



# MIAMI TOWNSHIP

2700 Lyons Road, Miamisburg, Ohio 45342  
(937) 433-9969



## DIRECTIONS FOR APPLICATION FOR EMPLOYMENT

- 1 **READ** and **FOLLOW** directions.

Failure to follow directions will result in removal of the application and thus non-consideration for the position.

This fact is being shared with you, as an applicant, because it is the **#1** reason applications are removed from consideration.

***All general and specific communications subsequent to submittal of the application (ex: application status, testing site, date, address, and etc), from Miami Township, and for this selection process will take place via e-mail.***

- 2 If you do not have an e-mail, applicants may go to Google.com or Yahoo.com and sign up for a free account. Access to public computers are located at public libraries. Applicant must ensure that his/her account receives miamitownship.com e-mail communications and any respective attachments.

Miami Township is not responsible for the applicant's e-mail account rejection of electronic communications. As an applicant, you are encouraged to check your email account often to remain up to date in the selection process.

- 3 Write **LEGIBLY**.

If it's not legible, or if your penmanship is not acceptable, the application is not acceptable.

- 4 Submit required documentation and application (separate submittals are not accepted).

In the following order:

- a. Application (original)
- b. Ohio Driver's License (copy)
- c. OPOTA Certification (copy)
- d. Highschool diploma OR college transcripts (copy)
- e. Training certifications (copy; any order)

- 5 Make your own copies of your documentation. Part of applying for a job is being prepared and paying attention to detail.

<http://www.inc.com/matthew-swyers/5-things-i-look-for-in-a-great-job-interview.html>

- 6 Checklist, for your convenience:

Provided a reviewed and completed application  
(original; no faxes or emailed PDF's)  
(Please do not submit copies of instructional pages.)

\_\_\_\_\_

Provided copy of current Ohio Driver's License

\_\_\_\_\_

Provided copy of OPOTA Certification

\_\_\_\_\_

Provided copy of highschool diploma or college transcripts

\_\_\_\_\_

Provided copy of trainings (any order)

\_\_\_\_\_

Posting Closes/Postmarked: Tuesday, February 14, 2012 at 4:30 PM

Miami Township considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status or any other legally protected status. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or selection process need to notify a representative of the Human Resources Department in a timely fashion.

# MIAMI TOWNSHIP

2700 Lyons Road, Miamisburg, Ohio 45342

(937) 433-9969

[hr@miamitownship.com](mailto:hr@miamitownship.com)

## JOB POSTING

Position: Police Officer

Status: Full-time / Non-exempt

Posting Opening Date: 01/22/2012

Union: Fraternal Order of Police

Posting Closing Date: 02/14/2012

Starting Wage: \$22.73/hr (Hire-in)

### GENERAL SELECTION PROCESS INFORMATION & MISCELLANEOUS

- \* Miami Township Police Department is in the process of promoting some officers and others are retiring, creating a need for this recruitment process.
- \* There are **no exceptions** to the recruitment and selection process. All required application materials must be submitted and submitted materials must be submitted together at the same time. Assessment times and dates are as given.  
Questions on information that are not otherwise provided may be sent to [hr@miamitownship.com](mailto:hr@miamitownship.com) or you may call 937-433-9969, emails are preferred.
- \* Candidates that meet the minimum qualifications will be eligible to take the initial written assessment. Those candidates who pass will proceed through the Township's selection process: Candidates, to continue in the selection process, must receive a minimum passing score on individual assessment processes of seventy percent (unless otherwise indicated) and must maintain a cumulative minimum score of seventy percent. Relative to Pass/Fail selection assessments, the candidate must receive a score of Pass.
- \* Miami Township reserves its right to make changes to dates and information as necessary. Every reasonable effort will be made to communicate changes and make changes timely.
- \* The cumulative score is used to rank candidates up to the point where an eligible list of up to ten qualified candidates is created. Following the creation of the initial eligible list of up to ten candidates, Miami Township reserves its right to hire from within the list of eligible candidates; ranking at this stage ceases to have merit in the selection process.
- \* Miami Township reserves its rights to give preference to applicants with applicable, relatable and demonstrable Police Officer experience. Preference may be given to full time, part-time, and volunteer Police Officer experience respectively.
- \* Should your information change following submittal of your completed application and as long as your application remains active, please notify the Human Resource Department in a timely manner.
- \* Further information, including dates, will be forthcoming via email, your patience is appreciated.
- \* Applicants are strongly encouraged to check their email account regularly and often. Miami Township is not be responsible for electronic communications that do not reach the applicant.
- \* **Miami Township is subject to Ohio Revised Code (ORC) for Public Records. Unless the information meets the standards as outlined in ORC 149.43, the information becomes public record. This includes, but is not limited to, application selection process submittal, scores and results.**

\* Submit the required documentation by the due date and time, in the following order:

