



BOROUGH OF MT. OLIVER

APPLICATION FOR EMPLOYMENT

POLICE OFFICER

All sections must be completed in order for Mt. Oliver Borough to accept the application as complete. Please print (do not type) an answer to each question. If a particular question does not apply to you, so state with N/A. If space available is insufficient, please attach additional pages.

DO NOT MISSTATE OR OMIT MATERIAL FACT SINCE STATEMENTS MADE HEREIN ARE SUBJECT TO VERIFICATION TO DETERMINE QUALIFICATIONS FOR EMPLOYMENT.

Today's Date

Personal Information

First Name

Last Name

Date of Birth

Email Address

Phone

U.S. Citizen?

☐

Yes

☐

No

Residences

Please list all previous residences over the last ten years, beginning with your current residence.

Start Date

End Date

Address

City

Zip

With whom did you live?

Where are they now?

Start Date

End Date

Address

City

Zip

With whom did you live?

Where are they now?

Start Date

End Date

Address

City

Zip

With whom did you live?

Where are they now?

Start Date

End Date

Address

City

Zip

With whom did you live?

Where are they now?

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Identification

Please provide the following information concerning your personal identification information. **Please attach** any current or previous identifications held.

ID Type	Issuing Authority	Number	Location	Date
Social Security	SSA			
Naturalization ID	USCIS			
Driver's License				

Have you ever had a license suspended or revoked? ☐ Yes ☐ No

Education

Please list all elementary, secondary, and post-secondary education, as well as all trade, vocational, military experiences. Add additional pages, if necessary. **Please attach** a transcript from your most recent educational/vocational training.

Start Date		End Date	
Education Type		Name of Institution	
Address		City	
		Zip	
Area(s) of Study		Status	

Start Date		End Date	
Education Type		Name of Institution	
Address		City	
		Zip	
Area(s) of Study		Status	

Start Date		End Date	
Education Type		Name of Institution	
Address		City	
		Zip	
Area(s) of Study		Status	

Start Date		End Date	
Education Type		Name of Institution	
Address		City	
		Zip	
Area(s) of Study		Status	

Start Date		End Date	
Education Type		Name of Institution	
Address		City	
		Zip	
Area(s) of Study		Status	

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Employment

Begin with your most recent job and list your work history for the past 20 years, including part-time, temporary, or seasonal employment and all periods of unemployment. Add additional pages, if necessary.

Start Date		End Date	
Employer Name		Job Title	
Address		City	
Description of Duties		Supervisor	
Co-Worker Names		Reason for Leaving	
		Salary	

Start Date		End Date	
Employer Name		Job Title	
Address		City	
Description of Duties		Supervisor	
Co-Worker Names		Reason for Leaving	
		Salary	

Start Date		End Date	
Employer Name		Job Title	
Address		City	
Description of Duties		Supervisor	
Co-Worker Names		Reason for Leaving	
		Salary	

Start Date		End Date	
Employer Name		Job Title	
Address		City	
Description of Duties		Supervisor	
Co-Worker Names		Reason for Leaving	
		Salary	

Start Date		End Date	
Employer Name		Job Title	
Address		City	
Description of Duties		Supervisor	
Co-Worker Names		Reason for Leaving	
		Salary	

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)? ☐ No ☐ Yes, explain:

Have you ever resigned after being informed your employer intended to discharge you for any reason? ☐ No ☐ Yes, explain:

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Military Status

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

☐

No

☐

Yes. **Please attach** photocopy of discharge / separation papers.

While in the military service, were you ever convicted for any crime graded as a misdemeanor, felony, or greater offense?

☐

No

☐

Yes, explain:

☐

Not Applicable

Do you claim Veteran's preference?

☐

No

☐

Yes. **Please attach** photocopy of your DD 214

Are you presently a member of a U.S. Reserve or state Guard organization?

☐

No

☐

Yes. **Please complete** the following:

Grade

Service No.

Service and Component

Organization

Station / Unit

City

State

Indicate reserve obligation and status, if any.

Are you presently a member of the Selective Service?

☐

No

☐

Yes. **Please attach** a photocopy of discharge or separation papers and **complete** the following:

Last Classification

Selective Service No.

Date

Local Board

City

State

Relationships

List in order showing relationship, parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, stepbrothers, and stepsisters. Include any others with whom you have resided or with whom a close relationship existed or exists:

Relationship	First Name	Last Name	Living?	Street 1	Street 2	City	State	ZIP
Father								
Mother								

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Interests, Skills, & Hobbies

Please describe any special qualifications, licenses, or skills you have, including the type of license (such as pilot or radio operator), the licensing authority, where it was first issued, and when your current license expires. Include any special skills or equipment you can operate, such as programming, vehicle inspection, polygraph work, or scientific devices. You may also add other qualifications not covered elsewhere, such as publications, patents, inventions, public speaking, memberships in professional or scientific societies, or honors and fellowships.

Approximate number of words typed per minute.

Please list all past and present membership in organizations.

Type	Start Date	End Date	Name	City	State	Position

Are you now or have you ever been a member of any organization, association, movement, group, or combination of persons which advocates to overthrow of our constitutional form of government, or which has adopted the policy of 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 constitutional means?

☐

No

☐

Yes, explain:

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

☐

No

☐

Yes, explain:

Are you now associating with, or have you associated with, any individual, including relatives, who you know or have reason to believe are or have been members of any of the organizations identified above?

☐

No

☐

Yes, explain:

Have you ever been engaged in any of the following activities of any organization of the type described above: Distribution(s) to, attendance at or participating in any organizational, social, or other activities of said organization 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.

