

**Luzerne Borough
Police Officer Application**

General Instructions: This application consists of several sections: a Questionnaire, a Notification Procedure Release, Verification, General Waiver, Background Check Release and a Description of Essential Job Functions. **EVERY ON OF THESE SECTIONS AND QUESTIONS MUST BE COMPLETED IN ORDER FOR THE BOROUGH TO ACCEPT THE APPLICATION AS COMPLETE.** Print or type an answer to every question. If a particular question does not apply to you, so state with N/A. If the space available is insufficient, attach a separate sheet of paper and proceed with the number of the referenced block. **Any false statement or omission of fact shall disqualify the applicant for examination, eligibility or subsequent appointment.**

Your signature of the application indicated your desire to be considered for employment for the position of Police Officer in Luzerne Borough. Falsification of the application may subject this applicant to non-hiring, discipline or termination.

All documents constituting the application must be completed and returned to the Office of the Luzerne Borough Secretary, Luzerne, PA. 18709.

If upon review of your application, the Borough determines that your application is incomplete, you may be removed from the hiring process.

Date: _____ Signature: _____

QUESTIONNAIRE FOR POLICE OFFICER APPLICANT

Please Print or Type

1. _____ 2. _____
Name (Last, First, Middle)

3. _____
Nickname(s), Alias(es) or Any Other Changes in Name

4. _____
Present Residence Address: Number, Street, City, State and Zip

5. _____ 6. _____
Social Security Number Telephone Number (Include Area Code)

7. Have you completed the Pennsylvania Police Academy Basic Training Course pursuant to Pa. Act 120? _____ (yes/no).

If yes, what school and date of graduation: _____

8. Are you a U.S. Citizen? _____ (yes/no). If naturalized, list the following:

Naturalization Number Date Place Court

9. Will you reach your 21st birthday before the deadline for submitting this application? _____ (yes/no).

10. List below your residences for the past 10 years, begin with your current address:

Month and Year	Address
From: To:	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

11. Motor Vehicle Operator's License: List the following information concerning any motor vehicle operator's license(s) you have held in the past or currently hold:

Type of License	Number	Issuing Authority/State	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever had an operator's license suspended or revoked? _____ (yes/no).

If yes, attach separate sheet with a detailed explanation.

List all traffic citations within last five (5) years.

12. Have you ever been convicted of a misdemeanor or felony? _____ (yes/no).

If yes, attach separate sheet with detailed explanation, including the violation, court of conviction and the date of conviction.

13. Have you ever been arrested or cited for any non-traffic offense? _____ (yes/no).

14. Is there anything in your credit history, which may affect your ability to fully perform police work? _____ (yes/no).

If yes, attach separate sheet with a detailed explanation.

15. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS:

Name	Address	Type (Social, Fraternal, Professional, Etc.)	Office Held	Membership (From – To)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

16. EDUCATION: List all elementary, junior high and high schools attended.

School	Address	City/State	Zip	Graduate (yes/no)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

17. HIGHER EDUCATION: List all colleges or universities attended.

School	Address	City/State	Zip	Graduate (yes/no)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

18. OTHER TRAINING: List any school or training, vocational, trade or military that you have attended that you feel would help you in the field of police service.

School	Address	City/State	Zip	Graduate (yes/no)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

19. SPECIAL QUALIFICATIONS AND SKILLS: List any special licenses such as pilot, radio operator, etc.

License	Issuing Authority	Date Issued	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

20. FOREIGN LANGUAGE: List any foreign languages and proficiency level.

Language	Understand	Speak	Read	Write
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

21. EMPLOYMENT: Begin with most recent employer and list your work history, including part time and seasonal employment for the past 10 years.

Dates		Name & Address	Job Title
From	To		
_____	_____	_____	_____
_____	_____	_____	_____

Name of Supervisor: _____

Dates
From To Name & Address Job Title

Name of Supervisor: _____

Dates
From To Name & Address Job Title

Name of Supervisor: _____

Dates
From To Name & Address Job Title

Name of Supervisor: _____

Dates
From To Name & Address Job Title

Name of Supervisor: _____

Dates
From To Name & Address Job Title

Name of Supervisor: _____

25. If you were in the military service, have you fulfilled your minimum obligation?
_____ (yes/no)

26. Do you use, consume, buy or sell illegal narcotics or controlled substances?
_____ (yes/no)

If yes, attach separate sheet with detailed explanation.

27. Have you ever used, consumed, sold or tried illegal narcotics or controlled substances in the past?
_____ (yes/no)

If yes, attach separate sheet with detailed explanation.

