



City of Tiffin

POLICE

Fredrick W. Stevens, Chief of Police
51 E. Market St., Tiffin, Ohio 44883
Phone (419) 447-2323 Fax (419) 448-5417



Applicant:

The administration and supervisors of the Tiffin Police Department are constantly reviewing and implementing innovative ideas to improve our family, and this revised application process is just one of these ideas. We have listened to previous applicants, background investigators, officers (current and former) and found the previous applications required redundant information and lacked pertinent information or indicators on applicants. Required yes/no information contained in the General Information page lacked the ability for the applicant to fully explain and express the circumstances surrounding their truthful answers. Required waivers, certifications and documentation were not presented to the applicant and delayed the background investigations, hence delaying and compounding the entire process.

Even though there is great amount of information required for new applicants, we have discovered there are alternatives to the standard fill in the blank forms. This revised application process has a three-fold purpose: 1) obtain the information required 2) evaluate the applicant's ability to follow written directions 3) allow the applicant the ability to create a visually appealing document showcasing their abilities and attention to detail.

Once again congratulations and good luck.

Fredrick W. Stevens
Chief of Police, Tiffin Police Department



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WARNING

Applicants are cautioned to answer every question fully, truthfully and without evasion. The Ohio Revised Code (§2921.13) provides penalties for making a false statement of material fact, or for any fraud or deception in obtaining or attempting to obtain employment.

INSTRUCTIONS

A *résumé* is defined as “a brief written account of personal, educational, and professional qualifications and experience, as that prepared by an applicant for a job.” This is the applicant’s opportunity to “sell” themselves to prospective employers.

This application will be a hybrid *résumé* as the form, function, design and some of the content will be up to the applicant. Where this differs from a true *résumé* is that it will **NOT** be brief, as it will be all-inclusive and will **NOT** be for a job, but rather a **career** with the Tiffin Police Department. It is incumbent upon the applicant to ensure that **ALL** of the following information is contained in each section of the hybrid *résumé*. Failure to include or failure to address each of the following may result in a delay or disqualification in the employment process.

PERSONAL INFORMATION:

Name (Full First, Full Middle, Full Last name)

Current Address

Telephone (Home, cell, contact phone)

SSN

DOB with current age

Height, Weight, Hair Color, Eye Color

Ohio Driver’s License# (with expiration date)

Place of Birth

Any Aliases or Nicknames you are commonly known by

Name of Spouse (Full First, Full Middle, Full Last name)

Maiden Name

Spouse’s DOB, and place of birth

Spouse’s Occupation

*If previously married list all of the above for each previous

Father & Mother’s names, addresses, phone numbers

List any dependents and their relationship to you

- Are you currently paying alimony or child support
- Are you currently supporting all dependents you are required to support?

PREVIOUS RESIDENCES:

List all previous residences with dates for the last 10 years



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WORK HISTORY:

Beginning with your most recent employment, list your COMPLETE work history in chronological order. Include all part time jobs, periods of unemployment and military service.

- Name/address/phone number of employer
- Include dates worked
- Position/Job Title
- Reason for leaving
- If we may contact your present or previous employer (If “No” please explain the reason why)
- If you have ever been discharged or asked to resign from a job (If “Yes” please explain the reason why)

EDUCATION:

Beginning with the most recent, list each grammar school, junior high school, high school, trade school, college or university that you have attended

- Name of School (City and State of school)
- Attendance dates
- If you graduated, with what (Diploma, Degree, Certification, etc.)

*If you have received ANY college credit from ANY accredited College or University, attach a transcript from each College or University. (The Tiffin Police Department does offer educational bonuses not only for degrees, but also for credit hours obtained)

TRAINING:

Beginning with the most recent, list and submit a copy of all professional certificates, training, seminars, etc. that you have attended

FINANCIAL:

Are you delinquent on any financial obligations? (If “Yes”, explain why)

Do your monthly bills exceed your current take home pay?

Detail all month bills to include payee, monthly amount paid, total amount due

Obtain and submit a copy of your credit report:

- <https://www.annualcreditreport.com/index.action>

GENERAL INFORMATION:

Use this section to explain any question that you indicated a YES response (with the exception of Question #1) on the General Information Questionnaire

- Complete and have the following notarized and included in your submission:
 - o Certification of Information
 - o Background Investigation Affidavit and Waiver



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GENERAL INFORMATION

If you answer “Yes” to any of the following questions, provide an explanation on a separate sheet. Identify the question by number.

