

City of Circleville Application for Employment



Department of Human Resources

104 E. Franklin Street
Circleville, OH 43113
740-474-9601
Fax: 740-477-5829

The original application must be returned to the Human Resources for date/time-stamped filing.

Applications are only accepted when a position is available. Unsolicited applications will be returned to the applicant.

DATE OF APPLICATION: _____ **POSITION:** _____

Full Legal Name _____ Email Address _____
(Please print clearly. This is used for notification purposes)

Street Address _____ City, State, Zip _____

Home Telephone Number _____ Preferred Contact Number _____

Have you applied with the City previously? _____ If yes, list the position/date _____

Section I. Education

Institution	Institution Name	Years Completed	Field of Study	Graduate or Degree
High School				
College/Business/ Trade School				

Section II. Certifications/Professional Licenses Held

Certification or License Name	Number	Expiration Date

Driver's License Number _____ State Issued _____ Expiration Date _____ Restrictions _____

Do you hold a valid CDL? _____ Endorsements _____

Section III. Military Service

Applicants participating in a civil service examination receive military service credit when a copy of the DD214 stating honorable discharge is attached prior to the examination.

Are you a veteran? _____ Dates of service: _____ to _____ Rank Upon Honorable Discharge _____

Technical Specialization _____

Section IV. Skills and Qualifications

Other qualifications, special skills, abilities or honors that should be considered: _____

List any supervisory skills you possess: _____

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Section V. Previous Work Experience

List most recent employment first and include summer or temporary jobs. Be sure all your experience and employment related to this job are listed. No more than 10 years history is recommended. Do not substitute a resume for this section but you may attach a resume to this application.

1. Is your present employer aware of your interest in employment with the City of Circleville? Yes No

2. If yes, may we contact your present employer? Yes No

Present Employer _____ Address _____
Phone # _____ Dates of Employment - From: _____ To: _____
Position Title _____ Starting Salary _____ End Salary _____
Position Duties _____ Reason for Leaving _____

Employer _____ Address _____
Phone # _____ Dates of Employment - From: _____ To: _____
Position Title _____ Starting Salary _____ End Salary _____
Position Duties _____ Reason for Leaving _____

Employer _____ Address _____
Phone # _____ Dates of Employment - From: _____ To: _____
Position Title _____ Starting Salary _____ End Salary _____
Position Duties _____ Reason for Leaving _____

Section VI. References

List three references who have known you for at least five years, do not include relatives or former supervisors .

Name Address (Include City/State/Zip) Telephone

Name Address (Include City/State/Zip) Telephone

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Section VII. Certification, Understanding, Acknowledgement, Release and Consent

I certify that all of the information furnished in this employment application is true and complete to the best of my knowledge. I understand that the City of Circleville may conduct an extensive background investigation of, including but not limited to, driving records, criminal records, alcohol and drug use, financial responsibility records, voice stress analysis, psychological exam, and physical exam. I realize that any misrepresentation or false information in this application may lead to withdrawal of any employment offer or termination after employment.

Acknowledgement and Release

I hereby acknowledge that I, voluntarily and of my own free will, have applied for employment with the City of Circleville with the understanding that the City may use a variety of screening procedures to evaluate my qualifications and suitability for appointment. I have been advised that these screening procedures may include, but are not limited to, interviews, criminal record checks, driving record checks, true detection examinations, written testing, reference checks, background investigations, psychological evaluations, medical examinations, and drug testing. I hereby understand that I would not be required to actually participate in a psychological evaluation, medical examination, or drug test until after I have received a conditional offer of employment. I acknowledge that I may also be subject to other screening procedures, not specifically listed above. I further acknowledge that any such screening procedures, as reasonably required by the City of Circleville, are a prerequisite to my employment with the City of Circleville.

In addition, I hereby understand that the City of Circleville cannot guarantee the confidentiality of the results of, or information obtained through, the aforementioned screening procedures. Rulings of the Ohio Supreme Court relative to the Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable period of time. Employment-related documents, with the exception of medical records, maintained by the City relative to the aforementioned screening procedures do not appear to fall within any of the enumerated exceptions.

Therefore, in consideration of my employment application being reviewed and considered by the City of Circleville I, being at least 18 years of age and under no legal disability on behalf of my heirs and assigns, hereby release and agree to hold harmless, the City of Circleville and any of its agents, employees, or related officials from any and all liability, whatever the type and nature, resulting from the administration of any such screening procedures and/or the release of the results therefrom.

Pre-Employment Drug Testing Consent

I understand that, as a candidate for employment with the City of Circleville, I must, in order to be appointed to a position with the City of Circleville, voluntarily consent to, and pass, a urinalysis to detect the presence of drugs in my system. I also understand that I will not actually be administered such a test until I have received a conditional offer of employment. I hereby knowingly and voluntarily consent to participate in a substance abuse urinalysis and authorize the City of Circleville to conduct, through its designated testing laboratory or other licensed/certified medical professionals/technicians, said urinalysis. In addition, I authorize the designated testing laboratory or other licensed/certified medical professionals/technicians to release any and all information regarding the test(s), including results, to the City of Circleville and its representative. I further release the City of Circleville, its officers, directors, employees, agents, representatives from any and all claims, suits, causes of action, liability, and damages arising from my submitting to the test(s) and from the information obtained from the test(s).

Signature of Applicant/Employee _____

Full Legal Name of Applicant (printed) _____

Social Security Number _____

Date _____

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Section VIII. EEO Information (Completion of this section is voluntary)

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, national origin, marital status, veteran status or disability.

To help us comply with Federal Laws regarding Equal Employment Opportunity record keeping, please answer the following questions as they apply.

Full Legal Name _____

Position of Interest _____ Sex: _____ Male _____ Female

Date of Birth (MM/DD/YEAR) _____

Source from which you were referred (website, newspaper, agency, friend, etc.) _____

Race/Ethnic Group

_____ White: Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

_____ Black: Persons having origins in any of the black racial groups of Africa.

_____ Hispanic: Persons of Mexican, Puerto Rican, Cuban, Central or South American origins or other Spanish culture or origin, regardless of race.

_____ American Indian or Alaskan Native: Persons having origins in any of the original people of North American and who maintain cultural identification through tribal affiliation or community recognition.

_____ Asian/Pacific Islanders: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes China, Japan, Korea, the Philippine Islands and Samoa.

Veteran and Disability Status

_____ Vietnam-Era Veteran: Any veteran of the armed forces who, between August 5, 1964 and May 7, 1975, served on active duty for at 181 consecutive days.

_____ Disabled Veteran: Any veteran entitled to disability compensation through the Veterans Administration for a disability rated at 30% or more; or any veteran discharged or released from active duty for a disability incurred or aggravated in the line of duty.

_____ Disabled: Any individual with a physical or mental impairment which substantially limits one or more of the major life activities of the individual.

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A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “Consumer Reporting Agency” (CRA). Most CRA’s are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681 *et seq.*, at the Federal Trade Commission’s Internet web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within sixty days of receiving notice of the action. Where applicable, you also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within sixty days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within thirty days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and reports its findings to the CRA. (The source must also advise national CRAs – to which it has provided the date – of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within thirty days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address, and phone number of the information source.

You can dispute inaccurate items with the source of the information. If you tell anyone – such a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; then years for bankruptcies.

Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.

Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete and return the CRA form provided for this purpose, you must be taken off the lists immediately.

You may seek damages from violators. If a CRA or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

You may keep this page if you desire.

City of Circleville

Background Removal Standards



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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.