

VILLAGE OF BUCKEYE LAKE
Police Department
5200 Walnut Road South East
P.O. Box 27
Buckeye Lake, Ohio 43008
Office: 1-740-928-0999 Fax: 1-740-928-8843

APPLICATION FOR EMPLOYMENT

Full Name

Address

Home Phone: () _____ - _____ Alternate Phone: () _____ - _____

Email: _____

Notification Preference: () Email () Home Phone () Alternate Phone () other, specify below

Personal Information

Driver's License Number: _____ State of Issue: _____

Can you, after employment, submit proof of your legal right to work in the United States: () Yes () No

What is your highest level of education? _____

Do you have any secondary employment that will continue if you are hired by the village? () Yes () No

Preferences

Expected rate of pay: _____ Seeking: () Full Time () Part Time () Auxiliary

Are you willing to relocate: () Yes () No

Types of positions you will accept: _____

Types of work you will accept: _____

Types of shifts you will accept: _____

If hired, when will be available to work: ____/____/____

List any and all schedule restrictions: _____

Objective

Education

High School Name/Address

Did you Graduate: () Yes () No

Highest Level Completed: _____

Did you receive a GED? () Yes () No

Degree Received: _____

Secondary Education

Institute Name/Address

Did you Graduate: () Yes () No

Highest Level Completed: _____

Did you receive a GED? () Yes () No

Degree Received: _____

Institute Name/Address

Did you Graduate: () Yes () No

Highest Level Completed: _____

Did you receive a GED? () Yes () No

Degree Received: _____

Work Experience

Most current employer first

1) Employer Name/Address

Hours worked per week: _____

Name of Supervisor: _____

May we contact this employer: () Yes () No

Employment Dates: ____/____/____ to ____/____/____ Employer phone number: () ____-_____

Job Description/Duties: _____

Reason for Leaving: _____

2) Employer Name/Address

Hours worked per week: _____

Name of Supervisor: _____

May we contact this employer: () Yes () No

Employment Dates: ____/____/____ to ____/____/____ Employer phone number: () ____-_____

Job Description/Duties: _____

Reason for Leaving: _____

3) Employer Name/Address

Hours worked per week: _____

Name of Supervisor: _____

May we contact this employer: () Yes () No

Employment Dates: ____/____/____ to ____/____/____ Employer phone number: () ____-_____

Job Description/Duties: _____

Reason for Leaving: _____

4) Employer Name/Address

Hours worked per week: _____

Name of Supervisor: _____

May we contact this employer: () Yes () No

Employment Dates: ___/___/___ to ___/___/___ Employer phone number: () ___ - _____

Job Description/Duties: _____

Reason for Leaving: _____

5) Employer Name/Address

Hours worked per week: _____

Name of Supervisor: _____

May we contact this employer: () Yes () No

Employment Dates: ___/___/___ to ___/___/___ Employer phone number: () ___ - _____

Job Description/Duties: _____

Reason for Leaving: _____

6) Employer Name/Address

Hours worked per week: _____

Name of Supervisor: _____

May we contact this employer: () Yes () No

Employment Dates: ___/___/___ to ___/___/___ Employer phone number: () ___ - _____

Job Description/Duties: _____

Reason for Leaving: _____

Certificates and Licenses

Type: _____
Number: _____
Issued by: _____
Date Issued: ___/___/___ Date Expires: ___/___/___

Type: _____
Number: _____
Issued by: _____
Date Issued: ___/___/___ Date Expires: ___/___/___

Type: _____
Number: _____
Issued by: _____
Date Issued: ___/___/___ Date Expires: ___/___/___

Type: _____
Number: _____
Issued by: _____
Date Issued: ___/___/___ Date Expires: ___/___/___

Type: _____
Number: _____
Issued by: _____
Date Issued: ___/___/___ Date Expires: ___/___/___

