

Trotwood Fire & Rescue 4 Strader Drive • Trotwood, Ohio • 45426-3433 Phone: (937) 837-7771 • Fax: (937) 854-0220 www.trotwood.org

Stephen H. Milliken, Fire Chief "Protecting Your Brighter Future"

Quincy E. Pope, Sr., M.P.A., CLEE, CPM, City Manager Stephanie Kellum, Human Resources Director/Deputy City Manager Brenda K. Blauser, Assistant to the City Manager **Trotwood City Council**

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Rhonda C. Finley, At-Large
Robert L. Kelley, Jr., At-Large
Rap Hankins, Ward 2
Charles Ron Vaughn, Ward 3
Scotty Sly, Ward 4
Sandy Riege, CMC, Clerk of Council

To All Candidates for Employment

Along with your application for employment, please complete or include the following with your application.

- Applicant's Waiver to release information (contained in the application packet)
- A copy of a valid Ohio Driver's License
- A copy of your State Certification
- A copy of your current CPR card

Your application packet, including the items mentioned above, should be forwarded to

City of Trotwood Human Resource Department 3035 Olive Road Trotwood, Ohio 45426

If you have any questions regarding the application packet, please contact Battalion Chief Richard Haacke at (937) 854-7257.



Applicant's Authorization to Release Information

As an applicant for employment with the City of Trotwood may make a thor education, credit history, criminal recoprocess.	ough investigation of my p	ast employment,
I,employees, agents and representative which may result from the exchange of	es and all others from any	
I also authorize and request all persor information relating to or concerning n representative of the City of Trotwood	ne, to furnish such informa	
I also release persons, agents, repres from any damages or liability which m	<u>.</u>	
Information to be disclosed may include Past/Present Employment Information Educational background Criminal Record Driving Record Polygraph Examination Psychological Examination Physical Examination Credit History Drug Screen These records will be maintained on fi	Full Time Police/Fire Full Time Police/Fire Full Time Police/Fire Full Time Police/Fire/	Public Works
Name of Applicant (Please Print)	Date	
Signature of Applicant		
Social Security Number Date	Date of Birth	Release Expiration
Signed release will expire sixty (60) d	lays from date of signed re	elease.
(Revised 7/15/15)		

Trotwood Fire Department

EMPLOYMENT APPLICATION SUPPLEMENT – Firefighters/EMTS

The following questions are in addition to those requested on the original employment application. These questions may be used in a pre-employment truth verification examination. Please answer all questions. If explaining an answer please state the relevant question it applies to on an attached sheet.

Financial Information (Please explain any responses of yes on an attached sheet).

1[] Yes[] No	Are you now delinquent in any financial obligations?
2[] Yes [] No	Do your monthly bills exceed your take home pay?
3[] Yes [] No	Do you, your spouse or ex-spouse have any civil actions pending?
4[] Yes [] No	Are you delinquent in child support payments?
5[] Yes [] No	Have you ever been garnished, filed for bankruptcy, or been declared bankrupt?

Employment (Please explain any responses of yes on an attached sheet).

6[] Yes [] No	Have you ever been discharged or asked to resign from a job?
7[] Yes [] No	Have you ever filed a workmen's compensation claim?
8[] Yes [] No	Have you ever been tardy (late) to work?
9[] Yes [] No	Have you ever used more than 2 sick days in a year?
10[] Yes [] No	Have you ever received any disciplinary action (verbal or other) at work?

General Information (Please explain any responses of yes on an attached sheet).

11[] Yes[] No	Have you ever been involved in a physical altercation while at work?
12[] Yes[] No	Have you ever threatened to harm another person for reporting your performance deficiencies to your supervisor?
13[] Yes [] No	Have you ever solicited someone to commit a crime or violent act?
14[] Yes [] No 15[] Yes [] No	Have you ever violated a company policy in exchange for a bribe or payoff? As an adult, have you ever stolen anything?
16[] Yes[] No	Have you ever received or filed for compensation (ADC, General Assistance, etc.) that you were not legally eligible or entitled to receive?

