

MAHANAY CITY
POLICE DEPARTMENT

EMPLOYMENT APPLICATION PART-TIME POLICE OFFICER

THIS APPLICATION CONSISTS OF SEVERAL SECTIONS, INCLUDING A QUESTIONNAIRE, PERMISSION TO CONDUCT A BACKGROUND INVESTIGATION, A NOTIFICATION PROCEDURE RELEASE, A VERIFICATION, AND A DESCRIPTION OF ESSENTIAL JOB FUNCTIONS. EVERY ONE OF THESE SECTIONS MUST BE COMPLETED IN ORDER FOR THE BOROUGH TO ACCEPT THE APPLICATION AS COMPLETE. PLEASE **PRINT** (DO NOT TYPE) AN ANSWER TO EVERY QUESTION. IF A PARTICULAR SECTION DOES NOT APPLY TO YOU, SO STATE WITH "N/A." IF THE SPACE AVAILABLE IS INSUFFICIENT, ATTACH AN ADDENDUM AT THE END OF THE APPLICATION, PRECEDING EACH ITEM 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 QUALIFICATION FOR EMPLOYMENT.

1	PERSONAL INFORMATION			
LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX (JR, SR, ETC.)	
ALIAS(ES), NICKNAME(S), MAIDEN NAME, OTHER CHANGES IN NAME				
BEST MEANS OF CONTACT	TYPE <input type="checkbox"/> HOME <input type="checkbox"/> CELL <input type="checkbox"/> OTHER	ALTERNATE MEANS OF CONTACT	TYPE <input type="checkbox"/> HOME <input type="checkbox"/> CELL <input type="checkbox"/> OTHER	
U.S. CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	NATURALIZATION NO.	DATE	PLACE	COURT

2	RESIDENCES		
LIST ALL RESIDENCES FOR THE PAST TEN (10) YEARS, BEGINNING WITH YOUR CURRENT ONE			
FROM	TO	ADDRESS	WITH WHOM DID YOU LIVE?

3	FAMILY		
IDENTIFY ALL WITH WHOM YOU HAVE RESIDED OR WITH WHOM A CLOSE RELATIONSHIP EXISTS/EXISTED			
RELATIONSHIP	NAME	ADDRESS IF LIVING	PHONE

4**EDUCATION**
OTHER THAN POLICE-RELATED

LIST ALL ELEMENTARY, JUNIOR HIGH, AND HIGH SCHOOLS ATTENDED.

NAME OF SCHOOL	ADDRESS	DATES ATTENDED	GRADUATE?

LIST ALL COLLEGES AND / OR UNIVERSITIES ATTENDED.

NAME OF SCHOOL	ADDRESS	DATES ATTENDED	GRADUATE?

DESCRIBE YOUR COURSES OF STUDY (MAJOR AND MINOR COURSES):

DESCRIBE OTHER SCHOOLS OR TRAINING (TRADE, VOCATIONAL, MILITARY, ETC.). FOR EACH, PROVIDE THE NAME AND ADDRESS OF THE SCHOOL, DATES ATTENDED, SUBJECTS STUDIED, CERTIFICATE EARNED, AND ANY OTHER PERTINENT DATA.

5**FOREIGN LANGUAGE**
IDENTIFY LANGUAGE AND INDICATE LEVEL OF FLUENCY

LANGUAGE	READING	SPEAKING	COMPREHENSION	WRITING

7**EMPLOYMENT**

BEGINNING WITH YOUR MOST RECENT JOB, LIST ALL EMPLOYMENT FOR THE PAST TEN YEARS.

