accommodations in the recruitment and selection process. This may be due to disability or impairment that will allow you to participate in the recruitment process or to perform the work once hired. Accommodation request should be submitted in writing or other appropriate format, and should be submitted as soon as possible to the HR Director at the above address..

