



Civil Service Selection Process

Civil Service Exam

Tasks	Date/Deadline
Completed application along with required documentation submitted to the City's Human Resources Department.*	Friday, May 29, 2026 - Friday, June 26, 2026
Civil Service Exam - located at FOP Lodge 32, 315 Concord Ave., Mansfield, Ohio 44906	Tuesday, July 7, 2026 5:30 pm for registration 6:00 pm for exam
Applicants take physical agility test- must pass written Civil Service Exam Location: Malabar Middle School track	Saturday July 18, 2026 at 9:00 am Registration 8:00 am
Applicants meeting all application criteria are placed on a civil service list of eligible candidates, in descending order of test score, inclusive of extra credit.	Civil Service list is good for two (2) years from the date of certification.
For vacancies within the Police Division, the Safety-Service Director requests a list of ten (10) candidates then standing highest on the appropriate certified civil service list.	
The Police Division performs a background check on each of candidates from the certified eligibility list. The check involves: -employment history -motor vehicle & traffic history -education history -criminal background check -financial history -employment & personal history -polygraph exam/CVSA -reference check -PRADCO Assessment	
After background check, eligible candidates are subject to an interview by the City's Oral Review Board.	
All candidates are either rejected or recommended for further consideration to the appropriate Chief, who then recommends candidates for hire to the Safety-Service Director. Approved candidates must pass medical, drug, and psychological examinations before offer of employment is made.	
Length of process is dependent on vacancies approved to be filled not to exceed the two (2) year limit of the certified list.	

***Please return completed application in person to the City HR Department, 30 N. Diamond St. Mansfield, OH 44902 - 8th Fl. or email to hr@mansfieldohio.gov**

***Applications will only be accepted by those two above methods.**

*** A \$20.00 CASH fee must be paid at the time exam is given.**

***Questions? Please call 419-755-9695**



Civil Service – Extra Credit

Civil Service Exam

The Mansfield Civil Service Rules & Regulations allow for extra credit to be granted to candidates applying for positions within the City’s Safety Forces. Those credits include veteran’s credit, educational credit and a residency credit. The credit allowed by each of these is as follows:

- Veteran – 20%
- Educational
 - Bachelor’s Degree – 10%
 - Associates Degree – 5%
 - Peace Officer Training Certification – 10% (On application please note this by checking the “yes” and “other” box for question “Do you have a college degree?”, then attach appropriate documentation)
 - *Maximum educational credit is 10%
- Residency – 10%

Total credit allowed is no more than 20% (i.e. If a veteran, with a Bachelor’s degree, the maximum credit will be 20% as a veteran, not 30% for both. If not a veteran, but possess a Bachelor’s degree and are a graduate of a high school in Richland County, the credit will be 20% [10 + 10])

Proof Required To Obtain Credit: THIS MUST BE ATTACHED TO APPLICATION WHEN SUBMITTED

Veteran – a certificate of satisfactory military service or honorable discharge [DD-214].

Educational – an official certified transcript or record

Residency – an official certified transcript from the high school, located in Richland County, from which you graduated or certification of graduation. You may also submit a certified copy of a recorded deed for the property which you own and you reside or a notarized copy of a lease for the property at which you reside which is in the City of Mansfield.

*Even if both reside in the City of Mansfield and graduated from a Richland County High School, maximum extra credit is 10%.

3.04 Minimum Age Restrictions: Police and Fire [Amended 6/11/12]

A. Police Department - Applicants for original appointment to the Police Department

must also meet the following prerequisites on or before the date of the scheduled competitive examination:

1. be at least twenty-one (21) years of age, but less than forty (40) years of age.
2. be able to read and write the English language.
3. possess a valid driver's license.
4. possess a high school diploma or equivalent.

B. Fire Department - Applicants for original appointment to the Fire Department must

also meet the following prerequisites on or before the date of the scheduled competitive examination:

1. be at least eighteen (18) years of age, but less than thirty-one (31) years of age.
2. be able to read and write the English language.
3. possess a valid drivers' license.
4. possess a high school diploma or equivalent.

3.05 Disqualification of Applicants

Consistent with the provisions of O.R.C. Section 124.25, it is the policy of the City of Mansfield, Ohio, to generally refuse to examine an applicant or after examination refuse to certify an applicant who has been convicted of a felony. In addition, the Commission may refuse to examine an applicant, or, after an examination, refuse to certify an applicant as eligible, who is found to lack any of the established preliminary requirements for the examination, who is physically so disabled as to be rendered unfit for the performance of the duties of the position which he seeks, 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 guilty of infamous or notoriously disgraceful conduct, who has been dismissed from either branch (classified and unclassified) 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 application or in examination, in establishing eligibility, or securing an appointment.



The City of Mansfield - Civil Service Commission Affirmative Action Data Record

Applicants are considered for employment without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status or any other legally protected status. As an employer with an Affirmative Action Plan, the City of Mansfield complies with government regulations regarding the reporting of affirmative action information. Periodic reports are made to the government regarding the information requested below. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a confidential file and are not a part of your application file.

Please note: YOUR COMPLETION OF THIS FORM IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY OR ALL DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION

Last Name

First Name

Middle Name

Date of Birth

Gender: Male Female

Ethnic Origin (check one)

- White African-American Hispanic
 American Indian/Alaskan Asian/Pacific Islander Other

Check if any of the following are applicable:

- Desert Storm Veteran Operation Enduring Freedom Veteran
 Operation Iraqi Freedom Veteran Disabled Veteran Disabled Individual



The City of Mansfield - Civil Service Commission
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Division of Police

The City of Mansfield is an Equal Opportunity Employer. Applicants are considered for employment without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status, except where such criteria constitutes a bona fide occupational requirement.

INSTRUCTIONS - PLEASE READ CAREFULLY!

Please complete this application in its entirety, using an ink pen. [NOTE: All completed applications must be turned in to or emailed to: **Mansfield-Human Resources Department, 30 N. Diamond Street, 8th Floor, Mansfield, OH 44902.** Emailed to: **hr@mansfieldohio.gov**

How Did You Learn About Us? [Check applicable box below]

- | | | | | |
|--|--|---|--------------------------------|-----------------------------------|
| <input type="checkbox"/> College Event | <input type="checkbox"/> High School | <input type="checkbox"/> Poster/Billboard | <input type="checkbox"/> Radio | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Church | <input type="checkbox"/> Community Event | <input type="checkbox"/> Job Fair | <input type="checkbox"/> Other | |

Where? _____

_____	_____	_____		
Last Name	First Name	Middle Name		
_____		_____	_____	_____
Address		City	State	Zip Code

Email Address:	_____	_____	_____	_____
Telephone Number(s)	XXX - XX -	Last 4 of Social Security Number	Date of Birth	
_____	_____	_____	_____	

(Question asked to determine eligibility under Civil Service Rule 3.04. Minimum Age Restrictions, which requires a person to be at least 21 years of age and not more than 40 years of age at the time of exam)

PLACE AN "✓" IN EACH BOX BELOW WHICH APPLIES TO YOU:

- I am presently a U.S. citizen, or have made application to become a U.S. citizen.
- I am a resident of the State of Ohio, or if not and if I am hired, I will be a resident of Ohio by the end of my probationary period.
- I am able to read and write the English language.
- I possess a high school diploma or equivalent.
- I possess a valid driver's license and will possess a valid Ohio's driver's license at the date of appointment



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ALL DOCUMENTS CALLED FOR HEREIN MUST BE SUBMITTED WITH YOUR APPLICATION TO RECEIVE THE EXTRA CREDIT

ADDITIONAL QUESTIONS (Check applicable lines)

Are you a veteran? Yes No

Do you have a college degree? Yes No BA/BS AA Other

Are you a resident of Mansfield? Yes No

Are you a graduate of a high school located in Richland County? Yes No

Are there any persons related to you by blood or marriage that currently work for the City of Mansfield? Yes No If yes, complete the following: (not part of extra credit)

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

CONDITIONS OF EMPLOYMENT (Read and *sign your initials* before the item below)

_____ I understand and accept that, if I am conditionally accepted for employment, my employment is conditioned upon my passing a medical examination to determine my ability to perform the essential functions of the applicable position, with accommodations where necessary. I understand and accept that this examination will include a drug test.

I AFFIRM THAT ALL OF THE INFORMATION FURNISHED IN AND WITH THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION REQUESTED HEREIN MAY LEAD TO MY REMOVAL FROM THE CIVIL SERVICE LIST OR TERMINATION FOLLOWING EMPLOYMENT.

Signature of Applicant

Date

Return application and supporting documents to hr@mansfieldohio.gov or in person at: Mansfield HR Department, 30 N. Diamond St. 8th. Fl. If you have any questions, please contact the City at (419) 755-9695.

Your fee of \$20.00 must be paid at time exam is given. CASH ONLY

***MUST SHOW PHOTO ID AT TIME OF EXAM.**