

Police Officer Application**BOROUGH OF FREEMANSBURG POLICE DEPARTMENT**General Instructions

This application consists of several sections: a questionnaire; a Notification Procedure Release; a Verification; a General waiver; and a description of essential job functions. Every one of these sections must be completed in order for the Borough of Freemansburg to accept the Application as complete. Print (do not type) an answer to every question. If a particular question does not apply to you, so state with N/A. If space available is insufficient, use reverse side and precede with the number of the referenced block. **Do not misstate or omit any material fact since the statements made herein are subject to verification to determine your qualifications for employment.**

Questionnaire

- | | | | |
|----|---|--------------------|------------------------|
| 1. | _____ | 2. | _____ |
| | Last Name Middle Name First Name | | Social Security Number |
| 3. | _____ | 3a. | _____ |
| | Alias(es), Nickname(s), Maiden Name, Other Name(s) | | Telephone Number |
| 4. | _____ | | |
| | Present Residence Address (Street/City/State/Zip) | | |
| 5. | _____ | | |
| | U.S. Citizen: Native (Yes/No) | Naturalization No. | |
| | Date Place | Court | |
| 6. | Are you twenty-one years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

7. **Residences:** List all for past ten years beginning with current.

| Month & Year From | To | Address | With Whom Did You Live Where Are They Now? |
|----------------------|----|---------|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

8. **Family**

List in order given showing relationship, parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, step-brothers and step-sisters. Include any others with whom you have resided or with whom a close relationship existed or exists.

| Relationship | Name | Address (if living) |
|--------------|------|---------------------|
| Father | | |
| Mother | | |
| | | |
| | | |
| | | |
| | | |

9. **Vehicle Operator's License**

Give the following information concerning any vehicle operator's license you have held or now hold:

| Type of License | Number | Issuing Authority | Expiration |
|-----------------|--------|-------------------|------------|
| | | | |
| | | | |
| | | | |

Have you ever had a license suspended or revoked?

| |
|--|
| |
| |

10. **Conviction of Crime**

Have you ever been convicted a misdemeanor, felony or greater criminal violation? If yes, state violation, court of jurisdiction, and date of conviction.

☐ Yes ☐ No

11. **Financial Status**

Do you have any income from any source other than your principal occupation?

☐ Yes ☐ No

If yes, how
much?

How
often?

The source(s):

Do you have or have you had any financial account (savings, checking, loans, stocks, bonds, etc.)? List all accounts during the past seven (7) years.

Name and Address of Financial Institution

Type of Account

| Name and Address of Financial Institution | Type of Account |
|---|-----------------|
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |

12. **Past And Present Membership In Organizations**

| Name | Address | Zip | Type (Social, Fraternal, Professional, Etc.) | Office Held | Membership Dates (From -To) |
|-------|---------|-------|--|-------------|-----------------------------|
| <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |

- B. Special skills you possess and machines and equipment you can use. (For example, computer programmer, polygraph operator, vehicle inspection mechanic, scientific or professional devices.)

C. Approximate number of words per minute: Keyboard or typing ___ Shorthand ___

- D. Special qualifications not covered in application: (For example, your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowships received, etc.)

16. **Foreign Language:** Enter language and indicate fluency.

| Language | Reading | Speaking | Understanding | Writing |
|----------|---------|----------|---------------|---------|
| | | | | |
| | | | | |

17. **Foreign Travel:** Exclude trips of less than 30 days to Canada or Mexico and travel as a direct result of U.S. military duties.

| Dates | Country | Purpose of Travel |
|-------|---------|-------------------|
| | | |
| | | |
| | | |

18. **Hobbies and Sports:**

| Name | Length of Participation | Level of Proficiency |
|------|-------------------------|----------------------|
| | | |
| | | |
| | | |
| | | |

19. **Employment:** Begin with your most recent job and list your work history for the past ten years, including part-time, temporary or seasonal employment, and all periods of unemployment.

| | | |
|------------------------------|-------------|---------------------------------------|
| Date | | Name & Address of Employer |
| To | From | |
| | | |
| Salary | | Job Title |
| | | |
| Description of Duties | | |
| | | |
| Why did you leave? | | |
| | | |
| Name of Supervisor: | | |
| Name of Co-Worker: | | |

| | | |
|------------------------------|-------------|---------------------------------------|
| Date | | Name & Address of Employer |
| To | From | To |
| | | |
| Salary | | Job Title |
| | | |
| Description of Duties | | |
| | | |
| Why did you leave? | | |
| | | |
| Name of Supervisor: | | |
| Name of Co-Worker: | | |

| | | |
|------------------------------|-----------|---------------------------------------|
| Date | | Name & Address of Employer |
| From | To | From |
| | | |
| Salary | | Job Title |
| | | |
| Description of Duties | | |
| | | |
| Why did you leave? | | |
| | | |
| Name of Supervisor: | | |

Name of Co-Worker: _____

If additional employer blocks are needed, please attach requested information on separate sheet.

Have you ever been discharged, asked to resign, furloughed, or put on inactive status for cause, or subject to disciplinary action while in any position (except military)? If yes, state reason:

Have you ever resigned after being informed your employer intended to discharge you for any reason. If yes, explain, giving name and address of employer, approximate date, and reasons in each case.

20. **Military Status**

Have you ever served in the U.S. Armed Forces?

☐ Yes ☐ No

If yes, attach photostatic copy of discharge or separation papers.

Do you claim veterans preference?

