



**City of SANDUSKY CIVIL SERVICE COMMISSION**  
**OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT**  
**POLICE OFFICER APPLICANT PACKET**

The City of Sandusky is offering full testing services for the position of Police Officer through National Testing Network, Inc. (NTN). **The testing period is April 9, 2018, through May 31, 2018.** **YOU MUST FILL OUT A CITY OF SANDUSKY APPLICATION AS WELL AS A NATIONAL TESTING NETWORK APPLICATION TO BE ELIGIBLE.** To fill out an application and schedule a written test, go to: [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select Law Enforcement and sign up for the Sandusky Police Department. You must register prior to reporting to the testing facility. The closest testing locations to Sandusky Ohio are:

Owens Community College  
1724 Indian Wood Circle  
Maumee, OH 43537  
567-661-7357

EHOVE Career Center  
316 Mason Road West  
F Bldg. Room 906  
Milan, OH 44846  
419-499-4663

What to expect at the National Testing Network, Inc. website:

- Completion of the NTN application process.
- Review all information related to the Sandusky Police Department police officer position, applicant process, minimum requirements, and all pertinent documents that need to be completed and submitted.
- Opportunity to take online practice tests at [www.frontlinetest.com](http://www.frontlinetest.com)
- Schedule your own convenient test time. Tests are offered multiple times a week at testing sites throughout the United States including EHOVE Career Center and Owens Community College for northwest Ohio applicants.
- Take high quality job simulation tests in a standardized, fair testing environment.
- Upon completion of the entry level exam, all candidate scores are automatically forwarded to the City of Sandusky Police Department and City of Sandusky Civil Service Commission. Candidates who attain a passing score (70%) on the entry level exam in each category will be placed on the department's preliminary eligibility list. The City of Sandusky Civil Service Commission will contact candidates on the list and will invite them to continue to participate in other stages of the department selection process including physical fitness.

The National Testing Network is a service provided to conduct entry level testing in a standardized, professional environment. The cost of the test is \$49, to be paid by the applicant. Should you want to send your results to multiple participating cities or agencies, you would pay an additional \$9.50 fee for each. The written exam is approximately two hours and twenty minutes in length. All applicants must identify themselves with a state issued driver's license or military ID with a photograph of the applicant. Cell phones are prohibited.

National Testing Network does not replace the City of Sandusky Police Department's responsibility and decision making in the testing process. All candidate results are provided to the Sandusky Police Department and City of Sandusky Civil Service Commission where the final decisions are made.

**The City of Sandusky must receive your completed application form, and evidence to add preference points no later than May 31, 2018.** The packet may be forwarded using one of the following methods:

- Mail to: City of Sandusky, Civil Service Commission, Victoria Schaefer, 222 Meigs Street, Sandusky, Ohio 44870
- Deliver the completed and signed documents in person to City of Sandusky Municipal Building, same address as above.

## **Applicant for Entry-Level Police Officer Position:**

The application process for the entry-level Police Officer position consists of the following steps:

- 1) The applicant must meet all minimum requirements for the position as shown under Job Requirements.
- 2) By May 31, 2018, the applicant must complete and submit the formal City of Sandusky application for employment (at the end of this packet), along with the attached:
  - If applicable, copy of DD-214 for Veteran's preference points.
  - If applicable, copy of peace officer certification in the State of Ohio.
- 3) After reviewing the results of the written examination provided by the National Testing Network, the Civil Service Commission will then compile eligible applicant names into a preliminary eligibility list.
- 4) Candidates achieving the minimum passing score will be scheduled for physical fitness testing.
- 5) The top ranked candidates may be scheduled for an extensive background and credit check, drug screen testing, and psychological assessment.
- 6) The preliminary eligibility list will be in effect for a period of one year.

