

<p>CITY OF ROCKY RIVER WRITTEN EXAMINATION FOR ENTRY-LEVEL POLICE OFFICER</p>

DATE: Wednesday, September 22, 2010

TIME: 7 p.m.

LOCATION: Memorial Hall, Don Umerley Civic Center
21016 Hilliard Boulevard, Rocky River, OH 44116

PARKING: Public parking available adjacent to the Civic Center

REQUIREMENTS

Age: At least 21, but less than 35 on date of appointment with the City of Rocky River

Citizenship: U.S. citizen, have legally declared intent to become U.S. citizen, or permanent resident

Education: High School diploma or equivalent

Licenses: Must have valid Ohio Driver's License

Physical Agility: Physical Agility Test Certificate from Cuyahoga Community College valid as of September 22, 2010, and at the time of appointment, if any. (see Physical Agility Test below)

APPLICATION PROCESS

Application: Downloaded from www.rrcity.com, Department, Human Resources, Employment, OR may be obtained from the Office of the Safety Service Director
21012 Hilliard Boulevard
Rocky River, OH 44116

When: 8:30 a.m. – 5 p.m.
Monday through Friday
From Monday, August 16, through Friday, September 17

How: Must be typed or printed legibly in ink and signed
Returned **in person** to the above address by September 17

Required Attachments: Copy of Driver's License
Physical Agility Test certificate from CCC
Documentation for extra credit (see Extra Credits)
Check or money order for \$35 non-refundable processing fee payable to the City of Rocky River (cash is not acceptable)
Checklist

Maximum: Only the first 200 fully completed applications submitted by September 17 will be accepted.

PHYSICAL AGILITY TEST

Where: Cuyahoga Community College

When: Sunday, August 22, 2010
Alternate Date: Sunday, September 12, 2010

Test Information: http://www.rrcity.com/ccc_physical_agility_test.pdf

To Register: Contact Administrative Services at (216) 987-3075

EXAM PROCESS

Fingerprinting on the date of the exam

Written exam – passing grade of 70%

Extra credits: Maximum 18% of the written test score

(Documentation required - must be current and valid on test date)

<u>Credit</u>	<u>%</u>	<u>Documentation Required:</u>
Veteran (honorable discharge)	5%	Copy of DD214 with honorable discharge
College degree (4 yr/accruited) or	6%	Copy of diploma or official transcript
College degree (2 yr/accruited)	3%	Copy of diploma or official transcript
Paramedic Certification or	2%	Copy of certificate
EMT Certification	1%	Copy of certificate
Ohio Peace Officer Certificate	3%	Copy of certificate
Prior Police Department Service*	2%	Letter from former employer

*Appointed in another municipal, village, or township police department in the State of Ohio for one (1) or more year(s) and separated due to reduction in force, layoff or job abolishment.

These percentages will be applied to the test score of candidates with a passing grade on the written exam to establish the final adjusted test score.

The 15 candidates with the highest adjusted scores will proceed through additional further testing at the discretion of the Civil Service Commission and the Police Chief. Additional further testing may include interview, polygraph test, background investigation, psychological exam, and physical exam including drug screen. Applicants must pass all examinations to be considered for appointment.

The City of Rocky River is an equal opportunity employer.

The discovery of any knowingly false statement will be regarded as good cause for excluding the applicant from the examination, or for removing his/her name from any eligibility list, and may result in referral of the incident to law enforcement authorities.



City of Rocky River

21012 Hilliard Boulevard
Rocky River, OH 44116

Phone: 440-331-0600 Fax: 440-895-3378

Website: www.rrcity.com

APPLICATION FOR EMPLOYMENT – CIVIL SERVICE

The City of Rocky River considers applicants for all Civil Service positions without regard to race, color, religion, sex, national origin, disability, citizenship status, genetic information, or any other legally protected status..

TO BE CONSIDERED FOR EMPLOYMENT: 1) Complete the application entirely and answer every question fully; 2) Do not use “refer to resume”; and 3) Sign and date the application.

PERSONAL INFORMATION

Last Name	First Name	MI	Social Security No.	Phone-Day
Address	City	State	Zip	Phone-Evening
				E-Mail
Date of Birth	Other Last Names Used			

Have you previously filed an application with us? Yes No If yes, date: _____

Do you have **any** relatives employed here? Name: _____

Are you legally authorized to work in the U.S.? Yes No
Proof of citizenship or immigration status will be required upon employment.

Referral Source (newspaper, website, etc.): _____

Have you ever been convicted of a felony or any other offense of violence or illegal use of drugs or alcohol? Yes No If yes, please explain: _____

(Each conviction will be evaluated on its own merits with respect to time, circumstances, and seriousness in relation to the job for which you are applying. Any determination will be made at the sole discretion of the City of Rocky River Civil Service Commission..)

