

Civil Service Commission

CITY OF MARION

Ted McKinniss, Chairman
Kim Frank, Member
Rocky Ratliff, Member
Sheila Travis, Secretary

233 W. Center Street
Marion, Ohio 43302

CIVIL SERVICE EXAMINATION

Notice is hereby given that the Civil Service Commission of Marion, Ohio will conduct a two-phase entrance examination for: **POLICE DEPARTMENT – PATROL OFFICER**

Applicants must be 21 years of age on or prior to **JULY 14, 2018**, but cannot have reached the age of 35.

PHASE 1 - The **Written Examination** portion of the entrance process will be administered by the National Testing Network and must be completed **PRIOR TO MIDNIGHT JULY 14, 2018**. Applicants must complete the online registration for the entrance examination at <https://nationaltestingnetwork.com/>. Applicants will have the option to choose the date, time, and location they wish to take the examination. If an applicant has already taken the exam through National Testing Network, included the Marion Police Department as a choice of departments when they took the examination, and their examination date is no earlier than December 31, 2017, the applicant will have the option of using his/her prior score. If the examination was prior to December 31, 2017, the applicant will need to re-test with the National Testing Network. The Personal History Questionnaire (PHQ) is also required to be completed during the examination signup process through the National Testing Network.

IN ADDITION TO the examination with the National Testing Network, the applicant **MUST** also submit an application to the Human Resources Office for the City of Marion **PRIOR TO JULY 14, 2018**. Application forms may be secured beginning **TUESDAY, JUNE 19, 2018 at 8:30AM** at Marion City Hall in the Human Resources Office, 233 West Center Street, Marion, Ohio 43302 OR the application packet can be downloaded from www.marionohio.us. If unable to personally deliver the application, the required paperwork may be emailed to aconnor@marionohio.org **PRIOR TO JULY 14, 2018**. Early submission is recommended as any tie scores are ranked based on the date and time the completed application has been received. We also recommend that you obtain a receipt or a confirming email that your application has been received. **ALL APPLICANTS MUST FURNISH A COPY OF THEIR BIRTH CERTIFICATE AND A COPY OF THEIR VALID DRIVER'S LICENSE WITH THE APPLICATION.**

EXTRA CREDIT DOCUMENTS MUST ACCOMPANY THE APPLICATION AT THE TIME IT IS SUBMITTED. IF CLAIMING MILITARY CREDIT, A COPY OF YOUR **DISCHARGE PAPERS (DD214)** **MUST** ACCOMPANY THE APPLICATION. IF CLAIMING CREDIT FOR A 2-YEAR OR 4-YEAR DEGREE, A COPY OF YOUR **GRADE TRANSCRIPT** **MUST** ACCOMPANY THE APPLICATION. IF CLAIMING CREDIT FOR OPOTA TRAINING, A COPY OF YOUR **OPOTA CERTIFICATION** **MUST** ACCOMPANY THE APPLICATION.

Completed applications and attachments **MUST** be on file in the Human Resources Office **no later than JULY 13, 2018. at 2:00 P.M.** Applications are not considered complete until all documents (including extra credit documents) have been submitted.

Those applicants successfully completing Phase 1 with a video score of 70% or higher will move to Phase 2.

PHASE 2 - The **Physical Agility** portion (see attached requirements) will be conducted on:

WEDNESDAY, JULY 25, 2018 at 5:00 P.M. **OR**

SATURDAY, JULY 28, 2018 at 10:00 A.M.

Location will be available at a later date. You will receive a letter advising that you have qualified to take the agility portion of the exam and where to report. Applicants wishing to continue in the hiring process **MUST** attend and pass one (1) of the sessions. Due to the fact that the **agility test** requires physical exertion, **BEFORE** you will be permitted to take the agility test, you **MUST** present a **CURRENT** statement (dated no earlier than JUNE 25, 2018) from your doctor certifying that you are free of cardiovascular and pulmonary disease and are physically capable to participate and withstand the agility test. **NO EXCEPTIONS.** The medical statement may be submitted to the Human Resources Office with the application, or brought with you to the agility test.

