

RULE IV
APPLICATIONS

All applicants must be citizens of the United States or have legally declared their intention of becoming United States citizens. (124.22)

1. APPLICATION BLANKS FURNISHED

Application blanks for examinations shall be furnished by the Commission. Application blanks for entrance examinations shall provide for the submission of the information as set forth in the Ohio Revised Code. (124.25)

2. COMPLETION OF APPLICATION BLANKS

Application blanks must be legibly completed and signed by the applicant, in his own handwriting or legally sufficient electronic signature, and filed in the offices of the Commission within the time limit fixed by the Commission for the particular examination.

3. POLICE DEPARTMENT APPLICANTS

Applicants for examinations for original appointment to the Police Department as a Police Officer must have attained the age of twenty-one (21) on or prior to the date of examination and no person shall be eligible to receive an original appointment as such on or after his thirty-fifty (35th) birthday.² (124.41) (Ordinance 145.01(a))

4. FIRE DEPARTMENT APPLICANTS²⁷

Applicants for examinations for original appointment to the Fire Department as a Firefighter-Paramedic must have attained the age of eighteen (18) on or prior to the date of examination and no person shall be eligible to receive an original appointment as such on or after his thirty-sixth (36th) birthday. (124.42)

5. ALL OTHER APPLICANTS

All other applicants for examinations for original appointments other than for original appointments to the Police Department must have attained the age of eighteen (18) on or prior to the date of the examination.³

6. OTHER REQUIREMENTS

The Commission may require in connection with applications such certificates of persons having knowledge of the applicant as the service demands. The Commission may refuse to appoint or examine an applicant, or, after an examination, refuse to certify the applicant as eligible, who is found to lack any of the established preliminary requirements of the examination, who is addicted to the habitual use of intoxicating liquors or drugs to excess, who has a pattern of poor work habits and performance with previous employers, who has been convicted of a felony, who has been guilty of infamous or notoriously disgraceful conduct, who has been dismissed from either branch of the civil service for delinquency or misconduct, or who has made false statements of any material fact, or practiced, or attempted to practice, any deception or fraud in the application or examination, in establishing eligibility, or securing an appointment. (124.25)