1. Completed application (original; no faxed or PDF'd copies)
2. Ohio Driver's License (copy; current)
3. OPOTA Certification (copy)
4. Highschool diploma **OR** college transcripts (copies)
4. Certifications (copies; in any order)

## **JOB DESCRIPTION**

### **General Statement of Duties**

Responsible for enforcing laws, protecting life and property of citizens, maintaining peace and order, and conducting criminal investigations. Identifies and apprehends suspected criminals. Secures crime scenes, gathers evidence, interviews witnesses, and may act as a witness in court proceedings. Maintains vehicle safety by monitoring traffic, making traffic stops, and responding to traffic accidents. May assist firefighters in performing rescues and extrications and in providing emergency first aid. Ensures positive relations are maintained with the public. Effectively operates and maintains police vehicles and equipment.

### **Distinguishing Features of Class**

This class requires Ohio Police Officer Training Academy (OPOTA) /State of Ohio Police Officer Certification. It receives intensive training in the various phases of police work, and assignments are carried out under close supervision during entire training period. After completion of training, the Officer is assigned to regular patrols and is charged with considerable responsibility for the protection of lives and property. In discharging responsibilities, the Police Officer must exercise sound judgment in emergencies and must apply his/her knowledge of policing techniques and practices and federal, state and local laws.

### **Essential Functions**

- 1 Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- 2 Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- 3 Record facts to prepare reports that document incidents and activities.
- 4 Review facts of incidents to determine if criminal act or statute violations were involved.
- 5 Render aid to accident victims and other persons requiring first aid for physical injuries.
- 6 Testify in court to present evidence or act as witness in traffic and criminal cases.
- 7 Evaluate complaint and emergency-request information to determine response.
- 8 Patrol specific area on foot, bicycle, or motorized conveyance, responding promptly to calls for assistance.
- 9 Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.

- 10 Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
- 11 Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.
- 12 Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
- 13 Relay complaint and emergency-request information to appropriate agency dispatchers.
- 14 Issue citations or warnings to violators of motor vehicle laws.
- 15 Direct traffic flow and reroute traffic in case of emergencies.
- 16 Inform citizens of community services and recommend options to facilitate longer-term problem resolution.
- 17 Provide road information to assist motorists.
- 18 Patrols assigned area and enforces traffic laws. Follows established procedures when making traffic stops. Gives warnings or citations as appropriate.
- 19 Observes and investigates suspicious activity. Calls for backup as warranted.
- 20 Capable of performing the physical requirements of a police officer.
- 21 Responds to crime calls, analyzes the situation, and determines the most effective way to identify and apprehend suspects. Strictly follows legal protocol when making arrests.  
  
Responds to traffic accidents. Provides emergency first aid when necessary. Investigates and uncovers the facts and determines the cause of the accident. Writes appropriate citations. Keeps accurate record of accident details. Ensures thorough cleanup of vehicles and debris.
- 22 Provides traffic control at accident scenes or for special circumstances such as parades, funeral processions, or sporting events. Enforces traffic control procedures and ensures the safety of motorists and pedestrians.
- 23 Assists stranded motorists or citizens in need of assistance as appropriate.
- 24 Completes required paperwork containing details of incidents.  
  
Assumes responsibility for investigating crimes, gathering evidence, serving legal papers, and testifying in court. Preserves and protects crime scene by strictly following established policies and procedures. Seals crime scene and restricts access as appropriate.
- 25 Follows procedures in gathering and obtaining evidence. Dusts for fingerprints, conducts interviews, and secures other types of physical evidence. Performs legal searches of property and confiscates property related to crime.
- 26 Prepares appropriate reports relating to crime scene, searches, and evidence obtained.
- 27 Serves court papers such as subpoenas and warrants. Keeps accurate records of papers served.
- 28 Acts as a witness in court proceedings when requested
- 29 Assumes responsibility for maintaining and establishing good relations with the public and other public safety providers. Projects a professional, helpful image to the public.
- 30 Works effectively with firefighters, paramedics, and other personnel.
- 31
- 32

- 33 Answers questions and resolves problems promptly.
- 34 Provides safety education to schools and other groups as requested.
- 35 Ensures appropriate levels of security and confidentiality are maintained.
- 36 Assumes responsibility for establishing and maintaining effective communication and coordination with internal personnel and management. Assists and supports related departments as required.
- 37 Keeps management informed of area activities and of any significant concerns.
- 38 Attends and participates in meetings as required.
- 39 Completes reports, records, and other documentation as required.
- 40 Assumes responsibility for related duties as required or assigned.
- 41 Remains up-to-date on traffic laws, legal rights, and new regulations.
- 42 Overtime as needed.
- 43 Completes special projects and other works as assigned.
- 44 Remains up-to-date on court decisions that impact performance of job duties.
- 45 All other duties as assigned.

## **Basic Duties**

### **1. Assumes responsibility for enforcing laws, protecting the life and property of citizens, and maintaining peace and order.**

Patrols assigned area and enforces traffic laws. Follows established procedures when making traffic stops. Gives warnings or citations as appropriate.

