

Submit completed application form to City of Bowling Green, Personnel Department, 304 North Church Street, Bowling Green, Ohio 43402. All application materials must be in the Personnel Department by 4:30 p.m. on the date of closing. Resumes may be included, but will not substitute for a completed application. **ONLY COMPLETED APPLICATION FORMS WILL BE ACCEPTED.**

**City of Bowling Green, Ohio - Application for Employment**  
**The City of Bowling Green is an Equal Opportunity Employer,**  
**and A Drug Free Workplace**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Notice to Applicants – A post-offer screening test for illegal drug use will be required before hire, and screening tests for alcohol and drug use may be required during employment. Also, because of the Ohio Public Records Law, the identity of applicants and application materials cannot be considered to be confidential. Application materials may be subject to disclosure under Ohio law.

**PLEASE PRINT IN INK OR TYPE**

Title of Position Applying for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Have you ever worked under another name? If so what was the name: \_\_\_\_\_

Are you a U.S. veteran? \_\_\_Y\_\_\_ N Are you currently employed? Y N

Best time to contact you (Provide time & preferred phone number): \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? Y N

Have you ever filed an application with the City before? Y N When: \_\_\_\_\_

Have you previously worked at the City of Bowling Green? Y N When: \_\_\_\_\_

May we contact your current employer? Y N

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? Y N (*Proof of citizenship or immigration status will be required upon employment*)

Date Available to work: \_\_\_\_\_ What is your desired salary range: \_\_\_\_\_

Are you available to work: \_\_\_Full-time\_\_\_ \_\_\_Part-time\_\_\_ \_\_\_Temporary\_\_\_

Are you available to work: 1<sup>st</sup> Shift (day) 2<sup>nd</sup> Shift (evening) 3<sup>rd</sup> Shift (night)  
Swing Shifts Holidays Overtime

Are you currently on "lay-off" status and subject to recall: Y N

Can you travel if the job requires it? Y N

Have you been convicted or plead no contest to a felony within the last five years? Y N

If yes, please explain: \_\_\_\_\_

*(Conviction of a crime or pleading guilty to a criminal charge will not necessarily disqualify you from the job for which you are applying. Each conviction will be considered with respect to time, job relatedness, or other relevant factors.)*

**EMPLOYMENT EXPERIENCE:** If you require more space, you should attach another sheet of paper to this application. **Include military service or any job-related volunteer activities.** You should exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status. (**Note:** A resume may be attached, but it **MAY NOT** be used as a substitute for completing this section.)

**START WITH PRESENT OR MOST RECENT EMPLOYMENT:**

Employer's Name and Address: \_\_\_\_\_

Employer's Telephone Number: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Length of employment: **From:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ **To:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_

Hours per week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Job Title Held: \_\_\_\_\_

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

Description of Duties, Responsibilities, Equipment Operated:

Employer's Name and Address: \_\_\_\_\_

Employer's Telephone Number: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Length of employment: **From:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ **To:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_

Hours per week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Job Title Held: \_\_\_\_\_

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

Description of Duties, Responsibilities, Equipment Operated:

Employer's Name and Address: \_\_\_\_\_

Employer's Telephone Number: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Length of employment: **From:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ **To:** Mo. \_\_\_\_\_ Yr. \_\_\_\_\_

Hours per week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Job Title Held: \_\_\_\_\_

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

Description of Duties, Responsibilities, Equipment Operated:

Employer's Name and Address: \_\_\_\_\_

Employer's Telephone Number: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Length of employment: From: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ To: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_

Hours per week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Job Title Held: \_\_\_\_\_

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

Description of Duties, Responsibilities, Equipment Operated:

Employer's Name and Address: \_\_\_\_\_

Employer's Telephone Number: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Length of employment: From: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_ To: Mo. \_\_\_\_\_ Yr. \_\_\_\_\_

Hours per week: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Job Title Held: \_\_\_\_\_

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

Description of Duties, Responsibilities, Equipment Operated:

**SKILLS DATA / INVENTORY:** Check any of the following for which you have training, experience or certification.

Office/Clerical

- Typing WPM \_\_\_\_\_
- Radio Dispatching
- Account Clerk
- Calculator/Adding Machine
- Word Processor (Specify Hardware/Software)
- Mailing Services Equipment

Technical

- Computer Hardware
- Computer Languages
- Computer Software
- Computer Programming
- Graphic Arts
- Heat/Ventilation/AC
- Water

Skilled Crafts

- Power Tools
- Carpentry
- Plumbing
- Electrical
- Welding
- Painting

List software you are proficient in below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List Ohio Water/Wastewater Treatment Certificates below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maintenance

- Backhoe/Front end Loader
- Dump Truck
- Maintenance Repair
- Custodial
- Groundskeeping
- Inventory Control
- Ohio Driver's License
- Commercial Driver's License
- CDL Class: \_\_\_\_\_

Protective Services

- Ohio Peace Officer's Training
- Where: \_\_\_\_\_
- \_\_\_\_\_
- Ohio Fire Training
- Where: \_\_\_\_\_
- \_\_\_\_\_

**EDUCATION AND TRAINING/ SKILLS**

Name and Address of High School: \_\_\_\_\_  
\_\_\_\_\_

Number of Years Completed: \_\_\_\_\_ Did you graduate or earn GED?: Yes No

Name and Address of Colleges/Universities Attended for **Undergraduate** Program (List Each College/University Separately): \_\_\_\_\_  
\_\_\_\_\_

Number of Years Completed: \_\_\_\_\_ Degree Earned: \_\_\_Yes \_\_\_No

Degree Earned: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Name and Address of Colleges/Universities Attended for **Graduate** Program: \_\_\_\_\_  
\_\_\_\_\_

Number of Years Completed: \_\_\_\_\_ Degree Earned: \_\_\_Yes \_\_\_No

Degree Earned: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Other Education/Experience we should be aware of (Provide name and address of facility, certification received, years completed, major area of study/training):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. List memberships in professional organizations, associations, honors, certifications, and professional licenses you consider significant.
  
