

FILING No. _____ Filing Date _____ Filing Time _____

**CIVIL SERVICE COMMISSION
BOARDMAN TOWNSHIP, OHIO**

APPLICATION FOR EXAMINATION

JOB TITLE: _____

HOW TO FILE THIS APPLICATION: This application must be filled out completely and received by the Boardman Township Civil Service Commission no later than the last day for applications indicated on the announcement of the examination. All previous applications submitted to Boardman Township for this position are hereby void and unacceptable for this exam purposes.

Last Name	First Name	Middle Name	
Address Number & Street	City	State	Zip Code
Primary Telephone # _____		Are you a U.S. Citizen? Yes ____ No ____	
Date of Birth _____	Age _____	Social Security # _____	
Email Address _____			

Maximum Credit – The maximum credit available (from licensure, educational, and military service) for any one candidate is 20%, regardless of the source. Credits from more than one source cannot be combined if they exceed 20%.

Veteran's Credit on Open Competitive Examination: Any person who has completed service in the uniformed services who has been honorably discharged from the uniformed services or transferred to reserve with evidence of satisfactory service, and who is a resident of this state, may file with the Commission a certificate of service or honorable discharge and upon this filing shall receive an additional credit of twenty percent (20%) of the person's total grade given in the regular examination in which the person receives a passing grade.

A person who has been discharged from the uniformed services for medical reasons must submit written proof that said person was completely and honorably discharged from the uniformed services in order to receive Veteran's Credit.

A person is not eligible for Veteran's Credit following an honorable or a medical discharge, unless that person has served on active duty in the armed forces for at least one hundred eighty (180) days.

Proof of satisfactory service or honorable discharge shall be submitted when the application for examination is filed with the Commission, or before the scheduled date of the examination. This deadline may be waived by the Commission in specific and unusual situations whereby the Commission believes an extended submission date is justified.

Form DD214 Member 4 Copy is the standard form, which proves **honorable** service or discharge from the Armed Forces of the United States.

U.S. MILITARY SERVICE

Have you served in the U.S. Armed Forces? Yes ____ No ____

Branch of Service _____ Division of Discharge _____

Rank at Discharge _____ Date of Discharge _____

Type of Discharge _____ Any Special Training _____

Educational Credit- Any applicant for original appointment for police officer, who at the time of certification of the list from the examination possesses an Associate Degree from an accredited college or university, may file with the Commission acceptable certification of such degree. The Commission shall grant additional credit of five percent (5%) of the total grade given in the examination to any applicant who files for the extra credit and qualifies, provided that he or she has first received a passing grade on the examination.

Any applicant for original appointment for police officer, who at the time of certification of the list from the examination possesses a Bachelor's Degree from an accredited college or university, may file with the Commission acceptable certification of such degree. The Commission shall grant additional credit of ten (10%) of the total grade given in the examination to any applicant who files for the extra credit and qualifies, provided that he or she has first received a passing grade on the examination.

Educational credit is non-cumulative in nature and cannot be compounded based on multiple degrees of any type. A candidate is only entitled to a single credit for highest degree recognized and submitted to the Commission prior to the examination date and must, at that time, be accompanied by proof as described above.

EDUCATIONAL BACKGROUND

High School (Name & Address) _____
(GED)

Degree Earned _____

College (Name & Address) _____

Degree Earned _____

Business or Trade School (Name & Address) _____

Credit Hours Earned _____ Semester Hours Earned _____

Licensure Credit (Ohio Peace Officer Certification)

Any applicant for original appointment as a police officer, who at the time of certification of the list from the examination possesses a valid certificate from the Ohio Police Officer Training Commission (OPOTC), may file with the Commission such certificate. The Commission shall grant additional credit of twenty percent (20%) of the total grade given in the examination to any applicant who files for the extra credit and qualifies, provided that he or she has first received a passing grade on the examination.

Attended and Completed an Ohio Police Officer Training Commission Academy

YES _____ NO _____

If yes which academy _____ Date Completed _____

Ohio Peace Officer Certification Current YES _____ NO _____

Currently in Police Academy or planning to attend? YES ____ NO ____

If yes, which one _____

Tentative Completion or Expected Start Date _____

EMPLOYMENT

List last position first and account for all periods of unemployment, (i.e. Military Service, etc.)

Name of Company _____ Address _____

Phone _____ Dates Employed – From _____ to _____

Position _____ Salary _____

Immediate Supervisor _____

Reason for Leaving _____

Name of Company _____ Address _____

Phone _____ Dates Employed – From _____ to _____

Position _____ Salary _____

Immediate Supervisor _____

Reason for Leaving _____

Name of Company _____ Address _____

Phone _____ Dates Employed – From _____ to _____

Position _____ Salary _____

Immediate Supervisor _____

Reason for Leaving _____

REFERENCES

List three (3) persons or business references, not related to you.

Name _____ Address _____

State _____ Zip Code _____ Phone _____

Occupation _____ Years Known _____

Name _____ Address _____

State _____ Zip Code _____ Phone _____

Occupation _____ Years Known _____

Name _____ Address _____

State _____ Zip Code _____ Phone _____

Occupation _____ Years Known _____

Name _____ Address _____

State _____ Zip Code _____ Phone _____

Occupation _____ Years Known _____

In case of emergency notify:

Name Relationship

Address Phone

CERTIFICATE OF APPLICATION: Hereby certify that all information given in this application is true and agree and understand any misstatement of material facts contained in this application may cause forfeiture of all my rights to employment with Boardman Township, Ohio.

It shall be the responsibility of all applicants with passing scores on an eligibility list to promptly notify the Commission of any change in the applicant's name or address. Failure to do so may result in an improper certification and subsequent removal from the eligibility list. Boardman Township Civil Service Rules and Regulations Article VI, Section 4.

SIGNATURE _____ DATE _____

An Equal Opportunity Employer