POSITION INTEREST

Position Applied For: Police Officer Firefighter/Paramedic

EDUCATION/TECHNICAL SKILLS & LICENSES

	Name of School, City, & State	Course of Study	Yrs. Completed	Diploma/Degree or Major
High School				
Business/Technical Or Undergraduate				
Graduate School/ Other				

Professional Certifications _____ Do you have a valid Ohio driver’s license? Yes No License No.: _____

Describe specialized training, apprenticeships, skills, and extra-curricular activities related to the job for which you are applying:

PREVIOUS ADDRESSES

Please list three most recent home addresses with the dates of residence for each:

ADDRESS	CITY, STATE, ZIP	DATES OF RESIDENCE

MILITARY EXPERIENCEHave you ever served in any branch of the United States Armed Forces? Yes No If yes, Branch:

Periods of Active Service (Month/Day/Year) From:

To:

Type of Discharge:

EMPLOYMENT HISTORY

List your present and most recent employer first. Volunteer work may also be included as employment. A resume may NOT be substituted for completing this page.

Name of Employer	Immediate Supervisor	Start Date	End Date
Employer Address		Employer Phone Number	
Starting Position	Current/Ending Position	Starting Salary/Wage	
		Ending Salary/Wage	
Work Performed		Reason for Leaving	
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of Employer	Immediate Supervisor	Start Date	End Date
Employer Address		Employer Phone Number	
Starting Position	Ending Position	Starting Salary/Wage	
		Ending Salary/Wage	
Work Performed		Reason for Leaving	

Name of Employer	Immediate Supervisor	Start Date	End Date
Employer Address		Employer Phone Number	
Starting Position	Ending Position	Starting Salary/Wage	
		Ending Salary/Wage	
Work Performed		Reason for Leaving	

Name of Employer	Immediate Supervisor	Start Date	End Date
Employer Address		Employer Phone Number	
Starting Position	Ending Position	Starting Salary/Wage	
		Ending Salary/Wage	
Work Performed		Reason for Leaving	

REFERENCES

Please list the names, addresses and telephone numbers of at least 3 references.

Name	Address	Telephone Number
Name	Address	Telephone Number
Name	Address	Telephone Number

**CITY OF ROCKY RIVER
APPLICATION FOR EMPLOYMENT – CIVIL SERVICE**

APPLICANT AUTHORIZATION AND UNDERSTANDING

I hereby waive all provisions of law forbidding any physician or person who has attended or examined me or who may hereafter attend or examine me, high schools, colleges, or universities which I attended, past employers, financial institutions with respect to my credit records, disciplinary or criminal records from law enforcement or judicial agencies, from disclosing any knowledge or information which they acquired and I hereby consent that they may disclose any knowledge or information to the City of Rocky River. I hereby release the custodian of any such records of any responsibility or liability for releasing said records to an authorized representative of the City of Rocky River from the date hereof for a period of two (2) years.

Initial here _____

I hereby understand and agree that I will be required to submit to one or more of the following: written examination, thumb print identification, physical agility test, interview(s), background investigation, polygraph examination(s), psychological examination, and medical examination including drug screen. I understand and agree that any offer of employment with the City of Rocky River will be dependent upon completion of all of the above tests to the satisfaction of the City of Rocky River.

Initial here _____

I am aware that this application is a "Public Record" and will be handled in accordance with Ohio Public Records Law ORC 149.43. If hired, I further understand that this employment application will become part of my official employment record.

Initial here _____

I understand that the City of Rocky River is not obligated to hire me. If hired, I agree to conform to the City's policies and procedures and acknowledge that my employment will be subject to the Civil Service laws of the State of Ohio and the terms of any applicable collective bargaining agreement.

Initial here _____

My signature below certifies that all statements made in this application or during the hiring process are true and correct to the best of my knowledge. I understand and agree that any misrepresentation or omission of facts in my application may be justification for refusal to hire, or termination of employment. I have read and understand the above information.

Initial here _____

READ CAREFULLY BEFORE SIGNING

I agree that any claim or lawsuit relating to my service with the City of Rocky River must be filed no more than one (1) year 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.

Applicant's Signature _____ Date _____

CITY OF ROCKY RIVER CIVIL SERVICE COMMISSION
ENTRANCE EXAM CHECKLIST
(Please return completed checklist with application materials)

APPLICANT NAME: _____

- Application completed and SIGNED
- Copy of Driver's License
- Check or money order for \$35 payable to the City of Rocky River
- Copy of Physical Agility Test certificate from CCC

Extra credit items requested:

Documentation required:

- | | |
|--|--|
| <input type="checkbox"/> Veteran | Copy of DD214 with honorable discharge |
| <input type="checkbox"/> College degree (4 year) OR | Copy of diploma or official transcript |
| <input type="checkbox"/> College degree (2 year) | Copy of diploma or official transcript |
| <input type="checkbox"/> Paramedic certification OR | Copy of certificate |
| <input type="checkbox"/> EMT certification | Copy of certificate |
| <input type="checkbox"/> Ohio Peace Officer Certificate | Copy of certificate |
| <input type="checkbox"/> Prior Police Department Service | Letter from former employer |

Date and time received: