

# ROSSFORD, OHIO POLICE OFFICER CANDIDATES

2020

## APPLICATION PACKET Summary of Employment Requirements

**These items must be completed and submitted to the  
Rossford Police Department, 99 Hillsdale Avenue, Rossford, Ohio,  
when requested to do so**

- City of Rossford, Police Employment Application
- Acknowledgment of Understanding of Hiring Standards
- Rossford Police Department Requirement Questionnaire
- Release for Background Check
- Release for Fitness Evaluation (if needed)
- Must present 2 forms of identification, one photo id (i.e.: Ohio Driver's License, Military ID) and proof of citizenship (i.e.: Passport, birth certificate)
- Military Form DD 214 if claiming military credit (Awarded upon successful test score)
- OPOTA Certificate or proof of Ohio Peace Officer Training Commission completion of an approved Ohio Peace Officer Basic Training Program

*The Rossford Police Department will accept email, fax or U.S. Mailed copies of the above. Actual documents may be requested later throughout the background investigation process.*

### **Civil Service Test: [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com)**

(Test locations, dates & times are announced on website)

Application packets may be obtained at the Rossford Police Department from 9:00 a.m. to 4:00 p.m., Monday – Friday after receiving a letter from the department indicating that you have passed the civil service test taken through NTN (National Testing Network). Packets may also be obtained online at

<http://rossfordpolice.com/police/about-the-department/employment/>.

# POLICE OFFICER CANDIDATES

2020

## APPLICATION PACKET

**TO: PROSPECTIVE FULL AND PART-TIME POLICE OFFICER CANDIDATES**

**FROM: CITY OF ROSSFORD CIVIL SERVICE COMMISSION**

**SUBJECT: POLICE OFFICER SELECTION PROCESS**

You may check [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) to see if the City of Rossford is currently accepting new test scores. **The deadline for this testing session is August 12, 2020.**

Upon receipt of potential candidates' scores, the City of Rossford will contact candidates for interviews and require candidates to complete a full application and background check. Deadlines to submit test scores through the National Testing Network will be announced on the website: [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com). To qualify for the eligibility list, you must pass the Civil Service Test and be at least 21 years old at the time of appointment and may not be 40 years of age or older at the time of original appointment. The exam will be given at the Owens Community College's Arrowhead Park Campus in Maumee, Ohio or other location as indicated on the NTN website. Dates and times of testing will be announced on the NTN and college websites. Only candidates selected through tests scores will proceed to the Physical Agility test which will be scheduled at a later date.

### **Examination Fee:**

Examination fees are paid to and through the National Testing Network. The current fee to submit your test score is \$49.00. To submit your test score to additional agencies is \$9.50 for each additional agency.

### **Location of Test:**

Owens Community College – Arrowhead Park Learning Center

Located near the I-475/U.S. 23 corridor.

1724 Indian Wood Circle, Maumee 43537

Out of town candidates may test at another location provided by NTN.

### **Application (all steps must be complete for consideration):**

1. Candidates must sign up, online, to take the test at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com)
2. Applicants **MUST** complete the Personal History Questionnaire (PHQ) online when applying at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).
3. The Employment Application, Acknowledgement of Hiring Standards, Rossford Police Requirement Questionnaire, Release for Fitness Evaluation and Release for Background Investigation forms included in this packet must be signed and submitted to the Rossford Police Department to be considered form employment.
4. Must present a valid state driver's license.
5. Provide proof of citizenship will be required for employment; e.g. birth certificate, passport, naturalization papers. (U.S. Citizenship required.)
6. **If you are honorably discharged from any branch of the US military (Active Duty, Reserve, or National Guard) and wish to apply for military credit, you must submit a copy of your DD 214 within one week of testing.** If you qualify and upon successfully passing the test, 20% will be added to your total passing test score at the time of grading. (15% for National Guard / Reserve).

ROSSFORD POLICE WILL ACCEPT COPIES VIA EMAIL, U.S. MAIL OR FAX OF THE ABOVE LISTED DOCUMENTS. (Email: [policerecords@rossfordohio.com](mailto:policerecords@rossfordohio.com), fax: 419-666-2853 or mail to: Rossford Police – Records 99 Hillsdale Ave., Rossford, OH 43460.