**TO BE CONSIDERED, CANDIDATES ARE REQUIRED TO FILE ALL REQUIRED DOCUMENTS NO LATER THAN *MAY 31, 2018*, WITH THE CITY OF SANDUSKY CIVIL SERVICE COMMISSION. CANDIDATES WHO HAVE NOT MET THIS DEADLINE WILL NOT RECEIVE CONSIDERATION FOR EMPLOYMENT.**

**SANDUSKY POLICE DEPARTMENT**

# PHYSICAL AGILITY TESTING

2018

From the starting line, perform in order the following tasks:

1. Run 20 feet and surmount the 6 foot fence (max 3 attempts)
2. Run the course (a distance of  $\frac{1}{4}$  mile), which may be out and back or straight out.
3. Surmount the 4 foot fence (5 seconds for failure to clear)
4. Move the 165 pound object a distance of 50 feet
5. Pick up the inert weapon, extend your arm so that the barrel protrudes through the 8" diameter ring and dry fire a total of 21 times with the dominant hand without touching the ring. Now, place the weapon in the weak hand and dry fire a total of 6 times. **Failure to pull the trigger a total of 21 times with the dominant hand or 6 times with weak hand constitutes failure; a five second penalty is assessed each time the barrel touches the ring.**

Note: Time is continuous from start to finish and the test must be completed in a time of 3 minutes and 45 seconds. **Failure to surmount the 6-foot fence after three attempts represents a failure on the test.**



# Application For Employment

**CITY OF SANDUSKY · 222 Meigs Street · Sandusky, OH 44870**  
**Phone (419) 627-5885 · Fax (419) 627-5835**



Full Time – Permanent Positions

Return to: Human Resources Division

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

POSITION APPLIED FOR: \_\_\_\_\_

APPLICATION # \_\_\_\_\_

FOR OFFICE USE ONLY

PLEASE PRINT:

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt. City State Zip

Social Security #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Mobile/Other: \_\_\_\_\_ E-mail: \_\_\_\_\_

Have you ever submitted an application to the City of Sandusky? \_\_\_\_\_ If Yes, when? \_\_\_\_\_

Have you ever been employed by the City of Sandusky? \_\_\_\_\_ If Yes, when? \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_

If you are under 18, can you furnish a work permit? \_\_\_\_\_ Date available for work: \_\_\_\_\_

ANSWERING "YES" DOES NOT AUTOMATICALLY BAR EMPLOYMENT. Please use additional sheet if necessary.

Are you able to meet all of the attendance requirements of this position? \_\_\_\_\_

Are you able to work overtime if necessary? \_\_\_\_\_ Will you travel if the position requires it? \_\_\_\_\_

Do you have any friends / relatives currently employed by the City of Sandusky? \_\_\_\_\_

If Yes, who? \_\_\_\_\_

Military Service or Veteran Status? \_\_\_\_\_ If yes, please provide branch of service, rank, and job duties: \_\_\_\_\_

Type of employment desired:  Full Time  Police  
 Part Time  Fire

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Have you ever been bonded: \_\_\_\_\_

**RELEVANT EXPERIENCE** Please provide information regarding relevant experience to the position you are applying for. This includes, but is not limited to present/past employers, assignments, or volunteer activities. Use additional sheets if necessary.

From / To \_\_\_\_\_ Employer/Organization \_\_\_\_\_  
Telephone # \_\_\_\_\_ Address \_\_\_\_\_  
Job title: \_\_\_\_\_ Supervisor \_\_\_\_\_ May We Contact? \_\_\_\_\_  
Job duties/  
Responsibilities \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

From / To \_\_\_\_\_ Employer/Organization \_\_\_\_\_  
Telephone # \_\_\_\_\_ Address \_\_\_\_\_  
Job title: \_\_\_\_\_ Supervisor \_\_\_\_\_ May We Contact? \_\_\_\_\_  
Job duties/  
Responsibilities \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

From / To \_\_\_\_\_ Employer/Organization \_\_\_\_\_  
Telephone # \_\_\_\_\_ Address \_\_\_\_\_  
Job title: \_\_\_\_\_ Supervisor \_\_\_\_\_ May We Contact? \_\_\_\_\_  
Job duties/  
Responsibilities \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

From / To \_\_\_\_\_ Employer/Organization \_\_\_\_\_  
Telephone # \_\_\_\_\_ Address \_\_\_\_\_  
Job title: \_\_\_\_\_ Supervisor \_\_\_\_\_ May We Contact? \_\_\_\_\_  
Job duties/  
Responsibilities \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

From / To \_\_\_\_\_ Employer/Organization \_\_\_\_\_  
Telephone # \_\_\_\_\_ Address \_\_\_\_\_  
Job title: \_\_\_\_\_ Supervisor \_\_\_\_\_ May We Contact? \_\_\_\_\_  
Job duties/  
Responsibilities \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ Final Rate of Pay: \_\_\_\_\_

**PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT:**

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Have you ever been fired or asked to resign from a job? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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Please explain why you would like to be considered for employment with the City of Sandusky. Use additional sheets if necessary.