☐

No

☐

Yes, explain:

Please enter any foreign language skills:

Language

Proficiency

☐
☐
☐
☐

Reading
Reading
Reading
Reading

☐
☐
☐
☐

Speaking
Speaking
Speaking
Speaking

☐
☐
☐
☐

Understanding
Understanding
Understanding
Understanding

☐
☐
☐
☐

Writing
Writing
Writing
Writing

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Finances

Please list any active financial accounts (savings, checking, loans, etc.) you have held over the past seven (7) years.

Type of Account	Institution Name	City	State

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

☐

No

☐

Yes, explain:

Character References

Please list five character references that have knowledge of your qualifications for the position of this application.
Do not list relatives, former employers, or persons living outside the United States.

First Name	Last Name	City	State	Phone	Years Known	Relationship

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Declarations

Have you ever been convicted of a misdemeanor, felony, or greater criminal violation?

☐

No

☐

Yes, explain:

Have you traveled internationally OR traveled for more than 30 days consecutively to Canada or Mexico that was NOT related to military service?

☐

No

☐

Yes. **Please complete** the table below:

Start Date	End Date	Location	Purpose of Travel

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?

☐

No

☐

Yes, explain:

Have you ever applied for a position with any other governmental agencies?

☐

No

☐

Yes, explain:

Verification

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers and that the information I have provided in the application is true and correct to the best of my knowledge, belief, and are made in good faith. I understand that any false statements contained therein are subject to the penalties prescribed by 18 PA. C.S.A. § 4904, relating to unsworn falsification to authorities.

Signature of Applicant

Date

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APPENDIX A

Notification Procedure Release

In the processing procedure required for applications, it may become necessary to contact the applicant in the event they are being given further consideration for the position with the Mt. Oliver Borough.

If conventional methods fail in attempting to contact the applicant a certified or 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 Mt. Oliver Borough, in writing, of the address change. By affixing your signature to this form, the applicant acknowledges reading and understanding the contents of this procedure.

Signature of Applicant

Date

APPENDIX B

Waiver and Release for Background Investigation

I, _____, am presently applying for employment as a police officer with Mt. Oliver Borough, which I acknowledge and understand must thoroughly investigate my employment background, criminal history, personal background, education and references in order to evaluate my qualifications for a position as a police officer. I understand that it is in the public's interest that all relevant information in this regard, including my personal and employment history with my current and former employers, be disclosed to Mt. Oliver Borough.

By this release, I hereby authorize any representative of all of my former employers, which have been fully disclosed and identified in my employment application, to divulge any information in its files pertaining to my employment record and history, and I further authorize the release of such information upon request to any representative of Mt. Oliver Borough. I also authorize all former employers identified in my employment application to permit a review and full disclosure of all records, or any part thereof, concerning myself and my employment with those former employers, by and to any duly authorized agent of Mt. Oliver Borough, whether said records are of public, private, or confidential nature.

The intent of this authorization is to permit all former employers identified in my employment application to provide, and for Mt. Oliver Borough to obtain, full and free access to the background history of my personal life and my employment history and performance, for the specific purpose of permitting Mt. Oliver Borough to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by Mt. Oliver Borough in determining my suitability for employment as a police officer. It is my specific intent to provide Mt. Oliver Borough with access to personnel information, however personal or confidential it may appear to be.

I authorize all former employers, which have been fully disclosed and identified in my employment application, to release any and all public and private information that it may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including my arrest records and record(s) compiled during or as the result of a criminal investigation(s) of me, efficiency ratings, complaints or grievances filed against me, the record or recollections of attorneys at law, or other council, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had, and interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release all former employers identified in my employment application, and, if applicable, then-elected and appointed officials, employees and agents and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release all former employers identified in my employment application, and, if applicable, it's officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my errors, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct all former employers identified in my employment application to release such information upon request the duly accredited representative of Mt. Oliver Borough, regardless of any agreement, written or oral, I may have made with the former employer of the contrary.

In addition, I also give Mt. Oliver Borough the right to thoroughly investigate my background, previous employment, education, and references in order to ascertain my suitability for service as a Mt. Oliver Borough employee. I release and hold harmless Mt. Oliver Borough, its elected and appointed officials, agents and employees from and against any and all liability which might result from conducting such an investigation, including any damages of whatever kind which may at anytime result to me, my errors, family, or associates because of such investigation.

I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished by any former employer will be used by Mt. Oliver Borough in conjunction with employment procedures.

I understand that if a former employer refused to cooperate with this investigation by failing to provide a full disclosure of any and all relevant information about me, then the Mt. Oliver Borough may disqualify me from further consideration for employment as a police officer.

A photocopy or facsimile of this release form will be valid as an original thereof, even though the said photocopy or facsimile does not contain an original writing of my signature. This waiver is valid for a period of one year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on my employment application.

I agree to identify and hold harmless the person to whom this request is presented, as well as his agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

Signature of Applicant

Date

APPENDIX C

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 twelve (12) 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. Communicate effectively with individuals suffering from trauma;
13. Operate a motor vehicle for long periods of time;
14. Use a firearm effectively; and
15. Fill out written reports in a clear and concise manner.

I have reviewed the above list of essential job functions for a Mt. Oliver Borough police officer and believe that (please initial in the box next to each statement):

- _____ I can fully perform all duties without reasonable accommodations.
- _____ I can fully perform all duties but only with the following reasonable accommodations for the duties specified. **Please specify** on a separate page.
- _____ I cannot fully perform all duties even with reasonable accommodations.

Signature of Applicant

Date