



EMPLOYMENT OPPORTUNITY PART-TIME FIREFIGHTER

The City of Oberlin Fire Department is accepting applications on a rolling basis for **Part-Time Firefighters**. Duties include skilled firefighting work in combating, extinguishing and preventing fires and providing rescue services to protect life and property. Work also involves driving equipment when specifically assigned and routine maintenance of fire department equipment, apparatus, and quarters.

Applicants are required to *complete* a written aptitude test upon submission of application materials and *pass* a timed agility test conducted at Cuyahoga Community College. The written test does not affect your applicant status. Please see the “*Application Process*” section of the application packet for further information.

Minimum Qualifications: Must be 18 years of age or older. Must possess a High School diploma or equivalent, valid Ohio Driver’s license and proof of insurability. Must be a U.S. citizen or have legally declared intention of becoming a citizen and **must be able to successfully pass a criminal history background check and a medical exam upon appointment**. At appointment and during tenure, applicant must maintain residency or employment within a 5 mile radius of Oberlin City Hall. Prior experience, and/or training in basic firefighting or emergency medical care, is desirable, but not required.

Starting pay rate: \$13.85/hour

Applications are available at **www.cityofoberlin.com** and at Oberlin City Hall, 85 S. Main Street, Oberlin, Ohio 44074. Applicants must call (440) 775-7217 or email hr@cityofoberlin.com to make an appointment to return the completed application to the City of Oberlin Human Resources Department and take the written aptitude test.

Please see the “*Application Process*” section of the application packet for complete instructions.

The City of Oberlin is a Drug-Free Workplace and an Equal Employment Opportunity employer.

CITY OF OBERLIN JOB DESCRIPTION

Firefighter

Title:	Firefighter	Department:	Fire Department
Supervisor:	Fire Chief; Assistant Fire Chief; All Fire Officers	Positions Supervised:	N/A
Status:	Part-Time	Civil Service Status:	Unclassified
FLSA Status:	Non-Exempt	Exemption Category:	N/A
Bargaining Unit:	N/A	Pay Grade:	Not Categorized
		Schedule:	On Call

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

Duties include skilled firefighting work in combating, extinguishing and preventing fires and providing rescue services to protect life and property. Work also involves driving equipment when specifically assigned and routine maintenance of fire department equipment, apparatus, and quarters.

Employees perform hazardous tasks under emergency condition that may require strenuous exertion under such hindrances as fire, heat, smoke and cramped surroundings. Although firefighting and rescue work are the most difficult and responsible areas of activity, most of the time is spent studying methods and techniques of fire prevention, suppression and basic and/or advanced lifesaving techniques, studying and perfecting the operation of fire and rescue equipment and apparatus, and in performing routine duties in the care and maintenance of fire department property and equipment. Work is usually performed under the supervision of a fire officer. Work is reviewed in progress and upon completion.

The Firefighter shall be committed to the mission, vision and values of the City and Department and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Firefighter shall demonstrate technical skills, effective communication and collaboration, proper use of team resources, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications:

The applicant should possess the following at the time of application:

- Minimum 18 years of age
- High School Diploma or equivalent
- U.S. Citizenship required
- Must successfully complete a physical abilities test evaluating physical aptitude
- Must possess a valid Ohio Driver's license and proof of insurability

- Must reside within a five (5) mile radius of Oberlin City Hall; or must maintain employment within five (5) mile radius of Oberlin City Hall with permission to respond to emergency incidents during working hours
- An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position

Supervision:

- Works under the supervision of Fire Chief, Assistant Fire Chief, Battalion Chief, Fire Lieutenant, and Firefighter/Drivers
- No supervisory duties are assigned to firefighters

Job Duties: *(Essential functions are identified by an “*”)*

- Responds to fire alarms; works to extinguish fires by deploying hoselines and directs stream of water onto fires; positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures; creates openings in buildings for ventilation or entry, using hand tools and power equipment; and, may deactivate utility services to prevent explosions or other fire extension.*
- Administers appropriate basic or advanced life support care at the site of an emergency; performs such activities as patient assessment, cardiopulmonary resuscitation, injury care, patient extrication, and administers appropriate medications under direction of medical director.
- Investigates causes and circumstances surrounding fires.*
- Participates in a continuing training program by attending drills, demonstrations and classes; participates in training in the operation of fire and rescue equipment and apparatus and, when assigned, drives and operates a variety of emergency vehicles.*
- Participates in public education and fire station tours for the public; answer questions and provides public education services.*
- Performs general maintenance work in the upkeep of fire stations, buildings and grounds, fire apparatus, auxiliary equipment and tools.*
- Maintains accurate records, forms and reports as required.*
- Provide effective and efficient customer services and promotes and maintains responsive community relations.*
- Perform related duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Procedures for fire suppression, hazardous materials response, rescue, and emergency medical response

