



The City of Mansfield, Ohio Civil Service Commission

Dear Applicant:

The City of Mansfield and the Mansfield Civil Service Commission thank you for your interest in employment with our safety forces.

Attached to this letter is a(n):

1. Explanation of Additional Credit (military, college, certification and residency extra credit) - *three pages*
2. Explanation of Civil Service Selection Process - *one page*
3. Written Examination and Physical Ability Testing Schedule - *one page*
4. Written Examination Group Study Session Schedule - *one page*
5. Test Site Directions - *one page*
6. Employment Application - Division of Fire - *two pages*
7. Employment Application - Division of Police - *two pages*
8. Affirmative Action Data Record - *one page*

To take both our police and fire civil service examinations, you must complete and submit **both** of the attached employment applications to the Human Resources Office of the City of Mansfield, 30 N. Diamond St., Mansfield OH 44902 **between 8:00 a.m. and 4:00 p.m., Monday, April 29th, 2019 through Tuesday, May 28th, 2019.**

All documentation required to receive additional credit (military, college, certification and residency extra credit - see attached) must be submitted with your completed application to the Human Resources Office by the application deadline.

THE \$20 NON-REFUNDABLE REGISTRATION FEE FOR EACH EXAM MUST BE SUBMITTED WITH THE APPLICATION AND EXTRA CREDIT DOCUMENTATION BY 4:00 P.M. May 28th, 2019.

If you have any questions, please contact the Human Resources Department at (419) 755-9695.

Sincerely,

Ken Coontz
Human Resources Director



The City of Mansfield - Civil Service Commission
Application for Civil Service Examination
Original Appointment - Division of Police

The City of Mansfield is an Equal Opportunity Employer. Applicants are considered for employment without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status, except where such criteria constitutes a bona fide occupational requirement

INSTRUCTIONS - PLEASE READ CAREFULLY!

Please complete this application in its entirety, using an ink pen, typewriter or by means of electronic fill-in [NOTE: All completed applications must be hand delivered or mailed to: *Mansfield-Human Resources Department, 30 N. Diamond Street, 9th Floor, Mansfield, OH 44902.* **Applications will not be accepted via electronic media.**]

How Did You Learn About Us? [Check applicable box below]

- College Event
 High School
 Poster/Billboard
 Radio
 Internet
 Church
 Community Event
 Job Fair
 Other

Where? _____

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number
Date of Birth	(Question asked to determine eligibility under Civil Service Rule 3.04 - Minimum Age Restrictions. To take the police exam a person must be at least 21 years of age, but not yet 40 years of age, on the date of examination.)	
___/___/___		

PLACE AN "X" IN EACH BOX BELOW WHICH APPLIES TO YOU:

- I am presently a U.S. citizen, or have made application to become a U.S. citizen.
- I am a resident of the State of Ohio, or if not and if I am hired, I will be a resident of Ohio by the end of my probationary period.
- I am able to read and write the English language.
- I possess a high school diploma or equivalent.
- I possess a valid driver's license and will possess a valid Ohio's driver's license at the date of appointment.

(OVER)

ADDITIONAL MILITARY, COLLEGE & CERTIFICATION CREDIT

(NOTE: Any eligible credit marked below will only be applied to applicants who obtain the minimum passing score on the written examination.)

(Check all boxes below which apply to your application)

I claim eligibility, pursuant to Mansfield Civil Service Rule 5.02, for extra credit for veteran's status. I understand that I must submit a certificate of satisfactory military service or honorable discharge (DD-214) by the application deadline.

I claim eligibility, pursuant to Mansfield Civil Service Rule 5.03, for extra credit for an associate's, bachelors or higher degree. I understand that proof of such degree must be submitted in the form of an official certification of graduation - not a diploma - from the institution which granted me said degree(s). I understand that copies and faxes will not be accepted.

I claim eligibility, pursuant to Mansfield Civil Service Rule 5.03, for extra credit for having a peace officer training certificate I understand that I must submit an official certification with a discernible embossed seal evidencing an Ohio Peace Officer Training Academy Basic Peace Officer Certification.

I claim eligibility, pursuant to Mansfield Civil Service Rule 5.04, for extra credit for residency within the City of Mansfield or as a graduate of a high school that is located within Richland County, Ohio. I understand that I must submit an official certified transcript from the high school from which I graduated. I understand that to prove residency, I must submit either a certified copy of a recorded deed for the property at which I reside or a notarized copy of a lease for the property at which I reside. I further understand that documents called for herein shall be submitted by the application deadline.

ADDITIONAL QUESTIONS

Are there any persons related to you by blood or marriage that currently work for the City of Mansfield? (Check applicable line) ___ yes ___ no. If yes, complete the following:

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

CONDITIONS OF EMPLOYMENT (Read and *sign your initials* before the item below)

_____ I understand and accept that, if I am conditionally accepted for employment, my employment is conditioned upon my passing a medical examination to determine my ability to perform the essential functions of the applicable position, with accommodations where necessary. I understand and accept that this examination will include a drug test.

