

AN EQUAL OPPORTUNITY EMPLOYER
CIVIL SERVICE COMMISSION
BEACHWOOD, OHIO

APPLICATION TO TAKE OPEN COMPETITIVE ENTRANCE EXAMINATION
FOR THE ENTRY LEVEL POSITION OF POLICE PATROL OFFICER

INSTRUCTIONS

1. All questions must be answered or marked N/A (Not Applicable) giving fully, truthfully and accurately all information required. Please use extra pages if more room is needed.
2. After the application is completed, it must be signed on pages 7 and 9 and Notarized on page 7 prior to its submission, and returned with the following:
 - \$20.00 fee (non-refundable) by Certified Check or Money Order made payable to the City of Beachwood (NO CASH, NO PERSONAL CHECKS)
 - copy of valid Ohio Driver's License and it must be presented for verification of identity at time application is returned
 - copy of high school diploma, transcript from high school which verifies graduation, or G.E.D. certificate
 - copies of college transcripts - only if an Associate's Degree or Bachelor's Degree has been attained
 - copy of certificate showing successful completion of the Police Standardized Physical Agility/ Fitness Test. This must be submitted by January 31, 2023. See Page 2 for further information.
 - copies of O.P.O.T.A. training certificates (if applicable)

The Secretary of the Commission may refuse to accept any application that is not fully completed or that does not contain all required information or attachments as set forth in the Examination Notice. All applications filed with the Commission become the property of the Commission and may not be returned to the Applicant.

3. Applications will be accepted beginning **Friday, November 4, 2022, between the hours of 9:00 A.M. - Noon and 1:00 P.M. - 4:00 P.M. (Monday - Friday) and must be returned no later than Friday, January 27, 2023, at 4:00 P.M.**
4. Incorrect statements or falsified information made on an application shall invalidate the application, examination and/or appointment. Falsification is also subject to the penalties of Section 2921.13 of the Ohio Revised Code.

NOTICE: In its application, hiring and employment procedures the City of Beachwood intends to comply fully with all applicable local, state and federal requirements pertaining to equal employment opportunity, and does not intend to discriminate against any person on the basis of race, color, religion, sex, national origin, handicap, age or ancestry. The purpose of the City's application, examination and hiring process is to elicit job-related information.

In the event that an applicant believes any question on this application or any examination or any other part of the application process is discriminatory under local, state or federal law, the applicant must file a written objection within 10 days of the action complained of. Filing such objection, whether found to be valid or not, will not in any manner be considered in the appointing process.

The Civil Service Commission will hold a hearing within sixty (60) days of receipt of such written objection after notice to the applicant. The Commission and City will make reasonable accommodations as necessary. The decision of the Civil Service Commission shall be final.

**DO NOT MARK BELOW
FOR CIVIL SERVICE COMMISSION INTERNAL USE ONLY**

IDENTIFICATION NO. ASSIGNED: _____ DATE REC'D: _____ TIME REC'D: _____ REC'D. BY: _____

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____

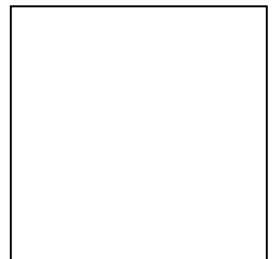
DATE OF BIRTH: _____ / _____ / _____ AGE AT TIME OF APPLICATION SUBMISSION: _____
Month Day Year

FEE PAID: Y / N (CERTIFIED CHECK / MONEY ORDER ONLY) COPY OF OHIO DRIVER'S LICENSE: Y / N

OPOTA: Y / N HIGH SCHOOL DIPLOMA: Y / N OHIO DRIVER'S LICENSE SHOWN: Y / N

COLLEGE DEGREE (INCLUDING TRANSCRIPTS): Y / N 2-YEAR OR 4-YEAR TRI-C AGILITY CERT.: Y / N

SIGNED & NOTARIZED - PAGE 8: Y / N SIGNED - PAGE 10: Y / N



Beachwood, Ohio Civil Service Commission

APPLICATION TO TAKE OPEN COMPETITIVE ENTRANCE EXAMINATION FOR POLICE PATROL OFFICER

Applications available for pick-up and online at: <https://beachwoodohio.com/jobs.aspx> and completed applications will be received at Beachwood City Hall, 25325 Fairmount Boulevard, Beachwood, Ohio.

Successful completion of the Police Standardized Physical Agility/Fitness Test is a pre-requisite to taking the written examination. The Beachwood Police Department will accept copies of certificates of completion for this test for those candidates who have successfully passed this test. Certificates must be presented by January 31, 2023. No person may take the written examination without presenting a copy of a certificate showing successful completion of this physical agility/fitness test. All certificates are subject to verification.