Observes and investigates suspicious activity. Calls for backup as warranted.

Responds to crime calls, analyzes the situation, and determines the most effective way to identify and apprehend suspects. Strictly follows legal protocol when making arrests.

Responds to traffic accidents. Provides emergency first aid when necessary. Investigates and uncovers the facts and determines the cause of the accident. Writes appropriate citations. Keeps accurate record of accident details. Ensures thorough cleanup of vehicles and debris.

Provides traffic control at accident scenes or for special circumstances such as parades, funeral processions, or sporting events. Enforces traffic control procedures and ensures the safety of motorists and pedestrians.

Assists stranded motorists or citizens in need of assistance as appropriate. Completes required paperwork containing details of incidents.

### **2. Assumes responsibility for investigating crimes, gathering evidence, serving legal papers, and testifying in court.**

Preserves and protects crime scene by strictly following established policies and procedures. Seals crime scene and restricts access as appropriate.

Follows procedures in gathering and obtaining evidence. Dusts for fingerprints, conducts interviews, and secures other types of physical evidence. Performs legal searches of property and confiscates property related to crime.

Prepares appropriate reports relating to crime scene, searches, and evidence obtained.

Serves court papers such as subpoenas and warrants. Keeps accurate records of papers served.

Acts as a witness in court proceedings when requested.

**3. Assumes responsibility for maintaining and establishing good relations with the public and other public safety providers.**

Projects a professional, helpful image to the public.

Works effectively with firefighters, paramedics, and other personnel.

Answers questions and resolves problems promptly.

Provides safety education to schools and other groups as requested.

Ensures appropriate levels of security and confidentiality are maintained.

**4. Assumes responsibility for establishing and maintaining effective communication and coordination with internal personnel and management.**

Assists and supports related departments as required.

Keeps management informed of area activities and of any significant concerns.

Attends and participates in meetings as required.

Completes reports, records, and other documentation as required.

**5. Assumes responsibility for related duties as required or assigned.**

Remains up-to-date on traffic laws, legal rights, and new regulations.

Completes special projects as assigned.

**Education, Experience and General**

**1. Minimum Qualifications Required**

1. Be a citizen of the United States of America and a minimum of 21 years of age at time of application.
2. High school diploma or equivalent (GED) at time of application.
3. Valid OPOTA certification or the equivalent State of Ohio certification at time of application and time of hire.
4. Valid Ohio driver's license with no convictions for the previous seven years at time of application.

**2. Experience - Preference May be Given To:**

1. Full-time peace officer experience

2. Part-time peace officer experience - actual hours worked
3. Emergency medical care training and first aid certifications

### **3. Skills**

- Judgment and Decision Making -- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Writing -- Communicating effectively in writing as appropriate for the needs of the audience.
- Speaking -- Talking to others to convey information effectively.
- Reading Comprehension -- Understanding written sentences and paragraphs in work related documents.
- Social Perceptiveness -- Being aware of others' reactions and understanding why they react as they do.
- Negotiation -- Bringing others together and trying to reconcile differences.
- Persuasion -- Persuading others to change their minds or behavior.
- Active Learning -- Understanding the implications of new information for both current and future problem-solving and decision-making
- Coordination -- Adjusting actions in relation to others' actions.
- Complex Problem Solving -- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Service Orientation -- Actively looking for ways to help people.
- Learning Strategies -- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Time Management -- Managing one's own time and the time of others.
- Instructing -- Teaching others how to do something.
- Monitoring -- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

### **4. Knowledge**

- Law and Government -- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Public Safety and Security -- Knowledge of relevant equipment, policies, procedures, geography, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- English Language -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

- Customer and Personal Service -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Education and Training -- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Psychology -- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Administration and Management -- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Telecommunications -- Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- Clerical -- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Transportation -- Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

## **5. Abilities**

- Inductive Reasoning -- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Near Vision -- The ability to see details at close range (within a few feet of the observer).
- Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.
- Deductive Reasoning -- The ability to apply general rules to specific problems to produce answers that make sense.
- Far Vision -- The ability to see details at a distance.
- Problem Sensitivity -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Speech Clarity -- The ability to speak clearly so others can understand you.
- Speech Recognition -- The ability to identify and understand the speech of another person.

- Flexibility of Closure -- The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Reaction Time -- The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
- Response Orientation -- The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
- Speed of Closure -- The ability to quickly make sense of, combine, and organize information into meaningful patterns.
- Time Sharing -- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- Control Precision -- The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Information Ordering -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Multilimb Coordination -- The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Rate Control -- The ability to time your movements or the movement of a piece of equipment in anticipation of changes in the speed and/or direction of a moving object or scene.
- Selective Attention -- The ability to concentrate on a task over a period of time without being distracted.
- Written Comprehension -- The ability to read and understand information and ideas presented in writing.
- Written Expression -- The ability to communicate information and ideas in writing so others will understand.
- Perceptual Speed -- The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- Spatial Orientation -- The ability to know your location in relation to the environment or to know where other objects are in relation to you.
- Category Flexibility -- The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Depth Perception -- The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
- Speed of Limb Movement -- The ability to quickly move the arms and legs.

