

WATSONTOWN POLICE DEPARTMENT

Police Officer Application for Employment

GENERAL INSTRUCTIONS

This application consists of several sections: a questionnaire; a Notification Procedure Release; a Verification; a Waiver and Release of Information for Background Investigation; and a description of the essential job functions. Every one of these sections must be completed in order for the Borough of Watsonstown 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 or another piece of paper and precede with the number of the referenced block.

*****Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment.*****

Questionnaire

1. _____
 Last name First Name Middle Name
2. _____ 3. _____
 Social Security Number Date Of Birth
4. _____ 5. _____
 Alias(es), Nicknames, Maiden Name, Other Changes in Name Phone Numbers
6. _____
 Current Residence Address, Street, Apt #, PO Box, City, State, Zip
7. _____
 U.S. Citizen: Native (Yes / No) Naturalization No. Date Place Court

8. **RESIDENCES:** List all for the past 15 years beginning with most current.

Month & Year		Address	With whom did you live and where are they now?
From	To		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. FAMILY

List, in order given, showing relationship, parents, guardians, spouses, ex-spouses, step-parents, foster parents, parents-in-law, brothers, sisters, step-brothers, and step-sisters, etc. **Include any others with whom you have resided or with whom a close relationship existed or exists.** Use additional paper if necessary.

Relationship	Name	Address (if living)	Phone No.
<i>Father</i>			
<i>Mother</i>			

10. 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? If yes, list the reason and date.

11. CONVICTION OF CRIME

Have you ever been convicted of a felony, misdemeanor or non-traffic summary violation? _____
 If yes, list violation, penalty imposed, court of jurisdiction, and date of conviction.

12. FINANCIAL STATUS

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

If yes, how much? _____ How often? _____ The source(s)? _____

List all financial accounts during the past 7 years (savings, checking, loans, credit cards, stocks, bonds, etc).

Name and Address of Financial Institution	Type of Account	Account Number

13. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS

Name	Address	Type (Social, Fraternal, Professional, etc.)	Office Held	Membership Dates From To	

14. SUBVERSIVE ORGANIZATIONS

- Yes No Are you now, or have you ever been, a member of any organization, association, movement, group or combination of persons which advocated the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by any unconstitutional means?
- Yes No Are you, or have you ever been, affiliated or associated with any organization of the type described above, as an agent, official or employee?
- Yes No Are you now associating with, or have you associated with, any individuals, including relatives, who you know or have reason to believe are or have been members of any of the organizations identified above?
- Yes No Have you ever been engaged in any of the following activities with any organization of the type described above: contribution(s) to, attendance at or participation in any organizational, social, or other activities of said organizations or of any projects sponsored by them; the sale, gift, or distribution of any written, printed, or other matter, prepared, reproduced, or published, by them or any of their agents or instrumentalities?

If yes to any of the questions above, provide explanation. Attach additional sheets for a fully detailed statement. If associated with any of these organizations, specify nature and extent of association with each, including office or position held. Also include dates, places, and credentials now or formerly held. If associations have been with individuals who are members of these organizations, then list the individuals and the organization with which they were or are affiliated.

15. EDUCATION

A. List all elementary, junior high, middle and high schools attended. Attach transcript from last school.

Name	Address	Dates attended	Graduated?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. Higher Education. List all colleges or universities attended. Attach transcript from all institutions.

Name	Address	Dates Attended	Credit Hours Semester/Quarter	Degree Received
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Major and Minor Courses:

C. List any other schools or training (trade, vocational, military). Provide the name and complete mailing address of each school or training, dates attended, subjects studied, certificate earned, and any other pertinent data.

16. SPECIAL QUALIFICATIONS AND SKILLS

A. List any special license, such as pilot, radio operator, etc., showing licensing authority, where the license was first issued, and date current license expires.

B. List any special skills you possess with machines and equipment (i.e.: computer programmer, polygraph operator, vehicle inspection mechanic, scientific or professional devices, etc.).

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

D. List any special qualifications not already covered in this application (i.e.: your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowships received, etc.).

17. FOREIGN LANGUAGE

Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing

18. FOREIGN TRAVEL

Exclude trips of less than 30 days to Canada or Mexico and travel as a direct result is U.S. Military duties.

Dates	County	Purpose of Travel

19. HOBBIES AND SPORTS

Name	Length of Participation	Level of Proficiency

20. EMPLOYMENT

Begin with your most recent job and list your complete work history, including full-time, part-time, temporary or seasonal employment, self-employment, and all periods of unemployment.
If additional employer blocks are needed, please attach additional sheets.