Those persons who have properly completed and submitted an accepted application and other required documents will be required to take a written examination on **Tuesday, February 7, 2023 at 6:00 P.M.** at the City of Beachwood Community Center, 25225 Fairmount Boulevard, Beachwood, Ohio 44122. **Registration begins at 5:00 P.M.** and you are required to present your Ohio Driver's License at the time of registration. The passing grade for the written examination is 70%.

Passage of physical, medical and vision examinations as related to the requirements of the position, and the Police and Firemen's Disability and Pension Fund, shall be required after a conditional offer of employment is made to the applicant.

Some of the duties and responsibilities of a patrol officer include protecting the lives and property of the residents, businesses, and visitors of Beachwood; enforcing laws and ordinances; patrolling the city and responding to calls for assistance; doing preliminary investigation of incidents; investigating traffic crashes; traffic enforcement; and completing reports and other required paperwork.

Beachwood, Ohio Civil Service Commission

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I. GENERAL

Print name: (LAST) (FIRST) (MIDDLE)

List Other Names, Nicknames or Aliases you have ever been known by:

Address: (NO. & STREET) (CITY) (STATE) (ZIP)

Email Address: Phone Number: Mobile/Home Work

Failure to notify the Secretary of the Commission of changes of address may be reason to reject applicant or withdraw or remove applicant from eligibility list.

Number of years at this address: If less than five (5) years at this address, list other addresses within five (5) years:

Address: (NO. & STREET) (CITY) (STATE) (ZIP) Dates

Address: (NO. & STREET) (CITY) (STATE) (ZIP) Dates

Length of Residence in Ohio:

Social Security Number: Driver's License Number: State:

MINIMUM AND MAXIMUM AGE REQUIREMENTS FOR POLICE OFFICERS:

ARE YOU AT LEAST TWENTY-ONE (21) YEARS OLD AND NO MORE THAN THIRTY-FIVE (35) YEARS OLD? NO POLICE PATROL OFFICER MAY BE APPOINTED AFTER REACHING HIS OR HER 35TH BIRTHDAY.

Are you a citizen of the United States of America?

Yes: No: If not, have you legally declared your intention of becoming a citizen of the U.S.A.? Are you authorized to work in the U.S.A.?

Notify in emergency:

(NAME) (ADDRESS) (TELEPHONE) (RELATIONSHIP)

To what extent do you use intoxicating liquor or any drugs scheduled in O.R.C. Chapter 3719? (See Attached)

Have you ever been convicted of or pleaded guilty to any felony (whether Federal or State)?

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Have you been convicted of or pleaded guilty to a misdemeanor within the last seven (7) years? _____

If so, describe each criminal law which you were convicted of violating and each sentence imposed, and any further disposition of the conviction and sentence, and any comment you wish to make:

A conviction record will not necessarily be a bar to employment, and factors such as seriousness and nature of the violation, age and time of the offense, and age of the applicant at the time of its occurrence and rehabilitation may be taken into account.

Are you or have you ever been a member of a subversive organization that now advocates the overthrow of the government of the United States or this State by force or violence or other unlawful means, or who now advocates the support of a foreign government against the United States in the event of hostilities? _____

Have you taken a police or fire examination in the City of Beachwood or in any other municipal corporation or other political subdivision of the State of Ohio or any other state or other political subdivision of the U.S.A.?

If so, where and when? _____

II. WORK EXPERIENCE

List all employment, including military, in reverse chronological order, including periods of unemployment. ATTACH EXTRA PAGES IF MORE SPACE IS REQUIRED.

DATES (FROM - TO)	NAME & ADDRESS	POSITION	RESPONSIBILITIES	IMMEDIATE SUPERVISOR & TELEPHONE NUMBER	REASON FOR LEAVING
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

May we ask any of your former employers for further information relating to your qualifications for the position applied for?

Yes: _____ No: _____

Have you ever been removed for cause or did not resign in good standing from any branch of public service for delinquency or misconduct? _____ If so, give full details of such removal or forced resignation:

Have you ever been discharged or forced to resign from any other previous position for delinquency or misconduct?

If so, give full details of each discharge or forced resignation: _____

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A discharge or forced resignation will not necessarily be a bar to employment, and factors such as age and time of the discharge or forced resignation, and reasons for the discharge or forced resignation may be considered.

Do you have part-time or full-time police related experience in government or industry? _____

If yes, describe and state years of service (from-to): _____

Do you have an O.P.O.T.A. training certificate? _____ If YES, list certificates and dates attended (from-to):

III. EDUCATION

Circle last grade of school completed: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4

SCHOOL	NAME & LOCATION
Elementary	_____
Junior High	_____
High School	_____
College	_____
Other	_____

**PLEASE ATTACH TO THIS APPLICATION A COPY OF COLLEGE TRANSCRIPT
WHICH DESIGNATES THAT DEGREE WAS CONFERRED**

V. MEDICAL

The applicant will be required to pass a medical examination, after selection but prior to appointment, determining that he/she meets all requirements of the position and those of the Police and Firemen's Disability and Pension Fund.