Candidates who pass the NTN test will be placed on an eligibility list.

**EXAMINATION ANNOUNCEMENT  
POLICE OFFICER**

The City of Rossford is seeking qualified candidates for the positions of Full-time and Part- Time Police Officer. Applicant must be 21 years of age at the time of appointment and not exceed age 40 for original appointment. The Civil Service Commission is asked to form an eligibility list to be used until a new list is required. The passing grade is 70%.

<b><u>2020 Salary Range*</u></b>	Step 1:	\$23.26 an hour start
	Step 2:	\$24.97 an hour after 6 months
After 1 year	Step 3:	\$26.67 an hour
After 2 years	Step 4:	\$28.36 an hour
After 3 yrs.	Step 5:	\$30.05 an hour

\*Pay established by labor agreement with the Ohio Patrolmen’s Benevolent Association (Patrol Officers) and is subject to change based on current contract language.

**The City of Rossford is an Equal Opportunity Employer.  
Minorities, Women and Veterans Are Encouraged to Apply.**

## **POLICE OFFICER GENERAL DESCRIPTION OF CLASSIFICATION AND DUTIES**

Under the direct supervision of a Supervisor, a Police Officer patrols a designated area ensuring compliance with all applicable State Laws and City Ordinances, answers calls when a crime is suspected or an emergency exists; takes such actions as are necessary to prevent crime and/or to apprehend a criminal; to maintain safety; to assist citizens in a wide range of emergency and non-emergency situations, and performs other related duties, tasks and assignments as required and directed by a Sergeant or the Chief of Police.

### **EXAMPLES OF WORK:** (Illustrative Only – Not All Inclusive)

- Drives a police vehicle, patrolling designated area.
- Reports unsafe conditions such as obstructions in streets.
- Issues citations for violations of traffic laws.
- Makes arrests, sometimes requiring the use of physical effort.
- Transports prisoners.
- Investigates traffic crashes, determining conditions, causes and other pertinent facts regarding accident.
- Conducts investigations of crimes; preserves crime scenes; gathers and preserves evidence.
- Checks doors and windows of homes and businesses for security.
- Testifies in court.
- Assists injured persons; notifies families of injury.
- Answers inquiries; assists stranded motorists.
- Looks for and investigates conditions or situations which may indicate a crime is about to be, or has been committed.
- Maintains records and prepares reports of incidents and activities.
- Takes statements from witnesses and suspects.
- Secures warrants.
- Where juveniles are involved, interviews parents; appears in court, and works with school authorities.
- Directs and regulates traffic.
- Performs other related duties as assigned.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Not All Inclusive)**

- Considerable knowledge of applicable Federal, State and Local Laws relating to law enforcement. (Developed and acquired after appointment.)
- Considerable knowledge of law enforcement methods, principles, practices and procedures. (Developed and acquired after appointment).
- Considerable knowledge of safety practices and procedures.
- General knowledge of municipal government structure and process.
- Skill in the use of firearms.
- Good interpersonal and human relations skills.
- Ability to understand and carry out detailed oral and written instructions.
- Ability to exercise sound reasoning and good judgment.
- Ability to recognize unusual or threatening conditions and take appropriate action.
- Ability to interpret and apply principles, concepts, methods, laws, ordinances and techniques to field conditions.
- Ability to recognize, analyze and define problems, establish facts, draw valid conclusions, and initiate appropriate corrective actions.
- Ability to organize and prioritize daily tasks and activities.
- Ability to use proper research and investigative methods, techniques and practices in gathering data.
- Ability to prepare clear, concise, complete and accurate reports.
- Ability to work alone on most tasks.
- Ability to cooperate with co-workers on group efforts.
- Ability to establish and maintain a good rapport with the public.
- Ability to handle routine and sensitive inquiries from, and contact with, the public.
- Ability to maintain confidentiality in handling of sensitive events and issues.
- Ability to communicate with the public, peers, superiors and other City officials and employees in an effective, tactful and courteous manner.
- Ability to resolve complaints from angry citizens in an effective, tactful and courteous manner.
- Ability to demonstrate physical strength and dexterity in the use of hands and feet.
- Ability to demonstrate physical fitness.

