

# BOROUGH OF LANSFORD



1 W. RIDGE STREET,  
LANSFORD, PENNSYLVANIA 18232

(570) 645-3900 Fax (570) 645-6248

## BOROUGH POLICE OFFICER APPLICATION - *Part Time*

General instructions: This application consists of a questionnaire. 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. You may attach copies of Certificates, licenses, diplomas etc. The **Waiver** and Release for background information **must be notarized**.

### QUESTIONNAIRE

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Last Name First Name Middle Name Social Security Number

3. \_\_\_\_\_ 3a. ( ) \_\_\_\_\_  
Alias(es), Nickname(s), Maiden Name, Other changes in Name Phone Number

4. \_\_\_\_\_  
Present Residence Address Street/City/State/Zip

5. \_\_\_\_\_  
U.S. Citizen: Native (Yes/No) Naturalization No. Date Place Court

6. \_\_\_\_\_  
Residences: List all for past ten years beginning with current

Month & Year From	To	Address	With Whom did you live? Where are they now?
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7. **FAMILY:** List in order given showing relationships, 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
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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
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\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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
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\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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## 13. EDUCATION:

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

Name	Address	City	Zip	Dates Attended	Dates Completed	Graduated 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		Credit Hours	Degree
			From	To	Semester/Quarter	Rec'd-Year

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Major and Minor Courses:

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

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**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.

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

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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.)

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**15. FOREIGN LANGUAGE:** Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing
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**16. FOREIGN TRAVEL:** Excludes 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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18. **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.

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

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

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

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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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**19. MILITARY STATUS**

Yes                      No

Have you served in the U.S. Armed Forces? \_\_\_\_\_  
If Yes, attach photostat 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.: \_\_\_\_\_

Service and Component: \_\_\_\_\_

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: \_\_\_\_\_

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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 of the United States.)

Name	Address	Home phone	Work phone	Years known

22. Are there any incidents in your file 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

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23. Have you ever applied for a position with any other government agencies? If yes, give details:

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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 are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# BOROUGH OF LANSFORD



26 EAST PATTERSON STREET, P.O. BOX 126  
LANSFORD, PENNSYLVANIA 18232 - 0126

(570) 645-3900 Fax (570) 645-6248

## WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Notary Public