2. List specialized training or qualifications, not indicated already, that might be relevant to employment:
  
3. State any additional information you feel may be helpful to us in considering your application:



**Please Read Carefully Before Signing – Applicant’s Certification and Agreement**

I hereby certify that the information and facts set forth in this application are true, complete and accurate to the best of my knowledge. I understand that any falsifications, misrepresentations or omissions of any facts in this application or other documents submitted for consideration of employment will be cause for denial of employment or immediate termination of employment, if employed regardless of the timing or circumstances of discovery.

I understand that if I am hired this Application becomes a part of my official employment record.

I authorize the City of Bowling Green to verify the accuracy of any information provided or known. I hereby authorize any and all schools, employers, references, regulatory boards, courts and any others who have information about me to provide such information to the City of Bowling Green and/or any of its employees, representatives, agents or vendors. I release all parties involved in this process from any liability for any and all damage that may result from providing such information.

I understand that if offered a position, I may be required to submit to a pre-employment drug screening and criminal background check as a condition of employment. I further understand that I may be required to complete a pre-employment physical exam depending upon the position offered. I understand that receipt of unsatisfactory results from, failure to complete as required or any attempt to affect the results of these, will result in the immediate withdrawal of any offer of employment or the termination of employment, if already employed.

I understand that submission of an application does not guarantee employment. I further understand that should an offer of employment be made by the City of Bowling Green, such offer whether or not stated is for employment at will, and that if I accept such offer, my employment may be terminated by either the City of Bowling Green or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, or statements of the City of Bowling Green or its employees or representatives used during the hiring process or during my employment may be deemed to be a contract for employment, either actual or implied. I understand that no employee or representative, other than the Mayor of the City of Bowling Green, has the authority to enter into any agreement contrary to the above and that any such agreement if made shall not be binding unless it is set out in writing, signed by the Mayor of the City of Bowling Green.

I agree that any claim or lawsuit relating to my service with the City of Bowling Green must be filed no more than (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

In consideration of employment, if offered, I agree to abide by and adhere fully to all rules, regulations, policies and procedures of the City of Bowling Green at all times. I further understand that the rules, regulations, policies and procedures may be changed at any time, with our without notice.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



This information shall be used for Affirmative Action (AA) Purposes only  
**EQUAL EMPLOYMENT OPPORTUNITY DATA SHEET**

For  
**THE CITY OF BOWLING GREEN, OHIO**

**TO ALL APPLICANTS:**

The CITY OF BOWLING GREEN is an Equal Opportunity/Affirmative Action employer. Our organization has contracts with the federal government and is therefore required to maintain information, separate from the application form, on individuals who apply for employment. We invite you to provide this information about yourself by completing this form.

PROVIDING THIS INFORMATION IS STRICTLY VOLUNTARY. IF YOU CHOOSE NOT TO PROVIDE IT, THERE WILL BE NO ADVERSE EFFECT ON YOUR CONSIDERATION FOR EMPLOYMENT. ANY INFORMATION YOU PROVIDE WILL BE HELD CONFIDENTIAL.

*(PLEASE PRINT- USE PEN)*

LAST NAME	FIRST NAME	MIDDLE NAME	DATE
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**POSITION APPLYING FOR:** \_\_\_\_\_

**INSTRUCTIONS**

Indicate the appropriate response for items A - E

<b>A. Race</b>	<input type="checkbox"/> Caucasian	<input type="checkbox"/> African-American
	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Asian or Pacific Islander
	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other

<b>B. Sex</b>	<input type="checkbox"/> Female	<input type="checkbox"/> Male
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<b>C. Vietnam Era Veteran</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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(Defined as: (A) a veteran who served in the military, ground, naval or air service of the U.S. on active duty for more than 180 days and was discharged or released with other than a dishonorable discharge, if any part of the active duty occurred: (I) in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (ii) between August 5, 1964 and May 7, 1975, in all other cases; or (B) was discharged or released from active duty for a service-connected disability if any part of active duty was performed: (I) in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (ii) between August 5, 1964 and May 7, 1975, in all other cases.)

<b>D. Disabled Veteran</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**E. Method of referral for employment at the City of Bowling Green (Check One)**

<input type="checkbox"/> Came on Own Initiative	<input type="checkbox"/> Ref. By Employment Agency, which: _____
<input type="checkbox"/> Referral By Employee	<input type="checkbox"/> Job posting at school, which school: _____
<input type="checkbox"/> Ohio Jobs and Family Service	
<input type="checkbox"/> Newspaper Advertisement, which newspaper: _____	
<input type="checkbox"/> Web Page, which web page: _____	
<input type="checkbox"/> Other, explain: _____	

The City of Bowling Green is an equal opportunity and affirmative action employer and considers all applicants for employment based on non-discriminatory, job-related factors.