Ability to:

- Upon completion of required training, meet department competency standards as outlined in NFPA 1001, 1002, 1021, 1521, 1582, and Oberlin Fire Department Standard Operating Procedures
- Use EMS related equipment, firefighting equipment and hazmat equipment
- Maintain a valid Ohio Driver's license and have the ability to drive
- Handle multiple priorities and projects
- Make clear and accurate records and reports
- Deal with a variety of concrete variables in situations where only limited standardization exists
- Identify problems, recognize symptoms, causes and alternative solutions.
- Make timely, sound decisions
- Interpret a variety of instructions in written, oral, diagram or scheduled form
- Climb and work at heights up to 100 feet above the ground
- Perform limited mechanical work involved in maintaining fire apparatus, equipment and tools
- Follow oral and written instructions; deal effectively with the public; and speak and write effectively
- Establish and maintain cooperative working relationships with peers, subordinates, and superiors

- Learn, train and retain technical and other fire service related data
- Generate clear cut, concise reports
- Perform effectively under stress

Licenses and/or Certifications:

- Valid Ohio Driver's license and proof of insurability
- Must complete a 140-hour Firefighter 1 certification course (Ohio Department of Public Safety), after appointment
- Must complete 130-hour Emergency Medical Technician certification course (Ohio Department of Public Safety) within two years after appointment and maintain certification as EMT-Basic during tenure of employment
- Must reside within a five (5) mile radius of Oberlin City Hall; or must maintain employment within a five (5) mile radius of Oberlin City Hall with permission to respond to emergency incidents during working hours

Work Environment and Equipment Utilized:

Incumbent is exposed to all manner of environmental conditions including inclement weather, extreme temperatures, dust, noise, dim lighting, and all other conditions as present in the performance of essential function. Incumbent may also experience such hazards as fumes, flames, chemicals, blood, other body fluids, and all other hazards as required in performance of essential functions. Requires the operation of various equipment, machinery, apparatus, and rescue vehicles as needed. May require working long hours and for extended periods of time between meals and breaks in some emergency situations.

Includes regular walking, sitting, and standing; the ability to intermittently lift, carry, push, and/or pull over 150 lbs., occasionally climb ladders and stairs, crawl, bend, stretch, twist, run, balance, crouch, stoop, twist, turn, pivot, and otherwise be mobile; and all other physical activities as required in the performance of the essential functions. Ability and willingness to work in both open and confined work spaces as well as in adverse environmental conditions for extended periods of time with little or no rest.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours. **SAFETY SENSITIVE POSITIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Oberlin Fire Department Part-Time Firefighter Application Instructions

Minimum Qualifications:

- Minimum 18 years of age
- Must be a United States citizen or have legally declared his/her intention of becoming a United States citizen.
- High School Diploma (or GED)
- Valid State of Ohio Driver's license and proof of insurability.
- Maintain residency or employment within five (5) mile radius of Oberlin City Hall.

Application Process:

1. Complete ***Application for Employment*** and ***Authorization to Release Information*** form.
2. Applicants must successfully complete the ***Firefighter's Physical Agility Test conducted at Cuyahoga Community College***. The Physical Agility Prep Course offered by Tri-C is not required, but may be helpful. Please see the attached information sheet and application from Cuyahoga Community College for further information. **The valid certificate may be attached to the Application for Employment or submitted separately, but must be submitted before a candidate will be considered for an interview.**
3. Please call (440) 775-7217 or email hr@cityofoberlin.com to make an appointment to return the completed ***Application for Employment, Authorization to Release Information*** form and Physical Agility Test Certificate (if completed) to the City of Oberlin Human Resources Department (Oberlin City Hall, 85 South Main Street, Oberlin, Ohio).
4. At the time of application submission, you must complete a written learning aptitude test. This assessment will help the City understand how you will best be able to complete required training, and will **not** affect your applicant status. The written test will take approximately 45 minutes to complete. An extended-time test is also available, if requested, and is recommended to be completed in two (2) sessions, with each session lasting approximately 30 – 40 minutes. The extended-time test must be requested when setting up the appointment to submit your application. See the written aptitude test description below.
5. As vacancies occur, the City will schedule employment interviews. Following the interview, viable candidates will be required to complete a background check.
6. Applications of those qualified candidates not hired will remain on file to be considered for future job vacancies for a maximum of 2 years.
7. When a job vacancy occurs, candidates may be offered employment contingent upon successful completion of all pre-requisites.
8. Upon acceptance of employment, candidates are required to complete a basic medical examination, provided at the City's expense.

