

VILLAGE OF MORELAND HILLS POLICE DEPARTMENT

4350 SOM Center Road, Moreland Hills

Ohio 44022

Chief Todd L. Dietzel

Employment Application An Equal Opportunity Employer

Personal Information	S	Save a copy to your computer before emailing
Last Name	First Name	M.I.
Street Address		Apartment/Unit#
City	State	Zip
Home Phone	Cell Phone	
Email Address	Valid Driver Li	icense Number
Do you have a valid Commercial Driv CDL Endorsements: Air Brakes	□Combination (A) □Hazardous Material	Date: □Tankers □Passengers Are you under the age of 18? □ Yes □ No
Are you legally eligible to be employed. Have you ever been a member of the Branch:		er of years served:
Do you have any relatives/friends wh ☐ Yes ☐ No	of Moreland Hills? □ Yes □ No If yes, when? o work for the Village of Moreland Hills?	If yes, name and relationship:
Position Interest Position Applying for	☐ Full Time ☐ Part	Time Date Available
	able to work overtime and/or varied shifts? □ Ye	es □ No
State why you believe you are qualified		
What prompted you to seek employment with the Village of Moreland Hills?		
	functions of the position with or without accomm	
Please list the business equipment you	a can operate related to the type of employment yo	on are seeming
For Office Use Only Forward	to:	

Employment History (begin	n with the most recent)				
Employer Name & Address		Start / End Dates	Salary	Reason for Le	aving
		From			
		То			
		From			
		То			
		From			
		То			
		From			
		То			
Education Information					
	Name & Address	Subjects Studied/Degr	ree	Did gradu	
Elementary School				□Yes	□ No
High School				□ Yes	□ No
College/University				□ Yes	□ No
Trades/Business/ Correspondence				□ Yes	□ No
Please describe any distinctive course Police Officer	es, seminars and/or training t	hat you have completed that wo	uld enable you to perf	orm the position	n for a
Please list academic honors, extracur	ricular activities, offices held,	etc. in high school or college			
Professional References	Please list three references v	who are not relatives or employed	es		
Full Name		Phone			
Address		Occupation			
Full Name		Phone			
Address		Occupation			
Full Name		Phone			
Address		Occupation			
I authorize investigation of all star facts called for, is reason for dism regardless of the date of payment	siccal Further Lunderstan	d and agree that my employs	Hellf is for no defin	nte penou and	n of may,
Applicant's Signature		Date			

VILLAGE OF MORELAND HILLS, OHIO POLICE OFFICER POSITION

AFFIDAVIT

DIRECTIONS: READ EACH QUESTION BELOW CAREFULLY. MARK THE APPROPRIATE BOX (YES/NO) WITH AN "X".

ANY OMISSION ON THIS PAGE, OR ANSWERING "YES" TO ANY QUESTION MAY RESULT IN YOUR APPLICATION BEING REMOVED FROM FURTHER CONSIDERATION.

	QUESTION	<u>YES</u>	N
1.	HAVE YOU EVER BEEN CONVICTED OF A FELONY?		
2.	HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR RELATED TO SEX CRIMES, CRIMES AGAINST PERSONS, FRAUD, OR MORAL TURPITUDE?		
3.	HAVE YOU EVER HAD A DOMESTIC VIOLENCE RELATED ARREST, CONVICTION, DIVERSION, OR EXPUNGEMENT?		
4.	HAVE YOU HAD ANY MISDEMEANOR CONVICTIONS, DIVERSIONS, OR EXPUNGEMENTS WITHIN THE LAST THREE (3) YEARS?		
5.	HAVE YOU HAD ANY DUI CONVICTIONS, DIVERSIONS, EXPUNGEMENTS, OR BREATH TEST REFUSALS IN THE PAST FIVE (5) YEARS?		
6.	HAVE YOU BEEN CONVICTED OF DUI/OVI MORE THAN ONCE?		
	HAS YOUR DRIVER'S LICENSE BEEN SUSPENDED IN THE PAST FIVE (5) YEARS (NOT INCLUDING SUSPENSIONS UNDER THE FINANCIAL RESPONSIBILITY ACT)?		
8.	HAVE YOU EVER ILLEGALLY SOLD, DELIVERED. DISTRIBUTED, OR MANUFACTURED DRUGS?		
9.	HAVE YOU EVER USED ILLEGAL NARCOTICS OR ABUSED PRESCRIPTION DRUGS AFTER HAVING BEEN EMPLOYED BY ANY LAW ENFORCEMENT AGENCY OR IN A LAW ENFORCEMENT CAPACITY?		

MY SIGNATURE BELOW CONSTITUTES MY CERTIFICATION THAT MY RESPONSES ARE TRUE AND COMPLETE. MY SIGNATURE FURTHER CONSTITUTES MY AUTHORIZATION FOR THE VILLAGE OF MORELAND HILLS TO INVESTIGATE THE FACTS SUBMITTED AND FOR THOSE WITH RELEVANT INFORMATION TO RELEASE SUCH INFORMATION TO THE VILLAGE OF MORELAND HILLS.

I FURTHER UNDERSTAND AND AGREE THAT SHOULD ANY INVESTIGATION DISCLOSE ANY SUCH MISREPRESENTATION, FALSIFICATION. OMISSION. OR CONCEALMENT OF FACT, MY APPLICATION MAY BE REJECTED AND MY NAME REMOVED FOR FURTHER CONSIDERATION FROM THE ELIGIBILITY LIST, OR I MAY BE TERMINATED FROM EMPLOYMENT WITH THE VILLAGE OF MORELAND HILLS POLICE DEPARTMENT NO MATTER WHEN THE FALSIFICATION OR OMISSION IS DISCOVERED.

I FURTHER CERTIFY THAT THE EMAIL ADDRESS PROVIDED ON THE APPLICATION FOR EMPLOYMENT IS UNDER MY SOLE CONTROL, AND ANY COMMUNICATION TO THIS EMAIL ADDRESS IS PRESUMED RECEIVED BY ME, AND ANY EMAIL RECEIVED FROM THIS ADDRESS IS PRESUMED FROM ME.

Full Name:	Signature	
	Typed or Printed	
State of Ohio: County of	Y SWORN ON HIS/HER OATH SAYS THAT THE STATEMENTS MADE AND	SUBSCRIBED BY
HIM/HER IN THE FOREGOING APPLIC	CATION ARE TRUE.	
HIM/HER IN THE FOREGOING APPLIC	CATION ARE TRUE. Signature of Applicant	

NOTARY

MORELAND HILLS POLICE DEPARTMENT POLICE OFFCER POSITION

ANY OF THE FOLLOWING DISQUALIFY A CANDIDATE FOR CONSIDERATION:

- ANY FELONY CONVICTION
- ANY DRIVER'S LICENSE SUSPENSION WITHIN THE PAST 24 MONTTHS
- ANY DISHONORABLE. GENERAL OR OTHER THAN HONORABLE DISCHARGE FROM ANY BRANCH OF THE ARMED FORCES
- ON PROBATION OR PAROLE WITH ANY CITY, COUNTY, STATE OR FEDERAL AGENCY FOR ANY OFFENSE
- USED, TRIED, TASTED, EXPERIMENTED WITH, DELIVERED, SOLD OR POSSESSED ANY ILLEGAL CONTROLLED SUBSTANCE THAT WOULD CONSTITUTE A VIOLATION OF OHIO REVISED CODE WITHIN THREE (3) YEARS PRIIOR TO APPLICATION.
- ANY CONVICTION OF THE TRAFFIC OFFENSES OF VEHICULAR HOMICIDE OR FLEEING AND ELUDING AS DEFINED BY OHIO OR OTHER SIMILAR STATE OR MUNICIPAL LAWS REGARDLESS OF LAW TITLES
- ANY CONVICTION OF ANY OFFENSES INVOLVING FALSIFICATION, DISRESPECT FOR LAW ENFORCEMENT OFFICIALS, CRMES OF AN AGGRAVATED NATURE, SEX CRIMES, DOMESTIC VIOLENCE, OR CRIMES AGAINST CHILDREN
- REFUSAL TO SUMIT TO A POLYGRAPH EXAMINATION
- CURRENTLY UNDER ACTIVE INVESTIGATIN BY FEDERAL, STATE, COUNTY OR LOCAL AUTHORITIES OR OTHER LAW ENFORCEMENT AGENCIES
- FAILURE OR REFUSAL TO SUCCESSFULLY COMPLETE ANY AND ALL PORTIONS OF THE HIRING PROCESS

ANY OF THE FOLLOWING MAY CAUSE REMOVAL OF THE APPLICANT FROM THE HIRING PROCESS:

- MISDEMEANOR CONVICTION (OTHER THAN MINOR TRAFFIC VIOLATIONS) WITHIN THE PAST FIVE (5)
 YEARS
- CONVICTION OF ANY CRIMES NOT LISTED HEREIN
- TERMINATION FOR CAUSE FROM ANOTHER PUBLIC SAFETY AGENCY
- RELEASE FROM ANOTHER PUBLIC SAFETY AGENCY DURING PROBATIONARY PERIOD
- TWO OR MORE CONVICTIONS FOR DRIVING UNDER THE INLFLUENCE, OR ONE CONVICTION WITHIN FIVE (5) YEARS OF THE APPLICATION DATE
- DRIVING RECORDS THAT INDICATES A PATTERN OF UNSAFE DRIVING
- DISCIPLINARY HISTORY INDICATING A PATTERN OF NEGATIVE WORK PERFORMANCE AT PAST EMPLOYERS
- UNDETECTED CRIMINAL ACTS

IF, DURING THE HIRING PROCESS, ONE OR MORE OF THE ABOVE LISTED FACTORS BECOMES APPLICABLE TO AN APPLICANT, SUCH AS THE APPLICANT IS ARRESTED, TAKEN IN TO CUSTODY, OR DETAINED FOR INVESTIGATION, CHARGED WITH A CRIME OR DECLARES BANKRUPTCY, THE APPLICANT MUST IMMEDIATELY NOTIFY THE MORELAND HILLS POLICE DEPTARTMENT OR BACKGROUND INVESTIGATOR CONDUCTING THE APPLICANT'S BACKGROUND INVESTIGATION.

APPLICANTS MUST FULLY ANSWER ALL QUESTIONS ASKED OF THEM TRUTHFULLY. ANY MISREPESENTATION OR OMISSION OF ANY MATERIAL FACT ON THE APPLICATION, DURING THEIR BACKGROUND INVESTIGATION, OR IN ANY PHASE OF THE SELECTION PROCESS SHALL DISQUALIFY THE APPLICANT.



VILLAGE OF MORELAND HILLS

POLICE DEPARTMENT

4350 SOM Center Road Moreland Hills, Ohio 44022

Todd L. Dietzel
Chief of Police

Fair Credit Reporting Act Authorization to Obtain a Background Check

Pursuant to the Fair Credit Reporting Act, I hereby authorize the Village of Moreland Hills and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records.

I authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish the Village of Moreland Hills or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the credit report and a summary of the consumer's rights will be provided to me.

Full Name:	0.	
	Signature	
	Typed or Printe	ed
State of Ohio:		
County of		4 * * C (C) (C) (T) (T) (T)
	DEDIC DIT V CWODN ON HIS / HER OATH S	AVVIHALIHE
	BEING DULY SWORN ON HIS / HER OATH S	
STATEMENTS MADE AN	D SUBSCRIBED BY HIM / HER IN THE FOREGOING AI	PPLICATION ARE
STATEMENTS MADE AN	D SUBSCRIBED BY HIM / HER IN THE FOREGOING AI	PPLICATION ARE
STATEMENTS MADE AN	D SUBSCRIBED BY HIM / HER IN THE FOREGOING AI	PPLICATION ARE
STATEMENTS MADE AN	D SUBSCRIBED BY HIM / HER IN THE FOREGOING AI	PPLICATION ARE
	D SUBSCRIBED BY HIM / HER IN THE FOREGOING AI Signature of Appl	PPLICATION ARE
	D SUBSCRIBED BY HIM / HER IN THE FOREGOING AI	PPLICATION ARE

Para información en español, visite www.consumerinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - o a person has taken adverse action against you because of information in your credit report;
 - o you are the victim of identity theft and place a fraud alert in your file;
 - o your file contains inaccurate information as a result of fraud;
 - o you are on public assistance;
 - o you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In
 most cases, a consumer reporting agency may not report negative information that is
 more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited. A consumer reporting agency may provide information
 about you only to people with a valid need usually to consider an application with a
 creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a
 valid need for access.
- You must give your consent for reports to be provided to employers. A consumer
 reporting agency may not give out information about you to your employer, or a potential
 employer, without your written consent given to the employer. Written consent generally
 is not required in the trucking industry. For more information, go to
 www.consumerfinance.gov/learnmore.
- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- You may seek damages from violators. If a consumer reporting agency, or, in some
 cases, a user of consumer reports or a furnisher of information to a consumer reporting
 agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group P.O. Box 53570 Houston, TX 77052
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act. c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. Division of Depositor and Consumer Protection National Center for Consumer and Depositor Assistance Federal Deposit Insurance Corporation 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Financial Protection 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Assistant General Counsel for Office of Aviation Consumer Protection Department of Transportation 1200 New Jersey Avenue SE Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Public Assistance, Governmental Affairs, and Compliance Surface Transportation Board 395 E Street SW Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act,	Nearest Packers and Stockyards Division Regional Office
6. Small Business Investment Companies	Associate Administrator, Office of Capital Access United States Small Business Administration 409 Third Street SW, Suite 8200 Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street NE Washington, DC 20549
8. Institutions that are members of the Farm Credit System	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357

