

ADDITIONAL APPLICATION INFORMATION

Discrimination. The Borough is an equal opportunity employer. It is the Borough's and the commission's policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, veteran's status, marital status or non job-related physical or mental handicap or disability. The Borough and the commission will provide equal opportunities in employment and promotion.

The application packets must be fully and properly completed which includes the attachment of all required documents. The applications shall also be accompanied by a non-refundable \$40.00 application processing fee. Incomplete applications will be rejected.

All applicants must be at least twenty-one (21) years of age, possess a diploma from an accredited high school or graduate equivalency diploma. Every applicant must be a United States citizen, be physically and mentally fit to perform the duties of a police officer and prior to appointment, possess a valid motor vehicle operators license issued by the Commonwealth of Pennsylvania and shall have successfully completed Act 120 Training and a copy of the MPOETC card must be attached to the application. Applicant must also have at least 750 hours of Act 120 law enforcement work experience.

TESTING INFORMATION:

Testing will consist of a Pass/Fail Physical Agility test, written examination, and an Oral Examination.

The physical agility test will be given on the morning of the scheduled testing, with the written test to follow that same afternoon.

Applicants will be notified via certified mail of the Oral Examination date.

PHYSICAL TESTING:

All testing is Pass/Fail; failure of one portion of the physical agility is a FAIL, for the entire test.

Test will consist of:

- 300 meter run
- Sit-Ups
- Rescue Drag
- Push-Ups

Testing standards attached:

PHYSICAL FITNESS TEST STANDARDS

Event	Age 20 to 29		Age 30 to 39		Age 40 to 49		Age 50 to 59		Age 60+	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
300 Meter Run	62.1	75.0	63.0	82.0	77.0	106.7	87.0	n/a	n/a	n/a

Time measured in seconds.

Sit-ups	35	30	32	22	27	17	21	12	17	4
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Total number of repetitions performed in one minute.

Rescue Drag	100 lbs. 25 yards									
Push-ups	25 in 90 seconds									

APPENDIX

A-1 POLICE DEPARTMENT

POLICE OFFICER APPLICATION

General Instructions: This Application consists of several sections: a questionnaire; a Notification Procedure Release; a Verification; a General Waiver; a Polygraph Release; 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. 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 material fact since the statements made herein are subject to verification to determine your qualifications for employment.

QUESTIONNAIRE:

1. _____ 2. _____
Last Name First Name Middle Name Social Security No.
3. _____ 3 a. (_____) _____
Aliases, Nickname (s), Maiden Name, Other Changes in Name Telephone Number
4. _____ Street/City/State/Zip
Present Residence Address:
5. _____ Date Place Court
U.S. Citizen: Native (Yes/No) Naturalization No.
6. _____
Residences: List all for past ten years beginning with current.

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

POLICE OFFICER APPLICATION

7. **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		

8. **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 ?

9. **CONVICTION OF CRIME.**

Have you ever been convicted of a misdemeanor, felony or greater criminal violation ? (Yes/No) If yes, state violation, court of jurisdiction, and date of conviction.

10. **FINANCIAL STATUS.**

Do you have any income from any source other than your principal occupation ? (Yes/No) 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:

POLICE OFFICER APPLICATION

11. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS:

MEMBERSHIP

TYPE (SOCIAL, FRATERNAL, OFFICE DATES
PROFESSIONAL, ETC. FIELD FROM TO.

NAME ADDRESS ZIP

**12. 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 advocates the overthrow of our constitutional form of government, or which has 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 ?

Are you or have you ever been affiliated or associated with any organization of the type described above, as an agent, official, or employee.

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 ?

Have you ever been engaged in any of the following activities of any organization of the type described above: contribution (s) to, attendance at or participating 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 answers above, describe the circumstances. 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.

POLICE OFFICER APPLICATION

13. EDUCATION:

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

NAME	ADDRESS	CITY	ZIP	DATES ATTENDED	DATES GRADUATED COMPLETED	YES/NO
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B. Higher Education. List all colleges or universities attended. Attach transcript from last institution.

NAME	CITY	ZIP	DATES ATTENDED FROM	TO	CREDIT HOURS	DEGREE
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MAJOR and MINOR COURSES:

C. Other schools or training (trade, vocational, military). Give for each the name and location of school, dates attended, subjects studied, certified earned, and any other pertinent data. Include complete mailing address.

POLICE OFFICER APPLICATION

14. SPECIAL QUALIFICATIONS AND SKILLS:

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

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.)

15. Foreign Language: Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing
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16. 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	County	Purpose of Travel
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17. Hobbies and Sports:

Name	Length of Participation	Level of Proficiency
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POLICE OFFICER APPLICATION

Have you ever 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.

19. Military Status:

Yes

No

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

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

Do you claim veterans preference ?

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.

B. Are you presently a member of a U.S. Reserve or State Guard organization ?
If yes, complete the following:

Grade and Service No.: _____

Organization and Station or Unit and address: _____

Status: _____

Indicate reserve obligation, if any: _____

20. Selective Service:

Last Classification: _____

Selective Service No. _____

Last Classification: _____

Date: _____

Local Board: _____

Address: _____

POLICE OFFICER APPLICATION

21. 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 _____

22. 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.

23. _____

24. 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

POLICE OFFICER APPLICATION

NOTIFICATION PROCEDURE RELEASE

In the processing procedure required for applicants it may become necessary to contact the applicant in the event they are being given further consideration for the position of police officer with the Borough.

If conventional methods fail in attempting to contact the applicant a certified-registered letter will be sent to the applicant's 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 Lansford Police, in writing, of the address change. By affixing your signature to this form the applicant acknowledges that you have read and understood the contents of this procedure.

Date

Signature

POLICE OFFICER APPLICATION

WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION

I, _____ (Name of Applicant), hereby give Lansford Borough the right to make a thorough investigation into my background, previous employment, education and references in order to ascertain my suitability for service as a police officer. I release from all liability and claims any and all persons, companies and corporations (public and private) supplying any information whatsoever to representatives of Lansford Borough. This includes and is not limited to parties with whom I have entered into a written or oral agreement which contains a confidentially clause, I release, indemnify and hold harmless Lansford Borough officials, officers and employees from and against any and all liability which might result from conducting such an investigation.

Dated: _____

Notary Public

POLICE OFFICER APPLICATION

ESSENTIAL DUTIES OF A POLICE OFFICER

1. Running for several hundred yards;
2. Climbing over obstacles;
3. Crawling;
4. Pushing motor vehicles;
6. Pulling or carrying accident, fire or crime victims;
7. Withstanding prolonged exposure, as long as eight hours, to extreme weather conditions;
8. Withstanding prolonged periods of standing and sitting;
9. Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accidents, crimes or suicide;
10. Dealing with domestic disputes;
11. Dealing with verbal and physical abuse of the officer, including taunts, insults, and threats to the officer, family members, or fellow police officers;
12. Communicating effectively with individuals suffering from trauma;
13. Operating a motor vehicle for long periods of time;
14. Using a firearm effectively; and
15. Filing out written reports in a clear and concise manner.

I have reviewed the above list of essential job functions for a Lansford Borough police officer and believe that:

- _____ I can fully perform all duties without reasonable accommodations
- _____ I can fully perform all duties but only with the following accommodations for the duties specified:
(Specify) _____
- _____ I cannot fully perform all duties even with accommodations.

Name _____ Signature _____ Date _____

VERIFICATION

I understand that this Application has been completed subject to the penalties of 18 PA C.S. Section 4904 relating to unsworn falsification to authorities.

Date: _____