



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

The city of Trotwood complies with Equal Employment Opportunity (EEO) laws and regulations. Furthermore, the City of Trotwood considers qualified applicants for positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or military/veteran status, genetic information, or sexual orientation.

PLEASE COMPLETE ALL SECTIONS AND EACH QUESTION COMPLETELY AND ACCURATELY

- This employment application is to be used for all internal, external, and seasonal or temporary job postings. We encourage you to provide a resume and cover letter in addition to this application. If you require special accommodations to participate in the application or selection process due to disability, please contact Human Resources at (937) 854-7223 or 854-7224.
- Applications are kept on file for at least one year.
- A separate application must be submitted for each position for which you are applying.
- Applications must specifically reflect all requirements for the position, including experience and/or required courses of study. Please answer all questions accurately and completely.
- By signing this application, you are affirming that all information you provide is accurate and complete.
- Falsifying information may be grounds for disqualification and/or termination, if employed in the future.

Position Applied for:	ENTRY LEVEL	Date:
How did you hear about us?	<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> School <input type="checkbox"/> Inquiry <input type="checkbox"/> Other	
Shift Available:	<input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/>	

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Are you at least 18 years of age?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you a U.S. citizen, or legally authorized to work in the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the City of Trotwood?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Do any of your friends or relatives work here? If yes, give name and relationship.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	_____		
Are you currently employed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	May we contact your current employer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you on layoff, and subject to recall?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

Please answer the following questions if the position you are applying for requires driving:

- 1. Do you have a valid Driver's License? YES NO D.L.# _____ State _____
- 2. Do you have a Commercial Driver's License? YES NO D.L.# _____ State _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Military Service

Branch: _____ From: _____ To: _____

Are you subject to a Reserve obligation? YES NO

Rank at Discharge: _____

Employment History

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Other Qualifications/Specialized Training/Skills

List any additional information covering your qualifications including any licenses or professional certificates that you hold which are applicable for this position such as typing skills, Office Equipment, Computer Software, fluency in languages other than English, and any heavy equipment/tool skills:

Police Applicant: OPOTA Certified Yes No

Currently Enrolled in Police Academy Yes No List the expected graduation date _____

Fire Applicant:

EMS: Level _____ Certification # _____

FIRE: Level _____ Certification # _____

If not certified as a Paramedic or a Level II Firefighter, provide the date expected to receive certification _____

Professional References

Please list three professional references (not related to you)

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed one (1) year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that any employment relationship with the City of Trotwood is of an "at will" nature, and means that I (as an employee if hired) may resign at any time and the Employer may discharge me with or without cause. It is further understood that this "at-will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate discharge. I also understand that I am required to abide by all rules and regulations of the employer.

I hereby acknowledge that I, voluntarily and of my own free will, have applied for employment with the City of Trotwood with the understanding that the City may use a variety of screening procedures to evaluate my qualifications and suitability for appointment. I have been advised that these screening procedures might include, but are not limited to interviews, criminal record checks, consumer credit reports, driving record checks, polygraph examinations, written testing, reference checks, background investigations, drug/alcohol testing, and other physical and mental assessments used to evaluate whether I am capable of performing the requirements of the position for which I am applying. However, no screening procedures will be implemented to compile or assess my genetic information or used for any discriminatory purpose.

Signature: _____ Date: _____



Applicant's Waiver & Authorization to Release Information

As an applicant for employment with the City of Trotwood, I understand and agree that the City of Trotwood may make a thorough investigation of my past employment, education, credit history, criminal record, driving record and other activities related to the selection process.

I, _____ hereby release the City of Trotwood, its employees, agents and representatives and all others from any liability or damages which may result from the exchange of the information requested.

I also authorize and request all persons to whom this request is presented, having information relating to or concerning me, to furnish such information to a duly appointed representative of the City of Trotwood.

I also release persons, agents, representatives and others providing such information from any damages or liability which may result in the provision of requested information.

I am aware that this information may be of a personal nature and may otherwise be protected from disclosure by my constitutional, statutory, or common law privileges. I hereby expressly waive all privileges, which may attach to such communication or disclosure and release all persons, firms, and corporations from all claims, of any nature, as a result of said communications or disclosure.

Information to be disclosed may include: **(Please initial each blank line)**

Past/Present Employment Information _____ Educational Background _____

Criminal Record _____ Credit History _____

Driving Record _____ Drug Screen _____

Full Time Police/Fire Applicants only: Polygraph Examination _____

Full Time Police/Fire Applicants only: Psychological Examination _____

Full Time Police/Fire/Public Works Applicants: Physical Examination _____

These records will be maintained on file in the Human Resources Department.

Name of Applicant (Please Print)

Date

Signature of Applicant

This signed release will expire in conjunction with applicable eligibility lists for employment or 12 months from date of signature, whichever is greater. Eligibility lists may be extended beyond 12 months if approved by the Trotwood Civil Service Commission.



**AUTHORIZATION TO OBTAIN CONSUMER CREDIT REPORT(S)
PURSUANT TO 15U.S.C. 1681 (b) (a) (b) (2).**

I hereby authorize the release of a consumer report for employment purposes to the City of Trotwood. I understand that inquiry may include, but is not limited to: my credit history, criminal arrest and conviction history, motor vehicle records, and credit check (with no impact to credit scores).