FROM	TO	NAME OF EMPLOYER
ADDRESS		
PHONE NUMBER	NAME OF SUPERVISOR	
JOB TITLE	DESCRIPTION OF DUTIES	
SALARY	REASON FOR LEAVING	

FROM	TO	NAME OF EMPLOYER
ADDRESS		
PHONE NUMBER	NAME OF SUPERVISOR	
JOB TITLE	DESCRIPTION OF DUTIES	
SALARY	REASON FOR LEAVING	

FROM	TO	NAME OF EMPLOYER
ADDRESS		
PHONE NUMBER	NAME OF SUPERVISOR	
JOB TITLE	DESCRIPTION OF DUTIES	
SALARY	REASON FOR LEAVING	

FROM	TO	NAME OF EMPLOYER
ADDRESS		
PHONE NUMBER	NAME OF SUPERVISOR	
JOB TITLE	DESCRIPTION OF DUTIES	
SALARY	REASON FOR LEAVING	

FROM	TO	NAME OF EMPLOYER
ADDRESS		
PHONE NUMBER	NAME OF SUPERVISOR	
JOB TITLE	DESCRIPTION OF DUTIES	
SALARY	REASON FOR LEAVING	

IF ADDITIONAL SPACE IS NEEDED, CHECK HERE AND ATTACH AN ADDENDUM.

HAVE YOU EVER BEEN DISCHARGED, ASKED TO RESIGN, FURLOUGHED, OR PUT ON INACTIVE STATUS FOR ANY CAUSE, OR SUBJECT TO DISCIPLINARY ACTION WHILE IN ANY POSITION (EXCEPT MILITARY DISCHARGE)?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
HAVE YOU EVER RESIGNED FROM A JOB TO AVOID TERMINATION?	<input type="checkbox"/> YES* <input type="checkbox"/> NO
*IF YOU ANSWERED "YES" TO EITHER OF THE ABOVE QUESTIONS, PLEASE EXPLAIN EACH CASE, IDENTIFYING THE EMPLOYER, APPROXIMATE DATE, AND CIRCUMSTANCES OF THE ACTION(S) TAKEN:	
<hr/> <hr/> <hr/>	

MAY WE CONTACT YOUR CURRENT EMPLOYER? (PAST EMPLOYERS <u>WILL</u> BE CONTACTED AS A MATTER OF ROUTINE.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
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8**DRIVER'S LICENSE INFORMATION**

IDENTIFY ALL DRIVER'S LICENSES YOU HOLD OR HAVE HELD IN THE PAST

TYPE OF LICENSE	NUMBER	STATE	EXPIRATION
		PENNSYLVANIA	
HAVE YOU EVER HAD YOUR OPERATING PRIVILEGE SUSPENDED OR REVOKED IN ANY STATE?			<input type="checkbox"/> YES* <input type="checkbox"/> NO
* IF YOU ANSWERED "YES" ABOVE, PROVIDE FULL DETAILS:			

9**CRIMINAL HISTORY INFORMATION**

HAVE YOU EVER BEEN CHARGED WITH A MISDEMEANOR OR FELONY OFFENSE, INCLUDING JUVENILE OFFENSES AND CHARGES ADJUDICATED BY MILITARY COURTS? PLEASE NOTE HERE THAT HAVING BEEN CHARGED WITH AN OFFENSE IS NOT IN AND OF ITSELF A BAR TO EMPLOYMENT, BUT THAT DISCLOSURE OF THE CIRCUMSTANCES OF SUCH OCCURRENCES IS REQUIRED IN ORDER TO EFFECTIVELY EVALUATE YOUR QUALIFICATION FOR EMPLOYMENT AS A POLICE OFFICER.	<input type="checkbox"/> YES* <input type="checkbox"/> NO		
HAVE YOU EVER BEEN NAMED AS A PARTY TO A PROTECTION FROM ABUSE ORDER, EITHER TEMPORARY OR FINAL?	<input type="checkbox"/> YES* <input type="checkbox"/> NO		
ARE YOU CURRENTLY A PARTY TO ANY PENDING (UNRESOLVED) COURT ACTION OF ANY KIND, EITHER CRIMINAL OR CIVIL?	<input type="checkbox"/> YES* <input type="checkbox"/> NO		
HAVE YOU EVER BEEN DENIED AN APPLICATION FOR A GUN PERMIT, OR HAD A GUN PERMIT REVOKED?	<input type="checkbox"/> YES* <input type="checkbox"/> NO		
*IF YOU ANSWERED "YES" TO ANY OF THE FOUR QUESTIONS ABOVE, ATTACH AN ADDENDUM TO THIS APPLICATION, PROVIDING FULL DETAILS, TO INCLUDE DATE(S), LOCATION, LAW ENFORCEMENT AGENCY AND COURT OF RECORD, AND A DESCRIPTION OF THE CIRCUMSTANCES SURROUNDING THE ACTION.			
IN THE SPACE BELOW, LIST ALL TRAFFIC AND NON-TRAFFIC CITATIONS RECEIVED OVER THE PAST SEVEN (7) YEARS, INCLUDING JUVENILE OFFENSES AND REGARDLESS OF DISPOSITION. ATTACH AN ADDENDUM IF ADDITIONAL SPACE IS NEEDED.			
DATE	CHARGE	FILING AGENCY	DISPOSITION

