



3035 Olive Road ♦ Trotwood, Ohio 45426-2600
Phone: (937) 837-7771 ♦ Fax: (937) 854-0574
www.trotwood.org

Quincy E. Pope, Sr., M.P.A., CLEE, CPM, City Manager
Stephanie L. Kellum, Human Resource Director/Deputy City Manager
Brenda K. Blausler, Assistant to the City Manager

Trotwood City Council
Mary A. McDonald, Mayor
Bettye L. Gales, Vice-Mayor, Ward 1
Rap Hankins, Ward 2
Charles Ron Vaughn, Ward 3
J. D. Williams, Ward 4
Rhonda C. Finley, At-Large
Robert L. Kelley, Jr., At-Large
David Young, Deputy Clerk of Council

To All Candidates for Employment

Along with your application for employment, please complete or include the following with your application.

- Applicant's Waiver to release information (contained in the application packet)
- A copy of a valid Ohio Driver's License
- A copy of your State Certification
- A copy of your current CPR card

Your application packet, including the items mentioned above, should be forwarded to

City of Trotwood
Human Resource Department
3035 Olive Road
Trotwood, Ohio 45426

If you have any questions regarding the application packet, please contact Fire Chief Richard Haacke at (937) 854-7257.

Department Directors & Managers

Erik L. Wilson, Police Chief ♦ Richard A. Haacke, Fire Chief ♦ Thomas B. Barnett, Deputy Fire Chief ♦ Chris A. Peeples, Finance Director
Jeannie Peyton, Planning & Zoning Administrator ♦ Ruth Birdsong, Code Enforcement Supervisor ♦ Eric G. Baxter, Public Works
Project Manager ♦ Johnny McCluskey, Public Works Operations Supervisor ♦ Shawn Tucker, Parks & Recreation Program Manager



Applicant's Authorization to Release Information

As an applicant for employment with the City of Trotwood, I understand and agree that the City of Trotwood may make a thorough investigation of my past employment, education, credit history, criminal record and other activities related to the selection process.

I, _____ hereby release the City of Trotwood, its employees, agents and representatives and all others from any liability or damages which may result from the exchange of the information requested.

I also authorize and request all persons to whom this request is presented, having information relating to or concerning me, to furnish such information to a duly appointed representative of the City of Trotwood.

I also release persons, agents, representatives and others providing such information from any damages or liability which may result in the provision of requested information.

Information to be disclosed may include: (Please initial each blank line)

- Past/Present Employment Information _____
- Educational background _____
- Criminal Record _____
- Driving Record _____
- Polygraph Examination _____ Full Time Police/Fire
- Psychological Examination _____ Full Time Police/Fire
- Physical Examination _____ Full Time Police/Fire/Public Works
- Credit History _____
- Drug Screen _____

These records will be maintained on file in the Human Resources Department.

Name of Applicant (Please Print)

Date

Signature of Applicant

Social Security Number
Date

Date of Birth

Release Expiration

Signed release will expire sixty (60) days from date of signed release.

(Revised 7/15/15)

Trotwood Fire Department

EMPLOYMENT APPLICATION SUPPLEMENT – Firefighters/EMTS

The following questions are in addition to those requested on the original employment application. These questions may be used in a pre-employment truth verification examination. Please answer all questions. If explaining an answer please state the relevant question it applies to on an attached sheet.

Financial Information (Please explain any responses of yes on an attached sheet).

- 1[Yes [No Are you now delinquent in any financial obligations?
- 2[Yes [No Do your monthly bills exceed your take home pay?
- 3[Yes [No Do you, your spouse or ex-spouse have any civil actions pending?
- 4[Yes [No Are you delinquent in child support payments?
- 5[Yes [No Have you ever been garnished, filed for bankruptcy, or been declared bankrupt?

Employment (Please explain any responses of yes on an attached sheet).

- 6[Yes [No Have you ever been discharged or asked to resign from a job?
- 7[Yes [No Have you ever filed a workmen's compensation claim?
- 8[Yes [No Have you ever been tardy (late) to work?
- 9[Yes [No Have you ever used more than 2 sick days in a year?
- 10[Yes [No Have you ever received any disciplinary action (verbal or other) at work?

General Information (Please explain any responses of yes on an attached sheet).

- 11[Yes [No Have you ever been involved in a physical altercation while at work?
- 12[Yes [No Have you ever threatened to harm another person for reporting your performance deficiencies to your supervisor?
- 13[Yes [No Have you ever solicited someone to commit a crime or violent act?
- 14[Yes [No Have you ever violated a company policy in exchange for a bribe or payoff?
- 15[Yes [No As an adult, have you ever stolen anything?
- 16[Yes [No Have you ever received or filed for compensation (ADC, General Assistance, etc.) that you were not legally eligible or entitled to receive?