I AFFIRM THAT ALL OF THE INFORMATION FURNISHED IN AND WITH THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION REQUESTED HEREIN MAY LEAD TO MY REMOVAL FROM THE CIVIL SERVICE LIST OR TERMINATION FOLLOWING EMPLOYMENT.

Signature of Applicant

Date



The City of Mansfield - Civil Service Commission Affirmative Action Data Record

Applicants are considered for employment without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status or any other legally protected status. As an employer with an Affirmative Action Plan, the City of Mansfield complies with government regulations regarding the reporting of affirmative action information. Periodic reports are made to the government regarding the information requested below. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a confidential file and are not a part of your application file.

Please note: YOUR COMPLETION OF THIS FORM IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY OR ALL DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION

Last Name	First Name	Middle Name
<hr/>		
Birth Date	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Ethnic Origin (check one)		
<input type="checkbox"/> White	<input type="checkbox"/> African-American	<input type="checkbox"/> Hispanic
<input type="checkbox"/> American Indian/Alaskan	<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Other _____
Check if any of the following are applicable:		
<input type="checkbox"/> Desert Storm Veteran	<input type="checkbox"/> Operation Enduring Freedom Veteran	
<input type="checkbox"/> Operation Iraqi Freedom Veteran	<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Disabled Individual

Civil Service Selection Process

Tasks	Date/Deadline
Completed application along with extra credit documentation and a \$20 non-refundable registration fee submitted to the City's Human Resources Department	4:00 p.m., Tuesday May 28th, 2019
Applicant takes written civil service examination.	June 8th, 2019
Applicants that pass written examination take physical ability test	Police: Date is June 29th, 2019 Fire: Practice agility test for Fire is June 29th. The actual Fire agility test will be given on July 13th and July 21st 2019
Applicants passing both exams and otherwise meeting all application criteria are placed on a civil service list of eligible candidates, in descending order of test score, including extra credit.	Examination results & certified list are good for two (2) years from the date of certification.
For each vacancy, the Service-Safety Director requests a list of the ten (10) candidates then standing highest on the appropriate certified civil service list.	Same
The appropriate division performs a background check on each of candidates from the certified eligibility list. The check involves: -employment history -motor vehicle & traffic history -education history -criminal background check -financial history -employment & personal history -polygraph exam/CVSA -reference check	Same
After background check, eligible candidates are interviewed by the City's Oral Review Board.	Same
All candidates are either rejected or recommended for further consideration to the appropriate Chief, who then recommends candidates for hire to the Service-Safety Director. Approved candidates must pass medical, drug and psychological examinations before offer of employment is made.	Same
Length of process is dependent on vacancies approved to be filled not to exceed the two (2) year limit of the certified list.	Same

CITY OF MANSFIELD - 2019 CIVIL SERVICE EXAMINATION

WRITTEN EXAMINATION AND PHYSICAL ABILITY TESTING SCHEDULE

DIVISION OF POLICE

Written Examination

Date: **Saturday, June 8th, 2019**

Location: Mansfield Fire Museum
1265 West Fourth Street
Mansfield, OH 44906

Sign-in: **9:00 a.m. - 10:00 a.m.**

Exam Time: 10:00 a.m. - 12:00 p.m.

Physical Ability Test

June 29th, 2019. Persons who receive a passing score on the written examination will be contacted and notified of the exact time and location of the Physical Ability Test.

DIVISION OF FIRE

Written Examination

Date: **Saturday, June 8th, 2019**

Location: Mansfield Fire Museum
1265 West Fourth Street
Mansfield, OH 44906

Sign-in: **1:00 p.m. - 2:00 p.m.**

Exam Time: 2:00 p.m. - 4:00 p.m.

Physical Ability Test

Fire: Practice agility test for Fire is June 29th. The actual Fire agility test will be given on July 13th and July 21st 2019

Candidates *must* present a picture identification (preferably drivers' license) to sign in for all examinations. Candidates not signed-in and seated by the written examination starting time will not be permitted to take the examination.

CITY OF MANSFIELD - 2019 CIVIL SERVICE EXAMINATION

EXPLANATION OF ADDITIONAL CREDIT (MILITARY, COLLEGE, CERTIFICATION & RESIDENCY EXTRA CREDIT)

- A. *The following credits apply to applicants who take the police and fire entrance examination.*

MILITARY CREDIT - (20% of total grade only if written exam is passed)*

- (1) Must have served on active duty for not less than 180 days and, if no longer in service, have received a certificate of satisfactory military service or an honorable discharge.
- (2) A clear copy of your certificate of satisfactory military service or DD214 must be presented with your application to the Human Resources Office by the application deadline.