Posted: June 19, 2018

Physical Fitness Requirements Chart

(Based on Ohio Peace Officer Basic Training Final Assessments)

Age and Sex Minimum Scores		
Sit-ups (1 min.) Push-ups (1 min.) 1.5 Mile Run	Males (21-29)	Females (21-29)
	40	35
	33	18
Sit-ups (1 min.) Push-ups (1 min.) 1.5 Mile Run	11:58	14:07
	Males (30-34)	Females (30-34)
	36	27
Sit-ups (1 min.) Push-ups (1 min.) 1.5 Mile Run	27	14
	12:25	14:34

POLICE DEPARTMENT

APPLICATION FOR CIVIL SERVICE ENTRANCE EXAMINATION

AGE: 21 on or prior to date of exam, but
cannot have reached the age of 35

VISION: At least 20/30 without glasses

ALL applicants must furnish a **BIRTH CERTIFICATE (copy)** with this application, together with a copy of a **VALID DRIVER'S LICENSE**. If claiming military credit, a copy of your **DISCHARGE PAPERS (DD214)** must accompany this application. If claiming credit for a 2-year or 4-year degree, a copy of your **CERTIFIED GRADE TRANSCRIPT** must accompany this application. If claiming credit for OPOTA training, a copy of your **OPOTA CERTIFICATION** must accompany this application.

City Civil Service Commission, Marion, Ohio _____, 20____

Name: _____
First Middle Last

Mailing Address: _____
Street City State Zip

PLEASE NOTE: NOTIFY THE COMMISSION OF ANY CHANGE OF ADDRESS.

Telephone: _____ Social Security No.: _____

U.S. Citizen? YES ☐ NO ☐ Served in Armed Forces? YES ☐ NO ☐
(If YES, Discharge Papers Required)

OPOTA Certified as Peace Officer? YES ☐ NO ☐
Year Certified _____
(If YES, copy of Current Certificate Required) 2-Year Degree YES ☐ NO ☐
4-Year Degree YES ☐ NO ☐
(If YES, Grade Transcript Required)

Have you ever been arrested? YES ☐ NO ☐
(If YES, give details below. If additional space is needed, please use the reverse side of this page.)

(ALL APPLICANTS WILL HAVE A POLICE BACKGROUND CHECK BEFORE APPOINTMENT.)

List Name and Address of three (3) references. Can they be contacted? YES ☐ NO ☐

I, _____, solemnly swear that the above statements are true.

Signature of Applicant

Sworn to before me and subscribed in my presence this _____ day of _____, 20____.

Notary Public

Filed with the Commission:

Date: _____

Time: _____

By: _____ (Please Initial)

BIRTH CERTIFICATE AND DRIVER'S LICENSE REQUIRED -

NO EXCEPTIONS

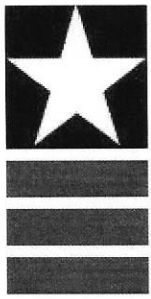
APPLICATIONS SUBMITTED WITHOUT A COPY OF THE REQUIRED BIRTH CERTIFICATE AND VALID DRIVERS LICENSE WILL BE CONSIDERED INCOMPLETE. CANDIDATE CAN SIT FOR TEST HOWEVER TEST WILL NOT BE SCORED.

EXTRA CREDIT DOCUMENTS -

NO EXCEPTIONS

PLEASE VERIFY THAT EXTRA CREDIT DOCUMENTS ARE ATTACHED TO YOUR APPLICATION. DOCUMENTS FOR MILITARY CREDIT, OPOTA CERTIFICATION AND CERTIFIED GRADE TRANSCRIPTS FOR A 2-YEAR OR 4-YEAR DEGREE WILL NOT BE ACCEPTED AFTER YOUR APPLICATION HAS BEEN SUBMITTED TO HUMAN RESOURCES.

Non-Tobacco Users Only



city of
Marion
Ohio

City of Marion
Department of Public Safety
233 West Center Street
Marion, Ohio 43302-3643
Telephone 740-387-2020

Application for Employment

Position: POLICE OFFICER

*If applying for **Fire Fighter**, you must be **18 year of age or older by test date.***
*If applying for **Police Officer**, you must be **21 years of age or older by test date.***

(PLEASE PRINT)

SECTION 1: General Information

Name _____
(Last) (First) (Middle)

Social Security Number _____ - _____ - _____ Email Address _____

Address _____

City _____ State _____ Zip Code _____

County of Residence _____

Telephone (_____) _____ - _____ (_____) _____ - _____ (_____) _____
(Home) (Work) (Cell)

How long have you resided here? _____ (years) _____ (months)

List all previous address:

Number/Street	City	State	From (mo./yr.)	To (mo./yr.)

SECTION 2: Education and Training

School	Name and Location of School	Course of Study	Graduate?	Degree
High School			Yes / No	
College			Yes / No	
Graduate School			Yes / No	
Vocational Training/ Other			Yes / No	

Other Training: _____

SECTION 3: Motor Vehicle Experience and License

Driving experience in years _____

Miles driven in past three (3) years _____

Operator/Commercial Drivers License Number _____ State Issued: _____

List all motor vehicle accidents you have been involved in as a driver. Give the general location, date, and Police organization which investigated each accident.