## **CAUSE FOR REMOVAL:**

An officer may be removed for cause with or without fault. Cause includes, but is not limited to:

- Economic conditions that cause reductions in work force.
- The member's inability to regularly attend work.
- Failure to perform competently on any of the essential functions of the position or consistently fail to perform competently on regular tasks.
- Failure to support the mission, vision, and core values of the RPD.
- Failure to uphold the oath of office.
- Failure to behave in a manner that supports the Police Officer's Code of Ethics.
- Failure to continually comply with preconditions for original employment.
- Failure to display due regard for the civil liberties of any persons.
- Accruing atypical amounts of dysfunctional work time.
- Requiring atypical amounts of supervisory counseling or remedial training.

## **EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:**

- Minimum of 21 years of age at time of appointment and a maximum age of 40 years.
- **To be appointed to the position of entry-level police officer, a candidate must complete an OPOTA accredited police academy by the date of hire and is currently eligible to be certified as an Ohio peace officer.**
- Possession of a valid Ohio Driver's License at time of appointment.
- Must be a United States citizen.
- Must be in good physical condition, as determined by a medical examination and physical fitness examination.
- Visual acuity – both eyes must have corrected vision of 20/20 and not be color blind.
- Successful completion of all phases of the Selection Process prior to appointment. (Process includes application phase, written examination, fitness test, record check, background investigation, oral interview, and Conditional Offer of Employment.) Upon recommendation of the Chief of Police, a successful applicant will be given a Conditional Offer of Employment.
- The location of an officer's residence must be within Wood County or Adjacent County. New officers will meet this requirement within six months of the end of probationary period.

# **POLICE OFFICER SELECTION PROCESS**

## **SUMMARY DESCRIPTION**

The purpose of this summary description is to provide Police Officer candidates with information regarding the Police Officer Selection Process.

### **I. Hiring Standards**

Applicant must read and return the acknowledgement included at the end of this document when filing the application.

An applicant's failure to meet the hiring standards set forth in this document shall automatically disqualify the applicant. The applicant must read and return the Acknowledgment stating their understanding and compliance with the Hiring Standards.

### **II. Written Examination**

The written exam will be announced on the National Testing Network website ([www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com)). In an effort to increase testing integrity, **each candidate will be required to show a valid state driver's license containing his/her picture for admittance.**

### **III. Record Check**

A thorough and complete record check of each candidate will be conducted by the Rossford Police Department. The Department will check for criminal and traffic records.

1. Each candidate's name will be entered into state and national computers for warrants and criminal history.
2. Fingerprints will be taken for each candidate and submitted for state and federal screening.
3. Successful candidates will be subject to a Background Check.

### **IV. Background Check**

A thorough and complete investigation of each candidate's background will be conducted at this phase. The function of the background investigation is to determine each candidate's suitability for employment as a Rossford Police Officer.

The background investigation will include, but not be limited to, the following:

1. Verification of each candidate's credentials, past and present employment, residences and driver's license.
2. Review of each candidate's criminal record, traffic record, credit history, civil judgments and bankruptcies, if any.
3. Phone interviews or interviews held with past and present employers, school officials, neighbors and personal references.

The following occurrences or incidents in a candidate's background may result in disqualification from the selection process.

- Conviction for any felony, any crime of domestic violence, or a



serious misdemeanor.

- Use of controlled substances (unless under a physician's direction) and/or conviction for controlled substance violation.
- Intemperate use of alcoholic beverages.
- Poor work record.
- Poor driving record; for instance, numerous convictions for traffic violations.
- Numerous debts which are not being regularly paid-off.
- Other related and/or similar occurrences or incidents that would be unacceptable or undesirable in a Police Officer given the power and responsibilities incumbent to the position.

