

Dear Applicant,

Thank you for your interest in the Evendale Police Department.

Along with this letter, you should have received an employment application packet that includes the application, a waiver, a projected timetable, a physical fitness standards sheet, and an EOE data form. Please be specific on how you heard of this opportunity as it aids us in our recruitment strategies

When you return this application, the person receiving it will indicate its return by initialing an application log. No one will be permitted to participate in the hiring process unless their application has been returned by October 16, 2009 at 4:30 p.m.

You should remove the physical fitness standards sheet for personal reference before returning the application. We have found that our department is consistent with the national average in that, likely due to a lack of practice; about *fifty percent* of the applicants will not be able to complete the physical agility test.

When returning the application, *do not* include any other documents separate from the packet including; resumes, diplomas, certificates, references, or proofs of completion.

In addition to the requirements listed on the announcement, you should know that the Evendale Police Department has a policy banning any tattoo that would be visible or exposed while wearing **any** required uniform. Questions regarding this requirement can be addressed by the recruiting coordinator.

If you have any questions concerning the hiring process, direct them to the recruiting coordinator at (513)563-2249 or sgt.jasbrock@evendaleohio.org.

Sincerely,

Chief Niel Korte
Evendale Police Department

POLICE OFFICER

VILLAGE OF EVENDALE

The Village of Evendale will be accepting applications until 10/16/09 to establish an eligibility list for entry-level police officers. This is an entry-level position and OPOTA certification is not required. The Evendale Police Department is nationally recognized for excellence and is accredited by the Commission on Accreditation for Law Enforcement Agencies.

Salary Range: \$48,422 – \$53,310.

Nature of Work: Evendale Police Officers are required to exercise the immediate practical judgment necessary to cope with unusual or emergency situations. Officers are expected to place emphasis on courteous explanations and personal persuasiveness when seeking the compliance of others to obey the law. However, situations arise in which an officer must restrain and/or arrest persons threatening the security of the public and therefore the officer must be in excellent physical condition. Officers may experience a high degree of personal danger on occasion during the course of their employment. A person appointed as a police officer will be required to be present for duty on weekends and holidays. An officer in this position may be assigned to any of three shifts either on a permanent or rotating basis and is required to work overtime as well as to report to work when called in during emergencies.

Minimum Qualifications:

- Age: - Must be 21 years of age
- Education: - Completion of at least two years of college is required.
(equivalent to 60 semester or 90 quarter hours)
- License: - Must obtain a valid Ohio operator's license prior to appointment.
- Physical Condition: - Candidates must be in excellent physical condition, able to successfully pass a strenuous physical ability test and a comprehensive medical exam and have height proportionate to weight. Vision must be correctable to 20/40 in each eye. Candidates must be drug free and willing to submit to annual drug screenings, medical and physical exams.
- Additional: - As part of the testing process, candidates must participate in a written exam and must be willing to be subject to; a comprehensive background investigation, oral interview, and psychological evaluation and testing. Due to the nature and condition of the work, a criminal conviction may be a bar to employment.
- Retesting: - Applicants who are not selected in this process will be eligible to retest after the expiration date of the eligibility list.

Job application and other information pertaining to this position may be obtained at the Evendale Police Department, 10500 Reading Rd., Evendale, Ohio 45241, or on the Village website at www.evendaleohio.org. The Village of Evendale is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, national origin, handicap, ancestry, or age.

FITNESS REQUIREMENTS FOR RECRUIT OFFICERS

Sit-ups (1 min) Push-ups (1 min) 1.5 Mile Run	Males (<-29) 40 33 11:58	Females (<-29) 35 18 14:15
Sit-ups (1 min) Push-ups (1 min) 1.5 Mile Run	Males (30-39) 36 27 12:25	Females (30-39) 27 14 15:14
Sit-ups (1 min) Push-ups (1 min) 1.5 Mile Run	Males (40-49) 31 21 13:05	Females (40-49) 22 11 16:13
Sit-ups (1 min) Push-ups (1 min) 1.5 Mile Run	Males (50-59) 26 15 14:33	Females (50-59) 17 13* Modified 18:05
Sit-ups (1 min) Push-ups (1 min) 1.5 Mile Run	Males (60+) 20 15 16:19	Females (60+) 8 8* Modified 20:08

*Ohio Peace Officer Basic Training Program Physical Fitness Standards

Recruitment Schedule 2009

Dear Applicant;

The following information is a probable timetable of events provided to assist you in understanding the steps in the recruitment and selection process.

