

NOTICE OF EXAMINATION CUSTODIAN

An open competitive examination for Custodial positions with the City of Findlay and/or Findlay City Schools is announced by the Civil Service Commission to be held at 6:30 p.m. on Tuesday, March 28, 2017, at Glenwood Middle School Cafetorium – 1715 North Main Street, Findlay, Ohio 45840.

REQUIREMENTS FOR APPLICANTS:

1. Must be a U.S. Citizen.
2. Must be at least 18 years of age.
3. If applicant has completed service in the uniformed services, has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and is a resident of this state and any member of a reserve component of the armed forces of the United States, including the Ohio national guard, who has completed more than one hundred eighty days of active duty service pursuant to an executive order of the president of the United States or an act of the congress of the United States may file with the director a certificate of service or honorable discharge, and, upon this filing, the person shall receive additional credit of twenty percent of the person's total grade given in the examination in which the person receives a passing grade. A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent of the person's total grade given in the examination in which the person receives a passing grade. A certified copy of applicant's DD-214 discharge form or equivalent evidence must accompany the application if applicant wishes to receive additional credit on the passing grade. **If DD-214 discharge form or equivalent evidence is not attached, applicant will not be contacted to ascertain its whereabouts and additional test score credit will not be given.**
4. Must possess janitorial skills, knowledge of cleaning supplies and tools used in cleaning, making minor repairs to buildings and equipment. A complete job description will be furnished prior to applicant being hired to position.

REQUIREMENTS FOR APPOINTMENT TO POSITION:

1. Obtain a passing score of 70%. Findlay City Schools requires the passing of an on-line interview.
2. Satisfactory BCI fingerprint and background investigation report.
3. Applicants for the City of Findlay must become a resident of Hancock County, Ohio or an adjacent county following their appointment to the position. Findlay City School District does not have a residency requirement.
4. A pre-employment physical and drug screening must be passed by applicants prior to appointment of position.
5. Other requirements mandated by law, the City of Findlay, and Findlay City Schools.

Applications may be obtained from the City of Findlay website: www.findlayohio.com – click on the “Jobs” link then Civil Service Testing or access the Civil Service Testing Page at: <http://civilservicetest.findlayohio.com>, Civil Service Commission Office – Room 303 or Mayor's Office – Room 310 at 318 Dorney Plaza, Findlay, Ohio (Third Floor of the Municipal Building); or Findlay City Schools Human Resources Office – 1100 Broad Avenue, Findlay, Ohio.

Applications **must be received** by the Civil Service Commission or postmarked no later than 11:59 p.m. on Thursday, March 23, 2017. Applications may be submitted electronically to: civilservice@findlayohio.com, delivered to the Civil Service Commission Office or Mayor's Office, or mailed to Findlay Civil Service Commission – 318 Dorney Plaza, Room 303, Findlay, Ohio 45840.

Approximate beginning wage for the City of Findlay is \$12.38 per hour and the approximate beginning wage for Findlay City Schools is \$16.16 per hour. The City of Findlay and Findlay City Schools are equal opportunity employers. Findlay City School Custodians are covered by a labor agreement between the Ohio Association of Public School Employees, AFSCME, AFL-CIO and the Findlay City School District Board of Education.

CIVIL SERVICE COMMISSION

Charles D. Clapper – Chairman
John T. Urbanski
Thomas P. Kemp
Deidre Ramthun – Clerk

Publish: March 2, March 7, and March 11, 2017

FINDLAY CIVIL SERVICE COMMISSION
INFORMATION SHEET

POSITION APPLIED FOR: CUSTODIAN

DATE & TIME OF EXAM: TUESDAY, MARCH 28, 2017 – 6:30 PM
(LATE ARRIVALS WILL NOT BE PERMITTED TO PARTICIPATE)

PLACE OF EXAM: GLENWOOD MIDDLE SCHOOL - CAFETORIUM
1715 NORTH MAIN STREET, FINDLAY, OHIO 45840

Applications may be obtained from one of the following:

City of Findlay website: www.findlayohio.com – Click on the “Jobs” link then Civil Service Testing or access the Civil Service Testing Page at <http://civilservicetest.findlayohio.com>.