VILLAGE OF MORELAND HILLS, OHIO POLICE OFFICER POSITION

KEEP THIS INFORMATION FOR FUTURE REFERENCE

IF YOU DO NOT MEET THE MINIMUM QUALIFICATIONS BELOW, DO NOT SUBMIT AN APPLICATION

(NOTE: IF YOU CANNOT MEET ONE OR MORE OF THE MINIMUM QUALIFICATIONS DUE TO A DISABILITY, YOU MAY SUBMIT AN APPLICATION. WE WILL CONSIDER YOUR SITUATION ON AN INDIVIDUAL BASIS.)

MINIMUM QUALIFICATIONS			
MINIMUM QUALIFICATIONS			
CERTIFICATION	MUST POSSESS CURRENT AND VALID OPOTA CERTIFICATE OR OPOTA LETTER OF TRAINING EQUIVALENCY		
POLICE EXPERIENCE	MUST BE CURRENTLY EMPLOYED AS A LAW ENFORCEMENT OFFICER, AS DEFINED BY OHIO REVISED CODE SECTION 2901.01 OR LAID OFF FROM SUCH A POSITION WITHIN THE YEAR PRIOR TO YOUR APPLICATION, AND HAVE A MINIMUM OF THREE (3) YEARS CONSECUTIVE YEARS OF FULL-TIME LAW ENFORCEMENT EXPERIENCE		
AGE	MINIMUM OF 21 YEARS OLD AT TIME OF APPOINTMENT		
CITIZENSHIP	MUST BE A CITIZEN OF THE UNITED STATES		
EDUCATION	HIGH SCHOOL DIPLOMA OR G.E.D. REQUIRED		
FITNESS FOR DUTY	MUST POSSESS THE STRENGTH AND PHYSICAL ABILITY TO SUCCESSFULLY PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POLICE OFFICER CLASSIFICATION, AND BE FREE OF ANY CONDITION THAT WOULD PRECLUDE ONE I=ROM SUCCESSFULLY PERFORMING SAID FUNCTIONS OR WOULD POSE A DIRECT THREAT TO THE HEALTH OR SAFETY OF ONESELF OR OTHERS. EMOTIONAL STABILITY AND MATURITY ALSO REQUIRED		
DRIVER'S LICENSE	MUST POSSESS A VALID OHIO DRIVER'S LICENSE AND HAVE AN ACCEPTABLE DRIVING RECORD AT TIME OF APPOINTMENT		
VISION	MUST HAVE CORRECTED VISION OF NOT LESS THAN 20/30.		

OTHER REQUIREMENTS OF THE POSITION

MUST BE WILLING TO WORK IRREGULAR HOURS AND DAYS, ENFORCE LAW REGARDLESS OF PERSONAL ETHICS OR FEELINGS, WEAR THE UNIFORM FURNISHED BY THE DEPARTMENT AND COMPLY WITH DEPARTMENTAL GROOMING STANDARDS, CARRY A FIREARM AND WORK UNDER ADVERSE OR POTENTIALLY HAZARDOUS CONDITIONS.

MUST ALSO BE OF GOOD CHARACTER, AND FREE FROM ANY PHYSICAL, EMOTIONAL, OR MENTAL CONDITION WHICH WOULD PRECLUDE ONE FROM SUCCESSFULLY PERFORMING THE ESSENTIAL FUNCTIONS OF THE JOB; 'WITH OR WITHOUT REASONABLE ACCOMMODATION" MENTALLY AND PHYSICALLY CAPABLE OF TAKING THE LIFE OF ANOTHER IF JUSTIFIED AND NECESSARY IN TERMS OF EXISTING LAWS, POLICIES, AND PROCEDURES; AND HAVE SKILL TO READ AND INTERPRET COMPLEX TECHNICAL DOCUMENTS WRITTEN IN ENGLISH, SUCH AS LAWS, ORDINANCES, COURT DECISIONS, AND TRAINING BULLETINS.

DO NOT RETURN THIS SHEET