10	FINANCIAL DISCLOSURE LIST ALL FINANCIAL ACCOUNTS (SAVINGS, CHECKING, LOANS, INVESTMENTS, ETC. DURING THE PAST SEVEN (7) YEARS.	
	NAME OF INSTITUTION	ADDRESS

11	COMMUNITY INVOLVEMENT LIST ALL CURRENT AND PAST MEMBERHIPS IN SERVICE, SOCIAL, AND/OR FRATERNAL ORGANIZATIONS		
	NAME OF GROUP	ADDRESS	TYPE OF ORGANIZATION

12	MILITARY STATUS	
	HAVE YOU EVER SERVED IN THE U.S. ARMED FORCES? <input type="checkbox"/> YES* <input type="checkbox"/> NO	
	* IF YOU ANSWERED "YES" TO THE ABOVE QUESTION, COMPLETE THE REMAINDER OF THIS SECTION AND ATTACH A COPY OF YOUR DD-214 TO THIS APPLICATION. IF YOU ANSWERED "NO," SKIP TO NO. 12a BELOW.	
	BRANCH OF SERVICE	COMPONENT
	DATES OF SERVICE	
	STATION OR UNIT NAME AND ADDRESS	
	CONTACT PHONE	
	RANK/GRADE (CURRENT OR AT DISCHARGE)	CURRENT STATUS
	RESERVE OBLIGATION, IF ANY	
	WHILE IN THE MILITARY SERVICE, WERE YOU EVER CONVICTED OF ANY CRIME GRADED AS A MISDEMEANOR OR FELONY OFFENSE? <input type="checkbox"/> YES* <input type="checkbox"/> NO	
* IF YOU ANSWERED "YES" TO THE ABOVE QUESTION, ATTACH AN ADDENDUM LISTING FOR EACH INCIDENT THE DATE, PLACE, LAW ENFORCEMENT AUTHORITY OR TYPE OF COURT OR COURT MARTIAL, CHARGE, AND ACTION TAKEN.		

12a	SELECTIVE SERVICE STATUS	
	SELECTIVE SERVICE NUMBER	LAST CLASSIFICATION
DATE	LOCAL BOARD	

13**AFFILIATIONS**

ARE YOU NOW, OR HAVE YOU EVER BEEN, A MEMBER OF ANY ORGANIZATION, ASSOCIATION, OR MOVEMENT, GROUP, OR COMBINATION OF PERSONS WHICH ADVOCATES 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 NOW, 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 EVER ASSOCIATED WITH, ANY INDIVIDUALS, INCLUDING RELATIVES, WHO YOU KNOW OR HAVE REASON TO BELIEVE ARE OR HAVE BEEN MEMBERS OF ANY OF THE TYPES OF ORGANIZATIONS DESCRIBED ABOVE?

 YES* NO

HAVE YOU EVER BEEN ENGAGED IN ANY OF THE FOLLOWING ACTIVITIES OF ANY ORGANIZATION OF THE TYPE DESCRIBED ABOVE: CONTRIBUTIONS TO, ATTENDANCE AT OR PARTICIPATION IN ANY ORGANIZATIONAL, SOCIAL, OR OTHER ACTIVITIES OF SAID ORGANIZATION(S), 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?