WRITTEN APTITUDE TEST

The Vocabulary section consists of eighty (80) multiple-choice questions and has a **time limit of fifteen (15) minutes [twenty-four (24) minutes for the extended-time test]**.

The Reading Comprehension section consists of seven (7) reading passages with a total of thirty-eight (38) multiple-choice questions, and has a **time limit of twenty (20) minutes [thirty-two (32) minutes for the extended-time test]**. The first minute of the Reading Comprehension test will be used to determine reading rate (the extended-time test does not include reading rate determination).

The record of your scores will be mailed to you with a guide for interpreting the scores. Again, the results of the written exam will **not** affect the status of your application and will only be used to assess how you will best be able to complete required training, should you be hired.

FIREFIGHTER'S PHYSICAL AGILITY TEST INFORMATION

Cuyahoga Community College requires that **all of the Tasks must be completed in (7) minutes or less for entrance into the Fire Academy. Check with each city you are applying for to find out their established times for the physical agility.**

The firefighter's physical agility test consists of the following tasks over a timed course:

TASK 1 - Stair Climb with High Rise Pack

Carry a high-rise standpipe pack (2-50 foot sections of 1 1/2-inch hose weighing 50 pounds) to the third floor of the fire tower. Deposit the hose in the designated location. After Task 2 is completed, this hose will be returned down the stairs to the starting location.

TASK 2 - Hose Hoist

From a third story window, using a hand motion hoist a 50 foot donut roll of 2 1/2 inch hose (about 50 pounds) connected by 5/8 inch rope. This task will be completed twice.

TASK 3 - Forcible Entry

Using the Keiser Force Machine, and a nine-pound hammer, drive a steel beam 5 feet.

TASK 4 - Hose Advance

Pick up the nozzle and move a 1 3/4-inch charged hose straightforward 75 feet.

TASK 5 - Victim Rescue

Drag a 175 pound dummy a distance of 100 feet.

Cuyahoga Community College will issue a certificate of completion indicating the time it takes to complete the tasks. The class participants will be responsible for taking their certificate of completion to the jurisdiction for which they are applying. The certificates will be valid for one year. Applicants must be sure that the fire departments where they are applying for a position will accept the certificate as their standard.

Prerequisites for Firefighter Agility Testing

1. Must show photo proof of identification **after** passing the test. An Ohio Drivers License or State Identification Card is acceptable.
2. Must read and sign a waiver of liability.
3. Must complete a college non-credit registration form and pay a \$60.00 course fee prior to the test date.
4. Must be in excellent physical health. A physician's exam is not required but is highly recommended.

The firefighter's agility testing will be conducted outdoors. Applicants will be required to wear five-pound ankle weights to simulate the weight of firefighter turn out gear. An air tank will be worn during testing for weight only; it will not be used for breathing air. Applicants can furnish their own gloves or they will be furnished. A firefighter helmet must be worn. Helmets will be furnished. Applicants can furnish their own liner, if they prefer. A ball cap or skullcap will work. It is suggested that applicants wear physical training gear with long pants and athletic shoes with good traction.

Firefighting is physically demanding and at times extremely hazardous. Candidates are encouraged to do pretesting exercises that will assist them in completing the agility test.

