

VILLAGE OF MINERVA PARK POLICE DEPARTMENT

2829 Minerva Lake Road
Columbus, Ohio 43231
(614) 882-3375

APPLICATION FOR EMPLOYMENT

Please type or print clearly

Personal Data

Full Name: _____
Last First Middle

Current Address: _____
Street City State Zip Code

() _____ () _____ _____
Primary Telephone Number Cell Phone Number Email Address

Position Applied For:

Position(s) applied for _____ Rate of pay expected _____

Are you seeking: Full-time Part-time

Please identify on which days and times you are available to work:

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------|--------|--------|---------|-----------|----------|--------|----------|
| 8am-5pm | | | | | | | |
| 5pm – 12pm | | | | | | | |
| 12pm-8am | | | | | | | |

If your application is considered favorably, on what date would you be available for work? _____

How were you referred to the Village of Minerva Park? _____

I warrant that I am OPOTA-Certified (required).

Are you legally eligible to work in the U.S.? **YES** **NO**

Licenses and Certifications

Driver's License:

If applying for a position that requires driving, do you have a valid driver's license (all driving positions are subject to the approval of Village of Minerva Park's insurance carrier – traffic violations may disqualify you from employment)? **YES** **NO**

List any additional Certificates and Licenses (EMS/Fire/Medical Certifications, BTLS, Nursing, State Fire Card, HAZ-MAT, etc.):

Have you ever had a professional or medical license or certification revoked or suspended? *(Does not necessarily exclude you from employment)* **YES** **NO**

If yes, please explain:

Educational Background:

| Type of School | Name and Address | Course of Study | Did You Graduate? | List Degree or Diploma |
|-------------------|------------------|-----------------|-------------------|------------------------|
| High School | | | | |
| College | | | | |
| Graduate School | | | | |
| Business or Trade | | | | |
| Other | | | | |

Employment History:

| <i>Dates</i> | <i>Employer Name Address & Phone</i> | <i>Name of Supervisor</i> | <i>Describe Major Duties</i> | <i>Wages</i> | <i>Reason for Leaving</i> |
|------------------|--|-------------------------------|----------------------------------|--|-----------------------------------|
| From: To: | | | | Starting \$ _____ Ending \$ _____ | |
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Skills and Qualifications

Are there any other experiences, skills or qualifications, which you feel relate to the position for which you are applying?

Minimum Requirements: The Village of Minerva Park Police Department requires that applicants have the following minimum requirements for employment: a copy of a high school diploma or GED, a valid driver's license with a good driving record, an excellent background and 21 years of age at time of appointment.

Additionally, the The Village of Minerva Park Police Department values candidates with additional experience and education than the Minimum Requirements above. While the following criteria are not required, they are preferred. The Village of Minerva Park Police Department assigns experience points to these preferred criteria, as follows.

Check any that apply.

() **Military credit:** (5 points):

A minimum of at least three (3) years of active duty, reserve service or reserves without three years of service, that have at least 180 continuous days of active duty (attach copy of your DD214 showing honorable discharge or your LES, whichever is applicable).

() **OPOTA certifications** (4 points):

Current certification with the Ohio Peace Officers Training Council (attach copy of the certificate).

() **Bachelor's degree** (4 points):

From an accredited college or university (attach a copy of your diploma and/or transcript).

() **Associate's degree** (2 points):

From an accredited college or university (attach a copy of your diploma and/or transcript).

() **Years of full-time law enforcement experience** (Maximum of 5 points):

One (1) point for each year of experience. **Years of Experience:** _____

() **Years of part-time law enforcement experience** (Maximum of 2.5 points):

A half (1/2) point for each year of experience. **Years of Experience:** _____

Have you ever worked for the Village of Minerva Park? YES NO

If Yes, please explain and include dates worked:

Do you have any relatives working for the Village of Minerva Park? YES NO

If Yes, please provide their name, department and relationship to you:

REFERENCES:

Please list the name, telephone number, and email address of three (3) personal references, other than relatives or former employers, that the Village of Minerva Park may contact concerning your character. By providing this information, you are authorizing the Village of Minerva Park to contact these references.

1.

Name Telephone Number Email Address

2.

Name Telephone Number Email Address

3.

Name Telephone Number Email Address

READ THE FOLLOWING CAREFULLY AND COMPLETELY BEFORE SIGNING:

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements or omission of information on this application, a resume, or other applicant information provided may be considered sufficient reason for dismissal. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. I understand that successful applicants will be required to undergo and pass a criminal background check, drug screen, and pre-employment physical. I further understand that my application may be rejected if I decline to sign this acknowledgement, decline to be drug tested or attend a pre-employment physical, or if I do not pass the background check, drug screen or pre-employment physical. I understand that employment at the Village of Minerva Park is on an "at will" basis, and includes no guarantee, contract, or promise of employment for any specific length of time.

I have read, understand, and agree to all of the above statements.

Signature

Date

Printed Name