## **V. Interviews**

1. Depending on the number of openings, oral interviews of the candidates passing the Civil Service test, scoring in the top 10 places (or top 25%, whichever is greater) on the written exam for each position to be filled, and passing a records check and a background check, will be administered by the Departmental Review Board at a designated time and place.
2. Each candidate will be interviewed for approximately 20 – 30 minutes by a Departmental Review Board consisting of police officers from the Rossford Police Department as determined by the Chief of Police.
3. All elements of the departmental oral interview will be standardized to include uniform questions.
4. Each candidate will be evaluated based upon the following rating dimensions:
  - Appearance, image, demeanor and attitude
  - Communication
  - Mental alertness
  - Judgment, reasoning and analysis
  - General personality impressions
  - Social interaction, and human relations
  - Overall suitability
5. There shall be a final interview with the Mayor, City Administrator, or the Chair of the Civil Service Commission, a member of City Council, and the Chief of Police.
6. All candidates are directed to The Rules and Regulations of the Civil Service Commission of the City of Rossford, Ohio for a description and explanation of Eligibility List requirements and removal.

## **VI. Conditional Offer of Employment**

Once a candidate is selected for the position, based upon the above testing procedures, a written Conditional Offer of Employment will be made to the candidate. The conditional offer is contingent upon the candidate successfully passing two additional examinations; psychological and medical.

## PHYSICAL FITNESS PREPARATION

The Civil Service Commission, in recognizing the importance of physical fitness status as it pertains to eventual job performance, has established the physical fitness test. The following provides information on the rationale, purpose, testing and procedures, standards of performance and fitness activities to prepare for the Physical Fitness Test. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process.

Physical Ability Testing Procedure must be completed in three (3) minutes or less:

### PHASE 1:

The candidate will run 300 feet (100 yards) in the prescribed direction. Proceed to phase 2.

### PHASE 2:

The candidate will climb 5 steps and move approximately 15 feet in the prescribed direction and descend 5 steps. Proceed to phase 3.

### PHASE 3:

The candidate will move approximately 75 feet to the next obstacle and jump over a box that is approximately 18" H x 12" W x 36" L. Proceed to Phase 4.

### PHASE 4:

The candidate will move approximately 75 feet to the next phase and load 6 inert rounds into each of two pistol magazines for a total of 12 rounds. The candidate will charge the duty weapon with one magazine and pull the trigger 6 times with their dominant hand. The candidate will then perform a magazine reload, charge the duty weapon and pull the trigger six times with their non-dominant hand. Proceed to Phase 5.

### PHASE 5:

The candidate will move approximately 125 feet to the next phase and will open the right rear door of a police vehicle, remove a 165 lb. dummy from the right rear seat, and drag the entire dummy 15 feet away from the vehicle across a line marked on the ground proceed to Phase 6.

### PHASE 6:

The candidate will move to the rear of the police vehicle and push it approximately 20 feet. The rear bumper of the vehicle must cross the line marked on the ground. Proceed to Phase 7.

### PHASE 7:

The candidate will enter the police vehicle through the driver's door and sit in the drivers seat. The candidate will then shift the gear selector to park, remove the ignition/handcuff key, and unlock a set of handcuffs from the steering wheel. The candidate will raise his/her hands to stop the clock.

END OF PHYSICAL ABILITY TEST.

# ROSSFORD POLICE DEPARTMENT STATEMENT OF HIRING STANDARDS

## **INTRODUCTION**

The purpose of this hiring standards policy is twofold: first to give guidance to those personnel who have the responsibility of conducting background investigations of Police Department applicants, and secondly, to provide Screening Committee members with a set of standards designed to assist them in a reasoned and logical process.

## **MINIMUM QUALIFICATIONS**

The Civil Service Commission of the City of Rossford has established the following minimum qualifications for the position of Police Officer:

- 1.) You must be (21) years of age before you can receive an appointment as a Rossford Police Officer and not be older than 40 years of age original appointment as a police officer.
- 2.) You must have a High School diploma from an accredited high school or satisfactory completion of the General Education Development Test (GED).
- 3.) To be appointed to the position of entry-level police officer, a candidate must have **an OPOTA accredited police academy and is currently eligible to be certified as an Ohio peace officer.**
- 4.) A valid driver's license.
- 5.) You must be a citizen of the United States.
- 6.) Conviction of a felony is absolute grounds for rejection. Any applicant convicted of a felony will be removed from the eligible list and will receive no further consideration.