Skills

References

Professional

Name: _____

Address: _____

Day time phone: (____) ____ - _____

Cell Phone: (____) ____ - _____

Fax Number: (____) ____ - _____

Email: _____@

Name: _____

Address: _____

Day time phone: (____) ____ - _____

Cell Phone: (____) ____ - _____

Fax Number: (____) ____ - _____

Email: _____@

Name: _____

Address: _____

Day time phone: (____) ____ - _____

Cell Phone: (____) ____ - _____

Fax Number: (____) ____ - _____

Email: _____@

Name: _____

Address: _____

Day time phone: (____) ____ - _____

Cell Phone: (____) ____ - _____

Fax Number: (____) ____ - _____

Email: _____@

Name: _____

Address: _____

Day time phone: (____) ____ - _____

Cell Phone: (____) ____ - _____

Fax Number: (____) ____ - _____

Email: _____@

Personal

Name: _____

Address: _____

Day time phone: (____) ____ - _____

Cell Phone: (____) ____ - _____

Fax Number: (____) ____ - _____

Email: _____@

Attach the following, if applicable

Resume	()
Military Discharge Papers	()
Honors & Awards	()
Education Documents	()

Job Description

Nature of Work;

A Police Officer is assigned to the area of Patrol capacity.

Some Illustrative Examples of Work, but not limited to the following;

- Usually drives a police vehicle, rides a bicycle or walks, patrolling a designated area
- Regularly reports unsafe conditions such as obstructions in the streets
- Usually patrols a designated area to enforce State Laws and City Ordinances
- Answers calls for service as dispatched
- Investigates complaints as assigned
- Takes action as necessary to prevent crime and/or to apprehend criminals
- Continually maintains public safety
- Consistently assists citizens in wide range of emergency and non-emergency situations
- Regularly issues citation for violations of traffic laws
- Makes arrests as warranted, sometimes requiring the use of force and physical exertion
- Regularly transports prisoners
- Regularly investigates vehicle accidents, attempting to determine causes and other pertinent facts
- Regularly conducts investigations of crimes, preserves crime scenes, gathers and preserves evidence
- Regularly checks doors and windows of homes and businesses for security
- Testifies in court as subpoenaed to do so
- Assists injured persons, notifies families of injuries as needed
- Sometimes processes blood, urine and other bodily fluids as evidence
- Assists stranded motorists as dispatched or encountered
- Regularly investigates conditions which may indicate a crime is about to be, or has been committed
- Maintains daily records and prepares reports
- Regularly works with juveniles and school authorities
- Consistently maintains good public relations
- Directs, enforces and regulates traffic as needed
- Responds daily to radio messages or telephone instructions
- Intervenes in private or public disputes to protect citizens and to maintain order as needed
- Regularly prepares for prosecution of criminal offenses involving individuals who have been arrested

- Sometimes procures medical treatment or social services for individuals and may be required to transport individuals to these facilities
- Regularly investigates delinquency, mental illness cases and cases involving missing persons
- Carries out court orders, delivers subpoenas, and executes warrants as required
- Regularly slates, searches, questions and escorts prisoners
- Prepares written reports of gathered facts when dispatched or as assigned
- Consults with and reports to the assigned Officer-In-Charge on daily issues concerning duties and the business of the Village of Buckeye Lake Police Department
- Consistently assists in the maintenance of cooperative relations among the Village of Buckeye Lake Police personnel
- Consistently assist in the maintenance of cooperative relations between the Village of Buckeye Lake Police personnel and outside persons and entities
- Regularly assumes the responsibility and authority as Officer-In-Charge when so designated, or when seniority causes this to happen on-scene; in other words, the senior-most responding Officer is in-charge at the scene and, and thereby has the responsibility and the authority as such, until relieved of such by a more-senior Officer
- At the discretion of the Chief of Police, Officers may be assigned regular, individual ancillary duties to perform in an effort to efficiently and effectively accomplish the mission of the Police Department. These duties may include such tasks as instructing, training, representing the Police Department attending meetings, record-keeping and reports, Auxiliary Police liaison, negotiations, local court Bailiff, committee assignment, board assignment, and background investigations. Officers may also be appointed by the Chief of Police to sub-entities such as Tactical Unit, Honor Guard or Bicycle Patrol.
- Performs numerous other daily duties as required, ordered, assigned or discovered