- Night Vision -- The ability to see under low light conditions.
- Peripheral Vision -- The ability to see objects or movement of objects to one's side when the eyes are looking ahead.
- Stamina -- The ability to exert yourself physically over long periods of time without getting winded or out of breath.
- Static Strength -- The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Arm-Hand Steadiness -- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Gross Body Coordination -- The ability to coordinate the movement of your arms, legs, and torso together when the whole body is in motion.
- Gross Body Equilibrium -- The ability to keep or regain your body balance or stay upright when in an unstable position.

## 6. **Physical Activities**

- Average Hearing: Able to hear average or normal conversations and receive ordinary information.
- Fine and Acute Visual Abilities: Fine visual acuity with the ability to inspect closely or to assemble small parts; color vision; or depth perception and/or field of vision.
- Talking: Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- Finger Dexterity: Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
- Climbing: Including ladders, scaffolding, ramps, poles, etc.
- Balancing: May involve walking, standing, and/or crouching on narrow, slippery or moving surfaces.
- Stooping Bending downward and forward at the waist. Requires full use of lower extremities and back muscles.
- Kneeling: Resting on knee or knees.
- Crouching: Bending downward and forward at the leg and spine.
- Crawling: Moving on hands and knees or hands and feet.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Standing: For extended time periods.

- Walking: Especially for long distances.
- Pushing: Using upper body to press against something with steady force.
- Pulling: Using upper body to draw, drag, haul, or tug objects.
- Lifting: Use of upper body and back muscles to lift objects.
- Grasping: Using fingers and palm on an object.
- Feeling: Perceiving sensual characteristics of objects including size, shape, texture, temperature, etc. through touch.
- Physical Strength: Exerting up to 50 lbs. occasionally, and/or up to 20 lbs. frequently, and/or 10 lbs. constantly.

# MIAMI TOWNSHIP

2700 Lyons Road, Miamisburg, Ohio 45342  
(937) 433-9969

## APPLICATION FOR EMPLOYMENT

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To ensure acceptance and consideration, PRINT clearly and reply to all blanks.

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<u>PRINT</u> : Last Name	First Name	Middle Name	Date
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E-mail Address: \_\_\_\_\_

Position applying for: **POLICE OFFICER (FULL-TIME)**

Expected wage/salary: \_\_\_\_\_ per hour

Check one:      **x Full-time**                      \_\_\_ Part-time                      \_\_\_ Seasonal                      \_\_\_ Temporary

Were you previously employed by Miami Township ? \_\_\_\_\_ If yes, when: \_\_\_\_\_

If your application is considered favorably, when would you be available for work? \_\_\_\_\_

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Have you read and do you understand what the Job Description and the essential functions for the position for which you are applying?

Initial one:                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

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Are you capable of performing the material and substantial physical duties of the position that you are applying for with or without reasonable accommodation?

Initial one:                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

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Do you meet the minimum qualifications for the position for which you are applying?

Initial one:                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

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Miami Township considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status or any other legally protected status. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or selection process need to notify a representative of the Human Resources Department in a timely fashion.

## **READ: INSTRUCTIONS**

This application is intended for the use by Miami Township to select the most qualified and best candidate for the position. Complete all information requested on this form. All information contained herein will be subject to verification, i.e., source documentation, polygraph and screening procedures.

The answers to questions contained in this application must be completed by your own hand. If hand printed, print legibly in black or blue ink only. Each question must be answered, there can be **no blanks**. **If a question does not apply to your particular circumstance, insert, "DNA" in that blank.**

When answering questions requiring dates, insert the full date, partial month-year responses are unacceptable. Partial address responses are unacceptable.

A resume is not accepted in lieu of a completed application. The information contained within the application is the information that is considered. Supporting certifications, where applicable, are acceptable as enclosures.

**An application that is incomplete and/or not submitted for consideration per directions will be not be considered and is automatically disqualified.**

### **Warning**

Applicants are cautioned to answer every question truthfully and without evasion. The Ohio Revised Code provides penalties for making a false statement of a material fact, or for practicing any fraud or deception in obtaining or attempting to obtain Municipal Employment. Such penalties include rejection for appointment or discharge after appointment and/or prosecution under Ohio Revised Code Chapter 2921.

