

# City of Cheviot

## APPLICATION FOR EMPLOYMENT

### **Personal Information:** (Please print)

We are an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, religion, color, sex, age, national origin, citizenship, marital or veteran's status or disability, or any other legally protected status. All qualified applicants will be given equal opportunity and selection decisions are based solely on job-related factors.

Position applied for: ☐ Full-time Police Officer ☐ Part-time Police Officer ☐ Auxiliary Police Officer  
If you are interested in any or all positions available, check all boxes that apply.

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

Full Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_  
Home Cell - -

Are you legally authorized to work in the United States? Yes: ☐ No: ☐  
Can you provide proof of eligibility to work in the U.S.? Yes: ☐ No: ☐  
Are you at least 21 years of age? Yes: ☐ No: ☐

### **Education:**

High School Graduate? Yes: ☐ No: ☐ GED? Yes: ☐ No: ☐

High School Name City, State Number of years attended

College or Other Special Training: Graduate? Yes: ☐ No: ☐

School name(s) City, State Number of years attended Degree/Major

OPOTA Certification: Completed? Yes: ☐ No: ☐ Academy and date (or projected) completion:

**Employment:** (List employers, starting with the most recent)

**Company name:** \_\_\_\_\_ **Phone#** \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Company name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Company name:** \_\_\_\_\_ **Phone#** \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Company name:** \_\_\_\_\_ **Phone#** \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Company name:** \_\_\_\_\_ **Phone#** \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Please account for any time lapses between employment dates:

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Have you ever been convicted of a criminal offense? Yes: ☐ No: ☐

Date: \_\_\_\_\_ Presiding Court: \_\_\_\_\_

Nature of offense: \_\_\_\_\_  
(An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.)

**References:** (List at least three responsible adults who have knowledge of your work ethic, experience and abilities.)

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Occupation</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Additional Data:** List other job-related or educational experience, licensing, certifications, specialized training, apprenticeships, skills or any additional information you feel may be helpful to us in considering your application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Accepted: ☐ Rejected: ☐ Reason: \_\_\_\_\_

This \_\_\_\_\_ took the examination for \_\_\_\_\_  
Applicant's name Position / Title

on \_\_\_\_\_ Date. Their grade was \_\_\_\_\_ and their position on the eligible list was \_\_\_\_\_  
certified to the appointed official on \_\_\_\_\_.

Civil Service Commission per: \_\_\_\_\_  
Commission Chairman Signature

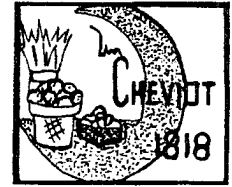


EMMETT STONE  
Chief of Police

# City of Cheviot, Ohio

## Police Department

3814 Harrison Ave. Cheviot, Ohio 45211  
Office: (513) 661-2917 Fax: (513) 661-2128 E-mail: estone@cheviot.org



### **Job Applicant's Agreement and Certification:**

I authorize you, at the time of my application for employment or during the course of my employment, to obtain information from any source as to my education, experience, competence and character as it relates to the position for which I applied. I agree that all statements made in this application may be investigated. I agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying information. I certify that the information contained in this application is true, complete and correct to the best of my knowledge. I understand that any falsification or omission of information may cause my immediate dismissal or rejection of this application. Further, I understand that in the event I am employed, such employment is at will. Neither the employer nor I have agreed on any specific period of employment unless otherwise set forth in a separate contract.

I agree that any claim or lawsuit relating to my service with the City of Cheviot must be filed no more than six (6) months after the date of the action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

I understand that I may be required to take a drug test as a part of the application process, as a condition of employment or at any time during employment. I may also be required to take and pass a physical exam if I am selected for employment and before beginning employment.

I have read and understand the contents of this employment application and am fully able and competent to complete it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**DO NOT WRITE IN SPACE BELOW - FOR CIVIL SERVICE USE ONLY**