 YES* NO

"IF YOU ANSWERED "YES" TO ANY OF THE FOUR QUESTIONS ABOVE, ATTACH AN ADDENDUM TO THIS APPLICATION, PROVIDING FULL DETAILS OF THE NATURE AND EXTENT OF YOUR INVOLVEMENT WITH SAID ORGANIZATION(S), INCLUDING CREDENTIALS OR OFFICE / POSITION HELD; IF ASSOCIATION HAS BEEN WITH OTHER INDIVIDUALS, IDENTIFY THOSE INDIVIDUALS AND THE ORGANIZATION WITH WHICH THEY ARE / WERE AFFILIATED. PLEASE NOTE HERE THAT THE EXISTENCE OF ANY AFFILIATIONS AS DESCRIBED ABOVE IS NOT IN AND OF ITSELF A BAR TO EMPLOYMENT, BUT THAT DISCLOSURE OF THE CIRCUMSTANCES OF SUCH AFFILIATIONS IS REQUIRED IN ORDER TO EFFECTIVELY EVALUATE YOUR QUALIFICATION FOR EMPLOYMENT AS A POLICE OFFICER.

14**FOREIGN TRAVEL**

EXCLUDE TRAVEL AS A DIRECT RESULT OF U.S. MILITARY DUTIES

DATES	COUNTRY	PURPOSE OF TRAVEL

15**PERSONAL CHARACTER REFERENCES**

LIST FOUR (4) REPUTABLE PEOPLE WHO ARE NOT RELATIVES OR CURRENT / FORMER EMPLOYERS

NAME	RELATIONSHIP	ADDRESS	BEST PHONE

16**ADDITIONAL INFORMATION**

ARE THERE ANY INCIDENTS IN YOUR LIFE NOT MENTIONED HEREIN WHICH MAY RELLECT UPON YOUR SUITABILITY TO PERFORM THE DUTIES OF A POLICE OFFICER, OR WHICH MIGHT REQUIRE FURTHER EXPLANATION?

 YES* NO

*IF "YES," EXPLAIN BELOW.

17**REVIEW OF ESSENTIAL JOB DUTIES**

- RUNNING FOR SEVERAL HUNDRED YARDS, CLIMBING OVER OBSTACLES, CRAWLING, PUSHING MOTOR VEHICLES
- PULLING OR CARRYING ACCIDENT, FIRE, OR CRIME VICTIMS
- USING PHYSICAL FORCE TO APPREHEND AND SUBDUE ARRESTEES
- WITHSTANDING PROLONGED EXPOSURE – UP TO SEVERAL HOURS – TO EXTREME WEATHER CONDITIONS AND PERIODS OF STANDING AND SITTING
- FREQUENT EXPOSURE TO STRESS-PRODUCING SITUATIONS, SUCH AS ENCOUNTERING PERSONS INJURED OR KILLED BY ACCIDENTS, CRIMES, OR SUICIDE
- DEALING WITH DOMESTIC DISPUTES
- DEALING WITH VERBAL AND PHYSICAL ABUSE, INCLUDING TAUNTS, INSULTS, AND THREATS TO THE OFFICER, HIS/HER FAMILY MEMBERS, AND FELLOW POLICE OFFICERS
- COMMUNICATING EFFECTIVELY WITH INDIVIDUALS SUFFERING FROM TRAUMA
- OPERATING A MOTOR VEHICLE FOR LONG PERIODS OF TIME
- USING A FIREARM EFFECTIVELY, WITH THE POTENTIAL NEED TO TAKE ANOTHER HUMAN LIFE IF NECESSARY UNDER USE-OF-FORCE LAWS AND POLICIES
- FILLING OUT WRITTEN REPORTS IN A CLEAR AND CONCISE MANNER
- MANUALLY OPERATING A COMPUTER KEYBOARD

I HAVE REVIEWED THE ABOVE LIST OF ESSENTIAL JOB FUNCTIONS FOR A POLICE OFFICER AND BELIEVE THAT (CHECK ONE)

- I CAN FULLY PERFORM ALL DUTIES WITHOUT ACCOMODATIONS
- I CAN FULLY PERFORM ALL DUTIES WITH REASONABLE ACCOMODATIONS THAT I HAVE DETAILED ON AN ATTACHED ADDENDUM
- I CANNOT FULLY PERFORM ALL DUTIES EVEN WITH REASONABLE ACCOMODATIONS

