

**Application for City of Loveland Utility Billing Clerk Exam
to be held on Monday, March 23, 2015 at 6:30 p.m.
Applications due no later than 4:30 p.m. on March 20, 2015**

Last Name _____ First Name _____
Address _____ City _____
State _____ Zip Code _____ Social Security # _____
Telephone # _____ Email _____

Qualifications:

Valid Driver's License _____ (must provide documentation to be eligible for position)

Special Credit

When an eligible applicant has received a passing grade (70%) on any written entrance examination, he/she shall be entitled to receive additional credits to the said written examination score, the aggregate total of which shall not exceed ten percent (10%) for the following: *To receive credit, documentation must be provided at the examination or in no event later than March 20, 2015 at 4:30 p.m. at City Hall.*

One or more years of active military service _____ + 2% (proof of honorable discharge needed)

Associate's Degree from an accredited college _____ +2% (copy of transcript or diploma needed)

Bachelor's Degree from an accredited college _____ +5% (copy of transcript or diploma needed)

Note: An applicant receiving credit for a Bachelor's Degree shall not also receive credit for an Associate's Degree.

NOTICE OF INTENT TO PARTICIPATE IN EXAMINATION

I, _____, do hereby state my intention to participate in the examination for the position of Utility Billing Clerk. I understand that the examination will be held on Monday, March 23 at 6:30 p.m. at the Loveland Middle School Cafeteria, 801 S. Lebanon Rd., Loveland, Ohio 45140. Check in for examination is from 5:50-6:30 p.m.; no latecomers admitted.

Please check here if you are an applicant with a learning disability that will need testing accommodations. Documentation of such disability must be provided by no later than March 18, 2015 for arrangements to be made.

Print Name

Signed Date

AMERICANS WITH DISABILITY ACT COMPLIANCE STATEMENT

Are you capable of performing with or without reasonable accommodation the activities involved in the position of Utility Billing Clerk as described on the position description attached with the Notice of Examination?

_____ Yes _____ No _____
Signed Date

For office use only

(\$15.00) Paid _____ Cash _____ Check # _____ Receipt # _____ REF# _____

Documents Received:

CL: _____ R: _____ A: _____

SC: _____