A photocopy or fax copy of this authorization shall be effective as the original. This authorization will remain in force until I specifically revoke it in writing. This authorization is given pursuant to the Fair Credit Reporting Act, 15 U.S.C. 1681.

Name of Authorizing Consumer
(Printed Please)

Date

Signature of Authorizing Consumer

Date of Birth

Social Security Number

EQUAL EMPLOYMENT OPPORTUNITY (EEO) INFORMATION

Thank you for your *voluntary* assistance in our recruitment and EEO compliance and tracking efforts. The information you provide on this page will be used solely for recruitment and EEO purposes in compliance with State and Federal laws and guidelines.

“Race, color, religion, creed, country of origin, ancestry, sex, age, physical disability, political affiliation, or other factors not pertinent to the performance shall not be considered in recruitment, examination, appointment, training, promotion, retention, salary determination or other conditions of employment, except in cases where specific age, sex or physical requirements constitutes a ‘bona fide occupational qualification.’ Discrimination for any of the reasons stated above is, therefore, unlawful and constitutes the denial of civil rights and an affront to human dignity.”

Position applied for: _____ Date Applied: _____

Name: _____ Please Check One: Male _____ Female _____

- A. _____ White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- B. _____ Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.
- C. _____ Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- D. _____ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- E. _____ Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- F. _____ American Indian or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- G. _____ Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.
- H. _____ Veteran of the United States military, including Reserves or National Guard
- I. _____ Person with disabilities: a physical or mental impairment that substantially limits one or more major activities, including the functions of caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; a record of a physical or mental impairment, or being regulated as having a physical or mental impairment.



TROTWOOD
GROWING TOGETHER

3035 Olive Road ♦ Trotwood, Ohio 45426-2600
Phone: (937) 837-7771 ♦ Fax: (937) 854-0574
www.trotwood.org

Quincy E. Pope, Sr., M.P.A., CLEE, CPM, City Manager
Stephanie L. Kellum, Human Resource Director/Deputy City Manager
Cheryl D. Wheeler, Assistant to the City Manager

To All Candidates for Employment

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

- Lateral Fire Applicant Waiver and Release (for Lateral candidates only)
- 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 Fire Chief Richard Haacke at (937) 854-7257.

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 or your 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 been disciplined for sick leave abuse/infractions?
- 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 Have you ever violated a company policy in exchange for a bribe or payoff?
- 15[Yes [No 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 Have you ever used any illegal narcotics, at any time?
- 19 [] Yes [] No Have you ever used a hallucinogen (including marijuana)?
- 20 [] Yes [] No Have you ever abused the use of drugs? This includes using any over the counter or prescribed medication for any purpose other than the purpose for which they were intended.
- 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 driver's 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/as an employee or representative of an employer?
- 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 pre-employment information shall be disqualified.**

LATERAL FIRE APPLICATION – WAIVER AND RELEASE

I, _____, am making application to become a
Firefighter/EMT for the Trotwood Fire Department. I am currently employed
as a _____ of and for the _____.
(Current Job Title) (Current Government Organization).

I fully understand that the Trotwood Police Department will perform a complete and thorough Background Investigation to ensure that I have the necessary skills, abilities and integrity to perform as a Firefighter/EMT for the Trotwood Fire Department. I recognize and understand that this Background Investigation will include but not be limited to personal history (including credit history if deemed necessary), usage of illegal drugs, criminal misconduct, domestic violence, immoral behavior and any other behaviors deemed inappropriate by the Trotwood Fire Department. I also fully understand that information learned by the Trotwood Police Department may result in my not being hired.

Recognizing all of the above, I hereby give the Trotwood Police Department full and complete permission to use this information in making employment decisions and to also disclose the findings and results of this comprehensive background investigation to my current employer, _____.
(Current Government Organization).

I understand that this disclosure may result in adverse consequences for me in my current job, including but not limited to termination from employment, negative reference for future employment, and possible criminal prosecution. I agree to release and hold the City of Trotwood, its employees, elected and appointed officials, and agents, including but not limited to members of the Trotwood Police Department and Fire Department harmless from any and all claims made by or on behalf of me as a result of this use and/or release of information.

I have signed this Waiver at the bottom of this page. I fully understand this waiver, and have been offered the opportunity to withdraw my application for employment with the Trotwood Fire Department.

Current Employer

Address of Current Employer

Current Department Head

Phone Number of Department Head

Signed this _____ day of _____, 20 _____ at _____ PM / AM.

Applicant Signature

Witness

Disqualifying Offenses

Section 737.081

(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 [109.578](#) of the Revised Code.

(3) "Superintendent of BCII" has the same meaning as in section [2151.86](#) of the Revised Code.

Effective Date: 04-09-2003 <https://codes.ohio.gov/ohio-revised-code/section-737.081>

Traffic Offenses: Any applicant currently under suspension or revocation of driving privileges will be disqualified. Any applicant with (6) six or more points on their current record, or with a prior suspension or revocation may be disqualified. No applicant will be eligible for appointment as a sworn member unless that person possesses a valid Ohio driver's license.