- Step 1** September 20, 2009-October 16, 2009 4:30 p.m.
Position is announced in news media and career based websites and posted with community organizations including; minority institutions, educational institutions, law enforcement agencies and academies, and civic organizations.
- Step 2** Applications are reviewed. Rejection letters are sent to those not meeting posted minimum qualifications. Letters are sent to qualified applicants advising them of date, time, and location of the written test.
- Step 3** Written test is administered to qualified applicants, scheduled for October 31, 2009 at 0900 at the Evendale Recreation Center, 10500 Reading Rd.
Applicants scoring 70% or better will advance to the next phase, the physical ability test.
- Step 4** The physical ability test is administered; tentatively scheduled for November 14, 2009, 0900, at the Landmark Baptist Church athletic facility track, located at 1600 Glendale-Milford Rd, Evendale, Ohio. (Reporting times will be indicated on the letter sent to applicants passing the written test.)
- Step 5** Applicants successfully completing these two steps will be invited to participate in a police interview panel, tentatively scheduled for the dates of December 1st-4th, 2009. The top five applicants will proceed to the next step.
- Step 6** Background investigations and ride-alongs for the top five applicants are conducted.
- Step 7** The top five applicants have oral interviews before the Village Council Hiring Committee, tentatively scheduled for the week of December 14th-18th, 2009, in the evening.
- Step 8** A conditional letter of employment will be offered to the top applicant(s). The applicant(s) will be required to pass medical and psychological testing and interviews. Rejection letters are sent to the remaining applicants.
- Step 9** Appointment to the Evendale Police Department will be made by the Mayor of the Village of Evendale at the Village Council meeting. The appointment date will be dependent upon the successful applicant(s) OPOTA certification.



Village of Evendale

Police Department
10500 Reading Rd
Cincinnati, OH 45241-2574

www.evendaleohio.org

An Equal Opportunity Employer



Date: _____



Print all answers in ink. Answer all application questions completely and accurately.

All questions must be answered by applicant. All application statements and information is subject to verification.

Employment Application

Applicant Information

Full Name: _____

Last

First

M.I.

Address: _____

Street Address

Apartment/Unit #

City

State

ZIP Code

Phone:

Home: () _____ - _____

Work: () _____ - _____

Alternate: () _____ - _____

Driver's License:

State Issued: _____ Class/Type _____/_____

Number: _____

Expiration Date _____/_____/_____

Are you at least 21 years of age?

Yes No

Are you legally eligible for employment in the U.S.?

Yes No

Social Security Number: _____ - _____ - _____

E-mail Address: _____

How did you learn about this vacancy? (required) _____

The Village of Evendale provides equal employment opportunity to all qualified persons in accordance with applicable federal, State, and local equal opportunity laws prohibiting discrimination based on race, sex, age (as defined in the age Discrimination Employment Act), disability, religion, ancestry, color, or national origin.

EMPLOYMENT APPLICATION

Please print your answers in ink.

1. **Have you ever been convicted of any misdemeanor, other than a minor misdemeanor traffic offense, or felony? (Include pleading guilty, pleading no contest, or having a finding of guilty)**

If Yes, please explain _____

**A conviction is not automatic bar to employment, but the Village reserves the right to discuss convictions further in oral evaluations.*

2. **In your previous employment, in any capacity; have you ever been the subject of an internal administrative investigation?**

If Yes, please explain _____

3. **Have you ever been the subject of a civil or criminal investigation?**

If Yes, please explain _____

4. **Are you currently knowingly under investigation by any local, state or federal prosecutors' office or any other governmental agency?**

If Yes, please explain _____

5. **Are you currently under any indictment by any local, state or federal prosecutor's office?**

If Yes, please explain _____

EDUCATION

Highest Grade Completed in High School: _____

Names of Colleges or Universities Attended: _____

Name & location of School: _____

City: _____ State: _____

Number of Semester Hours completed: _____

Did you graduate? Yes No

Did you graduate? Yes No

If you did not graduate High School, have you passed the General Educational Development (G.E.D.) Test? Yes No

Your Major: _____

Name of State that awarded G.E.D.: _____

Degree(s): _____

State Certifications Awarded or Police Academy currently attending: _____

School Offices held: Awards; Honors; Activities etc? _____

Licenses or Professional Certificates Awarded; include date and institution: _____

ADDITIONAL INFORMATION: Use the following lines to include any additional information that you would like to provide.