### **More Space Needed**

If you should require more paper to complete a section, please ask and additional sheets will be provided. **Do not write on the back of any page.**

### **Disqualification**

The following points of disqualification are not in themselves inclusive of all points of disqualification, but are representative of some of the major considerations involved in the selection process:

- ▲ Illegal use of narcotics or drugs
- ▲ Immoral or Disorderly Conduct
- ▲ Job Related Misdemeanor Convictions
- ▲ Felony Convictions
- ▲ Gambling
- ▲ Excessive Traffic Convictions
- ▲ Falsification
- ▲ Lacks Minimum Job Requirement for Job Title
- ▲ Fraud
- ▲ Unable to Speak or Write the English Language
- ▲ Failure to Report for a Scheduled Interview
- ▲ Attempts to use Political Influence in Obtaining a Job
- ▲ Neglect of Court Ordered Family Support Obligations
- ▲ Physically Incapable of Performing Essential Job Functions with/without Reasonable Accommodation

# PERSONAL RECORD – SECTION I

DATE: \_\_\_\_\_

LAST NAME	FIRST	MIDDLE
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SOCIAL SECURITY NUMBER	RESIDENCE PHONE AND AREA CODE
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E-MAIL	CELL PHONE AND AREA CODE
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BY WHAT OTHER NAMES HAVE YOU BEEN KNOWN? (MAIDEN, FORMER MARRIED NAME, ALIASES, NICKNAMES, ETC.)

CURRENT RESIDENCE ADDRESS: NUMBER STREET APT. CITY COUNTY STATE ZIP

PREVIOUS RESIDENCE ADDRESS: NUMBER STREET APT. CITY COUNTY STATE ZIP

OHIO DRIVERS LIC. NO. CLASS EXP. DATE	OUT-OF-STATE OPERATORS LIC. NO.	CLASS	EXP. DATE
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PLEASE LIST ANY SPECIAL CERTIFICATIONS AND/OR JOB RELATED ABILITIES

Intentionally blank to the end of this page.



## REFERENCES - SECTION III

Fill in below the names of three adults not related to you and not former employers, who have known you for a period of five years or more.

1. NAME (Last, First, Middle)		ADDRESS (NO. STREET CITY STATE ZIP)	HOME PHONE (AREA CODE, #)
Years Known	Occupation	Business & Address	Bus. PHONE (AREA CODE, #)

1. NAME (Last, First, Middle)		ADDRESS (NO. STREET CITY STATE ZIP)	HOME PHONE (AREA CODE, #)
Years Known	Occupation	Business & Address	Bus. PHONE (AREA CODE, #)

3. NAME (Last, First, Middle)		ADDRESS (NO. STREET CITY STATE ZIP)	HOME PHONE (AREA CODE, #)
Years Known	Occupation	Business & Address	Bus. PHONE (AREA CODE, #)

**(RELATED) WORK HISTORY - SECTION IV**

**(This is not "Employment History")**

Have you ever applied for a position with any other government agency (i.e., Police Departments)? Yes\_\_\_\_ No\_\_\_\_

Name of Department or Agency	Date Applied	Accepted by Employer/You?	If no, give reason for rejection or why you declined appointment.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**EMPLOYMENT - SECTION V**

Begin with your most recent job and list your complete work history in chronological order, **include in sequence all part-time jobs, periods of unemployment and military service.** When listing military service, substitute for the name and address of immediate supervisor, the name, address, and rank of the last commissioned officer who was your immediate commissioned superior and substitute for the name and address of co-worker, the name and address of a non-commissioned officer with whom you served. When listing periods of unemployment, indicate dates in space provided. In the block designated "name of employer" write in unemployed. In the block designated "reason for leaving" indicate from what source you received income during that period of unemployment.

**Address info must be complete – street, apt, or suite, city, state and zip code.**

**If more Employment Pages are needed for past employers, please make copies of the next page as required. Please number the employers appropriately.**

**May we contact your present employer?**

Yes \_\_\_\_ No \_\_\_\_

**If "no", explain on last page of Section V.**

## EMPLOYMENT - SECTION V

If presently unemployed, indicate so in first block.

FROM DATE	NAME OF EMPLOYER #1	JOB TITLE	LIST HOURS WORKED AND DAYS OFF ON PRESENT JOB
TO DATE	ADDRESS OF EMPLOYER	DESCRIPTION OF DUTIES	
TOTAL TIME OF EXP.	FULL NAME OF IMMEDIATE SUPERVISOR	ADDRESS OF IMMEDIATE SUPERVISOR	PHONE OF BUSINESS
SALARY	FULL NAME OF CO-WORKER	ADDRESS OF CO-WORKER	PHONE OF CO-WORKER

REASON FOR LEAVING (IF "STILL EMPLOYED," WHY ARE YOU CONSIDERING LEAVING?)

FROM DATE	NAME OF EMPLOYER #2	JOB TITLE	LIST HOURS WORKED AND DAYS OFF ON PRESENT JOB
TO DATE	ADDRESS OF EMPLOYER	DESCRIPTION OF DUTIES	
TOTAL TIME OF EXP.	FULL NAME OF IMMEDIATE SUPERVISOR	ADDRESS OF IMMEDIATE SUPERVISOR	PHONE OF BUSINESS
SALARY	FULL NAME OF CO-WORKER	ADDRESS OF CO-WORKER	PHONE OF CO-WORKER

REASON FOR LEAVING (IF "STILL EMPLOYED," WHY ARE YOU CONSIDERING LEAVING?)