SIGNATURE OF APPLICANT

DATE OF APPLICATION

18**CERTIFICATION OF INFORMATION & BACKGROUND INVESTIGATION RELEASE**

SUBJECT TO THE PENALTIES OF 18 PA C.S. 4904, RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES, MY SIGNATURE BELOW CERTIFIES THAT ALL ENTRIES ON THIS APPLICATION FOR EMPLOYMENT AND ANY ATTACHMENTS THERETO ARE TRUE AND COMPLETE, AND I AGREE AND UNDERSTAND THAT ANY FALSIFICATION OF INFORMATION HEREIN, MATERIAL HALF-TRUTHS, MATERIAL MIS-STATEMENTS, OR OMISSIONS, REGARDLESS OF THEIR TIME OF DISCOVERY, EVEN IF DURING EMPLOYMENT, MAY CAUSE MY DISQUALIFICATION FOR OR FORFEITURE OF EMPLOYMENT WITH THE BOROUGH OF MAHANAY CITY.

BY SUBMITTING THIS APPLICATION FOR EMPLOYMENT AS A POLICE OFFICER OF THE BOROUGH OF MAHANAY CITY, I HEREBY GIVE MY PERMISSION AND CONSENT FOR AUTHORIZED AGENTS OR REPRESENTATIVES OF THE BOROUGH AND/OR ITS POLICE DEPARTMENT TO INVESTIGATE MY BACKGROUND AND THE INFORMATION CONTAINED IN THIS APPLICATION, AND I AGREE TO INDEMNIFY, RELEASE FROM LIABILITY, AND HOLD HARMLESS THE BOROUGH OF MAHANAY CITY AND ITS AGENTS OR REPRESENTATIVES, AS WELL AS ANYONE WHO PROVIDES BACKGROUND INFORMATION TO THE BOROUGH AND/OR ITS AGENTS OR REPRESENTATIVES.

I FURTHER ACKNOWLEDGE THAT MY SUBMISSION OF AN APPLICATION TO BE KEPT ON FILE CREATES NO ACTUAL OR IMPLIED OBLIGATION FOR THE BOROUGH OF MAHANAY CITY TO GRANT AN INTERVIEW OR OFFER EMPLOYMENT, AS POLICE OFFICERS ARE HIRED ON AN AS-NEEDED BASIS AS OPENINGS IN THE CURRENT FORCE ARISE.

LASTLY, I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO NOTIFY THE BOROUGH OF MAHANAY CITY IN WRITING OF ANY CHANGE TO THE ADDRESS AND/OR TELEPHONE NUMBERS I PROVIDED IN SECTION ONE (1) OF THIS APPLICATION, AND THAT FAILURE OF REASONABLE ATTEMPTS TO CONTACT ME AT THE ADDRESS AND TELEPHONE NUMBERS I PROVIDED WILL RESULT IN MY ELIMINATION FROM FURTHER PROCESSING AND CONSIDERATION.

SIGNATURE OF APPLICANT _____

DATE OF APPLICATION _____

19**ATTACHMENTS**

- | | | |
|---|--|--|
| <input type="checkbox"/> DRIVER'S LICENSE | <input type="checkbox"/> ACT 120 DIPLOMA | <input type="checkbox"/> CURRENT FIRST AID / CPR CARDS |
| <input type="checkbox"/> MPOETC CARD | <input type="checkbox"/> ACT 120 GRADE SHEET | <input type="checkbox"/> MILITARY DISCHARGE |

ADDENDUM ATTACHED FOR EXPLANATIONS AND / OR JUSTIFICATIONS?

 YES* NO

IF YES, NUMBER OF PAGES:

IF YOU NEED ADDITIONAL CLARIFICATION OF ANY OF THE INFORMATION REQUESTED IN THIS APPLICATION, OR IF YOU HAVE ANY QUESTIONS REGARDING THE APPLICATION PROCESS, PLEASE CONTACT THE CHIEF OF POLICE AT (570) 773-2313, EXT 301.