☐ Yes ☐ No

A. While in the military service were you ever convicted for any crime graded as a misdemeanor, felony or greater offense? If yes, give date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident, using separate sheet to record this information.

☐ Yes ☐ No

B. Are you presently a member of a U.S. Reserve or State Guard organization?

☐ Yes ☐ No

If yes, complete the following:

Grade and Service

No.:

Service and
Component:

Organization and Station
or Unit and address:

Status

Indicate reserve obligation, if any: _____

21. Selective Service:

Last Classification: _____

Selective Service No: _____

Date: _____ Local Board: _____

Address: _____

22. Character References

List only character references who have definite knowledge of your qualifications for the position of application. List 5 character references. (Do not list relatives, former employers, or persons living outside the United States.)

| Name | Address | Home Phone | Work Phone | Years Known |
|------|---------|------------|------------|-------------|
|------|---------|------------|------------|-------------|

| | | | | |
|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

23. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation? If yes, give details.

24. Have you ever applied for a position with any other governmental agencies? If yes, give details.

25. **Remarks:**

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries made by me above are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant

Date

VERIFICATION

The information I have provided in the foregoing Application is true and correct to the best of my knowledge belief and understanding. I understand that any false statement contained therein is subject to the penalties prescribed by 18 Pa C.S.A. § 4904, relating to unworn falsification to authorities.

Date: _____

Signature

DO NOT ATTACH ANY OTHER DOCUMENTS WITH THIS APPLICATION, SUCH AS LETTERS OF RECOMMENDATION OR TRAINING CERTIFICATES.

Waiver and Release for Background Investigation

I, _____, am presently applying for employment as a police officer with the Borough of Freemansburg, which I acknowledge and understand must thoroughly investigate my employment background, criminal history, personal background, education and references in order to evaluate my qualifications for a position as a police officer. I understand that it is in the public's interest that all relevant information in this regard, including my personal and employment history with my current and former employers, be disclosed to the Borough of Freemansburg.

By this release, I hereby authorize any representative of all of my former employers, which have been fully disclosed and identified in my employment application, to divulge any information in its files pertaining to my employment records and history, and I further authorize the release of such information upon request to any representative of the Borough of Freemansburg. I also authorize all former employers identified in my employment application to permit a review and full disclosure of all records, or any part thereof, concerning myself and my employment with those former employers, by and to any duly authorized agent of The Borough of Freemansburg, whether said records are of public, private, or confidential nature.

The intent of this authorization is to permit all former employers identified in my employment application to provide, and for the Borough of Freemansburg to obtain, full and free access to the background and history of my personal life and my employment history and performance, for the specific purpose of permitting the Borough of Freemansburg to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by the Borough of Freemansburg in determining my suitability for employment as a police officer. It is my specific intent to provide the Borough of Freemansburg with access to personnel information, however personal or confidential it may appear to be.

I authorize all former employers, which have been fully disclosed and identified in my employment application, to release any and all public and private information that it may have concerning me, my work record, my background and reputation, my military service records, educational records, my criminal history record, including my arrest record(s) and records compiled during or as the result of a criminal investigation(s) of me, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had, an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release all former employers identified in my employment application, and, if applicable, their elected and appointed officials, employees and agents and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release all former employers identified in my employment application, and, if applicable, its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance

with this authorization and request to release information, or any attempt to comply with it. I direct all former employers identified in my employment application to release such information upon request of the duly accredited representative of the Borough of Freemansburg, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give the Borough of Freemansburg the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a Borough of Freemansburg employee. I release and hold harmless the Borough of Freemansburg, its elected and appointed officials, agents and employees from and against any and all liability which might result from conducting such an investigation, including any damages of whatever kind which may at any time result to me, my heirs, family or associates because of such investigation.

I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished by any former employer will be used by the Borough of Freemansburg in conjunction with employment procedures.

I understand that if a former employer refused to cooperate with this investigation by failing to provide full disclosure of any and all relevant information about me, then the Borough of Freemansburg may disqualify me from further consideration for employment as a police officer.

A photocopy or facsimile of this release form will be valid as an original thereof, even though the said photocopy or facsimile does not contain an original writing of my signature. This waiver is valid for a period of one year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on my employment application.

I agree to indemnify and hold harmless the person to whom this request is presented, as well as his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Date: _____

Signature

Essential Duties of a Police Officer

- 25.1.1 Running for several hundred yards;
- 25.1.2 Climbing over obstacles;
- 25.1.3 Crawling;
- 25.1.4 Pushing motor vehicles;
- 25.1.5 Pulling or carrying accident, fire or crime victims;
- 25.1.6 Using physical force to apprehend and subdue arrestees;
- 25.1.7 Withstanding prolonged exposure, as long as twelve (12) hours, to extreme weather conditions;
- 25.1.8 Withstanding prolonged periods of standing and sitting
- 25.1.9 Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accidents, crimes or suicide;
- 25.1.10 Dealing with domestic disputes;
- 25.1.11 Dealing with verbal and physical abuse of the officer, including taunts, insults, and threats to the officer, family members, or fellow police officers;
- 25.1.12 Communicate effectively with individuals suffering from trauma;
- 25.1.13 Operate a motor vehicle for long periods of time;
- 25.1.14 Use a firearm effectively; and
- 25.1.15 Fill out written reports in a clear and concise manner.

I have reviewed the above list of essential job functions for a Borough of Freemansburg Police Officer and believe that:

- ☐ I can fully perform all duties with or without reasonable accommodations
- ☐ I cannot fully perform all duties even with accommodations.

Name

Signature

Date