

**CIVIL SERVICE COMMISSION
SHELBY, OHIO
APPLICATION FOR EXAMINATION**

Please print your name below.

NAME	MIDDLE	LAST
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FOR: Dispatcher in the Police Department

Instructions to applicant:

Fill in completely – use typewriter or print in black ink.

Failure to give truthful or complete information will result in rejection of your application or in your removal from your position if you receive the appointment.

Turn in completed application to the Secretary of the Mayor and Director of Finance, 43 West Main Street, Shelby, Ohio.

To qualify for the examination and/or appointment you must be at least 18 years of age.

Proof of military and/or educational training must be submitted when returning the application; late papers will not be accepted.

TO QUALIFY FOR THE EXAMINATION YOU MUST:

1. Be 18 years of age.
2. Have a valid driver's license
3. Have not been convicted of a felony offense.
4. Have a High School diploma or GED.

Applications may be picked up between the hours of 8:00 a.m. and 4:30 p.m., Monday, through Friday at the Mayor's office.

CITY OF SHELBY IS AN EQUAL OPPORTUNITY EMPLOYER.

PERSONAL INFORMATION

FIRST NAME MIDDLE LAST

SOCIAL SECURITY NUMBER_____

ADDRESS_____

CITY_____ STATE_____ ZIP_____

HOME PHONE_____ CELL PHONE_____

EMAIL ADDRESS_____

How long have you been a resident at the above address?_____

If less than four years, give previous address:_____

Are you legally authorized in the United States _____Yes _____No

Are you 18 years or older? _____Yes _____No

Name and address of person to notify in an emergency:

Do you drink intoxicating liquors? _____Yes _____No

To what extent?_____

Have you ever been convicted of a felony? _____Yes _____No

If so, state particulars and what disposition was made in each case:

Did you ever serve in any branch of the Armed Forces? _____Yes _____No
Branch_____ Length of Service_____

Primary Duties

EDUCATION	SCHOOL NAMES & LOCATIONS	NUMBER OF YEARS ATTENDED	COURSE OF STUDY	GRADUATE	LAST YEAR ATTENDED
Grammar School					
High School					
College Or University					
Evening School					
Other Schools					

Have you ever FILED AN APPLICATION for the position of Dispatcher in the City of Shelby? _____ Yes _____ No If so, state when: _____

List below complete work history for the last five years starting with your present position and working back. List periods of unemployment.

Occupation	From - To	Name & Address Of Employer	Reason For Leaving

Give names and addresses of five references, other than relatives or city employees, and the length of time they have known you:

Any additional information must be attached at time of submission.