For information or assistance in employment, recruitment, records or benefits, please contact the City of Bowling Green's Personnel Department by phone at (419) 354-6200 or by email at [barbara.ford@bgohio.org](mailto:barbara.ford@bgohio.org).

## READ BEFORE COMPLETING YOUR DMA FORM

Forms not conforming to the specifications listed below or not submitted to the appropriate agency or office will not be processed.

- To complete this form, you will need a copy of the Terrorist Exclusion List for reference. The Terrorist Exclusion List can be found on the Ohio Homeland Security Web site at the following address:

<http://www.homelandsecurity.ohio.gov/dma.asp>

- Be sure you have the correct DMA form. If you are applying for a state issued license, permit, certification or registration, the "State Issued License" DMA form must be completed (HLS 0036). If you are applying for employment with a government entity, the "Public Employment" DMA form must be completed (HLS 0037). If you are obtaining a contract to conduct business with or receive funding from a government entity, the "Government Business and Funding Contracts" DMA form must be completed (HLS 0038). The Pre-certification form (HLS 0035) should only be completed if you are specifically instructed to do so by the agency or office requesting the form.
- Your DMA form is to be submitted to the issuing agency or entity. "Issuing agency or entity" means the government agency or office that has requested the form from you or the government agency or office to which you are applying for a license, employment or a business contract. For example, if you are seeking a business contract with the Ohio Department of Commerce's Division of Financial Institutions, then the form needs to be submitted to the Department of Commerce's Division of Financial Institutions. Do NOT send the form to the Ohio Department of Public Safety UNLESS you are seeking a license from or employment or business contract with one of its eight divisions listed below.
- Department of Public Safety Divisions:

Administration	Ohio Homeland Security*
Ohio Bureau of Motor Vehicles	Ohio Investigative Unit
Ohio Emergency Management Agency	Ohio Criminal Justice Services
Ohio Emergency Medical Services	Ohio State Highway Patrol
- \* DO NOT SEND THE FORM TO OHIO HOMELAND SECURITY UNLESS OTHERWISE DIRECTED. FORMS SENT TO THE WRONG AGENCY OR ENTITY WILL NOT BE PROCESSED.



**PUBLIC EMPLOYMENT**

In accordance with section 2909.34 of the Ohio Revised Code

**DECLARATION REGARDING MATERIAL ASSISTANCE/NO ASSISTANCE TO A TERRORIST ORGANIZATION**

This form serves as a declaration of the provision of material assistance to a terrorist organization or organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List (see the Ohio Homeland Security Division Web site for the Terrorist Exclusion List).

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, and financial services that are in excess of one hundred dollars, as well as communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

LAST NAME		FIRST NAME		MIDDLE INITIAL
HOME ADDRESS				
CITY	STATE	ZIP	COUNTY	
HOME PHONE		WORK PHONE		

**DECLARATION**

In accordance with section 2909.32 (A)(2)(b) of the Ohio Revised Code

For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge.

- Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List?  Yes  No
- Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List?  Yes  No
- Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List?  Yes  No
- Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List?  Yes  No
- Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List?  Yes  No
- Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism?  Yes  No

In the event of a denial of licensure due to a positive indication that material assistance has been provided to a terrorist organization, or an organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List, a review of the denial may be requested. The request must be sent to the Ohio Department of Public Safety's Division of Homeland Security. The request forms and instructions for filing can be found on the Ohio Homeland Security Division Web site.

**CERTIFICATION**

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced above.

X  
 APPLICANT SIGNATURE

DATE

**OHIO DEPARTMENT OF PUBLIC SAFETY**  
**Division of Homeland Security**

## **Terrorist Exclusion List**

As of July 20, 2006

### **U.S. Department of State List of Designated Foreign Terrorist Organizations**

1. Abu Nidal Organization (ANO)
2. Abu Sayyaf Group
3. Al-Aqsa Martyrs Brigade
4. Ansar al-Islam
5. Armed Islamic Group (GIA)
6. Asbat al-Ansar
7. Aum Shinrikyo
8. Basque Fatherland and Liberty (ETA)
9. Communist Party of the Philippines/New People's Army (CPP/NPA)
10. Continuity Irish Republican Army
11. Gama'a al-Islamiyya (Islamic Group)
12. HAMAS (Islamic Resistance Movement)
13. Harakat ul-Mujahidin (HUM)
14. Hizballah (Party of God)
15. Islamic Jihad Group
16. Islamic Movement of Uzbekistan (IMU)
17. Jaish-e-Mohammed (JEM) (Army of Mohammed)
18. Jemaah Islamiya organization (JI)
19. al-Jihad (Egyptian Islamic Jihad)
20. Kahane Chai (Kach)
21. Kongra-Gel (KGK, formerly Kurdistan Workers' Party, PKK, KADEK)
22. Lashkar-e Tayyiba (LT) (Army of the Righteous)
23. Lashkar i Jhangvi
24. Liberation Tigers of Tamil Eelam (LTTE)
25. Libyan Islamic Fighting Group (LIFG)
26. Moroccan Islamic Combatant Group (GICM)
27. Mujahedin-e Khalq Organization (MEK)
28. National Liberation Army (ELN)
29. Palestine Liberation Front (PLF)
30. Palestinian Islamic Jihad (PIJ)
31. Popular Front for the Liberation of Palestine (PFLF)
32. PFLP-General Command (PFLP-GC)
33. al-Qa'ida
34. Real IRA
35. Revolutionary Armed Forces of Colombia (FARC)
36. Revolutionary Nuclei (formerly ELA)
37. Revolutionary Organization 17 November
38. Revolutionary People's Liberation Party/Front (DHKP/C)
39. Salafist Group for Call and Combat (GSPC)
40. Shining Path (Sendero Luminoso, SL)
41. Tanzim Qa'idat al-Jihad fi Bilad al-Rafidayn (QJBR) (al-Qaida in Iraq) (formerly Jama'at al-Tawhid wa'al-Jihad, JTJ, al-Zarqawi Network)
42. United Self-Defense Forces of Colombia (AUC)

