

CITY OF HUBBARD, OHIO CIVIL SERVICE COMMISSION

PROMOTIONAL APPOINTMENT PATROL DIVISION SERGEANT ANNOUNCEMENT

FEBRUARY 5, 2024

Public notice is hereby given by the Civil Service Commission of Hubbard, Ohio of a competitive assessment and written examination for the position of Patrol Division Sergeant.

FILING OF APPLICATION

Applications must be made on the regular application form obtainable from the City of Hubbard, Ohio Mayor's Office at the City of Hubbard Administration Building, 220 West Liberty Street, Hubbard, Ohio 44425. Completed applications must be returned to the Hubbard City Mayor's Office.

APPLICATIONS MAY BE OBTAINED AND FILED DURING THE PERIOD OF MONDAY, FEBRUARY 5, 2024 AT 3:00 P.M. UNTIL MONDAY, FEBRUARY 12, 2024 AT 3:00 P.M.

APPLICATIONS WILL NOT BE ACCEPTED AFTER 1:00 P.M. ON MONDAY, FEBRUARY 12, 2024 AT 3:00 P.M.

MINIMUM QUALIFICATIONS

Applicant must be currently, lawfully employed full time City of Hubbard, Ohio Police Officer with at least one (1) year of full-time continuous service in that rank with the City of Hubbard AND have at least three (3) years of full-time service with in the last five (5) years regardless of the department (ORC 124.44).

Pursuant to ORC 124.27, the City of Hubbard, Ohio Civil Service Commission establishes a probationary period of one year for the position of police sergeant.

WRITTEN EXAMINATION

DATE: **MARCH 30, 2024**

TIME: **TO BE DETERMINED**

PLEASE NOTE: APPLICANTS WILL NOT BE ADMITTED AFTER **TO BE DETERMINED**. AND THERE WILL BE NO EXCEPTIONS REGARDLESS OF THE REASON. DOORS WILL OPEN AT **TO BE DETERMINED**.

PLACE: **Hubbard City Police Department's Training Room, 233 School Street, Hubbard, Ohio 44425**

TYPE: **Written competitive examination**

NOTES:

1. Applicants are not permitted to possess any electronic device(s) or paper(s) during the examination;
2. No visitors are permitted at the examination.

PROMOTIONAL ASSESSMENT CENTER PROCESS

DATE: **APRIL 6, 2024**

TIME: **TO BE DETERMINED**

PLEASE NOTE: CANDIDATES ARE TO REPORT TO COUNCIL CHAMBERS AT **TO BE DETERMINED A.M.** ANYONE ARRIVING AFTER THIS TIME WILL NOT BE ADMITTED. THERE WILL BE NO EXCEPTIONS REGARDLESS OF THE REASON.

PLACE: **City of Hubbard Municipal Building, Council Chambers, 220 W. Liberty Street, Hubbard, Oh 44425**

TYPE: **Structured series of activities and/or exercises to observe, assess and score candidate's behavior**

City Use ONLY: Date received: _____ Time Received: _____ Rec'd by initials: _____

City of Hubbard, Ohio
Employment Application

Position applied for: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Home phone: _____ Cell phone: _____ Other phone: _____

Driver's License Number: _____ Issue State: _____

Are you a U.S. Citizen or permanent resident alien? Yes _____ No _____

EDUCATION

High School name and address: _____

Highest grade completed? _____ Graduated? _____ Subjects studied? _____

College name and address: _____

Number of credit hours completed? _____ Subjects studied? _____

Graduate, Trade or Business School name and address: _____

Degrees / Certificates attained? _____

MILITARY

Branch of Service: _____ Military Specialty: _____

Years/Months/Days of Active Duty Service: _____

Highest rank achieved: _____ Military Schools Attended: _____

EMPLOYMENT HISTORY (MOST RECENT FIRST)

Employer: _____

Address: _____

Position held: _____ Last salary: _____ Reason for leaving: _____

Employer: _____

Address: _____

Position held: _____ Last salary: _____ Reason for leaving: _____

Employer: _____

Address: _____

Position held: _____ Last salary: _____ Reason for leaving: _____

PROFESSIONAL & CHARACTER REFERENCES

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

SPECIAL SKILLS

List any skills or qualifications you feel you have to qualify you for this position:

I hereby certify that the above is true and complete and understand that, if employed, falsified statements on this application may be grounds for immediate dismissal and/or prosecution. The companies, schools and persons named above may give information regarding me and my history and I hereby release all entities from liability for providing such information.

Signature: _____ Date: _____

The City of Hubbard, Ohio is an equal opportunity employer