

**THE HILLIARD CIVIL SERVICE COMMISSION  
IS ACCEPTING APPLICATIONS FOR EXAMINATION OF**

**SECRETARY – HILLIARD CITY SCHOOL DISTRICT**

APPLICATIONS ARE AVAILABLE IN THE LOBBY OF CITY HALL  
AT: 3800 MUNICIPAL WAY

Thursday, April 10<sup>th</sup> through Friday, April 25<sup>th</sup>, 2014

HOURS:

8:00 A.M. TO 5:00 P.M. MONDAY – FRIDAY ONLY

**(CITY HALL WILL BE CLOSED ON FRIDAY, APRIL 18, 2014)**

OR ONLINE AT:

[www.HilliardOhio.gov](http://www.HilliardOhio.gov)

**POSTMARK DEADLINE:**

ALL APPLICATIONS, INCLUDING THOSE COMPLETED ONLINE, **MUST BE  
NOTARIZED AND MAILED WITH A POSTMARK DATE NO LATER THAN  
APRIL 25, 2014**

**MAIL TO:**

HILLIARD CIVIL SERVICE COMMISSION, ATTN: CIVIL SERVICE  
SECRETARY, P.O. BOX 352, HILLIARD, OHIO 43026.

In order for your application to be accepted, a \$20.00 non-refundable fee must  
accompany your application. Check or money order must be made payable to:  
City of Hilliard.

A **WRITTEN EXAM** WILL BE HELD ON **SATURDAY, MAY 3<sup>RD</sup>** AND A  
**COMPUTER PROFICIENCY EXAM** WILL BE HELD ON **SATURDAY, MAY 10<sup>TH</sup>**.  
BOTH EXAMS WILL BE AT HILLIARD WEAVER MIDDLE SCHOOL.

**YOU MUST BE AVAILABLE BOTH DAYS OF TESTING.**

**For more information – see the application.**

THE CITY OF HILLIARD IS AN EQUAL OPPORTUNITY EMPLOYER.



#1

Employer name and address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Work performed: \_\_\_\_\_

Employed: FROM: \_\_\_\_/\_\_\_\_ (Month/Year) TO: \_\_\_\_/\_\_\_\_ (Month/Year).

Reason for leaving: \_\_\_\_\_

#2

Employer name and address \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Work performed: \_\_\_\_\_

Employed: FROM: \_\_\_\_/\_\_\_\_ (Month/Year) TO: \_\_\_\_/\_\_\_\_ (Month/Year).

Reason for leaving: \_\_\_\_\_

#3

Employer name and address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Work performed: \_\_\_\_\_

Employed: FROM: \_\_\_\_/\_\_\_\_ (Month/Year) TO: \_\_\_\_/\_\_\_\_ (Month/Year).

Reason for leaving: \_\_\_\_\_

#4

Employer name and address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Work performed: \_\_\_\_\_

Employed: FROM: \_\_\_\_/\_\_\_\_ (Month/Year) TO: \_\_\_\_/\_\_\_\_ (Month/Year).

Reason for leaving: \_\_\_\_\_

REFERENCES:

Give name, address and telephone number of three references who are not related to you and are not previous employers:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

(Continued on next page)

**ATTENTION MILITARY VETERANS:**

If you have served in the U.S. Military Service and you wish to receive credit, you must attach a copy of your discharge letter (DD214) to this application. The application and discharge letter must be returned at the same time. Military Credit may only be given to an applicant passing the exam.

**IMPORTANT; PLEASE READ BEFORE SIGNING;**

This employer offers equal employment opportunity and equal consideration to all persons who seek employment with the City of Hilliard and/or Hillard City School District, and those who are already employed with the employer. No employee or applicant will be discriminated against on the basis of race, color, ancestry, religion, creed, national origin, sex, age, veteran status, disability, and or any other characteristic protected by federal, state, or local law.

As part of this application for employment, which includes the bond application and the health record, waiving any confidentiality of records with prior employer, I hereby authorize The City of Hilliard and/or The Hilliard City School District to investigate my references and to make and preserve such records. I further agree that the giving of any false or misleading information by me may be grounds for termination of employment immediately.

X \_\_\_\_\_  
(Please place signature above stating that you have read the statement)

**Your notarized application, along with the \$20.00 check or money order for the examination fee, and DD214 form if applicable, must be mailed together in one envelope by the postmark date deadline to:**

City of Hilliard, Ohio  
Civil Service Secretary  
P.O. Box 352  
Hilliard, Ohio 43026

**AFFADAVIT:**

STATE OF OHIO, COUNTY OF: \_\_\_\_\_ (Example: Franklin County).

I, \_\_\_\_\_, being duly sworn, state that the foregoing information is true to  
(Print applicant's name above)  
the best of his/her knowledge and belief. I understand, and authorize a background investigation.

