

INSTRUCTIONS

1. Completed applications **MUST BE SUBMITTED IN PERSON** (can be someone other than applicant) and will be accepted January 17, 18, 22, 23, and 24, 2019 from 8:00 a.m. to 4:00 p.m. in the Stow City Hall Atrium, 3760 Darrow Road.
2. All supporting documentation and non-refundable application fee of \$25.00 are due at time of application submittal.
3. Incomplete applications will not be accepted.
4. **No applications will be accepted after 4:00 p.m. on Thursday, January 24, 2019.**
5. Documents to be returned:
 - ✓ Application.
 - ✓ Copy of Driver's License.
 - ✓ Acknowledgement of receipt of **Background Removal Standards for Police Officers**.
 - ✓ \$25 Application Fee (cash, credit card [MasterCard or Visa], money order, cashier's check, or personal check made payable to the City of Stow) or Affidavit of Indigence, available upon request.
 - ✓ Bonus Credit Documentation, if applicable:
 - Education (Verification Sheet 1) – Form must be completed. An **Official Transcript** must be delivered directly to the Civil Service Commission by the University or College no later than 12:00 p.m. on Thursday, February 7, 2019. The transcript must be mailed or faxed to:

CIVIL SERVICE COMMISSION
City of Stow
3760 Darrow Road
Stow, OH 44224
(330) 689-2705 – Fax
 - OPOTC Certification (Verification Sheet 2) – Form must be completed. A copy of your OPOTC certificate or OPOTA/Ohio Attorney General letter must be attached.
 - Full-Time Police Officer Experience (Verification Sheet 3) – Form must be completed.
 - Part-Time Police Officer Experience (Verification Sheet 4) – Form must be completed.
 - Military Credit:
 - Active Duty – A copy of your DD-4 and current military ID.
 - Discharged – A copy of your DD-214 Member-4 or NGB Form 22 showing dates of active service and listing such service as honorable. The applicable form for each and every discharge is required.
6. Written Examination:
 - Date: Friday, February 15, 2019
 - Time: 6:30 p.m. (Registration begins at 5:30 p.m.)
 - Location: Emidio & Sons Banquet Center
48 E. Bath Rd.
Cuyahoga Falls, OH 44223

Photo I.D. will be required for admittance into examination.

No make-up examination will be given.
7. Refer to the Notice of Examination for complete instructions.
8. Questions should be directed to Debra Bennington, Secretary to the Civil Service Commission, at (330) 689-2823.