Date		Name, Address, Phone Number of Employer
From	To	
Salary		Job Title (include any changes/promotions and dates in position)
Description of Duties		
Why did you leave?		
Name of Supervisor:		
Name of Co-Worker:		

Date		Name, Address, Phone Number of Employer
From	To	
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Description of Duties		
Why did you leave?		
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Name of Supervisor:		
Name of Co-Worker:		

Date		Name, Address, Phone Number of Employer
From	To	
Salary		Job Title (include any changes/promotions and dates in position)
Description of Duties		
Why did you leave?		
Name of Supervisor:		
Name of Co-Worker:		

Have you ever been discharged, asked to resign, furloughed, suspended or put on inactive status for cause, or subjected to **any** disciplinary action while in any position? If yes, provide reason and date:

Have you ever resigned after being informed your employer intended to discharge you for any reason? If yes, provide explanation, date, and which employer:

21. OTHER LAW ENFORCEMENT APPLICATIONS

A. Have you ever applied for a position with **any** law enforcement or governmental agency? If yes, provide the agency name and approximate date.

B. Have you ever been disqualified from employment by any law enforcement or governmental agency? If yes, provide the agency name and approximate date.

C. Have you ever taken a polygraph examination? If yes, provide administering agency, approximate date, and the result.

22. MILITARY STATUS

A. Have you ever served in the U.S. Armed Forces? Yes No
If yes, attach copy of DD214 or service record.

B. Do you claim veterans preference? Yes No

C. While in the military service were you ever convicted for any crime graded as a misdemeanor, felony or greater offense? If yes, using a separate sheet of paper, provide date, place, law enforcing authority or type of court or court-martial, charge and action taken for each incident. Yes No

D. Are you presently a member of a U.S. Reserve or National or State Guard organization? Yes No
If yes, complete the following:

Grade and Service No.: _____

Service and Component: _____ Status: _____

Organization and Station/Unit and address/phone #: _____

Indicate reserve obligation, if any: _____

23. SELECTIVE SERVICE

Selective Service No.: _____ Last Classification: _____

Date Registered: _____ Local Board: _____

Address: _____

24. CHARACTER REFERENCES

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

Name	Address	Home/Cell Phone	Work Phone	Years Known
1.				
2.				
3.				
4.				
5.				

25. OTHER

Are there **any** incidents in your life not mentioned herein that might reflect upon your suitability to perform the duties of a police officer? If yes, provide explanation.

You may be asked to complete a more comprehensive pre-employment screening booklet/questionnaire at a later time, which will ask more detailed and in-depth questions about your background.

26. VERIFICATION

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... and the writing contained within this application is in my own handwriting. I understand that any false statement contained herein is subject to the penalties prescribed by 18 Pa. C.S.A. § 4904 (relating to unsworn falsification to authorities).

_____ Signature of Applicant _____ Date

**Watson town Police Department
Notification Procedure Release**

In the processing procedure required for applicants, it may become necessary to contact the applicant in the event the applicant is being given further consideration for the position of Police Officer with the Watson town Police Department.

If conventional methods fail in attempting to contact the applicant, a certified registered letter will be sent to the address listed on the application. Should the registered letter be returned indicating that it was unclaimed or undeliverable, the applicant will be eliminated from further processing and consideration.

It is the applicant's responsibility to notify the Watson town Police Department, in writing, of any address change. By signing this form, the applicant acknowledges reading and understanding this notification procedure.

Signature of Applicant

Date

**WATSONTOWN POLICE DEPARTMENT
WAIVER AND RELEASE OF INFORMATION
FOR BACKGROUND INVESTIGATION**

NAME OF APPLICANT _____
Last First Middle

DATE OF BIRTH _____ SOCIAL SECURITY NUMBER _____

I am presently applying for employment as a police officer with the Borough of Watsonstown which I acknowledge and understand must thoroughly investigate my employment background, criminal and driving history, financial background, personal and medical 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 best 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 Watsonstown.

By this release, I hereby authorize any representative of all of my current and former employers 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 Watsonstown. I also authorize all current and former employers to permit a review and full disclosure of all records, or any part thereof, concerning myself and my employment with those employers, by and to any duly authorized agent of the Borough of Watsonstown, whether said records are of public, private, or confidential nature.

The intent of this authorization is to permit all current and former employers, and any and all other persons with information about me, to provide, and for the Borough of Watsonstown 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 Watsonstown to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by the Borough of Watsonstown in determining my suitability for employment as a police officer. It is my specific intent to provide the Borough of Watsonstown with access to personnel information, however personal or confidential it may appear to be.