## **STANDARDS FOR DISQUALIFICATION/NON-FAVORABLE CONSIDERATION**

### **Removal Standards for Police Officer Applicants, Rossford Civil Service Rules**

Applicants for the position of police officer will be recommended for removal from the Civil Service Eligibility List for any of the following reasons:

(A) Honesty/Falsification.

- (1) Any intentional falsehood or attempt to conceal disqualifying information during the selection process.
- (2) Should a polygraph examination be used, any attempt to distort the examination results.
- (3) Use or attempted use of political influence to change the employment standards in securing police employment.

(B) Family History.

- (1) Verified or admitted physical, sexual or emotional abuse of a family or household member, as defined in O.R.C.
- (2) Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility, as determined by the appropriate support enforcement agency or a court of law.
- (3) Intentional violation of any protective or temporary restraining order, as determined by a court of law.

(C) Employment.

- (1) Verified inability to obtain or retain steady employment during the five (5) year period immediately preceding application. For purposes of this section, "employment" includes both (a) enrollment as a full-time student in good standing in an academic or vocational program, and (b) full-time participation in volunteer or quasi-volunteer programs including VISTA, Peace Corps, Habitat for Humanity, unpaid internships, etc.
- (2) Disciplinary discharge or resignation in lieu of discipline from any occupation within the last five (5) years.
- (3) Disciplinary discharge or resignation in lieu of discipline from any criminal justice occupation (no time limit).

(D) Military.

- (1) Any discharge from military service under less than honorable conditions.
- (2) Conviction of any article of the Uniform Code of Military Justice that would be equivalent to a felony under the Ohio Revised Code.

(E) Traffic Record.

- (1) Any conviction of vehicular homicide.
- (2) Any OVI, OMVI, DUI or similar conviction within the last five (5) years.
- (3) More than one (1) OVI, OMVI, DUI or similar conviction as an adult or more than two (2) such convictions, including juvenile convictions.
- (4) Three (3) moving violations within the last twelve (12) months.
- (5) Four (4) or more moving violations within the last five (5) years as an adult. The four (4) violations standard may be waived if there are no moving violations within the three (3) most recent years.
- (6) At the time of the interview, the applicant is not a licensed driver.
- (7) Applicant does not have auto insurance as required by Ohio law.
- (8) One (1) revocation or suspension of driver's license, as an adult, in effect during the last five (5) years due to a points violation, Financial Responsibility Act violation, or by court order.

(F) Gambling.

- (1) Conviction of a gambling offense within the past five (5) years.
- (2) Admission to gambling that has resulted in unstable financial or credit history within the last seven (7) years.
- (3) Conviction of, or admission to, engaging in promotion of illegal gambling wherein the applicant gains a financial benefit.

(G) Criminal Activity.

- (1) Any theft offense as an adult or within the last five (5) years.
- (2) Any fraudulent claims or applications for insurance, welfare, workers' compensation, unemployment compensation or other public assistance program.

- (3) Any admission or conviction of an offense, as an adult, defined as a felony by the Federal, State or local laws of the jurisdiction where the offense occurred, or any misdemeanor conviction for domestic violence.
- (4) Any admission or conviction of an offense, as a juvenile, defined as a violent felony by the Federal, State or local laws of the jurisdiction where the offense occurred.
- (5) Any conviction, as an adult, in the last five (5) years of a M-1 or M-2 misdemeanor, as defined by the Federal, State or local laws of the jurisdiction where the offense occurred.
- (6) Two (2) or more convictions, as a juvenile, of a M-1 or M-2 misdemeanor, as defined by Federal, State or local laws of the jurisdiction where the offense occurred.
- (7) Any admission of an offense for carrying a concealed weapon within the last five (5) years, if it is defined as a felony by the Federal, State or local laws where the offense occurred.

### **CONCLUSION**

Failure by the applicant to enumerate or disclose any offense or information does not exclude such offense or information for being the basis of disqualification. Any criminal offense, quasi-criminal offense (i.e. municipal ordinance violation), or material discovered through the background investigation, under the proper circumstances, can result in disqualification from employment with the Rossford Police Department if it is demonstrated that the acts or omissions of the applicant were such as to make it inappropriate for him/her to serve as a Rossford employee.