1	If it became necessary in the course of your police duties to take a human life, would you have any reluctance to do so because of religious or other beliefs?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Have you ever committed a criminal offense for which you were never charged?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Have you ever been convicted of a misdemeanor, which had been reduced from an original felony charge?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4	Have you ever been convicted of any criminal offense?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	Have you ever been convicted of any traffic offense, excluded parking or equipment violations?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6	Have you ever been arrested or detained for any violation of the law, for which you were either a suspect or an involved party?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7	As an adult, have you ever stolen anything?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8	Have you either bought or sold any property that you knew to be stolen?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9	Has your driver’s license ever been suspended or revoked?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10	Are you presently under indictment or a defendant in any criminal, traffic or civil action?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11	Have you ever used hallucinogenic drugs?	<input type="checkbox"/> YES <input type="checkbox"/> NO
12	Have you ever used any narcotics such as opium, morphine, methadone?	<input type="checkbox"/> YES <input type="checkbox"/> NO
13	Have you ever used cocaine, heroin or L.S.D.?	<input type="checkbox"/> YES <input type="checkbox"/> NO



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14	Have you ever used prescription drugs without the benefit of a prescription?	<input type="checkbox"/> YES <input type="checkbox"/> NO
15	Have you ever used any prescribed medication for purposes other than that for which they were originally prescribed or intended?	<input type="checkbox"/> YES <input type="checkbox"/> NO
16	Have you ever used substances known as “designer drugs,” i.e. substances chemically altered in make-up but that give the same effect as illicit drugs?	<input type="checkbox"/> YES <input type="checkbox"/> NO
17	Have you ever sold or been party to the sale or in any way benefitted financially from the sale of any controlled substance or prescription drug?	<input type="checkbox"/> YES <input type="checkbox"/> NO
18	Have you ever been involved in glue sniffing or used any chemical inhalant for the purpose of obtaining a state of intoxication?	<input type="checkbox"/> YES <input type="checkbox"/> NO
19	Are you addicted to or use alcohol to excess, or suffer from any alcohol related problems, or received treatment for alcohol addiction?	<input type="checkbox"/> YES <input type="checkbox"/> NO
20	Have you ever used or been party to the sale or use of steroids or similar substances without the benefit of a prescription?	<input type="checkbox"/> YES <input type="checkbox"/> NO
21	Have you ever filed for or received compensation from any industrial compensation claim?	<input type="checkbox"/> YES <input type="checkbox"/> NO
22	Do you have any hatreds or prejudices towards others because of their race, sex, national origin, religion, sexual orientation that would adversely effect your ability to perform in a fair and impartial manner?	<input type="checkbox"/> YES <input type="checkbox"/> NO
23	Do you suffer from any problems due to gambling?	<input type="checkbox"/> YES <input type="checkbox"/> NO
24	Do you have difficulty controlling your temper?	<input type="checkbox"/> YES <input type="checkbox"/> NO
25	Have you ever engaged in any grossly unnatural or illicit sexual acts?	<input type="checkbox"/> YES <input type="checkbox"/> NO



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Certification of Information

I, _____, do hereby certify the statements, documents and all information submitted are true, correct and complete to the best of my knowledge. I understand that any information submitted in any form that are found to be false, intentionally misleading or excluded may be cause for disapproval of my appointment, or discharge after appointment. I further understand that any false statements may be subject to prosecution under Ohio Revised Code §2921.13

Signature

Sworn to and subscribed before me this ____ day of _____, 20____.

Notary Public, State of Ohio

My commission expires _____



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**Background Investigation
Affidavit and Waiver**

I, _____, do hereby voluntarily authorize the Tiffin Police Department to make such inquiries into my background as deemed necessary to determine my suitability for employment as a police officer with the Tiffin Police Department. I understand the following types of information will be collected: employment and education histories, medical, military, government, insurance, credit and financial information, motor vehicle records, and all police records; information about my abilities, family, character, lifestyle, and organizational memberships; information about any current drug use, via drug testing. Information may be obtained by letter, telephone, or by personal interview with both primary and secondary sources. I authorize any of the persons or organizations contacted to furnish information, personal or otherwise, regarding my ability and fitness for employment with the Tiffin Police Department. I hereby relieve all such parties from any and all liability for any damage that might result from furnishing such information. I understand that this information is used as one element for appointment decisions, and that information received by the Tiffin Police Department, in response to this background investigation are public records.

This authority is granted on the condition that the information thus obtained is to be kept secure and not subject to use for any other purpose, other than to determine my suitability for employment with the City of Tiffin, and that it shall not be released to any other persons except as required by the public records laws of the State of Ohio, or at my request. I authorize the Chief of Police, or his designee to make such inquiries. Any sources contacted in regard to my suitability for employment will be advised of the reason for the inquiry.

Signature

Sworn to and subscribed before me this ____ day of _____, 20____.

Notary Public, State of Ohio

My commission expires _____