

City of Norwalk

SAFETY/SERVICE DEPARTMENT

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NORWALK POLICE DEPARTMENT POLICE DISPATCHER INFORMATION

This packet contains an application for the position of Police Dispatcher for the City of Norwalk, as well as information concerning the position and testing date. Please read the information carefully.

Applicant Requirements

- Must be a minimum of 18 years of age
- Must be a citizen of the United States or a person having legally declared intention of becoming a United States citizen
- Must possess a valid Ohio Driver's License by time of appointment
- Must be insurable under the City's insurance carrier
- Must have the completion of a secondary education or equivalent

The deadline for returning the application is **April 20, 2017**. An examination fee of \$20 must be included with the application, payable to the "City of Norwalk." Any applicant who returns the application without the \$20 fee will not be eligible to participate in the testing process.

Please note, if you are a veteran who has been honorably discharged from the military, **a copy of your DD-214 must be turned in with your original application** in order to be considered for possible additional points pending passing the written examination.

Applications may be submitted in person at Norwalk City Hall, 38 Whittlesey Avenue. Applications can be mailed to Norwalk City Hall, PO Box 30, Norwalk, OH 44857.

Examination Information

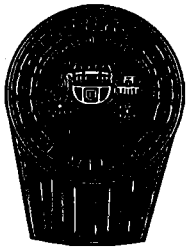
- 9:00 a.m. Saturday, April 22, 2017
- **Norwalk Police Department, 45 N. Linwood Avenue, Norwalk, OH**
- You must bring a valid photo ID in order to be admitted to the examination
- Applicants arriving late will forfeit their right to take the examination

By returning the enclosed application with the fee, you are registered to take the examination.

The written examination may include, but is not limited to, reading skills, writing skills, critical thinking skills, and short-term memory skills. The exam will take approximately two hours. Please arrive a few minutes early so the testing may begin on time.

You will be notified by mail of the results of the written examination. **A passing score of 70% or higher is required to continue in the hiring process.** Veterans receiving a passing score may receive an additional 20% of their examination score provided a copy of their DD-214 was turned in with the original application. Any applicant with a passing score may receive an additional 5 points for prior dispatch experience and an additional 5 points for prior employment at the Norwalk Police Department.

The City of Norwalk appreciates your interest in our police department. If you have any questions, please contact Civil Service Clerk, Lisa J. Hivnor at (419) 663-6700.



Norwalk Police Department
37 North Linwood Avenue
Norwalk, Ohio 44857

**Application
 For Employment**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Home Telephone Number	Cell Phone Number	Social Security Number	E-Mail Address

Date: _____ Position applied for: _____

Have you ever filed an application with us before? Yes No
 If yes, give date: _____

Have you ever been employed with us before? Yes No
 If yes, give date: _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? Yes No
Proof of citizenship or immigration status will be required upon employment.

Are you available to work: Full-Time Part-Time Shift Work

On what date would you be available for work: _____ Give date: _____

Have you ever had any job-related training in the United States Military? Yes No
 If yes, please describe: _____

Please answer all questions on the following pages thoroughly. Make sure all addresses and phone numbers are filled in completely and are current. Applicant may be disqualified if addresses are not complete and phone numbers are not current! Please confirm them.

THE NORWALK POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

<i>School</i>	<i>Name, Address and E-Mail Of School</i>	<i>Course of Study</i>	<i>Number of Years Completed</i>	<i>Diploma/Degree Year of Graduation</i>
<i>High School</i>				
<i>Undergraduate College</i>				
<i>Graduate/ Professional</i>				
<i>Other/ Specify</i>				

SKILLS/QUALIFICATIONS

Describe any specialized training, special job related skills, apprenticeship, other skills and honors you have received:

List professional, trade, business or civic activities and offices held:

(You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status)

Summarize special job-related skills and qualifications acquired from employment or other experience, which may be of interest to the Norwalk Police Department. Also, state any additional information you feel may be helpful to us in considering your application:

List any languages, other than English, which you can speak, read and/or write:

<i>Language</i>	<i>Speak</i>	<i>Read</i>	<i>Write</i>
	Fluent / Good / Fair	Fluent / Good / Fair	Fluent / Good / Fair
	Fluent / Good / Fair	Fluent / Good / Fair	Fluent / Good / Fair
	Fluent / Good / Fair	Fluent / Good / Fair	Fluent / Good / Fair
	Fluent / Good / Fair	Fluent / Good / Fair	Fluent / Good / Fair

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status. Make sure address and phone numbers are current.