**OHIO DEPARTMENT OF PUBLIC SAFETY**  
**Division of Homeland Security**

**U.S. Department of State Terrorist Exclusion List**

1. Afghan Support Committee (a.k.a. Ahya ul Turas; a.k.a. Jamiat Ayat-ur-Rhas al Islamia; a.k.a. Jamiat Ihya ul Turath al Islamia; a.k.a. Lajnat el Masa Eidatul Afghania)
2. Al Taqwa Trade, Property and Industry Company Ltd. (f.k.a. Al Taqwa Trade, Property and Industry; f.k.a. Al Taqwa Trade, Property and Industry Establishment; f.k.a. Himmat Establishment; a.k.a. Waldenberg, AG)
3. Al-Hamati Sweets Bakeries
4. Al-Ittihad al-Islami (AIAI)
5. Al-Manar
6. Al-Ma'unah
7. Al-Nur Honey Center
8. Al-Rashid Trust
9. Al-Shifa Honey Press for Industry and Commerce
10. Al-Wafa al-Igatha al-Islamia (a.k.a. Wafa Humanitarian Organization; a.k.a. Al Wafa; a.k.a. Al Wafa Organization)
11. Alex Boncayao Brigade (ABB)
12. Anarchist Faction for Overthrow
13. Army for the Liberation of Rwanda (ALIR) (a.k.a. Interahamwe, Former Armed Forces (EX-FAR))
14. Asbat al-Ansar
15. Babbar Khalsa International
16. Bank Al Taqwa Ltd. (a.k.a. Al Taqwa Bank; a.k.a. Bank Al Taqwa)
17. Black Star
18. Communist Party of Nepal (Maoist) (a.k.a. CPN(M); a.k.a. the United Revolutionary People's Council, a.k.a. the People's Liberation Army of Nepal)
19. Continuity Irish Republican Army (CIRA) (a.k.a. Continuity Army Council)
20. Darkazanli Company
21. Dhamat Houmet Daawa Salafia (a.k.a. Group Protectors of Salafist Preaching; a.k.a. Houmat Ed Daawa Es Salifiya; a.k.a. Katibat El Ahoual; a.k.a. Protectors of the Salafist Predication; a.k.a. El-Ahoual Battalion; a.k.a. Katibat El Ahouel; a.k.a. Houmate Ed-Daawa Es-Salafia; a.k.a. the Horror Squadron; a.k.a. Djamaat Houmat Eddawa Essalafia; a.k.a. Djamaatt Houmat Ed Daawa Es Salafiya; a.k.a. Salafist Call Protectors; a.k.a. Djamaat Houmat Ed Daawa Es Salafiya; a.k.a. Houmate el Da'awaa es-Salafiyya; a.k.a. Protectors of the Salafist Call; a.k.a. Houmat ed-Daaoua es-Salafia; a.k.a. Group of Supporters of the Salafiste Trend; a.k.a. Group of Supporters of the Salafist Trend)
22. Eastern Turkistan Islamic Movement (a.k.a. Eastern Turkistan Islamic Party; a.k.a. ETIM; a.k.a. ETIP)
23. First of October Antifascist Resistance Group (GRAPO) (a.k.a. Grupo de Resistencia Anti-Fascista Premero De Octubre)
24. Harakat ul Jihad i Islami (HUJI)
25. International Sikh Youth Federation
26. Islamic Army of Aden
27. Islamic Renewal and Reform Organization
28. Jamiat al-Ta'awun al-Islamiyya
29. Jamiat ul-Mujahideen (JUM)
30. Japanese Red Army (JRA)
31. Jaysh-e-Mohammed
32. Jayshullah
33. Jerusalem Warriors
34. Lashkar-e-Tayyiba (LET) (a.k.a. Army of the Righteous)
35. Libyan Islamic Fighting Group
36. Loyalist Volunteer Force (LVF)
37. Makhtab al-Khidmat
38. Moroccan Islamic Combatant Group (a.k.a. GICM; a.k.a. Groupe Islamique Combattant Marocain)