I authorize all current and former employers, and any and all other persons or entities with information about me, 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, medical records, my financial status, my criminal history record, including my arrest record(s) and records compiled during or as the result of a criminal investigation 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 current and former employers 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 current and former employers, 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, me 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 current and former employers to release such information upon request of the duly authorized representative of the Borough of Watsonstown, regardless of any agreement, written or oral, I may have made with the employer to the contrary.

In addition, I also give the Borough of Watsonstown the right to thoroughly investigate my background, financial history, criminal and driving history, medical history, reputation, personal and private life, family, friends, neighbors and associates of me, current and previous employment, military service, education and references in order to ascertain my suitability for service as a police officer for the Borough of Watsonstown. I release and hold harmless the Borough of Watsonstown, 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 Watsontown in conjunction with employment procedures.

I understand that if a current or 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 Watsontown may disqualify me from further consideration for employment as a police officer.

A photocopy of facsimile of this release form will be valid as an original thereof. 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 below.

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.

APPLICANT'S SIGNATURE

DATE

ADDRESS

AFFIDAVIT

WATSONTOWN POLICE DEPARTMENT
318 MAIN STREET
WATSONTOWN, PENNSYLVANIA 17777
NORTHUMBERLAND COUNTY

Before me personally appeared the said _____
who says that he/she executed the above instrument of his/her own free will and accord, with full
knowledge of the purpose therefore.

Sworn to and subscribed in my presence this _____ day of _____, 20_____

My Commission Expires

Notary Public

Watson Police Department Essential Job Functions of a Police Officer

The successful applicant must be able to perform all of the following essential job functions and duties of an inexperienced law enforcement officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength... including but not limited to the following job functions:

1. Running for several hundred yards;
2. Climbing over obstacles;
3. Crawling and jumping;
4. Pushing motor vehicles, and lifting, pulling, carrying, pushing or dragging other heavy objects;
5. Perform rescue functions at accidents, crimes, emergencies, fires and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging, pulling and carrying people away from dangerous situations and securing and evacuating people from particular areas;
6. Using physical force to apprehend and subdue arrestees, including the use of handcuffs and other restraints, as well as physical maneuvers and other non-lethal weapons to subdue resisting and combative suspects;
7. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree;
8. Process (fingerprint, photograph) and transport prisoners and committed mental patients using handcuffs and other appropriate restraints;
9. Withstanding prolonged exposure, as long as twelve (12) hours at a time, to extreme weather conditions;
10. Withstanding prolonged periods of standing, walking and sitting;
11. Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accidents, overdoses, crimes or suicides;
12. Dealing with domestic disputes;
13. Dealing with verbal, mental and physical abuse of the officer, including taunts, insults and threats to the officer, family members or fellow police officers;
14. Communicate effectively with individuals suffering from trauma, mental illness, and other conditions;
15. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers;
16. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions;
17. Identifying people under the influence of alcohol or a controlled substance, administering sobriety tests, and processing DUIs, public drunkenness, underage drinking and other alcohol related arrests;
18. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, detaining people and stopping suspicious vehicles and persons;
19. Making forcible entry into buildings, using your body or breaching tools;

20. Performing traffic stops and responding to calls for service and enforcing the Pennsylvania Vehicle Code, Crimes Code, Borough Ordinances, and other laws;
21. Effectively investigating vehicle crashes and completing required crash reports;
22. Operate a police motor vehicle for long periods of time, during both day and night, and in emergency and unsafe conditions, including at speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow;
23. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications, including during high stress incidents;
24. Use a firearm (handgun, shotgun, rifle) effectively, during both qualification and under high stress and deadly force conditions, including loading, unloading, aiming and firing from a variety of body positions;
25. Extinguish small fires by using a fire extinguisher and other appropriate means;
26. Fill out written and computerized reports in a clear and concise manner, including proper use of grammar, spelling, punctuation, etc.;
27. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants;
28. Demonstrate communication skills in court and other formal settings, including being able to discuss and prosecute a case solo or with a District Attorney, and being knowledgeable with courtroom procedure;
29. Keep up-to-date with the latest laws, policies, regulations, equipment, and training; and
30. Working a law enforcement schedule, including rotating shifts, nights, days, weekends, holidays, and overtime.

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

I can fully perform all duties with or without reasonable accommodations.

Accommodations Required (if any): _____

I cannot fully perform all duties even with accommodations.

Name

Signature

Date