Employer	Work Performed
Full Address	
Telephone Number	Dates Employed
	From: To:
Job Title	Supervisor
Hourly Rate/Salary	Employer E-Mail
Starting: Ending:	
Reason for Leaving:	

Employer	Work Performed
Full Address	
Telephone Number	Dates Employed
	From: To:
Job Title	Supervisor
Hourly Rate/Salary	Employer E-Mail
Starting: Ending:	
Reason for Leaving:	

Employer	Work Performed
Full Address	
Telephone Number	Dates Employed
	From: To:
Job Title	Supervisor
Hourly Rate/Salary	Employer E-Mail
Starting: Ending:	
Reason for Leaving:	

Employer	Work Performed
Full Address	
Telephone Number	Dates Employed
	From: To:
Job Title	Supervisor
Hourly Rate/Salary	Employee E-Mail
Starting: Ending:	
Reason for Leaving:	

Employer	Work Performed
Full Address	
Telephone Number	Dates Employed
	From: To:
Job Title	Supervisor
Hourly Rate/Salary	Employer E-Mail
Starting: Ending:	
Reason for Leaving:	

Employer	Work Performed
Full Address	
Telephone Number	Dates Employed
	From: To:
Job Title	Supervisor
Hourly Rate/Salary	Employer E-Mail
Starting: Ending:	
Reason for Leaving:	

Employer	Work Performed
Full Address	
Telephone Number	Dates Employed
	From: To:
Job Title	Supervisor
Hourly Rate/Salary	Employer E-Mail
Starting: Ending:	
Reason for Leaving:	

PRIOR POLICE EXPERIENCE

Have you ever applied for a position with any other law enforcement or other governmental agency? If so, please list below:

Name of Department or Agency	Date Applied	Accepted	If no, give reason for rejections or declining of appointment
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

FINANCIAL RECORD

Follow directions carefully and answer all questions.

NOTICE: If there are any "yes" blocks checked, explain fully on the continuation sheet, citing the reference and page number. Be complete on all answers.

1. Are you now delinquent in any financial obligation? Yes No
2. Do your monthly bills exceed your take-home pay? Yes No
3. Do you have any immediate civil action pending against you? Yes No
4. If employed by the police department, do you anticipate any income other than your police salary? If so, explain on continuation sheet. Yes No

5. Have you ever been refused an automobile insurance policy? Yes No
6. Have you ever been garnished, filed for bankruptcy, or been declared bankrupt? Yes No
7. Are you supporting all dependents that you are required to support? Yes No
8. Are you paying alimony or child support? Yes No
9. If yes to the above question, what amount per month: \$ _____
10. Have you ever been sued for alimony payments, child support, nonpayment of debts or fraud? If yes, give the name of the court in which you were sued and the court number of the lawsuit: _____

General Information

Notice: The following questions and answers may be verified through polygraph (lie detector test). If there are any "yes" blocks checked, it will be necessary for you to explain, in detail, on the continuation sheet provided. Full and comprehensive explanations are required.

1. If it became necessary in the course of your police duties to take a human life, do you think you would be able to do so? Yes No
2. Has your driver's license ever been suspended or revoked? Yes No
3. Do you have any hatreds or prejudices toward others because of their race, sex, national origin, religion or color, that would be detrimental to your functioning as a police officer? Yes No
4. Do you have any problem controlling your temper? Yes No
5. Have you ever been involved in an automobile accident? Yes No
6. Are you known by any other names (i.e. maiden name, former married names, aliases, nicknames, legal name change, etc)? Yes No
7. Do you use tobacco products? If so, explain on continuation sheet. Yes No
8. Do you use alcohol? If yes, to what extent? Yes No

REFERENCES

Fill in below the names of three adults not related to you and not former employers, who have known you for a period of preferably more than five years. Make sure all requested information is filled in and correct!

Name	E-Mail	Home address	Home/Cell Phone Number
Years Known	Occupation/Profession	Business address	Business Phone Number
Name	E-Mail	Home address	Home/Cell Phone Number
Years Known	Occupation/Profession	Business address	Business Phone Number
Name	E-Mail	Home address	Home/Cell Phone Number
Years Known	Occupation/Profession	Business address	Business Phone Number

NOTICE PERTAINING TO CRIMINAL CONVICTIONS

Positions with the Norwalk Police Department require certification issued by the State of Ohio. Certifications cannot be issued to individuals who have been convicted of felonies or misdemeanors of moral turpitude. Accordingly, applicants with such convictions on their record will be disqualified from employment with the Norwalk Police Department.

APPLICANT'S STATEMENT

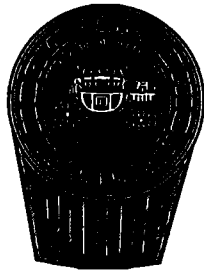
I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge an employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date



AUTHORITY TO RELEASE INFORMATION

I hereby authorize the Norwalk Police Department to inquire into and obtain records concerning my past and current employment, personal references, education, credit, criminal or civil actions and any leads developed regarding suitability for employment. This release is executed with the full knowledge and understanding that this information is for use by the Norwalk Police Department as part of an official background or criminal investigation and that any information obtained may be released to third parties as may be necessary in fulfilling employment or legal responsibilities.

I hold this consent as exonerating from all liability, both criminal and civil, the City of Norwalk and anyone contacted by the Norwalk Police Department to provide the above described records from any and all liability for damages of any kind which may at any time result to me, my heirs, family or associates because of compliance with this authorization or any attempt to comply with it.

I further hold this consent to expire after a period of one (1) year effective on the below listed signing date. Beyond this date, this consent is no longer valid.

DATE: _____

SIGNATURE: _____

PRINTED NAME: _____

ADDRESS: _____

DATE OF BIRTH: _____

I certify that on _____ I witnessed the above signature.

Witness Signature: _____

Witness Printed Name: _____