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**RELATED INFORMATION:** To what job related organizations (professional, trade, etc.) do you belong?

*Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran / reserve national guard or any other similarly protected status.*

ORGANIZATION	OFFICES HELD

## SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform the essential functions in the appointment for which you are applying:

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## EDUCATIONAL BACKGROUND

Name and Location	# of years completed	Graduated?	Course of Study
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**HIGH SCHOOL:**

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**COLLEGE:**

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**OTHER:**

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**REFERENCES:** Please provide at least 3 references who are not related to you. Use additional sheets if necessary.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

## **APPLICANT STATEMENT AND SIGNATURE (Signature Required for Application to be Complete):**

I certify that all information I have provided in order to apply for and obtain employment with the City of Sandusky is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the City of Sandusky and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from City service, whenever it is discovered. In addition, I give the City of Sandusky the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting the City of Sandusky in providing relevant, job related information that will assist in this process. I expressly authorize, without reservation, the City of Sandusky, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding, the City of Sandusky, its agents, members or representatives, for seeking, gathering, and using such information all other persons, corporations, or organizations for furnishing such information about me.

My signature below acknowledges my understanding and agreement with the above.

I understand that an offer of employment is contingent upon the successful completion of a pre-employment background investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that I am free to resign at any time and the City of Sandusky reserves the same right to request my resignation at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by the City of Sandusky at any time. I understand that no representative of the City of Sandusky is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the City Manager.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

**I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.**

**Signature of Applicant (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

THIS BOX FOR OFFICE USE ONLY:

WRITTEN EXAM SCORE: \_\_\_\_\_ INTERVIEW: (1) \_\_\_\_\_ (2) \_\_\_\_\_

START DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ WAGE: \_\_\_\_\_

**Received:**

*Time Stamp*



# Affirmative Action Voluntary Information



COMPLETION OF INFORMATION BELOW IS VOLUNTARY

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

Section 4112.04 (A) (10) of the Revised Code requires that the state and its political subdivisions file annual reports with the Ohio Civil Rights Commission. In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is **NOT** part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

PLEASE PRINT

Position(s) applied for: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Referral Source:

- |  |  |   |
|--|--|---|
| <input type="radio"/> Walk In          | <input type="radio"/> Government Employment Agency | <input type="radio"/> Private Employment Agency |
| <input type="radio"/> Employee: _____  |  | <input type="radio"/> School                    |
| <input type="radio"/> Relative: _____  |  | <input type="radio"/> Job Fair                  |
| <input type="radio"/> Newspaper: _____ |  | <input type="radio"/> Company's Website         |
| <input type="radio"/> Other: _____     |  |   |

## Applicant Information

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Male  Female Disabled?  Yes  No Veteran?  Yes  No

## **Please Check One of the Following Equal Employment Opportunity Identification Groups:**

- White (not of Hispanic or Latino Origin)  Black (not of Hispanic Origin)  Hispanic or Latino  Asian  
 Native American / Alaskan Native  Native Hawaiian/ Pacific Islander  Two or More Races (Not Hispanic or Latino)

## For Administrative Use Only

Position(s):  Available  Not Available Other positions considered for: \_\_\_\_\_

Hired:  Yes  No Position hired for: \_\_\_\_\_

OCRC Job Classifications:

- |  |  |                                     |   |
|--|--|-------------------------------------|---|
| <input type="radio"/> Officials / Administrators | <input type="radio"/> Professional           | <input type="radio"/> Technicians   | <input type="radio"/> Protective Service    |
| <input type="radio"/> Para Professional          | <input type="radio"/> Administrative Support | <input type="radio"/> Skilled Craft | <input type="radio"/> Service / Maintenance |

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_