

CITY OF PORTSMOUTH

Civil Service Commission

EMPLOYMENT APPLICATION

The City of Portsmouth provides equal employment opportunities to all people regardless of age, race, color, religion, national origin, ancestry, or disability. A high school diploma or equivalent is required for employment with the City of Portsmouth.

PLEASE PRINT

POSITION APPLYING FOR: **POLICE OFFICER**

PERSONAL INFORMATION:

NAME: _____

(Last)

(First)

(Middle Initial)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: (Required) _____

SOCIAL SECURITY NUMBER: _____

Are you a U.S. citizen or legally authorized to work in the U.S.? Yes _____ No _____
(Verification must be provided which establishes both identity and work authorization)

Do you wish to receive veteran's credit? Yes _____ No _____

(Please note: A copy of your DD214 showing discharge as "Honorable or Under Honorable Conditions" must be attached to your application for you to receive credit.)

EMPLOYMENT HISTORY

Current/Most Recent Employer:

Position _____ Address: _____
Phone Number: _____ Supervisor: _____
Dates of Employment: _____ Reason for Leaving: _____
Duties: _____

Next Previous Employer:

Position _____ Address: _____
Phone Number: _____ Supervisor: _____
Dates of Employment: _____ Reason for Leaving: _____
Duties: _____

Next Previous Employer:

Position _____ Address: _____
Phone Number: _____ Supervisor: _____
Dates of Employment: _____ Reason for Leaving: _____
Duties: _____

Next Previous Employer:

Position _____ Address: _____
Phone Number: _____ Supervisor: _____
Dates of Employment: _____ Reason for Leaving: _____
Duties: _____

ADDITIONAL QUESTIONS

If you are currently employed, may we contact your employer at this time? Yes._____ No._____

PLEASE NOTE: The City of Portsmouth reserves the right to contact the current employer if an offer is made.

EDUCATION

High School

Name: _____ Diploma, GED or Degree: _____

Location _____ (City, _____ State): _____

Did you graduate? Yes _____ No _____

College or University

Name: _____ Degree: _____

Location _____ (City, _____ State): _____

Did you graduate? Yes _____ No _____

Vocational or Business

Name: _____ Diploma or Degree: _____

Location (City, State): _____

Did you graduate? Yes _____ No _____

Certification

Are you a Certified Ohio Police Officer, OPOTA Certification? Yes:_____ No _____

If No, are you currently in a police academy? _____ Estimated date of graduation? _____

Additional Comments _____

REFERENCES

Please list 3 references who are not related to you

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

APPLICANT

As a condition of employment, do you consent to taking a drug test if an offer is made and at other times during employment? Yes _____ No _____

Do you fully understand that for up to 1 (one) year of your employment, beginning with the first date you perform your job responsibilities, you will be on probation, which means that your continued employment will be at the discretion of the City of Portsmouth? Yes _____ No _____

Do you authorize the City of Portsmouth to make any investigation it considers necessary in regard to your application? Yes _____ No _____

I certify that the information contained in this application and all supporting documents are correct, to the best of my knowledge, and understand that falsification of employment records is grounds for dismissal regardless of the date such falsification is discovered.

Applicants Printed Name: _____

Applicant's Signature: _____ Date _____