28. Do you consume alcoholic beverages? _____ (yes/no) If, yes explain to what extent:

29. Are there any incidents in your life, which you feel may affect your ability to perform any of the duties you may be called upon to perform as a police officer?
_____ (yes/no)

30. Have you ever applied for a position with any other police department or government agency?
_____ (yes/no)

If yes, list below:

Department/Agency	Date Applied	Current or Still Active
_____	_____	_____
_____	_____	_____
_____	_____	_____

31. Have you ever been rejected as an applicant with any other police department or government agency? _____ (yes/no)

If yes, list below and attach separate sheet with detailed explanation.

Department/Agency	Date Applied	Current or Still Active
_____	_____	_____
_____	_____	_____
_____	_____	_____

32. CHARACTER REFERENCES: (Must provide at least three)

Name & Address	Home Phone	Work Phone	Years
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

33. List in order given showing relationship, parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, step-brothers and step-sisters. Include any others whom you have resided with or whom close relationship existed or exit.

Relationship	Name	Address if Living
Father	_____	_____
Mother	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

34. Do you have any income from any source other than your principal occupation?

Yes/No. How much? _____ How Often? _____

The Source(s) _____

I hereby authorize investigation of all statements contained in this application. I hereby further agree to undergo medical and psychological examinations testing by agents selected by Luzerne Borough at any time before or during employment by the Borough, and hereby authorize the examining agents to render the Borough complete reports of such examinations and testing. Any offer of employment is conditional upon successful completion and passing of a medical and psychological examination.

I understand that misrepresentation or omission of facts called for in this application is cause for my immediate removal from any further consideration as an applicant. I understand that this application has been completed subject to the penalties of 19 Pa. C.S. 4904 relating to unsworn falsification to authorities.

Date

Applicant Signature

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 part-time police officer with Luzerne Borough.

If conventional methods fail in attempting to contact the applicant a certified 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 consideration.

It is the applicant's responsibility to notify the Luzerne Borough Secretary, in writing of the address change. By affixing your signature to this form, the applicant acknowledges that they have read and understood the contents of this procedure.

Name (Print)

Signature

Date

VERIFICATION

I UNDERSTAND AND THAT THIS application has been completed subject to the penalties of 18 PA C.S. Section 4904 relating to unsworn falsification to authorities.

Name (Print)

Signature

Date

General Qualifications – All Applicants

Every applicant for a position in the Luzerne Borough Police Department shall possess a diploma from an accredited high school or a graduate equivalency diploma and be certified under Pennsylvania ACT 120. In addition, every applicant must be a United States citizen, be physically and mentally fit to perform the full duties of a police officer, and prior to appointment possess a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania. All applicants must reside in Pennsylvania and must live within a twenty-five (25) mile radius of Luzerne Borough. All applicants must be at least twenty-one (21) years of age. No applicant shall be considered for employment with the Luzerne Borough Police Department who has been convicted of a Misdemeanor or a Felony. Any offer of employment is conditional upon successful completion and passing of a medical and psychological examination.

Date

Signature

**RELEASE WAIVER FOR BACKGROUND INVESTIGATION
CONDUCTED BY LUZERNE BOROUGH**

I waive my rights to privacy and release all individuals and organizations from any and all liability relative to the background investigation conducted by Luzerne Borough. I do hereby permit all records and information that pertain to the determination of my psychological and medical fitness to be a police officer in Luzerne Borough to be released.

Applicant Name (Please Print)

Date

Applicant's Address

Signature of Applicant

Witness' Name (Please Print)

Witness' Address

Signature of Witness

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 (depending on number of hours scheduled to work on an given shift) to extreme weather conditions.
8. Withstanding prolonged periods of standing and sitting.
9. Withstanding frequent exposure to stress-producing situations, such as encountering person injured or killed by accidents, crimes or suicide.
10. Dealing with domestic disputes.
11. Dealing with verbal and physical abuse of the Police Officer, including taunts, insults, and threats to the Police 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. Hearing.
17. Walking.
18. Using hands to finger, handle, or operate objects, controls, or tools such as a police car, police radio, Robic Speed Check Device unit, telephone, handgun and other weapons, handcuffs, breathalyzer, pager, first aid equipment, camera, and a personal computer, including word processing software.

19. Reaching with hands and arms.
20. Balancing.
21. Smelling.
22. Stooping and kneeling.
23. Seeing, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
24. Working in an environment with a noise level that is generally moderate, although occasionally louder.
25. Working near moving mechanical parts.
26. Working in high, precarious places.
27. Working with explosives.
28. Withstanding exposure to wet and/or humid conditions, extreme heat, or extreme cold.
29. Withstanding short-term exposure to fumes, airborne particles, toxic or caustic chemicals and/or vibration.

I have reviewed the above list of essential job functions for a 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 reasonable accommodations:

_____ I cannot fully perform all duties, even with reasonable accommodations.

Name

Signature

Date