

Dear Applicant,

Thank you for your interest in the Evendale Police Department.

Along with this letter, you should have received or downloaded an employment application packet that includes the application, a waiver, a projected timetable, physical fitness standards sheet, and an EOE data form. Please be specific in 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 November 11th, 2016, at 4:30 p.m. Applications must be faxed or delivered. No applications will be accepted via email

You should remove the physical fitness standards sheet for personal reference before returning the application. You will be required to participate at the appointed time and the physical ability test is pass/fail. We have found that our department is consistent with the national average in that, likely due to the lack of practice; about *fifty percent* of the applicants will not be able to complete it.

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, Lt. Joe Asbrock, at (513)563-2249 or lt.jasbrock@evendaleohio.org

Sincerely,

Chief Niel Korte
Evendale Police Department

POLICE OFFICER

VILLAGE OF EVENDALE

The Village of Evendale will be accepting applications until November 11th, 2016, at 4:30 p.m. to establish an eligibility list for entry-level police officer. Application for this position does not require OPOTA certification. The Evendale Police Department is nationally recognized for excellence and is accredited by the Commission on Accreditation for Law Enforcement Agencies.

Starting Salary: \$57,262

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

Minimum Qualifications:

- | | |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Age: | - Must be 21 years of age |
| Entry Requirements: | - High School graduation & completion of at least two years at an accredited college or military experience is required. College equivalent to 60 semester/90 quarter hours or DD-214 indicating honorable discharge for former military members |
| 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 physical ability test and a comprehensive medical exam. Must 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.
As a condition of employment, the successful candidate(s) must obtain at least an Associate's Degree within 3 years of their hire date. The minimum educational requirement will be paid for by the Village. |
| Retesting: | - Applicants who are not selected in this process will be eligible to retest after 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 web-site 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.

Recruitment Schedule

2016

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** October - November 2016.
The position is announced in news media and career based web-sites and posted with community organizations including minority institutions, educational institutions, law enforcement agencies and academies, and civic organizations.
- Step 2** November 2016. 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 physical ability test.
- Step3** The physical ability test is administered. It is currently scheduled for December 3rd, 2016, at the Landmark Baptist Church complex, 1600 Glendale-Milford Rd, Evendale, Ohio, 45215.
Reporting times are indicated on the letter sent to the applicants. The physical ability test is scored on a pass/fail basis
- Step 4** Written test is administered to qualified applicants. The test is currently scheduled for December 17th, 2016 at 0900, at the Evendale Recreation Center, 10500 Reading Rd, Cincinnati, OH 45241. Only candidates who pass the physical ability test will be given the written test.
Candidates must score a 70% or more to advance to the next phase of the selection process
- Step 5** The top 30 scoring applicants who have also passed the physical ability will be invited to participate in a police interview panel, scheduled for the week of January 2nd – 6th, 2016, in the evening. The top five candidates from that interview will proceed to the next step.
- Step 6** Background investigations on the top five candidates are conducted.
- Step 7** Candidates have oral interviews before the Village Council Hiring Committee, tentatively scheduled for the second week of February, 2017.
- Step 8** A conditional letter of employment will be offered to the top candidate(s). The candidate(s) will be required to pass medical and psychological testing and interviews as well as a criminal background check . Rejection letters are sent to the remaining candidates in the third week of February, 2017.
- Step 9** The tentative appointment date to the Evendale Police Department is February 14th, 2017, at the regular Village Council meeting.



Village of Evendale
Police Department
10500 Reading Rd
Cincinnati, OH 45241-2574



Date: _____

www.evendaleohio.org
An Equal Opportunity Employer

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.

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.

EMPLOYMENT HISTORY CONTINUED

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.

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.

MAKE COPIES OF THIS FORM AS NECESSARY

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.E.O. 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? _____
(e.g. friend, newspaper, school, job announcement, Bureau of Employment Services, etc.)

FITNESS REQUIREMENTS FOR RECRUIT OFFICERS

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

*Ohio Peace Officer Basic Training Program Physical Fitness Standards

**VILLAGE OF EVENDALE
POLICE DEPARTMENT**

**PHYSICAL ABILITY EXAM
WAIVER AND RELEASE**

All candidates are required to sign and certify the following waiver acknowledging that they have met all of its requirements and releases:

I hereby acknowledge that I have read this complete statement and understand the physical ability requirements as are posted on the Village of Evendale Police Department web-site. I have discussed this physical ability testing with my doctor and I am physically capable to participate in the evaluation. I agree to be fully responsible for any and all costs, damages, illnesses, injuries or conditions resulting from my participation in the Village of Evendale Police Department's physical ability exam. I further release the Village of Evendale, Ohio; the Village of Evendale Police Department and it's employees; and the Landmark Baptist Temple and it's employees from any and all claims of liability for any possible injury or illness which may result from my participation in the physical ability exam that is part of the of the qualification process for police officer candidates.

Applicant

Witness

Date