The Rossford Police Department, through careful and thorough applicant processing procedures, can ensure that only the highest quality candidates are employed and retained. When used properly, these standards for hiring will ensure only those applicants meeting and exceeding the “higher standard” expectations of the public are met. The citizens of Rossford deserve nothing less.

### **ACCOMMODATION**

Should you have a disability under the Americans with Disability Act and require a special accommodation for the test, please notify the Administrative Assistant of the Police Chief and/or the coordinator at the Civil Service testing location. Medical documentation will be required.

Police Applicants:

**ACKNOWLEDGMENT OF  
UNDERSTANDING OF  
HIRING STANDARDS**

The City of Rossford Police Department wants each candidate applying for the position of Police Officer to know the Hiring Standards of the Police Department.

This acknowledgment is to help ensure that the candidate has read the Hiring Standards and understands each of them. If by reading the whole packet you realize that you do not meet the Hiring Standards, there is no reason for you to continue in the process of applying for the position of Police Officer in the City of Rossford. If you have any questions, please contact Lisa Kolb in the Police Chief's office at 419 666-7390.

**As an applicant for the Rossford Police Department, I  
hereby affirm that I have read the Hiring Standards provided in  
the police application packet and understand them.**

NAME \_\_\_\_\_  
Applicant Signature

NAME \_\_\_\_\_  
Print Name

DATE \_\_\_\_\_

WITNESS \_\_\_\_\_

**The City of Rossford is an Equal Opportunity Employer.  
Minorities are encouraged to apply.**

**ROSSFORD POLICE DEPARTMENT (RPD) REQUIREMENTS**

In order to work as a Police Officer in the State of Ohio, including the City of Rossford, Applicants **MUST** be certified by the Ohio Police Officer Training Academy. To determine if you can meet these requirements, please answer the following questions which will be **verified** through a **DETAILED** background investigation.

**FAILURE** to include this completed form along with your application will also result in **NON-CONSIDERATION**.

**CIRCLE ONE**

Have you ever "...been convicted of a felony by a civilian court of this state, the United States, or another state or

territory, or by a military court?"

**YES NO**

Have you ever "...been convicted, before application for hire as a police officer, of a misdemeanor crime of dishonesty or moral turpitude, or a misdemeanor crime which resulted in serious physical injury to another person, or two or more DWI/OVI offenses, by a civilian court of this state, the United States, or another state or territory, or a military court?"

**YES NO**

Have you ever been denied certification as a police officer or has your basic certification ever been revoked by the Council without the revoking later being rescinded?

**YES NO**

Have you ever "...illegally manufactured, transported or sold a controlled substance?"

**YES NO**

Have you, after your 18<sup>th</sup> birthday, possessed a controlled substance other than marijuana, even once, within 10 years of submitting this application?

**YES NO**

I have read and understand the above requirements.

**YOUR NAME** (Please Print) \_\_\_\_\_

**YOUR SIGNATURE** \_\_\_\_\_

**TODAY'S DATE** \_\_\_\_\_



# ROSSFORD POLICE DEPARTMENT

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*Todd A. Kitzler*  
*Chief of Police*

## RELEASE

In consideration of the City of Rossford, Rossford Police Department, its employees, firms, agents, and assigns, allowing \_\_\_\_\_ to partake in a fitness evaluation, \_\_\_\_\_ hereby releases acquits, and forever discharges the City of Rossford, the Rossford Police Department, its successors, assigns, officers, agents, servants, employees, and firms from any and all actions, causes of action, claims and demands, damages, costs, loss of services, expenses and compensation on account of or in any way growing out of any and all damages or injuries resulting or to result from the fitness evaluation and do hereby agree to indemnify and save harmless said individuals from all further claims or demands, costs, or expenses arising out of or in any way connected with any injuries or damages sustained by me.

