



# Clearcreek Township

7593 Bunnell Hill Road  
Springboro, OH 45066  
[www.clearcreektownship.com](http://www.clearcreektownship.com)  
(937) 748-1267

## APPLICATION FOR EMPLOYMENT

Clearcreek Township is an Equal Opportunity Employer

Rev. April 2023

Position(s) Applied For:		Date of Application:	
Last Name:	First Name:	Middle Name:	
Street Address:	City:	State:	Zip Code:
Telephone Number:	Email address:		

Are eligible to work on the U.S.?

Yes

No

Are you over 18 years of age?

Yes

No

Have you ever filed an application with us before?

Yes

No

Have you ever been employed with us before?

Yes

No

Are you available to work:

Full-Time

Part-Time

On what date would you be available for work? \_\_\_\_\_

### EDUCATION

	Name and location of school	# of years completed	Course of Study	Diploma/Degree Earned
High School				
Undergraduate College				
Graduate				
Other (specify)				

### MILITARY SERVICE

Yes  No

If yes, what branch: \_\_\_\_\_ Period of Active Duty: From \_\_\_\_\_ to \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Start with your present or last job, explaining any gaps in employment.

Employer:	Dates Employed From: _____ To: _____
Address:	Final Hourly Rate/Salary: _____
Telephone Number:	Work Performed: _____ _____
Job Title: _____ Supervisor: _____	_____ _____
Reason for Separation: _____ _____	_____ _____
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer:	Dates Employed From: _____ To: _____
Address:	Final Hourly Rate/Salary: _____
Telephone Number:	Work Performed: _____ _____
Job Title: _____ Supervisor: _____	_____ _____
Reason for Separation: _____ _____	_____ _____
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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Employer:	Dates Employed From: _____ To: _____
Address:	Final Hourly Rate/Salary: _____
Telephone Number:	Work Performed: _____ _____
Job Title: _____ Supervisor: _____	_____ _____
Reason for Separation: _____ _____	_____ _____
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**EMPLOYMENT REFERENCES**

List at least 4 references who are familiar with your employment record and performance. Do not include family members or previous supervisors.

Name	Position or Title	Telephone Number
1.		
2.		
3.		
4.		

Describe any specialized training, skills, or any additional information you feel may be helpful to us in considering your application.


**DRIVER LICENSE NUMBER**

Number	State	Expiration

**SOCIAL SECURITY NUMBER**


**Police Officer applicants only** (See attached qualifications.)

Are you at least 21 years of age?  Yes  No

Are you certified by the Ohio Peace Officer Training Commission?  Yes  No

- OPOTC certification date: \_\_\_\_\_
- Academy: \_\_\_\_\_

**Firefighter applicants only** (See attached qualifications.)

Do you currently have your Ohio Level II Firefighter certification?  Yes  No

- If yes, certification # \_\_\_\_\_ If no, when do you expect to have it completed? \_\_\_\_\_

Do you currently have your Ohio EMS certification?  Yes  No

- If yes, certification # \_\_\_\_\_  Paramedic  Advanced  EMT

Please provide a copy of your high school diploma, college degree or transcript, and police or fire certification/documentation attesting to be certified.

### **Applicant's Statement and Waiver to Release Information**

I certify and affirm that all answers contained herein are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Clearcreek Township.

I hereby authorize and request all persons to whom this request (*original or reproduction*) is presented, having information relating to or concerning me, to furnish such information to a duly authorized representative of Clearcreek Township. I am aware that this information may be of a personal nature and may otherwise be protected from disclosure by my constitutional, statutory or common law privileges. I hereby expressly waive all privileges that may attach to such communication or disclosure and release all persons, firms, and corporations from all claims, of any nature, as a result of said communication or disclosure. Information to be disclosed: medical records, mental records, financial records, criminal history information, polygraph examination, educational records, previous controlled substance records, organizational memberships, past or present employment records, any background material / information relevant to reputation; or moral character.

I release Clearcreek Township, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

At the discretion of Clearcreek Township, and to the extent permitted by law, I consent to complete a personal history evaluation, physical fitness assessment, polygraph examination(s), alcohol/drug screen, medical examination and psychological assessment conducted by qualified practitioners. I request that the examining doctor disclose to Clearcreek Township the results of the examination that shall remain confidential to the extent permitted by law. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory completion of such testing, and if I am hired a condition of my employment will be that I abide by Clearcreek Township's Drug and Alcohol Policy.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract or relationship unless otherwise provided for by applicable law. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, which means the employment relationship may be terminated at any time, with or without cause and without prior notice, at the option of either myself or Clearcreek Township, unless otherwise provided for by applicable law.

If hired, I agree to abide by all Clearcreek Township work related policies, procedures, rules and regulations. Clearcreek Township retains the right to revise its policies, procedures, rules and regulations, in whole or in part, at any time.

This application for employment shall be considered active for a period of time not to exceed 6 months.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Clearcreek Township Police Department

## Police Officer Qualifications

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The following qualifications are necessary for a candidate to be considered for appointment as a Police Officer for the Clearcreek Township Police Department:

- United States citizen at least 21 years of age.
- Possess a valid Ohio driver license.
- Have a high school diploma or equivalent.
- Have an OPOTC certification by the time of final consideration.
- Refer to “Disqualification Criteria for Appointment as Police Officer”.

The candidate must successfully complete all phases of the following selection process:

- ❑ Application
- ❑ Physical Fitness Assessment
- ❑ Written Examination
- ❑ Panel Interview(s)
- ❑ Personal History Evaluation
- ❑ Polygraph Examination
- ❑ Final Interview
- Post-Conditional Offer of Employment*
- ❑ Psychological Assessment
- ❑ Medical Polygraph Examination
- ❑ Medical Examination, Drug Screen

Steps may be added or waived by the Chief of Police with the approval of the Township Administrator, for just cause.

**Applications as a Part-Time Police Officer may be accepted on an ongoing basis.**

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