

# UPPER BURRELL TOWNSHIP

## Police Department



Date Received \_\_\_\_\_

**GENERAL INSTRUCTIONS:** This application consists of several sections: a questionnaire; verification; a general waiver; and a description of essential job functions. Every one of these sections must be completed in order for the Township to accept the application. Print, do not type, an answer to every question. If a particular question does not apply to you, so state with a N/A. If a space available is insufficient, use the reverse side and precede with the number of the referenced question. DO NOT OMIT OR MISTAKE MATERIAL FACT, SINCE THE STATEMENTS MADE HEREIN ARE SUBJECT TO VERIFICATION TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT.

### QUESTIONNAIRE:

DATE: \_\_\_\_\_

**1.NAME** \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

2. \_\_\_\_\_  
 ALIAS (ES), NICKNAMES, MAIDEN NAME OR OTHER CHANGES IN NAME

3.SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
MONTH DAY YEAR

**4. PRESENT ADDRESS** \_\_\_\_\_

5. PHONE NUMBER(S) ( ) - (HOME)

( ) - (CELL)

**6.EMAIL ADDRESS** \_\_\_\_\_

**7. US CITIZEN:** NATIVE? YES OR NO (CIRCLE ONE)

NATURALIZATION NO. \_\_\_\_\_ DATE \_\_\_\_\_

PLACE	COURT
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Relationship	Name	Address if living
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[illegible]

**10. VEHICLE OPERATOR'S LICENSE:** Provide information concerning any vehicle's operator's license you have held or currently hold

Type of License	Number	Issuing State	Expiration Date	Suspensions

**11. HAS YOUR DRIVERS LICENSE EVER BEEN SUSPENDED OR REVOKED?**       YES      OR      NO      

If YES, provide details: \_\_\_\_\_

**12. CRIMINAL CONVICTIONS:** Have you ever been convicted of a misdemeanor, felony, or greater criminal violation? (Yes or No) If YES, state violation, court of jurisdiction, and date of conviction.

**13. COURT SUPERVISION:** Have you ever been placed on probation or parole? If YES, provide details.

**14. ARREST HISTORY:** Have you ever been arrested or charged with a summary, misdemeanor or felony crime? If YES, provide details.

**15. ELICIT DRUG HISTORY:** Have you ever used, abused, experimented with marijuana, opiates, stimulants, hallucinogens or any other non-medically prescribed drugs.

If YES, provide details. \_\_\_\_\_

**16. EDUCATION:**

**A. LIST ALL ELEMENTARY, MIDDLE AND HIGH SCHOOLS ATTENDED: (INCLUDE COPY OF HIGH SCHOOL TRANSCRIPT AND DIPLOMA)**

Name	Address	Dates	Graduated (Yes or No)
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**B. HIGHER EDUCATION. List all colleges/universities attended. (ATTACH TRANSCRIPTS FROM EACH INSTITUTION AND DIPLOMA)**

Name	Address	Dates	Credit Hours	Degree rec'd and Year
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Major and Minor Courses:

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**C. OTHER SCHOOLS OR TRAINING (ATTACH TRANSCRIPT AND DIPLOMA FROM EACH INSTITUTION)**

Name	Address	Dates	Course Name	Certificate Earned?
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### 17. SPECIAL SKILLS AND QUALIFICATIONS:

A. MACHINERY AND EQUIPMENT YOU CAN USE (Such as polygraph, inspection machine etc.)

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B. ARE YOU CURRENTLY CERTIFIED AS A PENNSYLVANIA POLICE OFFICER? \_\_\_\_\_ NUMBER \_\_\_\_\_

C. ANY ADDITIONAL SKILLS OR QUALIFICATIONS: \_\_\_\_\_

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### 18. HOBBIES AND SPORTS:

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**19. EMPLOYMENT HISTORY** Begin with your most recent and list your work history for the past seven (7) years, including part-time, temporary or seasonal employment, and all periods of unemployment.

A. Dates	Employer Name and Address	Job Title	Immediate Supervisor	Reason for leaving
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B. 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.**

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C. Have you ever resigned after being informed your employer intended to discharge you for any reason? **If yes, explain.**

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## 20. MILITARY STATUS:

YES

NO

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

**If yes, attach copy of DD214 or separation papers.**

\_\_\_\_\_

\_\_\_\_\_

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

If yes, give date, place, law enforcing authority, court of jurisdiction, charge and action taken on a separate sheet of paper.

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Grade and Service No.: \_\_\_\_\_

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

Organization and where stationed: \_\_\_\_\_

**21. CHARACTER REFERENCES:** List only character references that have definite knowledge of your qualifications for the position of application. List five (5) references, but no relatives or former employers.

Name

Address

Phone Number

Years Known

1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

22. Have you ever been the subject of or plaintiff in any civil court proceedings in a professional or civilian matter? **If yes, give details.**

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23. 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.**

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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.

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Signature

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Date



## ESSENTIAL DUTIES OF A POLICE OFFICER

1. Running for several hundred yards
2. Climbing over obstacles
3. Crawling
4. Pulling or carrying accident, fire or crime victims
5. Using physical force to apprehend and subdue arrestees
6. Pushing motor vehicles
7. Withstanding prolonged exposure to extreme weather conditions
8. Withstanding prolonged periods of standing and sitting
9. Withstanding frequent exposure to stress-producing situations
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 and in all types of hazardous conditions
14. Use a firearm effectively
15. Complete written reports in a clear and concise manner.

I have reviewed the above list of essential job functions for an Upper Burrell Township police officer, and believe that:

\_\_\_\_\_

I can fully perform the duties without reasonable accommodations.

\_\_\_\_\_

I can perform all duties, but with the following reasonable accommodations for the duties specified:

\_\_\_\_\_

\_\_\_\_\_

## VERIFICATION

I understand that this Application has been completed subject to the penalties of 18 Pa. C.S. 4904, relating to unsworn falsification to authorities.

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

\_\_\_\_\_

**WAIVER AND RELEASE FOR BACKGROUND  
INVESTIGATION**

I, \_\_\_\_\_, hereby give Upper Burrell Township the right to make a thorough investigation into my background, previous employment, education and references in order to ascertain my suitability for employment as a police officer. I understand that this background investigation will include but is not limited to civil, credit, criminal, and driver histories.

I release from liability and claims any and all persons, companies and corporations supplying any information, whatsoever, to representatives of Upper Burrell Township. 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 Upper Burrell Township and its officials, officers and employees from and against any and all liability which might result from conducting such an investigation.

Dated: \_\_\_\_\_

Applicant Name \_\_\_\_\_

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

**Please include photocopies of the following documents**

- **Current driver's license**
- **High school diploma and transcripts**
- **College degree and transcripts**
- **Act 120 card, certificate and transcripts**
- **Proof of current firearms qualification**
- **Taser certification**
- **Current CPR / First Aid cards**
- **Any additional training certificates**
- **MPOETC test certification letter**