Please note: Cuyahoga Community College does not assume any responsibility for any medical consequences that might arise from participating in physical agility testing. **Students under the age of 18 must have an "Assumption of Risk" form signed by parent or guardian prior to testing. CALL FOR FORM.**

**For information: call 216-987-5429 or
216-987-5060**

FIREFIGHTER'S PHYSICAL AGILITY PREP COURSE

FEE:	\$125.00
TIME:	6:00 - 8:00 PM
LOCATION:	Tri-C, West, Fire Tower
COURSE #TBA	January 13, 20, 27, Feb. 3 & 10, 2016
COURSE #TBA	February 17, 24 March 2, 9, & 16, 2016
COURSE #TBA	March 30, April 6, 13, 20 & 27, 2016
COURSE #TBA	May 4, 11, 18, 25, & June 1, 2016
COURSE #TBA	June 8, 15, 22, 29 & July 6, 2016
COURSE #TBA	July 13, 20, 27, August 3 & 10, 2016
COURSE #TBA	August 24, 31, Sept. 7, 14 & 21, 2016
COURSE #TBA	Sept. 28, October 5, 12, 19 & 26, 2016
COURSE #TBA	November 2, 9, 16, 23, & 30, 2016

CLASS SIZE: 6 Minimum/25 Maximum

Cuyahoga Community College provides this 5 evening, 10 hour course to help train an individual for the Firefighter's Physical Agility Test. Participants will wear and use the same equipment that is required for the test. If insufficient enrollment, the course will be canceled. You will be notified by phone or postcard.

FIREFIGHTER'S PHYSICAL AGILITY TEST

FEE:	\$60.00
TIME:	Test time will be assigned when registering.
LOCATION:	Tri-C, West, Fire Tower
COURSE #TBA	January 17, 2016
COURSE #TBA	February 14, 2016
COURSE #TBA	March 20, 2016
COURSE #TBA	May 1, 2016
COURSE #TBA	June 5, 2016
COURSE #TBA	July 10, 2016
COURSE #TBA	August 14, 2016
COURSE #TBA	September 25, 2016
COURSE #TBA	October 30, 2016
COURSE #TBA	December 4, 2016

Registration must be completed and paid prior to the test as explained below. Applicants must sign-in prior to start of the test. **Late arrivals will not be tested.** If insufficient enrollment, the test will be canceled. You will be notified by phone or postcard.

REGISTRATION INFORMATION

All registrations will close 4 days prior to the start of the course. Applicants will be notified of testing time when registration and payment information are received.

To Register by mail: Complete the registration form enclosed. Make your check payable to and mail to Cuyahoga Community College, Fire Training Academy, 11000 Pleasant Valley Rd., PSTC Room 124, Parma, Ohio 44130.

To Register in person: Stop by the Fire Academy Office at the Western Campus, PSTC Office 124, Cuyahoga Community College.

To Register by FAX: Payment must be by credit card
216-987-5468

To Register by phone: Payment must be by credit card (2.4% processing fee is charged for all credit card transactions.
216-987-5429 or 216-987-5060

Registration Deadline: **5:00 p.m. the Wednesday prior to the test date.**

Refund Policy: Participants will receive a 90 percent refund if they withdraw prior to the test, no refunds thereafter.

Parking: Park in the lot to the right of the Fire Drill Grounds.

Directions to Campus: Exit I-71 at Bagley Road and go East. Exit I-77 at Pleasant Valley Road and go West. Exit The Ohio Turnpike at Exit 10 to I-71 North. The Campus is located at the corner of Pleasant Valley and York Roads, 11000 Pleasant Valley Rd., Parma, OH.



Physical Agility Registration Form

I will be attending: Fall _____ Spring _____ Summer _____

Please Print and
Complete All Items

☐ New Student ☐ Returning Student Last Attended:
Month Year

Personal Information

SS# (required): _____

Name _____

Address _____

City _____ State _____ Zip _____ County _____

Phone _____

E-Mail _____

Sex ☐ Male ☐ Female

Ethnic Code ☐ Black ☐ American Indian or Alaskan
☐ White (non-hispanic) ☐ Asian, Pacific Islander, Indian Subcontinent
☐ Hispanic ☐ Other _____

Date of Birth (required) _____

U.S. Citizen ☐ Yes ☐ No

Fire Department Employment Information

Dept _____

Position _____

Address _____

City _____ State _____ Zip _____ County _____

Phone _____

FAX _____

Mail or FAX In Registration

Payment Type

☐ Letter of Intent (copy attached) ☐ P.O. # _____ (copy attached)

☐ Check Enclosed ☐ Money Order

☐ MasterCard Exp. Date _____

☐ Visa Exp. Date _____

☐ Discover Exp. Date _____

☐ American Express Exp. Date _____

Approval of 2.4% non-refundable

Processing fee _____

Account Number _____

Name on Card _____

Signature _____

Registration Information:

Please make checks payable to Cuyahoga Community College.

