

CITY OF PARMA HEIGHTS
POLICE ENTRANCE EXAMINATION
INSTRUCTION SHEET-PLEASE READ CAREFULLY

- There is a limit of applications accepted to the first 120 persons filing. Applications will not be accepted after Noon on Saturday, May 5, 2012, as stated in the Announcement. Applications may only be returned between the hours of 10:00 a.m. and 3:00 p.m. weekdays beginning Monday, April 23, 2012 through Friday, May 4, 2012 and Saturday, May 5, 2012 9:00 A.M. to Noon. (Application must be filed by Applicant only.)
- Study the General Requirement Sheet, Instruction Sheet, and the Information Packet. The Application of any applicant, who fails to meet any of the minimum qualifications listed, is subject to rejection by the Civil Service Commission. \$30.00 filing fee in non-refundable.
- Credit for military service is awarded in accordance with the rules of the Civil Service Commission. The applicant must have served a minimum of 180 days with Honorable Discharge. Applicants claiming such credit must present proof of Honorable Discharge or separation under honorable conditions from the Armed Forces of the United States at the time of filing application only. Attach photocopies to the application. All extra credit requested must be identified on application form.
- Educational credits are given in accordance with the Rules of the Civil Service Commission. These rules are posted on the bulletin board in the lobby of City Hall. All diplomas must be filed with the application. All extra credit requested must be identified on application form.
- Credit for two years actual full-time experience as a local, state, or federal law enforcement officer. W2 forms must be filed with application.
- Mandatory disqualifying factors for police applicants, as contained on the attached list, shall cause removal of the applicants' name from the eligibility list.
- Any material omission, false statement or misrepresentation by an applicant in the application is sufficient cause for the exclusion of such applicant from examination and/or removal of such applicant's name from the register established as a result of examination as well as discharge if employed at any time.
- If more space is needed to answer any questions on the application, use a separate sheet of paper with your name and address on top and attach it to the application.
- Copies of Birth Certificate and proof of US Citizenship if applicable, Driver License and Proof of Educational Requirements must also be furnished with the application. An original, current head and shoulders photograph, at least 2"X2" in size, must be furnished with the application (passport-type photo). At time of submission of completed application, applicant must show original of driver's license to Commission Secretary, to verify validity of photocopy submitted with application.
- All application forms must be properly completed and notarized before filing with the Commission Secretary. Note: City does not furnish photocopies or notarization.
- Written Examination: The written examination will be conducted Saturday, May 12, 2012 at Valley Forge High School. 9999 Independence Blvd., Parma Heights, Ohio at 9:00 a.m. Check-in time is between 8:00 a.m. and 8:45 a.m. No one will be admitted after 8:45 a.m.
- Physical Fitness Testing: The Police Department will request the candidate to produce a current and valid "certificate of completion" from Cuyahoga Community College for the Police Officer Standardized Physical Agility Test (the candidate must have a valid certificate at time of appointment), BCI check, (additional cost to applicant) and current credit history (additional cost to the applicant) at the time they are requested to contact the police station. Any candidate unable to produce any of these items will be removed from the eligibility list. For more information see application packet.

Failure to pass the written examination with a score of 70% or better before extra credit will result in disqualification.

Applicants must bring their Driver License as I.D. for entrance to the test. No reference material, cellular telephones or electronic storage devices may be brought to the test.

Applicants are responsible for insuring the entire application packet is completed, notarize and filed with the Commission Secretary.