## OHIO DEPARTMENT OF PUBLIC SAFETY

### Division of Homeland Security

39. Nada Management Organization (f.k.a. Al Taqwa Management Organization SA)
40. New People's Army (NPA)
41. Orange Volunteers (OV)
42. People Against Gangsterism and Drugs (PAGAD)
43. Red Brigades-Combatant Communist Party (BR-PCC)
44. Red Hand Defenders (RHD)
45. Revival of Islamic Heritage Society (Pakistan and Afghanistan offices -- Kuwait office not designated) (a.k.a. Jamia Ihya ul Turath; a.k.a. Jamiat Ihia Al- Turath Al-Islamiya; a.k.a. Revival of Islamic Society Heritage on the African Continent)
46. Revolutionary Proletarian Nucleus
47. Revolutionary United Front (RUF)
48. Salafist Group for Call and Combat (GSPC)
49. The Allied Democratic Forces (ADF)
50. The Islamic International Brigade (a.k.a. International Battalion, a.k.a. Islamic Peacekeeping International Brigade, a.k.a. Peacekeeping Battalion, a.k.a. The International Brigade, a.k.a. The Islamic Peacekeeping Army, a.k.a. The Islamic Peacekeeping Brigade)
51. The Lord's Resistance Army (LRA)
52. The Pentagon Gang
53. The Riyadus-Salikhin Reconnaissance and Sabotage Battalion of Chechen Martyrs (a.k.a. Riyadus-Salikhin Reconnaissance and Sabotage Battalion, a.k.a. Riyadh-as-Saliheen, a.k.a. the Sabotage and Military Surveillance Group of the Riyadh al-Salihin Martyrs, a.k.a. Riyadus Salikhin Reconnaissance and Sabotage Battalion of Shahids (Martyrs))
54. The Special Purpose Islamic Regiment (a.k.a. the Islamic Special Purpose Regiment, a.k.a. the al-Jihad-Fisi-Sabilillah Special Islamic Regiment, a.k.a. Islamic Regiment of Special Meaning)
55. Tunisian Combat Group (a.k.a. GCT, a.k.a. Groupe Combattant Tunisien, a.k.a. Jama'a Combattante Tunisien, a.k.a. JCT; a.k.a. Tunisian Combatant Group)
56. Turkish Hizballah
57. Ulster Defense Association (a.k.a. Ulster Freedom Fighters)
58. Ummah Tameer E-Nau (UTN) (a.k.a. Foundation for Construction; a.k.a. Nation Building; a.k.a. Reconstruction Foundation; a.k.a. Reconstruction of the Islamic Community; a.k.a. Reconstruction of the Muslim Ummah; a.k.a. Ummah Tameer I-Nau; a.k.a. Ummah Tameer E-Nau; a.k.a. Ummah Tameer-I-Pau)
59. Youssef M. Nada & Co. Gesellschaft M.B.H.

### U.S. Treasury Department's Designated Charities and Potential Fundraising Front Organizations for FTOs

1. Makhtab al-Khidamat / Al Kifah (formerly U.S.-based, Pakistan)
2. Al Rashid Trust (Pakistan)
3. Wafa Humanitarian Organization (Pakistan, Saudi Arabia, Kuwait, United Arab Emirates)
4. Rabita Trust (Pakistan)
5. Ummah Tameer E-Nau (Pakistan)
6. Revival of Islamic Heritage Society - Pakistan and Afghanistan Branches (Kuwait, Afghanistan, Pakistan)
7. Afghan Support Committee (Afghanistan, Pakistan)
8. Al Haramain Foundation (Indonesia, Kenya, Pakistan, Tanzania, Bosnia, Somalia, Bangladesh, Afghanistan, Albania, Ethiopia, Netherlands, Comoros Islands, and United States branches)
9. Aid Organization of the Ulema (Pakistan)
10. Global Relief Foundation (United States)

**OHIO DEPARTMENT OF PUBLIC SAFETY**  
**Division of Homeland Security**

11. Benevolence International Foundation (United States):
12. Benevolence International Fund (Canada)
13. Bosanska Idealna Futura (Bosnia)
14. Stichting Benevolence International Nederland (Netherlands)
15. Lajnat al Daawa al Islamiyya (Kuwait, Pakistan, Afghanistan)
16. Al Akhtar Trust (Pakistan)
17. Taibah International (Bosnia)
18. Al Haramain & Al Masjed Al Aqsa Charity Foundation (Bosnia)
19. Al Furqan (Bosnia)
20. Islamic African Relief Agency (IARA) / Islamic Relief Agency (ISRA) (Sudan, United States and 40 other branches throughout the world)
21. The Holy Land Foundation for Relief and Development (United States)
22. Al Aqsa Foundation (United States, Europe, Pakistan, Yemen, South Africa)
23. Comité de Bienfaisance et de Secours aux Palestiniens (France)
24. Association de Secours Palestinien (Switzerland)
25. Interpal (Palestinian Relief & Development Fund) (United Kingdom)
26. Palestinian Association in Austria (Austria)
27. Sanibil Association for Relief and Development (Lebanon)
28. Elehssan Society (Palestinian territories)
29. Aleph (Aum Shinrikyo/Aum Supreme Truth)
30. Rabbi Meir David Kahane Memorial Fund (Kahane Chai and Kach)  
American Friends of the United Yeshiva (Kahane Chai and Kach)  
American Friends of Yeshivat Rav Meir (Kahane Chai and Kach)  
Friends of the Jewish Idea Yeshiva (Kahane Chai and Kach)
31. Irish Republican Prisoners Welfare Association (Real IRA)
32. Socorro Popular Del Peru/People's Aid of Peru (Sendero Luminoso/Shining Path)

## **PRE-EMPLOYMENT MEDICAL EXAMINATION AND DRUG SCREENING.**

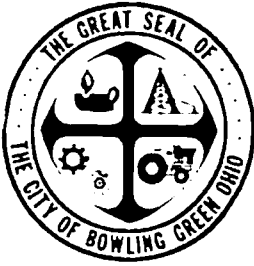
(A) Each person, after receiving a conditional offer of employment to a full-time or part-time, non-seasonal/non-temporary position with the city, shall be required to undergo a medical examination. Medical examinations shall be performed by a physician selected by the Personnel Director of the city. The medical examiner shall report and certify to the Personnel Director whether the person is physically and mentally capable of performing the services required of the position, with or without a reasonable accommodation. If the medical examiner certifies that the person is not physically or mentally capable of performing the essential functions of the position to which he/she has been appointed, and it can be shown that no reasonable accommodation is available that would enable the individual to perform the essential functions of the job or that a requested accommodation would impose an undue hardship on the city, then that person would no longer be eligible for employment in that position with the city, and the conditional offer of employment will be withdrawn.