To register over the phone, please call 216-987-5429 or 216-987-5060

Mail registrations to Cuyahoga Community College, Fire Training Academy, 11000 Pleasant Valley Road, Parma, OH 44130.

Fax registrations to (216) 987-5468.

NOTE: If your Fire Department is paying, you must include either a check, an original purchase order, or a letter of intent signed by the Chief on Department letterhead.

Course Reference Number					Course Title	Start Date	Fee
					Physical Agility Test		\$ 60.00
					Physical Agility Prep Course		\$125.00

City of Oberlin

85 South Main Street

Oberlin, Ohio 44074

(P): (440) 775-1531

(F): (440) 776-4840

(E): hr@cityofoberlin.com



EMPLOYMENT APPLICATION

Position Applied For: _____**Date of Application:** _____

We consider applicants for all positions without regard to race, color, religion, gender, national origin, sexual orientation, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status, as long as they are able to perform the essential functions of the job with or without reasonable accommodation. We will not refuse to hire an applicant because of disability so long as the disabled applicant is qualified to perform the essential functions of the job with or without reasonable accommodation.

(Please Print)

Last Name		First Name		Middle Name	
Address		City	State	Zip Code	
Telephone Numbers Cell		Other (Please Specify) _____			
E-Mail Address*:					

****E-Mail Addresses will be used to notify you of the status of your application***

Are you age 18 or over? ☐ Yes ☐ NoAre you employed now? ☐ Yes ☐ NoMay we contact your present employer? (ONLY upon establishing mutual interest) ☐ Yes ☐ No

On what date would you be available for work? _____

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ TemporaryDo you currently possess a valid Ohio Driver's License? ☐ Yes ☐ NoDo you currently possess a valid Commercial Driver's License (CDL)? ☐ Yes ☐ NoIf yes, please complete the following: CDL Class: ☐ Class A ☐ Class B ☐ Class C

Endorsements / Restrictions: _____

Has your driver's license ever been suspended because you operated a motor vehicle while under the influence of alcohol or drugs? ☐ Yes ☐ No

Education

	High School or GED				Undergraduate College/University				Graduate/ Professional			
School Name and Address												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Describe Course of Study												
Describe any specialized training, apprenticeship, skills, and extra-curricular activities												
Describe any honors you have received												
State any additional information you feel may be helpful to us in considering your application												

(Educational level will be considered only to the extent a particular level of educational achievement is necessary for successful job performance.)

List professional, trade, business, or civic activities and offices held.

You may exclude memberships which would reveal gender, race, color, religion, national origin, age, ancestry, disability, political affiliation, or other protected status.

References

List three work references (not related to you) preferably in a supervisory role.

Name	Telephone Number	Position	Years Known
1. _____			
2. _____			
3. _____			

Special Skills and Qualifications

Summarize any special job-related skills and qualifications acquired from employment, military, or other experience.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, age, ancestry, gender, national origin, disabilities, political affiliation, or other protected status. If you need additional space, please continue on a separate sheet of paper.

This section must be filled out, even if you are attaching a résumé!

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title Supervisor	Starting	Final	
	Reason for <u>WANTING</u> to Leave			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title Supervisor	Starting	Final	
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title Supervisor	Starting	Final	
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title Supervisor	Starting	Final	
	Reason for Leaving			

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

If you have served in the U.S. Armed Forces, are you currently discharged from active duty? ☐ Yes ☐ No

Are you legally eligible for employment in the United States? ☐ Yes ☐ No
(If you are hired by the City you must provide proof of your eligibility and any required documentation.)

Applicant's Statement

I, _____, understand that this is an application for employment and not
(Print Applicant Name Here)
an employment contract.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that the City may make a **thorough investigation of my entire work and personal history** and may verify all data given in my application for employment, related documents or interviews. **I authorize such investigation and release from liability any person(s) giving or receiving such information. I understand that falsification of data so given, or other derogatory information discovered as a result of this investigation, may prevent my being hired, or, if hired, may subject me to immediate dismissal.**

Initial

Initial

I understand that if the City offers me employment, **the offer of employment will be contingent upon me taking and passing a drug test** as a condition of employment, and further understand that I may be **required to submit to additional pre-employment testing as may be required for the job.**

Initial

Initial

I understand that if the City offers me employment, I am required to abide by all rules and regulations of the City, and that the City retains the right to establish, modify and change those regulations including those pertaining to scheduling, overtime and shift assignments. I understand that if hired by the City, my employment can be terminated by the City subject only to applicable laws and regulations.