Signature \_\_\_\_\_  
(Applicant to sign above in the presence of a Notary)

Sworn before me in my presence subscribed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Date) (Month) (Year)

NOTARY \_\_\_\_\_  
(Place stamp/seal here)  
My Commission Expires on \_\_\_\_\_

(OVER)

NOTICE TO APPLICANTS:

- 1) All application information **MUST** be completed. If a form item is not applicable, it should be marked “N/A” as opposed to being left blank. Missing information can be grounds for rejection and non-eligibility to take the civil service exam.
  - 2) Resumes **MUST NOT** be submitted in lieu of application for employment information, nor in addition to a completed application. Resumes are neither required nor requested and will not be retained by the civil service commission if received.
  - 3) All applications **MUST** be notarized.
  - 4) Return of applications **MUST BE MAILED** to the address identified on the “Examination Application”. We will not accept any application that has not been postmarked by or before the date due.
  - 5) Return of applications **MUST** be postmarked by the date identified for the available position. Applications that are received by the civil service commission postmarked after the date specified in the advertisement will be rejected and the applicant will not be eligible to take the examination.
  - 6) Applicants **MUST** submit a “non-refundable” check or money order with their application in the amount of \$20.00 made payable to “City of Hilliard” for acceptance and testing. Cash will not be accepted with the application.
  - 7) Receipts will not be mailed. Cancelled check will be an applicant’s receipt.
  - 8) Returned checks, due to insufficient funds, will disqualify an applicant from employment consideration and testing.
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**SCHOOL SECRETARY EXAM INFORMATION**  
(PLEASE READ AND KEEP THIS FOR FUTURE REFERENCE)

POSITION AVAILABLE: Secretarial Position  
PAY RANGE: \$19.52 Per Hour  
REQUIREMENTS:

- High School Diploma or GED
- Less than one year related experience
- Excellent Computer Skills and ability to utilize appropriate computer software and databases
- Type 45 WPM
- Ability to work effectively with others and have effective active listening skills
- Organizational and problem solving skills
- Bookkeeping and accounting skills
- Ability to operate office equipment (Ex: Xerox and Fax Machine)
- Ability to communicate clearly and effectively both orally and written

PERSONS NOT MEETING THE REQUIREMENTS ABOVE NEED NOT APPLY.

APPLICATIONS FOR THE POSITION ARE AVAILABLE AT:  
Hilliard Municipal Building  
3800 Municipal Way  
Hilliard, Ohio 43026  
Monday-Friday only (Municipal Bldg closed April 18<sup>th</sup>)  
OR  
AT: [www.HilliardOhio.gov](http://www.HilliardOhio.gov)

Applications will only be accepted between April 10<sup>th</sup> and April 25<sup>th</sup>, 2014.

A \$20.00 Non-refundable application fee must accompany your application. Check or Money Order is to be made payable to: City of Hilliard

**All applications must be notarized, returned by mail, along with your \$20.00 application fee, and postmarked no later than April 25, 2014 to:**

Hilliard Civil Service Commission  
P.O. BOX 352  
Hilliard, Ohio 43026  
Attn: Civil Service Secretary

**(Veterans must submit a copy of DD214 at the time the application is submitted to receive credit)**

**Examination will be given on two separate days. You must be available to attend both exams.**

The exam dates are as follows: Saturday, May 3, 2014  
(Test begins at 9:00 a.m., with sign-in beginning at 8:30 a.m.)

AND

Saturday, May 10, 2014

(Computer proficiency exam - will begin as early as 8:30 a.m. Times TBA)

The first exam is a written exam that will test each applicant's knowledge and skills that is required as stated above. The second exam is a basic computer input proficiency exam (typing test) which requires a minimum of **45 WPM** without error. You must pass the written exam on May 3, 2014 in order to be scheduled to take the computer proficiency exam on May 10, 2014. And you must pass both exams in order to be placed on the Hilliard Civil Service Commissions "Eligible List".

**Exam Site for both exams will be at:**

Hilliard Weaver Middle School  
4600 Avery Road  
Hilliard, Ohio 43026

Doors will open at 8:30 a.m. for registration purposes on Saturday, May 3, 2014.

A photo I.D. is required at check in.

**NO ELECTRONIC DEVICES are permitted at the test site.** This includes any type of cell phone, calculator, or any other electronic device. **PLEASE LEAVE ALL ELECTRONIC DEVICES AT HOME OR IN YOUR VEHICLE.** The Hilliard Civil Service Commission will not be responsible for lost or stolen items.

Pencils and scratch paper will be provided for testing purposes.

**Once you have submitted your application, it is the applicant's responsibility to remember to arrive at the exam site on Saturday, May 3, 2014 at 8:30 a.m. for the exam, which will begin at 9:00 a.m.**

You may contact the commission with any questions at 614-876-7361 Ext. 770 (Voice Mail).

**KEEP THIS INFORMATION SHEET. NO FURTHER NOTICE WILL BE GIVEN OF THE EXAM.**