It is expressly warranted by me that no promise or inducement has been offered except as herein stated and that this release is executed without reliance upon any statement or representation of any person or their representatives and that by accepting and agreeing to participate in the fitness evaluation I understand that any and all damages or claims which I may have are being released as set forth herein.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Witness

**ROSSFORD POLICE DEPARTMENT**

**AUTHORITY FOR RELEASE OF INFORMATION**

TO: Any Doctor, Physician, Psychiatrist, Psychologist, Dentist, Hospital, Nursing Home, Medical Association or other Health Care Provider; the U.S. Armed Forces, Maritime Service, Veterans Association; any Academic Dean, Registrar, Principal, Guidance Counselor, or person authorized to release information at any: School, College, University, Business School, Trade School, High School, or Elementary School; any Local State, or Federal Law Enforcement Agency; any past or present Employer, Credit Bureau, Retail Merchant Association, U.S. Selective Service, or any Government Agency.

I, \_\_\_\_\_, have applied for employment with the Police Department of the City of Rossford, Ohio. I am aware that my entire background is to be investigated thoroughly. I hereby authorize and request release of any and all information you have concerning me, including, but not limited to my employment, military, credit, psychological, criminal (including expunged records pursuant to Ohio Revised Code 2953.33), medical, educational (including transcripts of any academic record) and any other records relating to achievement, attendance, personal history, discipline, and credit records. I hereby authorize you to release this information upon request to the bearer of this document.

This release is executed with full knowledge and understanding that the information is for the official use of the City of Rossford. Consent is hereby granted for the City of Rossford to furnish this information as described above to third parties in the course of fulfilling its official responsibilities relative to my employment with the Rossford Police Department. I hereby release the City, its officers, agents, employees and independent contractors as the custodian of such records, and employer, educational institution, physician, psychologist, psychiatrist, hospital, or other repository of medical records, credit bureau, consumer reporting agency, or military or governmental entity, including its officers, employees, or related personnel, both individually and collectively, from any and all responsibility or liability for damages of whatever kind, which may at any time result to me, my heirs, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

Any information obtained through this release shall be held confidential and shall not be released only pursuant to the Public Records Law for the State of Ohio, Chapter 149 of the Ohio Revised Code.

A photocopy of this release form will be valid as an original hereof, even though the said photo copy does not count as an original writing of my signature.

Full Name—Signature			Date	
Full Name—Typed or Printed				
Current Address—Number/Street Apt. #		City	State	Zip
DOB	SSN (Optional)		Phone No. ( )	
Witnessed By:			Date	
Print Name and Title				



# CITY OF ROSSFORD EMPLOYMENT APPLICATION

The City of Rossford is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, sexual orientation, gender identify, marital status, national origin, disability, veteran status or any other status as protected by local, state or federal law.

Please complete this application legibly in ink. Please respond to all questions indicating N/A to those that do not apply.

<b>PERSONAL INFORMATION</b>							
Last Name	First Name	Middle Name		Email			
Street Address	City	State		Zip			
Telephone		Alternate Phone Number					
<b>POSITION INTEREST/AVAILABILITY</b>							
Position Applying For					Other Position You Would Consider		
Date Available to Begin Work		Status Desired <input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			Salary Requirements		
Hours Available:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Available From							
Available To							
<b>GENERAL INFORMATION</b>							
Have you ever been employed by the City of Rossford? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list dates _____ If employed under a different name, please note name _____							
Are you over the age of 18 years? <input type="checkbox"/> Yes <input type="checkbox"/> No. If under 18, list date of birth _____ (If under 18, you will be required to provide a work certificate and proof of parental consent)							
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (If employed, you will be required to provide documentation to verify eligibility)							
Have you ever been terminated or have you resigned in lieu of being terminated? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain _____							
Have you ever been convicted of or pled no contest to a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain nature and location of conviction _____							
Do you have any relatives working for the City of Rossford? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please specify full name of employee _____							
How did you hear about this position? <input type="checkbox"/> Advertisement (please note where) _____ <input type="checkbox"/> Website <input type="checkbox"/> Employee (please note name) _____ <input type="checkbox"/> School (please specify) _____ <input type="checkbox"/> Other (please specify) _____							
<b>EDUCATION AND TRAINING</b>							
Type of School	Name of School/Address	Graduated		Type of Degree, Diploma, Certificate and Major/Minor Area of Study	Name if Different		
		Yes	No				
High School or GED							
Vocational/Technical or Two Year College							
College or University							
Graduate School							
Other							

