

Carrolltown Police Department
 POB 354 132 East Carroll Street
 Carrolltown, Pa. 15722
 814.344.6400

PRE-EMPLOYMENT APPLICATION

www.police.carrolltown.pa.us

An equal opportunity employer.
 Print in ink or type.

PERSONAL

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Telephone _____ Social Security Number _____
(Area Code)

Driver's License Number _____ State _____ Expiration Date _____

Have you ever been convicted of a crime? Yes No Explain _____

Are you a citizen of the United States? Yes No _____

BASIC REQUIREMENTS

You must be at least (20) twenty years of age prior to appointment. You must be a United States Citizen. You must be a high school graduate or possess a graduate equivalency diploma. You must be Act 120 certified, or obtain such prior to appointment. You must be currently certified in basic first aid and cardiopulmonary resuscitation, (CPR) or able to obtain such prior to appointment. You must be physically and mentally fit to perform the duties of police officer. You must meet all the requirements set forth by the Pennsylvania Municipal Police Officer's Training and Educations Commission.

Summarize any special skills or qualifications:

EDUCATION

TYPE OF SCHOOL	NAME AND LOCATION	COURSE OF STUDY	# OF YEARS	GRADE AVERAGE	MAXIMUM GRADE	DEGREE, DIPLOMA, CERTIFICATE AND HONORS RECEIVED
Elementary/ Junior High School						
High School						
College or University						
OTHER EDUCATION						

EMPLOYMENT HISTORY (LIST MOST RECENT FIRST)

1. Name of Employer _____

Address _____
(Street) (City) (State) (Zip Code)

Supervisor and Title _____ Your Title _____

Employed From _____ To _____ Starting Salary _____ Ending Salary _____

Work Performed _____

Reason for leaving _____

2. Name of Employer _____

Address _____
(Street) (City) (State) (Zip Code)

Supervisor and Title _____ Your Title _____

Employed From _____ To _____ Starting Salary _____ Ending Salary _____

Work Performed _____

Reason for leaving _____

3. Name of Employer _____

Address _____
(Street) (City) (State) (Zip Code)

Supervisor and Title _____ Your Title _____

Employed From _____ To _____ Starting Salary _____ Ending Salary _____

Work Performed _____

Reason for leaving _____

REFERENCES

Name	Relationship	Address	Daytime Phone - Nighttime Phone

ACKNOWLEDGEMENT

I certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired. I authorize the Police Department to contact any and all of the references I have listed above to obtain previous employment information or any other pertinent information that they may have. Further, I release the above mentioned references from any and all liability for any damages that may result from information collected by this Police Department.

Applicant's Signature _____ Date _____

REJECTION OF APPLICANT

The Police Department and or Borough may refuse to examine, or, if examined, may refuse to certify as eligible after examination, any applicant who is found to lack any of the minimum qualifications for the particular position. The Department or Borough may refuse to certify any applicant who is physically or mentally unfit to perform the duties of the position applied for, or who is a habitual substance abuser, who is guilty of any crime involving moral turpitude, or of infamous or notoriously disgraceful conduct, or who has been dismissed from public service for delinquency or misconduct of office, or who is affiliated with any group whose policies or activities are subversive to the forms of government set forth in the constitutions and laws of the United States and the Commonwealth of Pennsylvania.

Acknowledgement: Signature: _____

Family Members

List in order immediate family members:

Name	Relationship	Place of Residence

Past and Present Membership in Organizations

List here:

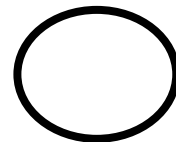
Name of Organization	Position Held

Waiver and Release For Background Investigation

I, hereby give the Carrolltown Police 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 the Carrolltown Police. This includes and is not limited to parties with whom I have entered into a written or oral agreement which contains confidentiality clause. I release, indemnify and hold harmless the Carrolltown Police and Borough against any and all liability which may result from conducting such an investigations. This paper may be reproduced.

Print Name Here: _____ Signature: _____ Date: _____

This form must be notarized and witnessed:



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. It will be the applicants responsibility to notify the department, in writing, of any address change.

Continuation Sheet or Other Relevant Information

You may also attach a resume if you desire.

Description of Job Duties

- Responds to all dispatched calls for service and requests for assistance from citizens, establishments, etc.
- Patrols by car or foot any assigned area, studies geographical layout, and conducts observations of businesses, various establishments, etc.
- Prepares and maintains files of daily activity reports, incident and call reports, investigation reports and all required paperwork.
- Initiates reports and reads and evaluates correspondence/ memoranda relative to operational activities and police hazards.
- Observes traffic flow for violations and issues warnings or citations to violators.
- Conducts investigations of traffic accidents, crimes scenes, etc., and gathers evidence, interviews complainants, witnesses, victims and suspects as needed or assigned.
- Detains, arrests, transports, and processes prisoners.
- Gives counseling to citizens in answer to radio calls or when summoned on the street.
- Establishes and maintains continuous communication with internal elements of the department through various communication media (e.g. by submitting a report through the chain of command.)
- Actively participates in any training programs as an instructor or student.
- Performs crowd control at parades, festivals, gatherings, etc.
- Conducts undercover and surveillance operations as required.
- Services as a liaison between the court, victim(s), witness (es), and prosecutor; and testifies in court when necessary.
- Follows all safety policies and procedures of the Carrolltown Police.
- Maintains all required licenses and or certificates.
- Attends workshops, seminars, meetings related to duties performed.
- Performs other duties as assigned and required by the Chief of Police.
- Knowledge of computer operations, radio operations, policy and procedures; safety practices and procedures; department policies and procedures; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state and local laws; surveillance techniques; security practices and procedures; criminal justice, public relations, courtroom procedures; court filing procedures; office practices and procedures; records management; workplace safety; supervisory principals and practices.
- Skill in computer operation; motor vehicle operation; operation and care of firearms; law enforcement equipment operation; use of restraint devices.
- Ability to interpret policies, rules and regulations; carry out instructions in written, oral, or picture form; interpret a variety of instructions in oral, written, picture, or schedule form; deal with a variety of variables within somewhat unfamiliar context; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply rules or regulations to specific situations; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare accurate documentation; compile and prepare reports; respond to routine inquires from public and or public officials; communicate effectively; understand a variety of written and or verbal communications; gather, collate, and classify information; maintain records according to established procedures; answer routine telephone inquires; handle sensitive inquires from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; demonstrate physical agility; subdue and or restrain adults, children, etc.; maintain physical standards.
- Operate police vehicles, law enforcement weapons, handcuffs, flashlights, and computer.
- This position can be physically demanding and hazardous working conditions are inherent.

Print Name Here:

Signature:

Date: