

CITY OF KIRTLAND, OHIO
LATERAL ENTRY POLICE OFFICER POSITION

INFORMATION AND INSTRUCTIONS

If you meet the minimum qualifications, carefully read and comply with the following instructions.

1. Applications for position of Lateral Entry Police Officer will be available on **Tuesday, February 1st, 2021 starting at 8:00 am** at the Kirtland Police Station or on the City Web-site <https://kirtlandohio.com/>. Only the first 50 completed application packets will be accepted for the position at the Police Department, 9301 Chillicothe Road, Kirtland, OH 44094.
2. Materials that must be returned not later **than 4:30 PM on Monday, March 7th, 2022** to the Kirtland Police Department, 9301 Chillicothe Road, Kirtland, OH 44094 (see Application Checklist for details. Applicants must have two (2) years' experience as Police Officer).
3. Read all the instructions on each page before filing out the application.
4. Please **PRINT** or **TYPE** all your responses clearly and legibly.
5. Complete all information requested in the application packet. Make sure your responses are as complete and detailed as possible. Use extra paper as needed. Include your name, the date, and the position you are applying for on all extra pages. The information you provide will help us to determine the extent of your qualifications.
6. All information on the application is subject to verification through an interview, background investigation or a reference check. **(Submission of false information will result in disqualification from the process, eligibility list and/or from appointment.)**
7. If you should change residence address or telephone number at any stage of the examination, you must immediately notify Clerk Amy Buchanan of your new address to ensure your receipt of notices of examination, test results and other communication from the Civil Service Commission.

THE CIVIL SERVICE COMMISSION DOES NOT ASSUME RESPONSIBILITY FOR LOCATING CANDIDATES WHO HAVE CHANGED THEIR ADDRESS. THE BURDEN OF REPORTING CHANGES OF MAILING ADDRESS AND PHONE NUMBERS RESTS WITH THE APPLICANT.

8. Inquiries regarding these instructions or any other matter raised herein should be directed to Amy Buchanan at the City of Kirtland, 9301 Chillicothe Road, Kirtland, OH 44094.