

CITY OF MIDDLEBURG HEIGHTS LATERAL ENTRY – PATROL OFFICER

The City of Middleburg Heights Civil Service Commission will be accepting applications for the position of Patrol Officer, Lateral Entry.

All applicants must be citizens of the United States; have attained the age of 21 prior to appointment; must be an Ohio resident at the time of appointment; have a valid Ohio driver's license and be insurable under any City Vehicle Insurance Policy. In addition, applicants must meet one of the following requirements: 1) possess a bachelor's degree **and** have one year of law enforcement experience; or 2) possess an associate degree **and** have two years of law enforcement experience; or 3) have military service with honorable discharge **and** have one year of law enforcement experience; or 4) have three years of law enforcement experience. Applicants must be currently employed or previously employed within the past twelve months, as a full-time patrol officer, working a minimum of 30 hours per week in a jurisdiction in the State of Ohio; must possess a current and valid OPOTA certificate, including a current certification in firearms training. Full-time law enforcement experience shall be with an Ohio State Certified Law Enforcement Agency.

All applicants must submit to a thorough background check, polygraph examination, psychological and medical examination, drug screen, physical agility test and any other additional methods necessary to ascertain the qualification and abilities of the applicant.

The salary range is \$61,318 to \$82,722. Excellent benefits are provided including pension pickup, health, dental, vision and group life insurance, paid vacation, holiday, personal and sick leave, uniform allowance. Accrued sick leave with another public entity in the State of Ohio can be transferred to the City of Middleburg Heights.

Applications are available on our website (www.middleburgheights.com). Applications must be emailed to the Civil Service Commission secretary (smenoes@middleburgheights.com). Final date for submission: December 21, 2020.

The following documents must be submitted with the application:

- Copy of valid Ohio Driver's License
- College transcript, if applicable
- Copy of high school diploma or an official high school transcript
- Copy of OPOTA certification
- Copy of DD214 with honorable discharge, if applicable

AN EQUAL OPPORTUNITY EMPLOYER
www.middleburgheights.com

City of Middleburg Heights Civil Service Commission

Employment Application Police Lateral Hire 2020

Applicant Information

Full Name: _____
Last
First
M.I.
Social Security No.

Address: _____
Street Address
Apartment/Unit #

City
State
ZIP Code

Phone: _____ Email _____

Position applying for: _____
YES
NO

Do you currently hold a valid driver's license? **(Attach copy of DL)**

Restrictions: _____

Are you employed now?	YES	NO	If yes, may we contact your present employer?	YES	NO
Are you authorized to work in the U.S.?	YES	NO			
Have you filed an application here before?	YES	NO	If yes, when?	_____	
Have you ever been employed here?	YES	NO	If yes, when?	_____	

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Studies: _____
(Attach copy of diploma)

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____
(Attach copy of diploma or transcript (one of these must be attached))

Other: _____ Address: _____

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

FOR CIVIL SERVICE USE:

Date Received: _____	DL _____	OPOTA Certificate _____
	HS Diploma _____	Physical Agility Cert _____
	College Transcript _____	
	DD214 _____	

References

Please list three professional references. Do not include employers or relatives.

Full Name: _____ Occupation: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Occupation: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Occupation: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

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

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____
Address: _____ Supervisor: _____

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

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

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

List professional, trade, business or civic activities and offices held. Do not include those activities that would tell us your race, sex, religion, national origin or protected status.

Organization: _____

Offices Held: _____

Organization: _____

Offices Held: _____

List special accomplishments, publications and awards:

List any additional information you would like us to consider:

List special skills and qualifications acquired from employment or other experience

Military Service

Branch: _____ From: _____ To: _____
(Attach copy of DD214)

Discharge Date: _____ Rank at Discharge: _____
If other than honorable, explain: _____
Nature of Duties: _____

Certification and Agreement

I certify that all information contained in this application is true and correct. I understand and agree that any misrepresentations by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. I give the employer the right to investigate all references and to secure additional information about me if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The employer is an equal opportunity employer. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

Signature: _____ Date: _____

The following must be signed before a Notary Public

I, the undersigned, do solemnly swear that the statements made by me in answer to the foregoing questions are full and true complete statements and correct to the best of my knowledge. I am aware that any false statement will be sufficient cause for excluding me from this examination and/or removal of my name from any register established by the City of Middleburg Heights Civil Service Commission as a result of examination and/or the discharge from service, at any time, from employment in the City of Middleburg Heights.

Signature: _____

STATE OF OHIO

COUNTY OF CUYAHOGA

_____, being first duly sworn on his/her oath says that the statements made and subscribed to by him/her in this foregoing application are true.

Signature: _____

Subscribed in my presence by the above named applicant and by him/her sworn to before me at

_____, this _____ day of _____, 2020.

Seal:

Notary Public