EMPLOYMENT HISTORY: List ALL employment for the last 15 years in chronological order. Start with you current or most recent position. Use multiple blocks for multiple positions with the same employer. Include any military time. Be sure to explain any gaps in your employment history. If you attach a resume you must also complete this section. Failure to completely answer all questions in this section may eliminate you from further consideration.

EMPLOYMENT HISTORY

Company: _____

Position: _____

Address: _____

Start Date (mm/yy) _____ End Date(mm/yy) _____

City/State/Zip _____

Start Pay \$ _____ End Pay \$ _____

Phone: _____

Full Time _____ Part Time _____ Hours/Week _____

Supervisor Name: _____

May we contact them for a reference? Yes No

Reason For Leaving: _____

Job Duties, Responsibilities, Accomplishments, Management / Supervisory Experience, Explanations, Additional Information, etc.

Company: _____

Position: _____

Address: _____

Start Date (mm/yy) _____ End Date(mm/yy) _____

City/State/Zip _____

Start Pay \$ _____ End Pay \$ _____

Phone: _____

Full Time _____ Part Time _____ Hours/Week _____

Supervisor Name: _____

May we contact them for a reference? Yes No

Reason For Leaving: _____

Job Duties, Responsibilities, Accomplishments, Management / Supervisory Experience, Explanations, Additional Information, etc.

WAIVER

APPLICANT: PLEASE READ ALL FOLLOWING STATEMENTS CAREFULLY. INDICATE YOUR UNDERSTANDING AND YOUR ACCEPTANCE OF ALL FOLLOWING STATEMENTS BY PLACING YOUR SIGNATURE BELOW

1. I certify that all information and documents provided by me within this Application For Employment or in connection with the employment application, interview, and pre-employment process are true, complete, and accurate.
2. I understand that any misstatement, falsification, misrepresentation, or intentional omission of any information of this Application for Employment or at any time during the employment application, interview, and pre-employment process may disqualify me for further consideration for employment, or termination of my employment at any time if I am hired.
3. I understand that my failure or refusal to comply with all requirements of the official advertisement for the position that I am applying for, including but not limited to the deadline for application, attachment of all required documents to this Application for Employment, and/or compliance with any age, education, certification, residency, or other requirements, will disqualify me for further consideration for employment.
4. If I require any special accommodations for any phase of the testing procedure, I understand that I must attach a separate written request and description of the requested accommodation to this Application for Employment.
5. I will participate in any interviews, tests, examinations, drug/alcohol screening, physical examinations, or any other procedures that may be required during the pre-employment process, and that a final offer of employment will be based on successful and acceptable results.
6. My signature below authorizes the Village of Evendale to conduct an investigation of my background relative to my driving record, convictions, workers' compensation claims, credit history, educational background, and/or any other relative information.
7. Unless otherwise indicated, I authorize any of the persons or organizations that I have named in this Application For Employment to provide The Village of Evendale with any and all information concerning my previous employment, education, or any other information that they might have, personal or otherwise, with regard to any of the subjects included in this Application for Employment or relative to my qualifications for employment. I hereby release all such persons or organizations from all liability from any damages which may result from furnishing such information

SIGNATURE OF APPLICANT _____ DATE OF SIGNATURE _____

Village of Evendale

E.O.E. DATA FORM

The following requested information in no way affects you as an individual or employee. The following information is used to evaluate (1) the effectiveness of the Villages recruitment efforts in reaching all segments of the population, (2) the validity of the Villages selection methods and (3) the objectivity of the Villages employment practices.

Please check the appropriate box and supply any additional information that is applicable.

1. Sex male female
2. Racial or Ethnic Group American Indian Asian
 Black Hispanic/Latin-American
 Caucasian or White Other _____
(Please specify)
3. Physical Disability No
 Yes. Please describe _____

4. Title/Position Applying For: _____

5. Name (Optional) _____ Date _____

6. How did you hear about the position? _____
Cinti Enquirer; Cinti Herald; Evendale web-site; Career Builder; Friend; Family; Police Academy; other
(please be specific)