

**City of Middleburg Heights  
Civil Service Commission  
Peace Officer Employment Application-Lateral Hire**

Applicant Information			
Last	First	Middle	Social Security Number-last four digits
Address:			
City:		State:	Zip Code:
Phone:		Email:	

Do you currently hold a valid driver's license?	
Restrictions:	
Are you employed now?	
If yes, may we contact your present employer?	
Are you legally eligible to be employed in the U.S.?	
Have you filed an application here before?	
If yes, when?	
Have you ever been employed here?	
If yes, when?	

Education			
Name and Location	Dates Attended	Did you Graduate?	Course of Study
High School			
College			
Other			

Military Service		
Branch:	From:	To:
Discharge Date:	Rank at Discharge:	
If other than honorable, explain:		
Nature of Duties:		

References			
Please list three professional references. Do not include employers or relatives.			
Name	Telephone	Occupation	# of years known

Employment History			
Start with the current/most recent employer, use additional sheets if necessary.			
From:	To:	Employer	Telephone # ( )
Job Title:		Address	
Starting Salary	Ending Salary	Supervisor and Title	May we contact for reference?
Responsibilities:			
Reason for Leaving:			
From:	To:	Employer	Telephone # ( )
Job Title:		Address	
Starting Salary	Ending Salary	Supervisor and Title	May we contact for reference?
Responsibilities:			
Reason for Leaving:			
From:	To:	Employer	Telephone # ( )
Job Title:		Address	
Starting Salary	Ending Salary	Supervisor and Title	May we contact for reference?
Responsibilities:			
Reason for Leaving:			
From:	To:	Employer	Telephone # ( )
Job Title:		Address	
Starting Salary	Ending Salary	Supervisor and Title	May we contact for reference?
Responsibilities:			
Reason for Leaving:			

Skills and Qualifications
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List special skills and qualifications acquired from employment or other experience:
List special accomplishments, publications and awards:
List any additional information you would like us to consider:
<b>List professional, trade, business or civic associations and any offices held. Do not include those activities that would tell us your race, sex, religion, national origin or protected status.</b>
Organization:
Offices Held:
Organization:
Offices Held:

**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:

**Required Documents**

The following documents must be submitted with the application:

- Copy of a valid form of photo identification  
(DL, Government issued ID, Military ID, Passport)
- Copy of high school diploma or an official high school transcript
- **If applicable**, a copy of official college transcript showing degree earned
- **If applicable**, a copy of Department of Defense Form DD214 with Honorable Discharge.
- A copy of OPOTA Certification from the Ohio Attorney General or the Ohio State Highway Patrol Commission.

A Cuyahoga Community College Police Officer Physical Agility Certificate is required. If you have a current certificate, please include a copy with your application. ***If you do not have a current certificate at the time of application, you will be required to obtain and submit a current certificate before hire.***

**PLEASE DO NOT MARK IN THIS AREA. FOR CIVIL SERVICE USE ONLY.**

Photo ID \_\_\_\_\_ HS Diploma \_\_\_\_\_ College Transcript \_\_\_\_\_ DD214 \_\_\_\_\_

OPOTA Certificate \_\_\_\_\_ Physical Agility Certificate \_\_\_\_\_ Date Received \_\_\_\_\_