Civil Service Commission Office – 318 Dorney Plaza, Room 303, Findlay, Ohio

(Third Floor of the Municipal Building inside the Engineering Office);

Mayor’s Office – 318 Dorney Plaza, Room 310, Findlay, Ohio (Third Floor of the Municipal Building);

Findlay City Schools Human Resources Office – 1100 Broad Avenue, Findlay, Ohio

A completed application **must be received or postmarked** no later than **11:59 PM ON THURSDAY, MARCH 23, 2017.**

- **APPLICATIONS MAY BE ELECTRONICALLY FILED AT: civilservice@findlayohio.com**
- **IF SUBMITTING BY MAIL, PLEASE ALLOW AT LEAST 3 DAYS FOR DELIVERY.**
- **IF SUBMITTING IN PERSON, PLEASE DELIVER TO EITHER THE OFFICE OF THE CIVIL SERVICE COMMISSION OR THE MAYOR’S OFFICE WHICH ARE BOTH LOCATED IN THE MUNICIPAL BUILDING.**

If claiming additional credit for military, you **must** attach a certified copy of your DD-214 discharge form or equivalent evidence showing completion of initial military enlistment, have an honorable discharge from the military, and must be a resident of this state. Guardsmen and reservists qualify for additional credit upon presenting evidence of having completed more than 180 days of active duty or successfully completed the initial entry-level training. **If DD-214 discharge form or equivalent evidence is not filed with the application, applicant will not be contacted to ascertain its whereabouts and additional test score credit will not be given on your passing score.**

If you mail your application, you will **not** be notified that your application has been received. It will be your responsibility to keep this Information Sheet with all of the pertinent information regarding the date, time, and location of test.

FOR FURTHER INFORMATION, REFER TO THE NOTICE OF EXAMINATION FOR CUSTODIAN. Please contact the Civil Service Commission Office in person or telephone 419-424-7112 if you have any questions. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.



Findlay Civil Service Application for Civil Service Examinations (For City of Findlay and Findlay City Schools)

(Revised September 2016)

The City of Findlay and Findlay City Schools
are Equal Opportunity Employers and ADA compliant.

POSITION:

DATE:

Please submit one application per position or examination. Copies are acceptable. Applications lacking sufficient information will not be processed. Please ensure your application is received or postmarked by the closing date, as required. Please be sure to complete the entire application. Also note that, once submitted to a governmental agency, this completed form will be subject to all applicable public records laws.

PLEASE TYPE OR PRINT IN INK

NAME: (Last, First, Middle)		SSN:
ADDRESS: (Street, City, State, ZIP Code)		DOB (year optional):
HOME PHONE:	ALTERNATE PHONE:	E-MAIL ADDRESS:
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No STATE: CLASS:		LEGAL RIGHT TO WORK IN THE U.S.: <input type="checkbox"/> Yes <input type="checkbox"/> No

PREFERENCES

PREFERRED SALARY: \$	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? <input type="checkbox"/> Regular <input type="checkbox"/> Seasonal/Temporary	TYPES OF WORK YOU WILL ACCEPT: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
SHIFTS YOU WILL ACCEPT: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Rotating <input type="checkbox"/> Weekends <input type="checkbox"/> On Call (as needed)	

EDUCATION

HIGH SCHOOL NAME:	LOCATION: (City, State)	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No
CHECK YEAR COMPLETED: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	OBTAINED GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SCHOOL NAME (College/University):		LOCATION: (City, State)
CHECK YEAR COMPLETED: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	MAJOR:
DEGREE RECEIVED:		NUMBER OF QUARTER/SEMESTER HOURS COMPLETED:
SCHOOL NAME (College/University):		LOCATION: (City, State)
CHECK YEAR COMPLETED: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	MAJOR:
DEGREE RECEIVED:		NUMBER OF QUARTER/SEMESTER HOURS COMPLETED:
SCHOOL NAME (College, University):		LOCATION: (City, State)
CHECK YEAR COMPLETED: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	MAJOR:
DEGREE RECEIVED:		NUMBER OF QUARTER/SEMESTER HOURS COMPLETED:

EMPLOYMENT HISTORY

Please list your work experience beginning with your most recent employment. Military experience and volunteer work may also be included as employment. **NOTE:** To be considered for employment, you must fill in the information below, accurately and completely. You may submit a resume *in addition* to completing this section. **If you need additional space, attach extra sheets to this application.**

DATES: From: _____ To: _____	EMPLOYER:	POSITION TITLE:
ADDRESS: (Street, City, State, ZIP Code)		
COMPANY URL:	PHONE NUMBER:	SUPERVISOR:
HOURS PER WEEK:	SALARY:	MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES:		
REASON FOR LEAVING:		
DATES: From: _____ To: _____	EMPLOYER:	POSITION TITLE:
ADDRESS: (Street, City, State, ZIP Code)		
COMPANY URL:	PHONE NUMBER:	SUPERVISOR:
HOURS PER WEEK:	SALARY:	MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES:		
REASON FOR LEAVING:		
DATES: From: _____ To: _____	EMPLOYER:	POSITION TITLE:
ADDRESS: (Street, City, State, ZIP Code)		
COMPANY URL:	PHONE NUMBER:	SUPERVISOR:
HOURS PER WEEK:	SALARY:	MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> Yes <input type="checkbox"/> No
DUTIES:		
REASON FOR LEAVING:		

CERTIFICATES AND LICENSES

TYPE:	EXPIRATION DATE:
LICENSE NUMBER:	ISSUING AGENCY:
TYPE:	EXPIRATION DATE:
LICENSE NUMBER:	ISSUING AGENCY:

SKILLS

OFFICE SKILLS:

Typing Speed:

Data Entry Speed:

COMPUTER SKILLS:**OTHER SKILLS:****LANGUAGE(S):**

The purpose of questions 1-5 is to obtain information relevant to employment with the City of Findlay and Findlay City Schools. **Responses to these questions are required.**

1. **SUMMARY OF QUALIFICATIONS** – In the area below, briefly describe the experience, education, training and other factors that qualify you for the position or examination for which you are applying. Refer to the **Minimum Qualifications** and any **position-specific qualifications** posted for this position or examination. If you need additional space, attach an extra sheet to this application.

2. Please list below the specific course work areas at the high school level or beyond relevant to the position or examination for which you are applying. Also indicate the number of courses you have successfully completed in each area. NOTE: A transcript may not be substituted for this section, although you may be required to submit a transcript.

3. Are you a current City of Findlay or Findlay City Schools employee? Yes No

4. If you are **not** a current City of Findlay or Findlay City Schools employee, have you ever been employed by the City of Findlay or Findlay City Schools? (If you are a current City of Findlay or Findlay City Schools employee, please select N/A). Yes No N/A

If yes, please indicate the date(s) so employed:

5. How did you learn about this employment or examination opportunity?

- Civil Service Test Announcement
- Employee of City of Findlay or Findlay City Schools
- City of Findlay or Findlay City Schools Website
- Other Internet Website
- Hancock County I.T. Department
- Newspaper
- Walk-in
- College
- Other

REFERENCES

Please list at least three individuals, other than relatives, whom we may contact as references regarding your character, ability, or experience.			
Name	Home Phone Number <small>(with area code)</small>	Work Phone Number <small>(with area code)</small>	Types of Reference <small>(personal, professional, education, etc.)</small>

1. I hereby acknowledge that I, voluntarily and of my own free will, have applied for employment with the City of Findlay or Findlay City Schools, with the understanding that the City or Schools may use a variety of screening procedures to evaluate my qualifications and suitability for appointment. I have been advised that these screening procedures may include, but are not limited to, interviews, criminal record checks, driving record checks, polygraph examinations, written testing, reference checks, background investigations, psychological evaluations, medical examinations, and drug testing. I hereby understand that I would not be required to actually participate in a psychological evaluation, medical examination, or drug test until after I have received a conditional offer of employment. I also acknowledge that I may also be subject to other screening procedures, not specifically listed above. I further acknowledge that any such screening procedures, as reasonably required by the City of Findlay or Findlay City Schools, are prerequisite to my appointment to a position with the City of Findlay or Findlay City Schools. Initials _____

2. In addition, I also hereby understand that the City of Findlay or Findlay City Schools cannot guarantee the confidentiality of the results of, or information obtained through, the aforementioned screening procedures. Rulings of the Ohio Supreme Court relative to the Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable period of time. Employment-related documents, with the exception of medical records, maintained by the City or Schools relative to the aforementioned screening procedures do not appear to fall within any of the enumerated exceptions. Initials _____

3. If employed, I understand and accept that I may be required to work evening shifts or night shifts, including weekends and be on call and work mandatory overtime hours. Initials _____

4. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that if I am employed by the City of Findlay or Findlay City Schools, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded. Initials _____

5. I understand and accept that the employer requires a high degree of integrity and confidentiality of its employees. I also understand and accept that the various law enforcement and informational agencies that exchange information and data with the employer require that the employer's employees do not have a past record of unlawful activities. Therefore, I understand and accept that, depending on the department in which I am applying for employment, it may be necessary for the employer to investigate my background for any criminal or unlawful activity. Initials _____

6. I hereby authorize the employers, schools, and personal references named in this application to provide information regarding me to the employer. I further authorize the release of personnel, academic and other records to the employer. Initials _____

7. This application will be considered active for 12 months from the date filed. If you are hired, it will become part of your official employment record. Initials _____

8. Therefore, in consideration of my employment application being reviewed and considered by the City of Findlay or Findlay City Schools, being at least 18 years of age and under no legal disability on behalf of my heirs and assigns, hereby release and agree to hold harmless, the City of Findlay or Findlay City Schools, and any of its agents, employees, or related officials from any and all liability, whatever the type and nature, resulting from the administration of any such screening procedures and/or the release of the results therefrom. Initials _____

****READ CAREFULLY BEFORE SIGNING****

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed and I will be automatically disqualified. I authorize investigation of all statements contained in this application. I understand that any misrepresentation or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment. I waive all provisions of law forbidding colleges or universities which I attend, or past employers, from disclosing any information which they acquired relevant to my employment. I consent that they may disclose such information to the Human Resources Director, City of Findlay or Findlay City Schools, Findlay, Ohio, the Findlay Civil Service Commission, and/or the agency department that holds the vacancy for which I am applying and to appropriate officials for recruitment purposes. I understand that any offer of employment is conditional upon proof of legal authorization to work in the United States as required by the Immigration Reform and Control Act. I also recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse. Finally, I agree that any claim or lawsuit relating to my service with the City of Findlay or Findlay City Schools must be filed no more than six (6) months after the date of the employment action that is the subject to the claim or lawsuit. I waive any statute of limitations to the contrary.

Signature of Applicant _____ Date: _____

Checking the above box and typing both your name and date will substitute for your physical signature on this application and will allow for it to be submitted electronically via email to the City of Findlay. By doing so, you agree that your use of a key pad, mouse, or other device to check the box constitutes for your signature and agreement that all of the above information is true and factual.

Follow email directions at the bottom of Page 6.

PRE-EMPLOYMENT DRUG TESTING CONSENT

I understand that, as a candidate for employment with the City of Findlay or Findlay City Schools, I must, in order to be appointed to a position with the City of Findlay or Findlay City Schools, voluntarily consent to, and pass, a urinalysis, breath, or other drug testing to detect the presence of drugs in my system. I also understand that I will not actually be administered such a test until I have received a conditional offer of employment. I further understand that my application for employment will be rejected if I decline to sign this consent and thereby decline to be tested; if my test results are confirmed to be positive for the presence of illegal drugs or legal drugs for which I cannot submit sufficient proof that such drugs were legally obtained and used; or if masking agents are detected in any specimen I provide as part of the testing procedure.

I hereby knowingly and voluntarily consent to participate in a substance abuse test and authorize the City of Findlay or Findlay City Schools, to conduct, through its designated testing laboratory or other licensed/certified medical professionals/technicians, said urinalysis, breath, or other drug testing. In addition, I authorize the designated laboratory or other licensed/certified medical professionals/technicians to release any and all information regarding the test(s), including results, to the City of Findlay or Findlay City Schools, and its representative. I further release the City of Findlay or Findlay City Schools, its officers, directors, employees, agents, or representatives from any and all claims, suits, and causes of action, liability, and/or damages arising from my submitting to the test and from the information obtained from the test.

