



The City of Mansfield - Civil Service Commission

Application for Lateral Transfer Appointment - **Division of Police**

The City of Mansfield is an Equal Opportunity Employer. Applicants are considered for employment without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status, except where such criteria constitutes a bona fide occupational requirement

INSTRUCTIONS - PLEASE READ CAREFULLY!

Please complete this application in its entirety, using an ink pen, typewriter or by means of electronic fill-in [NOTE: All completed applications must be hand delivered or mailed to: Mansfield-Human Resources Department, 30 N. Diamond Street, 9th Floor, Mansfield, OH 44902. Applications will not be accepted via electronic media.]

How Did You Learn About Us? [Check applicable box below]

- | | | | | |
|--|--|---|--------------------------------|-----------------------------------|
| <input type="checkbox"/> College Event | <input type="checkbox"/> High School | <input type="checkbox"/> Poster/Billboard | <input type="checkbox"/> Radio | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Church | <input type="checkbox"/> Community Event | <input type="checkbox"/> Job Fair | <input type="checkbox"/> Other | |

Where? _____

Last Name	First Name	Middle Name

Address	Number	Street
_____	_____	_____
	City	State
	_____	_____
	Zip Code	_____
Telephone Number(s)		Social Security Number
_____		_____
Date of Birth	(Question asked to determine eligibility under Civil Service Rule 3.04 & 4.14. Minimum Age Restrictions, which requires a person to be at least 21 years of age, but not yet 53 years of age, at the time of application)	
___/___/___		

PLACE AN "X" IN EACH BOX BELOW WHICH APPLIES TO YOU:

- I am presently a U.S. citizen, or have made application to become a U.S. citizen.
- I am a resident of the State of Ohio, or if not and if I am hired, I will be a resident of Ohio by the end of my probationary period.
- I am able to read and write the English language.
- I possess a high school diploma or equivalent.
- I possess a valid driver's license and will possess a valid Ohio's driver's license at the date of appointment.

(OVER)

CERTIFICATION – PROOF OF EMPLOYMENT



I certify that, pursuant to Mansfield Civil Service Rule 4.14, I possess a current Ohio Peace Officer Training Association certificate, a discernable copy of which is attached hereto.

All documents called for herein must and shall be submitted with the application.

ADDITIONAL QUESTIONS (Check applicable lines)

Are you a veteran? ____ yes ____ no.

Do you have a college degree? ____ yes ____ no. BA/BS ____ AA ____ Other ____

Are you a resident of Mansfield? ____ yes ____ no.

Are you a graduate of a high school located in Richland County? ____ yes ____ no.

Are there any persons related to you by blood or marriage that currently work for the City of Mansfield? ____ yes ____ no. If yes, complete the following:

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

CONDITIONS OF EMPLOYMENT (Read and *sign your initials* before the item below)

_____ I understand and accept that, if I am conditionally accepted for employment, my employment is conditioned upon my passing a medical examination to determine my ability to perform the essential functions of the applicable position, with accommodations where necessary. I understand and accept that this examination will include a drug test.

I AFFIRM THAT ALL OF THE INFORMATION FURNISHED IN AND WITH THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION REQUESTED HEREIN MAY LEAD TO MY REMOVAL FROM THE LATERAL TRANSFER LIST OR TERMINATION FOLLOWING EMPLOYMENT.

Signature of Applicant

Date



The City of Mansfield - Civil Service Commission Affirmative Action Data Record

Applicants are considered for employment without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status or any other legally protected status. As an employer with an Affirmative Action Plan, the City of Mansfield complies with government regulations regarding the reporting of affirmative action information. Periodic reports are made to the government regarding the information requested below. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a confidential file and are not a part of your application file.

Please note: YOUR COMPLETION OF THIS FORM IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY OR ALL DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Last Name	First Name	Middle Name
<hr/>		
Birth Date	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
<hr/>		
Ethnic Origin (check one)		
<input type="checkbox"/> White	<input type="checkbox"/> African-American	<input type="checkbox"/> Hispanic
<input type="checkbox"/> American Indian/Alaskan	<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Other _____
<hr/>		
Check if any of the following are applicable:		
<input type="checkbox"/> Desert Storm Veteran	<input type="checkbox"/> Operation Enduring Freedom Veteran	
<input type="checkbox"/> Operation Iraqi Freedom Veteran	<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Disabled Individual