I am aware **this application is a "Public Record"** as defined by Ohio Public Records law and will be treated in accordance with that law.

Initial

Signature of Applicant

Date



Pre-Employment Reference Background Check Claim-Waiver Form

(for Prospective Job Candidates)

To the prospective employee: Please read this document *carefully*. If you agree to the statements, terms, and conditions set forth herein, please initial each paragraph where indicated, sign and date the form at the bottom, providing requested information.

A. Verification of Accuracy of Statements Made in Employment Application:

I hereby certify that the information provided in my employment application dated ____/____/____ and any resume or other materials submitted by me in connection with my effort to obtain employment with the City of Oberlin is true, complete, and accurate; and I understand that any false or misleading information or significant omissions may disqualify me from any further consideration for employment with the City of Oberlin, or could be justification for dismissal from employment, if discovered at any point after I have been hired or offered employment.

Initials_____

B. Release of Claims Against Providers of References and or Other employment-related information.

With the exception of contacting my current employer (discussed below), I fully authorize the investigation and verification of any statements made by me in my employment application (and any resume or other materials submitted by me in connection with my effort to obtain employment) with the City of Oberlin. I expressly authorize you to contact all listed past employers listed in my application, and any resume or other materials submitted by me to provide the City of Oberlin with any information requested that may be relevant and useful to the City of Oberlin in making a hiring decision.

I understand that a background check/investigative report may be generated on me that may include information as to my character, general reputation, personal characteristics, or mode of living; work habits, performance or experience, along with reasons for termination of past employers/professional license or credentials; or criminal/civil/driving record history and give my full consent for this information to be obtained. **I expressly release any such persons, or entities from any and all legal liability for making disclosure of any information about me, which it is permitted, by law, to release.**

Initials_____

C. Contact with Current Employer:

I DO ____ / DO **NOT** ____ authorize you to contact my current employer. If, and only if, I have authorized you to contact my current employer, I agree that the terms set forth in paragraph B also apply to my current employer.

Initials_____

Date: _____

Signature: _____

Print Name: _____

Current Address: _____

Birth date: ____/____/____ Driver's License # & State: _____

Social Security No.: _____

Email address: _____

EQUAL EMPLOYMENT OPPORTUNITY SURVEY

(Read information below)

Please return this form with your completed application to the Human Resources Department in Oberlin City Hall at 85 South Main Street, Oberlin, Ohio 44074.

Name: _____

(Please Print)

Gender: ☐ Male ☐ Female

Education Level: _____

(i.e. GED/High School, Some College, 2-year degree, 4-year degree, Master's Degree)

Race: ☐ Black (Non-Hispanic)

☐ White (Non-Hispanic)

☐ Hispanic

☐ Asian/Pacific Islander

☐ American Indian/Alaska Native

☐ Other: _____

Do you have a physical or mental disability? (Answer is strictly voluntary) ☐ Yes ☐ No

Job applied for: _____

Date: _____

Where did you learn about this job posting?

☐ College/School Employment/Guidance Office

☐ Cable TV

☐ I am a Current Employee

☐ Church: _____ (Please Specify)

☐ Internet

☐ Word of Mouth

☐ Newspaper or Prof. Journal Advertisement: _____ (Please Specify)

☐ Other: _____ (Please Specify)

In which City, Village, or Township do you reside? _____

Thank you for your assistance

IMPORTANT INFORMATION

The data requested above will be kept strictly confidential and will **NOT** be a part of any personnel or job application records. This information will be accessible only to the Equal Employment Opportunity Officer and is being gathered in compliance with Federal Equal Employment opportunity regulations. It will be used to evaluate the City's policy of providing equal job opportunities to all applicants, and to respond to federal and state reporting requirements.

SPECIAL NOTE: Should you feel that you were discriminated against while seeking a particular job with the City of Oberlin, you are encouraged to file a written complaint to that effect with the Equal Employment Opportunity Officer.

PLEASE COMPLETE THE INFORMATION ABOVE!