(B) Each person, after receiving a conditional offer of employment to a full-time or part-time, non-seasonal/non-temporary position with the city, shall be required to undergo a drug screening. Drug screenings shall be performed at agencies and by persons who are trained and certified to perform such tests. The agency that is responsible for performing the drug screenings shall certify in writing to the city the results of said tests. If a drug screening indicates a positive result, and there are grounds, as determined by the Personnel Director, that a false positive reading was given, a second screening may be authorized. If a false reading is not assumed or, in cases of a rescreening with a positive result, the person will not be eligible for employment with the city in that position and the conditional offer of employment will be withdrawn.

(C) The pre-employment medical examination and drug screening shall be performed at the expense of the city.

(D) Each person, after receiving a conditional offer of employment to a temporary position with the city, wherein driving city vehicles is a job-related duty, shall also be required to undergo a drug screening.

(Ord. [3086](#), passed 2-19-74; Am. Ord. 5350, passed 11-18-91; Am. Ord. 5917, passed 11-6-95; Ord. 7383, passed 4-18-05)



## CITY OF BOWLING GREEN

304 North Church Street  
Bowling Green, Ohio 43402-2399  
Fax Number (419) 352-1262

### PERSONNEL POLICY LETTER #8

#### CITY OF BOWLING GREEN

#### REASONABLE ACCOMMODATION FOR EMPLOYMENT APPLICATION AND/OR TESTING PROCESSES IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT

This policy letter outlines the City's policy with regard to providing reasonable accommodations to persons with disabilities during the application and/or testing process.

1. The City of Bowling Green is committed to being an equal opportunity employer as a matter of practice. The application and testing mediums should not be a barrier to the employment of qualified individuals. We will make a reasonable accommodation in the application process and testing procedures whenever such accommodation is, or could be made on the job.
2. The need and the provision of reasonable accommodation must be decided case by case. Each individual is unique. Generalizations about a specific disability and accommodation needed will be avoided. A decision to grant or deny an accommodation will be made only after obtaining all necessary information. The applicant will be contacted before a decision is made.
3. Many accommodations will require allowing interested persons to apply or to be tested at a different time and/or location from the general session. The convenience and comfort of the applicant will be considered.
4. Common modifications to the application or test mediums include having the application and/or test read to the applicant, enlarged print, recording the application and/or test on cassette, having the application and/or test translated into braille or sign language. The preferences of the applicant, possible job accommodations, and the length and complexity of the application and/or test materials will be considered.
5. Other accommodations may include providing staff to turn the pages of the application and/or test booklet and completing the application and marking the answer sheet. If a reader or other personal assistant is needed, we will provide whatever is necessary.

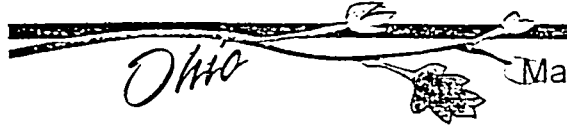
6. Individuals with temporary disabilities (i.e., cast on hand) may be accommodated when it is practical. Extensive accommodations are not normally provided for individuals with temporary disabilities.

Barbara A Ford

Barbara A. Ford  
Personnel Director

March 9, 1995  
Date

THE CITY OF  
**BOWLING GREEN**



May 12, 2005

**RESIDENCY RULE – REVISED**

A. All employees under the jurisdiction of the Civil Service Commission that are appointed to full-time positions on or after February 24, 1990, must within 90-days of the end of their probationary period reside within the limits established by the following paragraphs.

B. All Division Heads or comparable level employees (except for the Water Supply Superintendent) must live within the corporation limits. The classifications included in the category of division level or comparable level positions are:

- Grants Administrator
- City Engineer
- Information Technology Manager
- Income Tax Commissioner
- Fire Chief
- Police Chief
- Public Works Superintendent
- Water Pollution Control Superintendent
- Electric Superintendent
- Water Distribution/Wastewater Collection Superintendent
- Utilities Business Office Manager/Deputy Finance Director

The Water Supply Superintendent shall be required to live within a 10-statute mile radius of the Bowling Green Water Treatment Plant, except that he/she must reside within Wood County. Any community bisected by the 10 statute mile radius shall, as a whole, be included within the permissible living area.

C. All other employees shall live within Wood County.

D. Employees residing outside the 8-mile limit at the time that the previous residency requirement was adopted by the Civil Service Commission on March 14, 1978 were authorized then and continue to be authorized to reside in their same place of residency or at a distance no greater from Bowling Green.

Civil Service Residency Rule

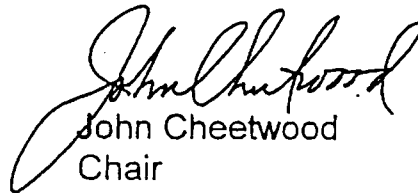
May 12, 2005

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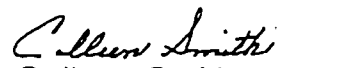
E. Employees hired on or after March 14, 1978, who reside beyond the 15-mile limit/Wood County limit, must comply with the residency rule by November 24, 1990, otherwise their employment will be terminated.