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<b>LICENSURE, CERTIFICATION OR REGISTRATIONS</b>				
Licensure, Certification or Registration Held	Issued By	Number	Date Issued	Date Expires

<b>OFFICE SKILLS</b>		
Typing _____ wpm	Data Entry _____ wpm	
Proficient In Usage of Software (check all that apply):		Proficient in Usage of Office Equipment (check all that apply):
<input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Access <input type="checkbox"/> PowerPoint <input type="checkbox"/> Outlook <input type="checkbox"/> Other _____	<input type="checkbox"/> Facsimile <input type="checkbox"/> Switchboard <input type="checkbox"/> Copy Machine <input type="checkbox"/> Personal Computer <input type="checkbox"/> Telephone Systems <input type="checkbox"/> Other _____	

<b>EMPLOYMENT HISTORY - Please begin with current or most recent employer. Do not exclude any employment. Explain periods of unemployment and include U.S. Military Service. If more space is needed, please use another sheet.</b>			
<b>Company Name</b>	<b>Date From</b>	<b>Date To</b>	<b>Job Title</b>
Address	<b>Hourly Rate or Salary</b>	<b>Hours per Week</b>	Description of Job Duties
Telephone Number	Supervisor Name and Title		
Reason for Leaving			
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Company Name</b>	<b>Date From</b>	<b>Date To</b>	<b>Job Title</b>
Address	Supervisor Name and Title		Description of Job Duties
Telephone Number	Hourly Rate or Salary		
Reason for Leaving			
<b>Company Name</b>	<b>Date From</b>	<b>Date To</b>	<b>Job Title</b>
Address	Supervisor Name and Title		Description of Job Duties
Telephone Number	Hourly Rate or Salary		
Reason for Leaving			

<b>PROFESSIONAL REFERENCES – Please list three individuals who are not related to you or supervisors listed above.</b>				
Name	Address	Telephone Number	Relationship to You	Years Known

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**Please Read Carefully Before Signing – Applicant’s Certification and Agreement**

I hereby certify that the information and facts set forth in this application are true, complete and accurate to the best of my knowledge.

I understand that any falsifications, misrepresentations or omissions of any facts in this application or other documents submitted for consideration of employment will be cause for denial of employment or immediate termination of employment, if employed regardless of the timing or circumstances of discovery.

I understand that if I am hired this application becomes a part of my official employment record.

I authorize the City of Rossford to verify the accuracy of any information provided or known. I hereby authorize any and all schools, employers, references, regulatory boards, courts and any others who have information about me to provide such information to the City of Rossford and/or any of its employees, representatives, agents or vendors. I release all parties involved in this process from any liability for any and all damage that may result from providing such information.

I understand that if offered a position, I may be required to submit to a pre-employment drug screening and criminal background check as a condition of employment. I further understand that I may be required to complete a pre-employment physical exam depending upon the position offered. I understand that receipt of unsatisfactory results from, failure to complete as required or any attempt to affect the results of these, will result in the immediate withdrawal of any offer of employment or the termination of employment, if already employed.

**I understand that submission of an application does not guarantee employment. I further understand that should an offer of employment be made by the City of Rossford, such offer whether or not stated is for employment at will, and that if I accept such offer, my employment may be terminated by either the City of Rossford or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, or statements of the City of Rossford or its employees or representatives used during the hiring process or during my employment may be deemed to be a contract for employment, either actual or implied. I understand that no employee or representative, other than the City Administrator/City Council of the City of Rossford, has the authority to enter into any agreement contrary to the above and that any such agreement if made shall not be binding unless it is set out in a writing signed by the City Administrator/City Council.**

**I agree that any claim or lawsuit relating to my service with the City of Rossford 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.**

In consideration of employment, if offered, I agree to abide by and adhere fully to all rules, regulations, policies and procedures of the City of Rossford at all times. I further understand that the City of Rossford’s rules, regulations, policies and procedures may be changed at any time, with or without notice.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_