Signature of Candidate _____ Date: _____

Checking the above box and typing both your name and date will substitute for your physical signature on this application form.

DRUG AND ALCOHOL TESTING ACKNOWLEDGEMENT, RELEASE AND CONSENT

I acknowledge that the City of Findlay and Findlay City Schools has an Employee Drug Testing Policy, which requires employees to submit to drug and/or alcohol testing when there is reasonable belief that his/her work performance is adversely affected by the presence of alcohol or illegal drugs in his/her system. I further acknowledge that the method of testing used by the City would include urinalysis or breath testing.

I understand that should I be appointed to a position with the City or Findlay or Findlay City Schools, I may be required to submit to drug and/or alcohol testing one or more times during my employment with the City of Findlay or Findlay City Schools for the reason specified above. I also understand that I would be subject to appropriate disciplinary action including suspension or dismissal if the test results are positive, if masking agents are detected in specimens I provide in conjunction with the testing procedure, or if I refuse to be tested.

I hereby knowingly and voluntarily consent to further "reasonable belief" drug and/or alcohol testing after appointment to a position with the City of Findlay or Findlay City Schools and authorize the City or Schools to conduct, through its designated testing laboratory or other licensed/certified medical professionals/technicians, urinalysis, breath, or other drug testing. In addition, I authorize the designated testing laboratory or other professionals/technicians to release any and all information regarding the tests, including their results, to the City of Findlay or Findlay City Schools and its representatives. I further release the City of Findlay, Findlay City Schools, its officers, directors, employees, agents, representatives from any and all claims, suits, causes of action, liability, and damages arising from my submitting to the tests and from the information obtained from such tests.

Signature of Candidate: _____ Date: _____

Checking the above box and typing both your name and date will substitute for your physical signature on this application form.

* The 'Submit by E-mail' may not work due to browser compatibility issues or you may not have a local email client. You may need to save the pdf form to a location on your hard drive and attach it to an email using a web client (Yahoo, Hotmail or Gmail, etc.). Send the Application to Jobapp@findlayohio.com

CITY OF FINDLAY OR FINDLAY CITY SCHOOLS EQUAL EMPLOYMENT OPPORTUNITY

Responses to questions on this page are **OPTIONAL**. These questions are included to assist our equal employment opportunity efforts. Providing this information is **VOLUNTARY** and will in no way affect the processing of your application or your being considered for employment. The Civil Service Commission will process your responses to these confidential questions separately. **Responses will be used for statistical purposes only.**

Position applying for:

Date:

OPTIONAL:

Sex Male Female

OPTIONAL:

Please select your age group.

- Under 18
 18-25
 26-39
 40-54
 55-69
 70+

OPTIONAL: Race/Ethnicity

- WHITE:** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- BLACK or AFRICAN AMERICAN:** All persons having origins in any of the Black racial groups of Africa.
- HISPANIC or LATINO:** All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race.
- ASIAN:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent (for example, China, India, Japan and Korea).
- NATIVE HAWAIIAN or PACIFIC ISLANDER:** All persons having origins in any of the original peoples of the Hawaiian Islands and Pacific Islands (for example, Hawaii, Philippine Islands and Samoa).
- AMERICAN INDIAN or ALASKAN NATIVE:** All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
- OTHER:** Please self-define

OPTIONAL: Are you an individual with a physical or mental impairment which substantially limits one or more of your major life activities?

Yes No

OPTIONAL: Are you a veteran?

Yes No

OPTIONAL: If you answered yes to the previous question, please indicate if one or more of the following apply:

- MILITARY STATUS:** The performance of duty in a uniformed service, to include active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty.
- DISABLED VETERAN:** A person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.
- DESERT STORM/SHIELD VETERAN:** A person whose active duty was performed after August 2, 1990, in the Persian Gulf Conflict.
- VIETNAM ERA VETERAN:** A person served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975.