COLLEGE CREDIT - (5% or 10% of total grade only if written exam is passed)*

- (1) For an Associate's Degree from an accredited institution of higher education, an academic credit of 5% will be given.
- (2) For a Bachelor Degree or higher from an accredited institution of higher education, an academic credit of 10% will be given.
- (3) Must submit to the City's Human Resources Office, along with the application, an official certification or verification of graduation and the degree granted from the institution of higher education which granted said degree(s). A diploma will not suffice for this credit and copies or faxes will not be accepted.

RESIDENCY - (10% of total grade only if written exam is passed)*

- (1) For being a resident of the City of Mansfield at the time of application or for having attended a high school located in Richland County, Ohio.
- (2) As proof of residency within the City, applicant must submit to the City's Human Resources Department, along with the application, either a certified copy of a recorded deed for the property at which the applicant resides or a notarized copy of a lease for a property at which the applicant resides.
- (3) As proof of high school attendance, a certified copy of an official transcript from said school must be submitted by the application date.

B. *The following credits apply to applicants who only take the police entrance examination.*

PEACE OFFICER TRAINING CERTIFICATION - (10% of total grade only if written exam is passed)*

- (1) Must possess a basic peace officer training certification from the Ohio Peace Officer Training Academy.
- (2) An official certification with a discernible seal from the Ohio Peace Officer Training Academy must be presented along with the application to the City's Human Resources Department by the application deadline.

C. *The following credits apply to applicants who only take the fire entrance examination.*

EMT PARAMEDIC CERTIFICATION - (10% of total grade only if written exam is passed)*

- (1) Must possess an EMT Paramedic certification from the Ohio Department of Public Safety's Division of Emergency Medical Services or the equivalent certification agency of another state.
- (2) An official certification with a discernible seal from the appropriate state certification board must be presented along with the application to the City's Human Resources Department by the application deadline.

EMT BASIC CERTIFICATION - (5% of total grade only if written exam is passed)*

- (1) Must possess an EMT Basic certification from the Ohio Department of Public Safety's Division of Emergency Medical Services or the equivalent certification agency of another state.
- (2) An official certification with a discernible seal from the appropriate state certification board must be presented along with the application to the City's Human Resources Department by the application deadline.

FIREFIGHTER 2 CERTIFICATION - (10% of total grade only if written exam is passed)*

- (1) Must possess a Firefighter 2 certification from the Ohio Fire Academy or an equivalent certification agency.
- (2) An official certification with a discernible seal from the appropriate state certification board must be presented along with the application to the City's Human Resources Department by the application deadline.

ALL DOCUMENTATION REQUIRED FOR MILITARY, COLLEGE, CERTIFICATION OR RESIDENCY EXTRA CREDIT MUST BE SUBMITTED ALONG WITH A COMPLETED APPLICATION FOR CIVIL SERVICE EXAMINATION TO THE HUMAN RESOURCES OFFICE, CITY OF MANSFIELD, 30 N. DIAMOND ST, MANSFIELD, OH 44902 BY 4:00 P.M., Tuesday May 28th, 2019.

NON-REFUNDABLE REGISTRATION FEE OF \$20, IF SUBMITTED IN THE FORM OF A CHECK OR MONEY ORDER, MUST BE MADE PAYABLE TO THE "CITY OF MANSFIELD".

* The total additional credit an applicant is entitled to 20%, even for persons who qualify for multiple credits.

**STUDY MATERIALS AND ASSISTANCE WILL BE PROVIDED AT THE
FOLLOWING DATES AND TIMES:**

Police:

None available, you may utilize ARCO Police Entrance Exam books as a study guide which can be purchased on Amazon or Barnes & Noble Book Store.

Fire:

Practice agility test for Fire is June 29th 2019. The actual Fire agility test will be given on July 13th and July 21st 2019

TEST SITE DIRECTIONS

Location: Mansfield Fire Museum
1265 West Fourth Street
Mansfield, OH 44906

Google Map: www.mansfieldfiremuseum.com

From North: **[I-71]** West on US 30 to Trimble Road Exit; South on Trimble Road to West Fourth Street; West on Fourth Street to 1265 W. Fourth St.

[S.R. 13] West on US 30 to Trimble Road Exit; South on Trimble Road to West Fourth Street; West on Fourth Street to 1265 W. Fourth St.

From South: **[I-71]** West on US 30 to Trimble Road Exit; South on Trimble Road to West Fourth Street; West on Fourth Street to 1265 W. Fourth St.

[S.R. 13] West on US 30 to Trimble Road Exit; South on Trimble Road to West Fourth Street; West on Fourth Street to 1265 W. Fourth St.

From East: West on US 30 to Trimble Road Exit; South on Trimble Road to West Fourth Street; West on Fourth Street to 1265 W. Fourth St.

From West: East on US 30 to Trimble Road Exit; South on Trimble Road to West Fourth Street; West on Fourth Street to 1265 W. Fourth St.