

Frequently Asked Questions

Related Questions

Are drug tests required prior to employment?

Yes, drug tests are required for all new full-time hires. All prospective employees are required to undergo testing at the City's expense.

Can I submit an application for employment via email or fax?

You may submit applications via email to human-resources [at] springdale.org as a PDF. Photographs of the pages are not acceptable. The City does not accept applications via fax.

How can I obtain an application?

Applications are available on the City's website and at the Municipal Building, 11700 Springfield Pike.

How do I apply for a job with the City?

Complete and submit a City of Springdale employment application (the original with your signature) by the deadline stated on the job announcement and file the application with the City of Springdale.

How do I find out about available City jobs?

Job announcements are typically posted on the City's website, Indeed, ZipRecruiter, and various professional websites associated with the position advertised.

How long will my name stay on an eligibility list for a classified position?

In accordance with Civil Service Rules, eligibility lists may remain active for a minimum of one year and up to a maximum of two years.

I submitted an application and/or took a Civil Service test and my address has changed, who do I notify?

Please notify the Administrative Offices either in writing or by phone of any changes in your contact information. We can be reached at: *City of Springdale, 11700 Springfield Pike, Springdale, Ohio 45246; human-resources [at] springdale.org; or (513) 346-5700.*

If I submit a resume, do I still need to complete the City of Springdale application?

YES. All applicants must complete a City of Springdale employment application in order to be considered in the selection process. Resumes are only accepted when attached to a completed City application.

Is there anything else I need to submit besides the application?

It depends on the position. Please read the job announcement carefully, as it will describe the application requirements.

What is a Civil Service position?

A Civil Service position is a classified position that is administered according to Civil Service Rules. Most full-time hourly employees are considered classified civil service positions.

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