17[] Yes [] No	Have you ever knowingly bought or sold stolen property?
18 [] Yes [] No (see reverse side)	Have you ever illegally used any narcotic drug at any time?
19[] Yes [] No	Have you ever used a hallucinogen (including marijuana)?
20[] Yes [] No	Have you ever used any prescription drugs or any other drug for any purpose other than the purpose for which they were intended, or used any such drugs for an extended period of time without a prescription for any reason?
21[] Yes[] No	Have you ever been involved in glue sniffing or used any other such chemical agents for the purpose of obtaining a state of intoxication?
22[] Yes [] No	Do you drink alcohol?
23[] Yes [] No	Do you have any problems because of gambling?
24[] Yes [] No	Do you have any problems controlling your temper?
25[] Yes [] No	Do you have any hatreds or prejudices toward others because of their race, sex, national origin, religion, or color that would be detrimental to you performing your job?
26[] Yes [] No	Have you ever been involved in an automobile accident?
27[] Yes [] No	Have you ever had your drivers license suspended or revoked?
28[] Yes [] No	If it became necessary in the course of your duties to take a human life, would you have any reluctance to do so?
29[] Yes [] No	Have you ever lied under oath or in an investigation as a firefighter?
30[] Yes[] No	Have you ever knowingly filed a false report or made false statements on an official document?
31[] Yes [] No	Have you ever abused your authority?
32[] Yes [] No	Did you intentionally omit information from your employment application?
33[] Yes [] No	Have you ever been involved in a Domestic Violence incident?

- If yes to any of the above please explain with an attached sheet.
- An applicant may not be hired as a firefighter in the City of Trotwood due to any disqualifying offense which would preclude an individual from performing the functions of a firefighter, including any offense under section 2909.03 of the Revised Code.
- An applicant that makes false statements during the selection process, including the application and preemployment information shall be disqualified.

Disqualifying Offenses

(C)

- (1) Except as otherwise provided in division (C)(2) of this section, an appointing authority shall not appoint or employ a person as a permanent, full-time paid firefighter or a volunteer firefighter if the fire chief has requested a criminal records check pursuant to division (A) of this section and the criminal records check indicates that the person previously has been convicted of or pleaded guilty to any of the following:
- (a) A felony;
- (b) A violation of section 2909.03 of the Revised Code;
- (c) A violation of an existing or former law of this state, any other state, or the United States that is substantially equivalent to any of the offenses described in division (C)(1)(a) or (b) of this section.
- (2) Notwithstanding division (C)(1) of this section, an appointing authority may appoint or employ a person as a permanent, full-time paid firefighter or a volunteer firefighter if all of the following apply:
- (a) The fire chief has requested a criminal records check pursuant to division (A) of this section.
- (b) The criminal records check indicates that the person previously has been convicted of or pleaded guilty to any of the offenses described in division (C)(1) of this section.
- (c) The person meets rehabilitation standards established in rules adopted under division (E) of this section.
- (3) If a fire chief requests a criminal records check pursuant to division (A) of this section, an appointing authority may appoint or employ a person as a permanent, full-time paid firefighter or volunteer firefighter conditionally until the criminal records check is completed and the fire chief receives the results. If the results of the criminal records check indicate that, pursuant to division (C)(1) of this section, the person subject to the criminal records check is disqualified from appointment or employment, the fire chief shall release the person from appointment or employment.
- (D) The fire chief shall pay to the bureau of criminal identification and investigation the fee prescribed pursuant to division (C)(3) of section 109.578 of the Revised Code for each criminal records check conducted in accordance with that section. The fire chief may charge the applicant who is subject to the criminal records check a fee for the costs the fire chief incurs in obtaining the criminal records check. A fee charged under this division shall not exceed the amount of fees the fire chief pays for the criminal records check. If a fee is charged under this division, the fire chief shall notify the applicant at the time of the applicant's initial application for appointment or employment of the amount of the fee and that, unless the fee is paid, the applicant will not be considered for appointment or employment.
- (E) The appointing authority shall adopt rules in accordance with Chapter 119. of the Revised Code to implement this section. The rules shall include rehabilitation standards a person who has been convicted of or pleaded guilty to an offense listed in division (C)(1) of this section must meet for the appointing authority to appoint or employ the person as a permanent, full-time paid firefighter or a volunteer firefighter.
- (F) A fire chief who intends to request a criminal records check for an applicant shall inform each applicant, at the time of the person's initial application for appointment or employment, that

the applicant is required to provide a set of impressions of the person's fingerprints and that the fire chief requires a criminal records check to be conducted and satisfactorily completed in accordance with section 109.578 of the Revised Code.

- (G) As used in this section:
- (1) "Appointing authority" means any person or body that has the authority to hire, appoint, or employ permanent, full-time paid firefighters and volunteer firefighters under section 737.08 of the Revised Code.
- (2) "Criminal records check" has the same meaning as in section <u>109.578</u> of the Revised Code.
- (3) "Superintendent of BCII" has the same meaning as in section <u>2151.86</u> of the Revised Code.

Effective Date: 04-09-2003