F. Employees in positions listed in paragraph (B.) who do not reside within the corporation limits as of February 24, 1990, or in the case of the Water Supply Superintendent within a 10-mile radius of Main and Wooster Streets, shall be authorized to continue to reside in their same place of residence or at a distance no greater from Bowling Green.

However, employees who subsequently are promoted into a position listed in paragraph (B.) shall be required to comply with the residency rule within nine (9) months of their promotion.

  
John Cheetwood  
Chair

  
Albert Newlove  
Vice Chair

  
Colleen Smith  
Recording Secretary

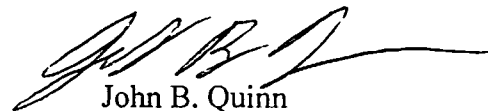


April 17, 2006

TO: All City Employees

SUBJECT: Residency Rule

Many of you may be aware that Governor Taft signed SB 82 into law on January 27, 2006. This law, which has been called an anti-residency law, actually provides for the establishment of residency requirements under certain conditions. More importantly to Charter Cities this action by the State legislature and the Governor has struck a blow to Home Rule. It is anticipated that some Charter Cities will be challenging the constitutionality of the law in the court system. If the Charter Cities prevail, this law will be struck down. Therefore, this memorandum will serve to notify you that although the State law goes into effective May 1, 2006, the City's Civil Service Residency Rule and the other residency requirements for employees not covered by the Civil Service Commission's Residency Rule will remain. The City will not take any action to rescind these requirements. The Administration will wait to see what the outcome, if any, there will be regarding any lawsuits filed by other municipalities regarding this action by the State. Furthermore, the City will not take any action against employees who move and/or reside outside the established residency boundaries during this interim phase; however, should the State law be overturned, employees will be expected to comply with the City's residency requirements within 90 days of such Court decision.



John B. Quinn  
Mayor

bf

pc: file

**COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY  
AND AFFIRMATIVE ACTION**

It is and will continue to be the policy of the City of Bowling Green to be an equal opportunity employer. As Mayor of the City of Bowling Green, I wish to emphasize my commitment and the commitment of the City of Bowling Green's administration to maintaining the principle of equal employment opportunity and achieving affirmative action progress. This policy and the procedures and actions for implementation of the City's affirmative action plan are fully supported by the City administration, and resources will be made available to effectuate the AAP's goals and objectives.

In furtherance of the City's EEO policy, the City of Bowling Green will continue to recruit, hire, train, and promote into all job categories the most qualified persons without regard to race, color, religion, age, gender, national origin, disability, or Vietnam Era Veteran status. In addition, the City of Bowling Green will continue to administer all personnel matters, including compensation, benefits, transfers, layoffs, City-sponsored training and education, and any other social or recreational programs in accordance with the City's EEO policy.

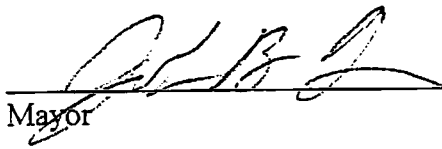
The City of Bowling Green is committed to basing all employment and personnel decisions on objective, performance-related criteria and to eliminating any inadvertent underutilization of qualified minorities and women.

The City's personnel office, under the direction of Barbara A. Ford, is responsible for implementing, monitoring, and reporting on the progress of the City's AAP. Specifically, the personnel division is charged with responsibility for:

- establishing job descriptions and selection criteria that reflect actual job needs and are tailored to job performance;
- reviewing and revising, if necessary, the City's employment practices to improve any inadvertent underutilization of qualified minorities and women;
- actively recruiting qualified minority and female candidates for openings in City employment; and
- creating and implementing developmental opportunities to improve any inadvertent underutilization of qualified minorities and women.

The City of Bowling Green is also committed to the following specific steps designed to foster utilization of qualified minorities and women through affirmative action:

- workforce analysis and internal review of all personnel activity to identify any areas of inadvertent underutilization;
- creation and implementation of hiring and promotion goals in any areas of inadvertent underutilization; and
- creation and implementation of internal procedures to monitor, measure, and report on affirmative action progress to top-level City administrators.

 \_\_\_\_\_  
Mayor Date

2-2-07

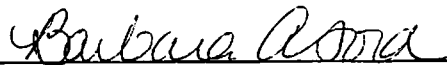


Policy Statement

DISABLED & VIETNAM-ERA VETERAN AFFIRMATIVE ACTION PLAN

It is the policy of the City of Bowling Green, Ohio to provide equal employment opportunity and affirmative action to all qualified disabled individuals, veterans of the Vietnam Era, and disabled veterans. No employee or applicant for employment will be discriminated against because of any physical or mental disability with regard to any position for which the individual is qualified and able to perform the essential job functions with or without reasonable accommodation. This policy extends to all aspects of the employment process including recruitment, hiring, demotion, transfer, layoffs, training, compensation, and termination.

The City of Bowling Green will insure that the total employment process provides affirmative action and equal employment opportunity for disabled individuals. Potential accommodations will be considered on a case-by-case basis, thereby enabling realistic evaluation of each known disabled applicant, the essential functions of the job, and any accommodation consistent with business necessity and reasonable cost which permits safe performance of the essential job functions. Our commitment provides for full and equal participation of all qualified disabled applicants and employees at all levels of employment, including managerial positions.