Essential Knowledge, Abilities and Skills;

- Must have and maintain excellent organizational skills
- Must have and maintain legible handwriting skills
- Must have proven decision-making skills
- Must possess and maintain good interpersonal and human relations skills
- Must possess and maintain the ability to understand and carry out detailed oral and written instructions
- Must possess and maintain the ability to exercise sound reasoning and good judgment
- Must possess and maintain the ability to recognize unusual or threatening conditions and to take appropriate action
- Must possess and maintain the ability to organize and prioritize daily tasks and activities
- Must possess and maintain basic math skills
- Must possess and maintain the ability to cooperate with coworkers on group efforts
- Must possess and maintain the ability to establish and maintain a good rapport with the public

- Must possess the ability to maintain confidentiality in the handling of sensitive events and issues
- Must possess and maintain good physical fitness
- Must possess and maintain the ability to observe and remember names, faces and details of incidents
- Must acquire, develop and maintain considerable knowledge of Federal, State, and local laws
- Must acquire, develop and maintain considerable knowledge of law enforcement methods, principles practices, and procedures
- Must acquire, develop and maintain considerable knowledge of safety practices and procedures
- Must acquire, develop and maintain a basic working knowledge of municipal government and structure and process
- Must acquire, develop and maintain skill and proficiency in the use of firearms and other weapons in which they have received training
- Must acquire, develop and maintain the ability to interpret and apply principles, concepts, methods, laws, ordinances, and techniques to field operations
- Must acquire, develop and maintain the ability to recognize, analyze and define problems, establish facts, draw valid conclusions, and initiate appropriate corrective actions
- Must acquire, develop and maintain the ability to use the proper research and investigative methods, techniques, and practices in gathering data.
- Must acquire, develop and maintain the ability to gather, collate, and classify information
- Must acquire, develop and maintain the ability to prepare clear, concise, complete and accurate reports, and complete and maintain accurate records.
- Must acquire, develop and maintain the ability to transcribe records precisely without error
- Must acquire, develop and maintain the ability to handle routine and sensitive inquiries from, and in contact with the public
- Must acquire, develop and maintain the ability to communicate with public, peers, superiors and other city officials and employees in an effective, tactful and courteous manner.
- Must acquire, develop and maintain the ability to resolve complaints from angry citizens in an effective, tactful and courteous manner
- Must acquire, develop and maintain the ability to establish and maintain effective working relationships with superiors and peers
- Must acquire, develop and maintain the knowledge of local geography and streets
- Must acquire, develop and maintain the ability to demonstrate and utilize physical strength and dexterity in the use of hands and feet
- Must acquire, develop and maintain the knowledge of radio codes and communications
- Must acquire, develop and maintain the ability to take control of a situation
- Must acquire, develop and maintain the ability to accurately and completely investigate, report facts and conclude objectively
- Must acquire, develop and maintain the ability to detect violations and apply the law

- Must acquire, develop and maintain the ability to carry out assigned duties fairly, reasonably, and without prejudice or malice