VI. MILITARY SERVICE

Have you had military service? _____ If so, what branch?

Date of enlistment or induction: _____

Date and nature of discharge: _____

Highest rank or grade attained:

Present Military Reserve or National Guard obligation, if any, consists of:

VII. ADDITIONAL INFORMATION

List any additional information you think would be helpful concerning your knowledge, skills, experience, certification and/or licenses related to the position for which you are applying.

Briefly state what you feel you can contribute as an employee of the City in the position for which you are applying.

What do you believe are the most important personal and work characteristics of an employee?

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

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Is there any reason why you might be unable to perform consistently and promptly any of the job duties required? If so, explain why:

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 fact shall be sufficient cause for disqualification of this application or termination of employment. Falsification is also subject to the penalties of § 2921.13 of the Ohio Revised Code. Furthermore, it is understood that this application with associated records will become the property of the City, which reserves the right within its sole discretion 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.

I also understand that at some point in the selection process, a thorough background investigation may take place prior to appointment and sensitive and/or confidential aspects of my personal life may be explored. This process includes the use of an instrument for the detection of deception such as a polygraph examination or a voice stress analysis test.

I further understand that I am required to pass the physical fitness/agility testing as described on Page 1 and 2 of this application prior to submitting this application. I agree to hold harmless the City of Beachwood, the Beachwood Police Department, and the City of Beachwood Civil Service Commission and any contracted testing companies involved with the selection process, along with the employees and/or representatives of the organizations listed above for any injury, damage, or consequence (medical or other) occurring as a result of participating in the physical fitness/agility testing process.

DATE

SIGNATURE OF APPLICANT

STATE OF OHIO

)

) SS

COUNTY

)

SWORN TO AND SUBSCRIBED IN MY PRESENCE THIS _____ DAY OF _____, 20__.

NOTARY PUBLIC

**AUTHORITY TO RELEASE INFORMATION,
RELEASE OF LIABILITY AND VERIFICATION**

We appreciate your interest in employment with the City of Beachwood (the "City"). As part of our normal procedure for processing applications of candidates to whom conditional offers of employment have been made, a routine inquiry into your background may be made. This inquiry typically concerns information relating to character, general reputation, personal characteristics, and medical history. In addition, as part of the post-offer medical examination process, you may be tested for drug use. Further information on the nature and scope of such an inquiry, if one is made, is available to you upon written request.

Any adverse information obtained by the City in conducting its background check will be considered in the decision whether or not to hire you and may be the basis for refusal to hire you.

Please read the following authorization, request to release information statement, verification and proof of identity. Indicate your agreement by signing below.

1) Authority to Release Information.

To Whom It May Concern:

I hereby authorize the City or any authorized representative of the City bearing this release, or copy thereof, within one year of its date, to obtain any information in my files pertaining to my employment, military, credit, law enforcement, medical or educational records including, but not limited to, academic achievement, attendance, personal history, disciplinary records, physical examinations and drug tests. Such information may also include, but is not limited to, records of any law enforcement agency, State of Ohio Bureau of Criminal Investigation, the Federal Bureau of Investigation, the Bureau of Motor Vehicles or the Bureau of Workers' Compensation. I hereby direct you to release such information upon request of the bearer. This release is executed with the full knowledge and understanding that the information will be used in connection with the consideration of my employment by the City. I hereby release you, as the custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, law enforcement agency, lending institution, consumer reporting agency, or retail business establishment including its present and future officers, employees, agents or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any questions as to the validity of this release, you may contact me as indicated below.

2) Release of Liability/Acknowledgment. In addition to and in conjunction with any execution of the authorization and request to release information statement set forth above, I agree to release the City and its present and future officers, employees, agents and representatives from any and all claims, demands, rights, causes of action, damages or costs, of whatever nature that I, or my heirs or legal representatives, may assert or bring in conjunction with and arising from the inquiries and examinations, including drug testing, made by the City and/or the use of any information released to the City in connection with considering me for employment.

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3) False, Misleading or Omitted Information. I certify that all of the information contained in my employment application is true and complete. I understand that the misrepresentation or omission of any fact is sufficient cause for refusal of employment, or dismissal from my employment if I obtain a position with the City. Such dismissal may result regardless of when the City discovers the misrepresentation or omission.

I acknowledge that I have read this document in its entirety and understand the statements set forth herein.

Full Name: _____ (SIGNATURE) _____ (DATE)

Full Name: _____ (PRINT OR TYPE)

Current Address: _____ (NO. & STREET) (CITY) (STATE) (ZIP)

Social Security Number: _____ - _____ - _____ Date of Birth: _____ / _____ / _____

Telephone: (_____) _____ - _____

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