



City Administration Building
104 E. Franklin Street
Circleville, OH 43113

Background Removal Standards

Reviewed and approved by: Circleville Civil Service Commission

Effective: **October 23, 2015**

Revision Date: **February 11, 2025**

The following criteria are considered in disqualifying candidates from being appointed as an employee for the City of Circleville. They are applicable for all candidates, done so in a fair, equitable and consistent manner. Applicants are provided a copy of these standards with the employment application. A copy is also readily available on the City's website www.circlevilleoh.gov

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BACKGROUND REMOVAL STANDARDS

- A. **Honesty/Falsification** – Applicants are removed from the selection process and Civil Service Commission employment eligibility list for any of the following reasons:
1. At any stage of the selection process, the applicant provides false, incorrect or inconsistent information.
 2. At any stage of the selection process, the applicant fails to disclose or acknowledge any disqualifying behavior or activity on the part of the applicant, relative to, and governed by, any of the background removal standards.
 3. The applicant's failure or refusal to answer or respond to oral and/or written questions during any phase of the selection process.
 4. Any attempt by the applicant to distort the truth verification exam results.
 5. The applicants use or attempted use of political influence to secure employment.
- B. **Family/Sexual History** – Applicants are removed from the selection process and Civil Service Commission employment eligibility list for any of the following reasons:
1. A conviction of a misdemeanor crime of domestic violence involving use of force or threatened use of a deadly weapon is a permanent disqualifier under federal laws for police officer applicants.
 2. Verified or admitted physical or emotional abuse of one's spouse, ex-spouse, child, stepchild, and parent or any other relative or person with whom one lives, has a relationship or has had a relationship within ten (10) years of the date of application.
 3. Intentional non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility as determined by the appropriate support enforcement bureau or a court of law within five (5) years of the date of application.
 4. Intentional violation of any protective or temporary restraining order as determined by a court of law within five (5) years of the date of application.
 5. Verified or admission to displaying, disseminating or pandering obscenity, sexually oriented material or other matter harmful to children.
 6. Verified or admission to incest, sexual activity with animals, voyeurism, public indecency, importuning, molestation, or any other perverse sexual conduct as defined in the Ohio Revised Code.
- C. **Employment** – Applicants are removed from the process and Civil Service Commission employment eligibility list for any of the following reasons:
1. Two or more involuntary terminations and/or discharges from employment within the last five (5) years. This shall not include terminations resulting from a business ceasing operation, or resulting from being laid off from a position of employment.

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2. Post-probationary termination or resignation in lieu of discipline from any criminal justice related employment.
3. If, during the post-conditional offer pre-employment process, the applicant's degree of fit is deemed **poor** based on the psychological assessment. A psychological assessment deeming the applicant as a **marginal** degree of fit will be reviewed for suitability by the Human Resources Director and Appointing Authority.

D. Military History – Applicants are removed from the selection process and Civil Service Commission employment eligibility list for any of the following reasons:

1. Dishonorable or less than honorable discharge from military service.
2. Conviction of any article of the Uniform Code of Military Justice that is equivalent to a felony or other listed disqualifying misdemeanor in this standard under the Ohio Revised Code (ORC).

E. Traffic – Applicants are removed from the selection process and Civil Service Commission employment eligibility list for any of the following:

1. Any conviction of aggravated vehicular homicide or related offense(s).
2. OVI/DUI:
 - a. Conviction within the past five (5) years, or
 - b. More than one (1) OVI/DUI conviction as an adult, or
 - c. More than two (2) OVI/DUI convictions, if one of the convictions was as a juvenile.
3. Two (2) points within the past three (3) years.
4. Two (2) at-fault accidents or a combination of two (2) or more moving violations and one (1) at-fault accident within the past three (3) years.
5. At the time of application or anytime during the selection process, the applicant does not possess a valid driver's license and auto insurance as required by resident state if the applicant owns a motor vehicle.
6. One (1) or more revocation or suspension of a driver's license as an adult, in effect during the past five (5) years (unless applicant can show that the suspension was the result of an error by the BMV, random selection, or administrative overlap).
7. If the applicant is deemed uninsurable by the City's insurance carrier during the selection process.

F. Gambling – The term "gambling offense" includes any activity defined as gambling by a federal, state, local statute or ordinance in the jurisdiction where the activity occurred. Applicants are removed from the selection process and Civil Service Commission employment eligibility list for any of the following reasons:

1. Conviction of a gambling offense, within the last five (5) years.
2. Admission to gambling that has resulted in an unstable financial or credit history within the last seven (7) years.

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3. Conviction of or admission to engaging in the promotion of illegal gambling activity wherein the applicant gains a financial benefit.

G. Criminal Activity (other than drug-related activity) – Applicants are removed from the selection process and Civil Service Commission employment eligibility list for any of the following reasons:

1. Any theft offense(s) as an adult, within the last five (5) years, which (a) singularly or cumulatively exceeds \$1,000.00; or (b) establishes a pattern of theft offenses from an employer during the course of employment.
2. Any fraudulent insurance claims or fraudulent applications for welfare, workers compensation, unemployment compensation or other public assistance benefit program.
3. Any admission or conviction of an offense, as an adult, defined as a felony by the federal, state, or local law of the jurisdiction where the offense occurred.
4. Any admission or conviction of an offense, as a juvenile of one (1) violent felony as defined by the federal, state or local law of the jurisdiction where the offense occurred.
5. Any admission or conviction of a misdemeanor offense as defined by the federal, state or local law of the jurisdiction where the offense occurred as an adult in the past five (5) years will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards).

H. Illegal Substances – Applicants are removed from the selection process and Civil Service Commission employment eligibility list for any of the following:

1. Any use or purchase of drugs of abuse within three (3) years of the date of the application. Drugs of abuse include chemical agents/solvent-based substances and prescription drugs taken other than intended use, in more than one incident and without a prescription, especially Schedule I, II and III drugs as defined by the Ohio Revised Code.
2. Any use or purchase of marijuana within one (1) year before application.
3. Any pattern of use of drugs of abuse, including marijuana or prescriptive drugs, within the past five (5) years.
4. Any pattern of illegal sale of drugs of abuse, marijuana or prescriptive drugs.
5. Any pattern of abuse of alcohol, chemical agents/solvent-based substances or prescriptive drugs.

I. Applicant Non-Responsiveness – Applicants are removed from the selection process and Civil Service Commission employment eligibility list for any of the following reasons:

1. Failure to appear on time or complete any scheduled pre-interview/interview, physical fitness testing, truth verification examination, medical/stress test and/or psychological examination.
2. Failure to return a Personal History Questionnaire, an employment application or to respond to phone calls, emails, or correspondence from Background Personnel within six (6) days (not including Saturdays, Sundays and holidays).

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3. Failure to notify Background Personnel of a change of address or telephone number (i.e., unable to locate at address/phone number on file).
4. Applicant is no longer interested in employment with the City of Circleville and completes a Request for Removal from Eligible List form.

J. Age Requirements for Applicants or Examinees

1. The minimum age for applicants, except police officers, shall be 18 years. The minimum age for police officers shall be 21 years of age. There shall be no age limitations required of applicants for Civil Service examination or employment except as established by state or federal law.
- 2.

K. Minimum Requirements for Applicants or Examinees

1. Applicants are removed from the selection process and Civil Service Commission employment eligibility list for failure to meet the minimum requirements as listed in the employment notice.

L. Previous Disqualifications and Future Consideration

1. When an applicant is disqualified on two or more occasions for any reason listed in the Background Removal Standards, the Appointing Authority may request permanent removal of the applicant from consideration for future employment.