Special Requirements

- Must possess and maintain a valid, current State of Ohio certification for the position of Police Officer
- Must possess a High School diploma or General Education Development Certificate
- Must successfully complete or have completed the State of Ohio certified Peace Officer basic Training course, as designated by the Police Department, with a minimum “C” average and/or a 70% average.
- Must possess and maintain valid Ohio Motor Vehicle Operator’s Permit/License
- Must be a minimum of 21 years of age
- Must be a United States citizen
- Must successfully and satisfactorily complete all phases of the candidate selection process prior to probationary appointment, including application, record check, background investigation, polygraph/PSE, oral interview, medical examination
- Must successfully and satisfactorily complete an on-the-job training/coaching program
- Must successfully and satisfactorily complete a one year probationary period which begins with the date of appointment, or the date of completion of on-the-job training/coaching program
- Must be able to wear latex gloves
- Required to work unexpected and/or scheduled overtime for such needs as covering manpower deficiencies
- Must be able to tolerate such workplace abnormalities as violence, physical injuries, physical illness, human waste, human stench, and mental illness and its associated irregularities
- Must maintain awareness of the possibility of unknowingly becoming exposed to communicable diseases and illness
- Must, prior to probationary appointment, meet or satisfy all stipulations noted by the Village of Buckeye Lake Police hiring standards
- Must have or acquire functioning computer literacy required for day-to-day operations
- Must retrain annually as required by the State of Ohio to maintain certification as a Police Officer
- Must attend conferences, seminars, schools, and courses to remain up-to-date on policing issues, technologies, methods, policies and procedures

Agency-Wide Questions

- 1) Are you 18 years of age or older? () Yes () No
- 2) Are you a current or previous employee of the Village of Buckeye Lake? () Yes () No
- 3) How did you learn about this position? _____
- 4) Do you have relatives or business associates currently employed by the Village of Buckeye Lake?
() Yes () No If yes, please list name and relationship to you _____

- 5) Are you able to perform each of the essential job functions listed for the position listed under job description with our without reasonable accommodation? () Yes () No If no, please describe _____

- 6) By selecting yes, you hereby certify that the information provided in this application is correct. You understand that you are required to inform the Village of Buckeye Lake Human Resources of any changes that could impact your eligibility for hire. You also understand, that any misrepresentation in the information you have provided above will permit the Village of Buckeye Lake to dismiss your application and/or seek any other legal remedies available.
() Yes () No

Applicant Signature Must Be Notarized

AFFIDAVIT

State of Ohio
County of _____ } ss.

Being duly sworn, certify that the information provided is true and correct.

(written signature) _____
(typed or printed name) _____

Sworn and subscribed in my presence this _____ day of _____, 20_____.

(written signature) _____
(typed or printed name) _____

Notary Public, State of Ohio
My commission expires: ____/____/_____
Recorded in _____ County

Village of Buckeye Lake
Employment/Pre-employment Disclosure
Authorization and Release

I understand that the Village of Buckeye Lake or authorized third parties may be conducting a background check in connection with my continued employment or application for employment. This background check may include an inquiry into my employment history, education, general character or reputation, work experience, driving history, criminal history, credit history, and such other information that may be required.

I understand that the Village of Buckeye Lake may rely on all or part of this information in determining whether to continue or extend an offer of employment. I further understand that if any adverse action is taken by the Village of Buckeye Lake based upon any or this information, that I will be provided a copy of such information along with a summary of my rights under Fair Credit Reporting Act.

I understand that a background check may be performed by the Village of Buckeye Lake or its representatives as part of the Pre-employment process, in order to evaluate the suitability of an application for employment and is not conducted for any other purpose other than in connection with an application for employment. I understand that the information supplied by me shall be used solely for the purposes of obtaining information, validating, or verifying information received, as part of the background check.

I, undersigned applicant for employment, have read this Pre-employment Disclosure and by signing below, hereby authorize the Village of Buckeye Lake, its representatives, agents, and authorized third parties to conduct a background check, as described herein, in conjunction with my continued employment or application for employment and hereby release said parties from any and all liabilities related to the use, procurement, or disclosure of any information provided by me or obtained about me in the connection with my application for employment and background check that may be performed. I further direct or authorize such third parties who may be the custodians of or who may be in possession of requested records or information to disclose such information or records to the Village of Buckeye Lake, or their representatives and agents, in connection with this authorization and release. I voluntarily provide my date of birth in order to obtain and verify records obtained, in the background check.

Signature: _____ Date: _____

SSN: ____/____/____ Date of Birth: ____/____/____

Driver's License #: _____ Issued by (State): _____ Expiration Date: ____/____/____

Witness Signature: _____ Date: _____