## EMPLOYMENT - SECTION V

If presently unemployed, indicate so in first block.

FROM DATE	<b>NAME OF EMPLOYER #3</b>	JOB TITLE	LIST HOURS WORKED AND DAYS OFF ON PRESENT JOB
TO DATE	ADDRESS OF EMPLOYER	DESCRIPTION OF DUTIES	
TOTAL TIME OF EXP.	FULL NAME OF IMMEDIATE SUPERVISOR	ADDRESS OF IMMEDIATE SUPERVISOR	PHONE OF BUSINESS
SALARY	FULL NAME OF CO-WORKER	ADDRESS OF CO-WORKER	PHONE OF CO-WORKER

REASON FOR LEAVING (IF "STILL EMPLOYED," WHY ARE YOU CONSIDERING LEAVING?)

FROM DATE	<b>NAME OF EMPLOYER #4</b>	JOB TITLE	LIST HOURS WORKED AND DAYS OFF ON PRESENT JOB
TO DATE	ADDRESS OF EMPLOYER	DESCRIPTION OF DUTIES	
TOTAL TIME OF EXP.	FULL NAME OF IMMEDIATE SUPERVISOR	ADDRESS OF IMMEDIATE SUPERVISOR	PHONE OF BUSINESS
SALARY	FULL NAME OF CO-WORKER	ADDRESS OF CO-WORKER	PHONE OF CO-WORKER

REASON FOR LEAVING (IF "STILL EMPLOYED," WHY ARE YOU CONSIDERING LEAVING?)



**MILITARY, EDUCATION, AND MISCELLANEOUS – SECTION VI**

**MILITARY**

PRESENT DRAFT BOARD ADDRESS (STREET, CITY, STATE, ZIP)	DRAFT BOARD NO.	PRESENT DB CLASS
--	-----------------	------------------

BRANCH OF SERVICE (ARMY, NAVY, ETC.)	UNIT (TANK, CORPS, ENGINEERS, MEDICS, ETC.)	MILITARY SERIAL NO.
--------------------------------------	---	---------------------

MILITARY ACTIVE DUTY DATES, (DO NOT INCLUDE SHORT RESERVE TOURS OF 90 DAYS OR LESS)	HIGHEST MILITARY RANK OR RATE HELD	TYPE OF SEPARATION
FROM:	TO:	

TOTAL MONTHS OF COMBAT DUTY	TOTAL MONTH OF OVERSEAS DUTY
-----------------------------	------------------------------

HAVE YOU EVER ASKED FOR OR RECEIVED DEFERMENT FROM MILITARY SERVICE? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

IF "YES", GIVE BOARD NUMBER, DATES AND FULL DETAILS ON LAST PAGE OF SECTION V.

WERE YOU EVER COURT MARTIALED, TRIED ON CHARGES, OR SUBJECT OF A SUMMARY COURT MARTIAL, CAPTAINS MAST, ARTICLE 15, COMPANY PUNISHMENT, OR ANY OTHER DISCIPLINARY ACTION WHILE IN THE ARMED SERVICES? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

IF "YES", EXPLAIN IN SECTION V.

**EDUCATION**

HAVE YOU EVER TAKEN A GENERAL EDUCATION DEVELOPMENT "GED" TEST? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

Start with your high school education and list chronological educational

Educational Institution, Location, & Field of Study	Degree Earned or Years Attended

**SECTION VI (Continued)**

**MISCELLANEOUS**

List all organizations, clubs and social groups of which you are now, or have been a member and position, i.e., member, president, secretary, etc. **You may exclude those which indicate race, religion, and national origin.**

ORGANIZATION	POSITION

If employed by the Miami Township do you anticipate earning outside income?

Yes\_\_\_\_\_ No\_\_\_\_\_ If "yes", please explain:


Have your wages ever been garnished; have you filed for bankruptcy or been declared bankrupt?

Yes\_\_\_\_\_ No\_\_\_\_\_ If "yes", please explain:


**END OF SECTION VI**

**READ CAREFULLY BEFORE SIGNING**

**Permission for the Release of Information Waiver**

I hereby give my permission for authorized agents of the Miami Township to conduct an investigation of my background, including education, employment, credit, reputation, military records, social networks, and any other factors which such agents may deem proper and necessary in connection with my application.

I hereby authorize those parties to whom this document (or reproduction thereof) is presented to make full disclosure of all records, reports, and related documents or information that would reflect favorably or unfavorably upon my application for employment with Miami Township. In addition, I authorize Miami Township to conduct pre-employment investigation activities and assessments; not limited to public records requests, a credit check, pre and post-hire drug and alcohol testing, polygraph, pre-employment physical, and psychological assessments. I also specifically waive any right I may have to written notice from any former employer, references, or schools prior to the release of my employment information to Miami Township.