SECTION 4: Court Information

Have you ever been convicted of a Felony or a Misdemeanor? Yes No (circle one)

If yes, list all convictions below, including traffic and bond forfeitures

Date of Arrest	Place of Arrest	Offense	Fine/Sentence/Dismissal

SECTION 5: Military Service

Did you serve in the Armed Forces? Yes No (circle one)

If yes, which Branch of the Service? _____

Date of Service (month/year to month/year) _____ to _____

SECTION 6: Work History

Length of Employment (include dates)	Position/Title	Duties Performed	Name and Address of Employer

If more space is needed for listing previous employment, please list on an additional sheet of paper (typed) and attach to the back of the application.

SECTION 7: Personal

Please list the names of five (5) persons as references (other than relatives, former employers, or fellow employees)

Name	Address City, State, Zip Code	Occupation	Phone Number
			() -
			() -
			() -
			() -
			() -

Have you submitted a previous application for a position with the City of Marion? Yes No

If yes, what position? _____

Have you been previously employed by the City of Marion? Yes No

If yes, in what capacity? _____ *Dates* _____

Have you ever taken any kind of illegal drug (Drugs/Narcotics which are either classified as being illegal or Drugs/Narcotics which were not obtainable without a Doctor's prescription and were not prescribed for you)? Yes No

If you are currently married, is your spouse willing to be interviewed as to his/her feelings about your applying for this position? Yes No

To the Applicant: Read this carefully before signing.

I understand that the immigration reform and control act of November 6, 1986 requires me to prove the legality of my residency or citizenship. I am aware that the failure to provide such proof at the time of the request may legally force my termination. I understand nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and the City of Marion for either employment or the provision or any benefits. I understand that no promise, representation or agreement contrary to the forgoing is binding on the City unless made in writing and signed by me and an authorized representative of the City. I understand, in addition to the Civil Service examination, I may be required to submit to a polygraph examination, a drug screening, and a psychological assessment as part of this application process.

Applicants Signature _____

Date _____

Application will not be accepted if this oath is omitted. You must personally appear before an authorized Notary for this purpose.

I solemnly swear or affirm that the answers I have made to each and all of the questions in this application are complete and true to the best of my knowledge and belief and that said answers are in my own handwriting. I hereby waive all provisions of the law forbidding my physician or other person who have attended or examined me or who may hereafter attend or examine me, colleges or universities which I attended, or past employers, from disclosing any knowledge or information which they thereby acquired relevant to my employment, or any other person(s) who may have information which may be deemed important for the purpose of a background investigation, and I hereby consent that they may disclose such knowledge or information to the City of Marion/Division of Police.

Applicants Signature _____

Subscribed and duly sworn before me according to the law, by the above named applicant this _____ day of _____ 20____ at _____, County of _____ and State of _____.

Signature of Notary _____

Date of Expiration _____

Affirmative Action Voluntary Information

(Completion of information below is voluntary)

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other legally protected status.

To be completed by applicant. Not for interview purposes. To be filed separately from application. This information is used to satisfy the Affirmative Action requirements of Section 503 of the Rehabilitation Act or as necessitated by another federal law or regulation.

As required, we comply with government regulations including Affirmative Action obligations where they apply.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Your cooperation is appreciated.

Please be advised that this survey is not a part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

Position applied for _____ Date _____

Referral Source

- | | | |
|---|---|--|
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> Government Employment Agency | <input type="checkbox"/> Private Employment Agency |
| <input type="checkbox"/> Employee | <input type="checkbox"/> Relative | <input type="checkbox"/> School |
| <input type="checkbox"/> Advertisement - Source _____ | | <input type="checkbox"/> Other |

Name of person who referred you (if applicable) _____

Applicant Information

Name _____ () _____
Last First Middle Area Code Phone

Address _____
Street City State Zip Code

- ☐ Male ☐ Female

Please check one of the following Equal Employment Opportunity Identification Groups:

- | | | |
|--|---|-----------------------------------|
| <input type="checkbox"/> White | <input type="checkbox"/> African American | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> American Indian/ Alaskan Native | <input type="checkbox"/> Asian/Pacific Islander | |

Special Notice

To Vietnam Era Veterans, Disabled Veterans and Individuals with physical or mental disabilities:

Government contractors subject to the Vietnam Era Veterans Readjustment Act of 1974 and the Rehabilitation Act of 1973 are required to take affirmative action to employ and advance in employment qualified disabled veterans, veterans of the Vietnam Era and qualified handicapped individuals.

You are invited to volunteer this information, if you qualify, to assist in proper placement and determining reasonable accommodation. This information will be considered confidential. Refusal to provide this information will not adversely affect your consideration for employment.

If you wish to be identified, please check if any of the following are applicable:

- ☐ Vietnam Era Veteran (served between 1964-1975) ☐ Disabled Veteran ☐ Individual with a disability