- 17[Yes [] No Have you ever knowingly bought or sold stolen property?
- 18 [] Yes [] No Have you ever illegally used any narcotic drug at any time?
- 19[] Yes [] No Have you ever used a hallucinogen (including marijuana)?
- 20[] Yes [] No Have you ever used any prescription drugs or any other drug for any purpose other than the purpose for which they were intended, or used any such drugs for an extended period of time without a prescription for any reason?
- 21[] Yes [] No Have you ever been involved in glue sniffing or used any other such chemical agents for the purpose of obtaining a state of intoxication?
- 22[] Yes [] No Do you drink alcohol?
- 23[] Yes [] No Do you have any problems because of gambling?
- 24[] Yes [] No Do you have any problems controlling your temper?
- 25[] Yes [] No Do you have any hatreds or prejudices toward others because of their race, sex, national origin, religion, or color that would be detrimental to you performing your job?
- 26[] Yes [] No Have you ever been involved in an automobile accident?
- 27[] Yes [] No Have you ever had your drivers license suspended or revoked?
- 28[] Yes [] No If it became necessary in the course of your duties to take a human life, would you have any reluctance to do so?
- 29[] Yes [] No Have you ever lied under oath or in an investigation as a firefighter?
- 30[] Yes [] No Have you ever knowingly filed a false report or made false statements on an official document?
- 31[] Yes [] No Have you ever abused your authority?
- 32[] Yes [] No Did you intentionally omit information from your employment application?
- 33[] Yes [] No Have you ever been involved in a Domestic Violence incident?

- **If yes to any of the above please explain with an attached sheet.**
- An applicant may not be hired as a firefighter in the City of Trotwood due to any disqualifying offense which would preclude an individual from performing the functions of a firefighter, including any offense under section [2909.03](#) of the Revised Code.
- **An applicant that makes false statements during the selection process, including the application and pre-employment information shall be disqualified.**

Disqualifying Offenses

(C)

(1) Except as otherwise provided in division (C)(2) of this section, an appointing authority shall not appoint or employ a person as a permanent, full-time paid firefighter or a volunteer firefighter if the fire chief has requested a criminal records check pursuant to division (A) of this section and the criminal records check indicates that the person previously has been convicted of or pleaded guilty to any of the following:

(a) A felony;

(b) A violation of section [2909.03](#) of the Revised Code;

(c) A violation of an existing or former law of this state, any other state, or the United States that is substantially equivalent to any of the offenses described in division

(C)(1)(a) or (b) of this section.

(2) Notwithstanding division (C)(1) of this section, an appointing authority may appoint or employ a person as a permanent, full-time paid firefighter or a volunteer firefighter if all of the following apply:

(a) The fire chief has requested a criminal records check pursuant to division (A) of this section.

(b) The criminal records check indicates that the person previously has been convicted of or pleaded guilty to any of the offenses described in division (C)(1) of this section.

(c) The person meets rehabilitation standards established in rules adopted under division (E) of this section.

(3) If a fire chief requests a criminal records check pursuant to division (A) of this section, an appointing authority may appoint or employ a person as a permanent, full-time paid firefighter or volunteer firefighter conditionally until the criminal records check is completed and the fire chief receives the results. If the results of the criminal records check indicate that, pursuant to division (C)(1) of this section, the person subject to the criminal records check is disqualified from appointment or employment, the fire chief shall release the person from appointment or employment.

(D) The fire chief shall pay to the bureau of criminal identification and investigation the fee prescribed pursuant to division (C)(3) of section [109.578](#) of the Revised Code for each criminal records check conducted in accordance with that section. The fire chief may charge the applicant who is subject to the criminal records check a fee for the costs the fire chief incurs in obtaining the criminal records check. A fee charged under this division shall not exceed the amount of fees the fire chief pays for the criminal records check. If a fee is charged under this division, the fire chief shall notify the applicant at the time of the applicant's initial application for appointment or employment of the amount of the fee and that, unless the fee is paid, the applicant will not be considered for appointment or employment.

(E) The appointing authority shall adopt rules in accordance with Chapter 119. of the Revised Code to implement this section. The rules shall include rehabilitation standards a person who has been convicted of or pleaded guilty to an offense listed in division (C)(1) of this section must meet for the appointing authority to appoint or employ the person as a permanent, full-time paid firefighter or a volunteer firefighter.

(F) A fire chief who intends to request a criminal records check for an applicant shall inform each applicant, at the time of the person's initial application for appointment or employment, that

the applicant is required to provide a set of impressions of the person's fingerprints and that the fire chief requires a criminal records check to be conducted and satisfactorily completed in accordance with section [109.578](#) of the Revised Code.

(G) As used in this section:

(1) "Appointing authority" means any person or body that has the authority to hire, appoint, or employ permanent, full-time paid firefighters and volunteer firefighters under section [737.08](#) of the Revised Code.

(2) "Criminal records check" has the same meaning as in section [109.578](#) of the Revised Code.

(3) "Superintendent of BCII" has the same meaning as in section [2151.86](#) of the Revised Code.

Effective Date: 04-09-2003