I give my permission for any person, business or institution contacted in the course of such investigation to release any and all information properly requested, and Photostats of same if requested, and do hereby release such person, business or institution from all liability for providing correct information.

My signature below indicates that I have read, that I understand, that I agree with the above information, and that my agreement is legal and binding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intentionally blank for the rest of the page.

**READ CAREFULLY BEFORE SIGNING**

I certify that the information provided within and any supporting documentation such as, but not limited to, certifications enclosed with this Employment Application are true, correct and complete. I agree that, if I am hired, Miami Township may terminate my employment for any false or misleading statements or omissions in this application regardless of when they may be discovered.

I understand that an investigative consumer report may be made concerning my character, general reputation, personal characteristics and code of living. Upon written request within a reasonable period of time, I may obtain from Miami Township a written disclosure of the nature and scope of any investigation requested.

My signature below indicates that I have read, that I understand, that I agree with the above information, and that my agreement is legal and binding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**READ CAREFULLY BEFORE SIGNING**

I hereby authorize those parties to whom this document (or reproduction thereof) is presented to make full disclosure of all records, reports, and related documents or information that would reflect favorably or unfavorably upon my application for employment with Miami Township. In addition, I authorize those parties to conduct pre-employment investigation and examinations; not limited to a credit check, drug and alcohol testing, polygraph, pre-employment physical, and psychological examination. I also specifically waive any right I may have to written notice from any former employer, references, or schools prior to the release of my employment information to Miami Township.

My signature below indicates that I have read, that I understand, that I agree with the above information, and that my agreement is legal and binding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**READ CAREFULLY BEFORE SIGNING**

I agree that, if hired, my employment, except where covered by a collective bargaining agreement, is for no definite period of time, my employment may be terminated any time for any reason by either Miami Township or me. I agree that Miami Township can change this in writing and that any verbal statement to the contrary is not binding.

If any section(s) of this Application for Employment are held to be invalid, the remaining sections shall not be affected and shall remain in effect.

My signature below indicates that I have read, that I understand, that I agree with the above information, and that my agreement is legal and binding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**READ CAREFULLY BEFORE SIGNING**

I agree that any claim or lawsuit relating to my service with Miami Township, or any of its trustees, departments heads, managers, or supervisors, must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

My signature below indicates that I have read, that I understand, that I agree with the above information, and that my agreement is legal and binding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intentionally blank for the rest of the page.

**READ CAREFULLY BEFORE SIGNING**

This Application for Employment will be considered active for the period in which the position being applied for is open and active. If I am hired, I understand that the Application for Employment and all addendums and additions become a part of my official employment record.

My signature below indicates that I have read, that I understand, that I agree with the above information, and that my agreement is legal and binding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intentionally blank for the rest of the page.

**READ CAREFULLY BEFORE SIGNING**

I certify that the statements contained within this application are true to the best of my knowledge and I understand that any false statements made in any part of this application will be cause for disapproval of my appointment or for discharge after appointment.

My signature below indicates that I have read, that I understand, that I agree with the above information, and that my agreement is legal and binding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## AGENCY-WIDE QUESTIONS

**Notice: The following questions and answers will be verified through the use of the polygraph (Lie Detector Test). If the answer to any of the following is "Yes" it will be necessary for you to explain in detail, on the continuation sheet provided, full and comprehensive explanations are required.**

		Initial by and within the box of the appropriate response.	
1	I understand that the failure to disclose information, the failure to provide truthful responses/answers, and/or the omission of information to the following questions/statements can result in termination of consideration of employment by Miami Township.	Yes	No
2	Are you capable of performing the essential functions, including, but not limited to the physical duties of the position that you are applying for with or without reasonable accommodation?	Yes	No
3	Have you ever been terminated from employment or resigned from employment under duress?	Yes	No
	If yes, please provide the name(s) of the employer(s).		
4	Has your driver's license ever been suspended or revoked? (If "yes," circle those that apply.)	Yes	No
5	As an adult (18 yrs or older), have you ever stolen or been a part of stealing anything valued over \$25.00?	Yes	No
6	In the past two years from the date of this application, have you received any speeding tickets, or other moving traffic violations?	Yes	No
7	Have you ever been convicted of any criminal offense such as theft offenses, assault and battery, wrongful influence of a minor, disorderly conduct, gambling, drug offense, sex offenses involving immoral or indecent conduct, fraud, trespassing, conversion of trust, offense involving military justice, or any other criminal offense?	Yes	No
8	Have you ever committed a felony for which you were never arrested or convicted?	Yes	No