Barbara A. Ford, Personnel Director



Date



**CITY OF BOWLING GREEN  
ADMINISTRATIVE INSTRUCTION NO. 18**

**EMPLOYMENT OF RELATIVES**

These Administrative Instructions apply to all full-time and non-temporary, part-time employees and to all applicants for such positions.

Relatives of City employees may be appointed to fill seasonal/temporary, part-time vacancies. However, the filling of seasonal/temporary, part-time vacancies with relatives of City employees will not occur, if such appointments place new hires under the supervision, either directly or indirectly, of a relative.

**INSTRUCTIONS**

It is the policy of the City of Bowling Green to hire, promote, and transfer employees on the basis of individual merit and to avoid any hint of favoritism or discrimination in making such decisions. The employment of individuals with close familial relationships at certain levels of the organization or in positions where one might have influence over the other's status or job security is regarded as a potential violation of this policy. Even if favoritism or discrimination is not shown, the existence of the situation may precipitate questions difficult to answer or may cause some discomfort for the individuals involved.

Therefore, it is the City's policy to avoid the hiring, transfer, or promotion of relatives of employees into situations where the possibility of favoritism or conflicts of interest might exist, such as within the same division. Furthermore, applicants will not be hired or employees promoted or transferred into a department or division that audits and/ or controls at a location where a relative of an employee is already employed.

When a situation that runs contrary to the above policy arises through promotion, transfer, or marriage, the affected individuals have six months in which to settle the issue voluntarily. This means that they must decide which one will either transfer out of the division, if a transfer opportunity is available, or terminate his/her employment. If the affected parties are unable to resolve the situation on their own within six months, then the employee with the least seniority will either be transferred, if such transfer opportunity is available, or terminated.

***DEFINITIONS***

For purposes of this policy, relatives are defined as:  
Husband, Wife, Son, Daughter, Mother, Father, Brothers, Sisters

***EXCEPTIONS TO THE POLICY***

- A.) The Mayor of the City of Bowling Green may authorize an exception to the provisions of the policy if it is found that: 1) the position to be filled requires a person with specialized training and experience not generally available in the employment market; 2) there is a vital necessity to fill the vacancy; 3) substantial bona fide efforts have been made to locate and employ such a person who is not a relative of an employee; and 4) the relationship between the relative and the applicant or employee is unlikely to materially affect their employment by the City.

A request to the Mayor for an exception to the policy shall be accompanied by a written statement from the department/ division head requesting the person be hired. The written statement must include all of the criteria to be considered by the Mayor in order that he/she can make his/her decision with regard to appointing the person to a position. The request to hire the individual shall also be accompanied by a written recommendation from the Personnel Director.

- B.) The City realizes that there may currently be existing relationships among employees that run contrary to this policy or that such familial relationships may develop between current employees in the future. Furthermore, it is not the City's intent to mandate changes to existing or future employment situations where related employees are involved. Therefore, City employees, who were hired prior to the effective date of this policy, regardless of their familial relationship(s) with other current City employee(s), are "grandfathered", and as such they will not be subject to the requirements of this policy.

  
\_\_\_\_\_  
John B. Quinn, Mayor

5-1-01  
\_\_\_\_\_  
Date

## Ohio Revised Code

### § 124.22. Civil service examination; educational and citizenship requirements.

No rules or regulations shall be made setting up educational requirements as a condition of taking a civil service examination except in respect to professional and other positions for which such requirements are expressly imposed by statute or federal requirements and to the extent of the requirements so imposed, except for such positions where education and training are necessary to the performance of a specific job or professional pursuit. An applicant for a civil service examination must be a United States citizen or have legally declared his intention of becoming a United States citizen.

**HISTORY: RC § 143.15, 131 v 127 (Eff 7-22-65); 133 v S 297 (Eff 8-18-69); RC § 124.22, 135 v S 174. Eff 12-4-73.**

### § 124.57. Political activity prohibited.

(A) No officer or employee in the classified service of the state, the several counties, cities, and city school districts of the state, or the civil service townships of the state shall directly or indirectly, orally or by letter, solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription, or contribution for any political party or for any candidate for public office; nor shall any person solicit directly or indirectly, orally or by letter, or be in any manner concerned in soliciting, any such assessment, contribution, or payment from any officer or employee in the classified service of the state, the several counties, cities, or city school districts of the state, or the civil service townships of the state; nor shall any officer or employee in the classified service of the state, the several counties, cities, and city school districts of the state, or the civil service townships of the state be an officer in any political organization or take part in politics other than to vote as the officer or employee pleases and to express freely political opinions.

(B) (1) Nothing in division (A) of this section prohibits an officer or employee described in that division from serving as a precinct election official under section 3501.22 of the Revised Code.

(2) Nothing in division (A) of this section prohibits an employee of the Ohio cooperative extension service whose position is transferred from the unclassified civil service to the classified civil service and who also holds the office of president of a city legislative authority from completing the existing term of office as president.

**HISTORY: GC § 486-23; 103 v 698(710), § 23; 106 v 400(416); Bureau of Code Revision, RC § 143.41, 10-1-53; RC § 124.57, 135 v S 174 (Eff 12-4-73); 135 v H 513 (Eff 8-9-74); 146 v H 99 (Eff 8-22-95); 147 v S 229. Eff 9-16-98; 150 v H 262, § 1, eff. 5-7-04.**