

LANSFORD POLICE DEPARTMENT

1 W. Ridge Street
Lansford, PA 18232

LANSFORD POLICE OFFICER APPLICATION

FULL TIME

General Instructions: This Application consists of several sections: a Questionnaire (p. 3 - 10); a Notification Procedure Release (p.11); a General Waiver (p.12); a Polygraph Release; a Description of Essential Duties of a Police Officer and Verification (p. 13). 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 your answer 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. _____ 3a. (_____)
Alias (es), Nickname(s), Maiden Name, Other Changes in Name Telephone 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	Address	With Whom Did You Live?
From	To	Where Are They Now?

POLICE OFFICER APPLICATION

FULL TIME

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 or 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

FULL TIME

11. PAST AND PRESENT MEMBERSHIP IN ORGANIATIONS:

<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>TYPE (SOCIAL, FRATERNAL, OFFICE (PROFESSIONAL, ETC)</u>	<u>MEMBERSHIP DATES</u>	
				<u>HELD FROM</u>	<u>TO</u>

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 State 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 or associated with any organizations 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

FULL TIME

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 COMPLETED	GRAUATED YES/NO

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-YR

MAJOR & MINOR COURSES:

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

POLICE OFFICER APPLICATION

FULL TIME

14. SPECIAL QUALIFICATION 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	Country	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

FULL TIME

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

POLICE OFFICER APPLICATION

FULL TIME

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 photostatic copy of discharge or separation papers.

Do you claim veteran's 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 material, 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: _____

POLICE OFFICER APPLICATION

FULL TIME

21. Character References: List only character references that 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.)

<u>Name</u>	<u>Address</u>	<u>Home Phone</u>	<u>Work Phone</u>	<u>Years Known</u>

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

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 understand the contents of this procedure.

Date

Signature

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 confidentiality 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

ESSENTIAL DUTIES OF A POLICE OFFICER

1. Running for several hundred yards;
2. Climbing over obstacles;
3. Crawling;
4. Pushing motor vehicles;
5. Pulling or carrying accident, fire or crime victims;
6. Using physical force to apprehend and subdue arrestees;
7. Withstanding prolonged exposure, as long as eight (8) 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;
15. Filling out written reports in a clear and concise manner;
16. Potential operation of in-car computer systems and reporting packages.

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: _____

Signature _____