9	This Application for Employment will be considered active for the period in which the position being applied for is open and active. If you are hired, the Application for Employment and all addendums and additions become a part of your official employment record.	Yes	No
10	In the past two years have you been involved in the illegal use of any hallucinogens such as marijuana, hashish, mescaline, PCP, THC, peyote, PCE, TCP angel dust or any of their derivatives?	Yes	No
11	Have you ever been convicted of any traffic offense such as, but not limited to operating a motor vehicle while under the influence of alcohol or drugs, reckless operation, hit skip, vehicular homicide, speeding, drag racing, willfully fleeing or eluding police, operating an unsafe vehicle, driving without a license, passing a school bus receiving or discharging passengers, or any other traffic offense, excluding parking and equipment violations?	Yes	No
12	Miami Township looks at an applicant's failure to provide correct and complete information, information and/or responses on or during any part of the Application and Selection Process as falsification of information. ANY falsification, through error or deliberate will, of your application or application materials will result in your being removed from consideration of employment AND you will be responsible for the cost of the polygraph assessment fee; no exceptions.	Yes	No

## SUPPLEMENTAL QUESTIONS

**Notice: The following questions and answers will be verified through the use of the polygraph (Lie Detector Test). If the answer to any of the following is “Yes” it will be necessary for you to explain in detail, on the continuation sheet provided, full and comprehensive explanations are required.**

1. Have you ever committed a felony for which you were never arrested or convicted?	Yes	No
2. Have you ever been placed on or served in a criminal diversion type program that led to the eventual dismissal of any criminal charges?	Yes	No
3. Have you ever been convicted of a felony?	Yes	No
4. Have you ever been convicted of a misdemeanor that had been reduced from original felony charges?	Yes	No
5. Have you ever been convicted of any criminal offense? I.E., theft offenses, assault and battery, wrongful influence of a minor, disorderly conduct, gambling, drug offense, sex offenses involving immoral or indecent conduct, fraud, trespassing, conversion of trust, offense involving military justice, or any other criminal offense?	Yes	No
6. Have you ever been convicted of any traffic offense? I.E., operating a motor vehicle while under the influence of alcohol or drugs, reckless operation, hit skip, vehicular homicide, speeding, drag racing, willfully fleeing or eluding police, operating an unsafe vehicle, driving without a license, passing a school bus receiving or discharging passengers, or any other traffic offense, excluding parking and equipment violations?	Yes	No
7. As an adult (18 yrs or older), have you ever stolen anything?	Yes	No
8. Have you ever bought or sold any property that you knew was stolen?	Yes	No
9. Has your driver’s license ever been suspended or revoked?	Yes	No
10. Have you ever been committed to any penal institution as a result of either a felony or misdemeanor conviction?	Yes	No
11. Are you presently under indictment or a defendant in any pending criminal, traffic or civil actions?	Yes	No
12. In the past two years have you recently been involved in the illegal use of any hallucinogens such as marijuana, hashish, mescaline, PCP, THC, peyote, PCE, TCP angel dust or any of their derivatives, etc...?	Yes	No
13. In the past two years, have been involved in the illegal use of any narcotics such as opium, morphine, codeine, meperidine, methadone or any of their derivatives such as darvon, lomotil, etc....?	Yes	No

14. In the last two years have you used cocaine, heroin or LSD?	Yes	No
15. Have you recently used any prescription drugs such as barbiturates, amphetamines, valium, Librium, spooors, uppers/downers, etc....without the benefit of a prescription?	Yes	No
16. Have you recently used any prescribed medications for purposes other than that for which they were originally prescribed or intended? (if "yes", type and use?)	Yes	No
17. Have you recently used what are described as designer drugs, I.E., substances that are chemically altered in make-up but which give the same effect as illicit drugs, etc. ...?	Yes	No
18. Have you ever sold, been party to the sale, or in any other way been financially rewarded due to the sale of any controlled substances or prescription drugs or any other substance purported to be a controlled substance?	Yes	No
19. In the last two years have you been involved in glue sniffing or used any other such chemical agents for the purpose of obtaining a state of intoxication?	Yes	No
20. Are you now, or have you ever, received any type of governmental support such as Welfare, A.D.C., Housing Subsidy Payments, Medical or Educational Loans or Grants that you were not eligible for, received in a fraudulent manner or after receiving became ineligible for but continued receiving?	Yes	No
21. In the past two years have you engaged in illegal gambling activity?	Yes	No
22. Do you have any problem controlling your temper?	Yes	No
23. In the past seven years have you been involved in an automobile accident?	Yes	No

## Explanations

Explanation	Question #

**I certify that the statements in the Background Questionnaire are true to the best of my knowledge and that I have provided complete disclosure of all information requested. I further reaffirm that I understand that any false statements made in these continuation sheets of the Background Questionnaire may be cause for disapproval of my appointment, or for discharge after appointment. I also realize that any falsification may subject me to disqualification by the Miami Township and/or prosecution under Ohio Revised Code Chapter 2921. Miami Township is an Equal Opportunity Employer and complies with all federal and state employment laws.**

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Signature of Applicant

Date