

Township of Crescent



225 Spring Run Road
Crescent, Pennsylvania 15046

Office: 724-457-8100
Fax: 724-457-2045

Website: www.crescenttownship.com

POLICE OFFICER EMPLOYMENT APPLICATION PACKET

Completion of the Police Officer Employment Application Packet is the first step in the employment process. The information on these forms will be used to judge your qualifications for the position of police officer. Read all of the questions carefully and answer all questions completely and honestly.

You must complete this application packet yourself. Type or print the forms using a ball point pen. Do not leave any blank spaces. If a question does not apply, write "DNA" in the answer space. All information in this application is subject to verification. Any false, misleading, or incomplete information will result in your application being eliminated from consideration.

This packet contains the following forms:

- Police Officer Employment Application
- Waiver of Liability and Release Form
- Credit Information Release Form
- Pre-employment Drug Screen Consent Form
- Police Officer Position Description

Return the entire packet to the address below:

**Township Manager
225 Spring Run Road
Crescent, PA 15106**

Office Use Only: Date received _____

Township of Crescent



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Instructions

You must complete this application yourself. It may be printed in ink or typed. Your ability to completely and honestly complete this application is part of the process to determine your suitability for employment. If you intentionally leave out any information that might be detrimental to obtaining a job, such as past drug use or other crimes, it will automatically eliminate you from consideration for employment. The fact that you may have used drugs, committed a theft or another illegal act will not automatically eliminate you, but the omission of it during the application process will. Once submitted, this application becomes the property of the Township of Crescent.

Basic Personal Information

Name: _____
Last First Middle

Please list any other names that you have used: _____

Home Address: _____
Street City State Zip

Social Security Number: _____ E-mail address: _____

Telephone: _____
Home Number Daytime Number Cell Number

Driver's License: _____
Number State Type

Place of birth: _____
City State Country

Eligibility

1. Are you at least 21 years of age? Yes No

2. Do you have a legal right to work in the United States? (Check one) U.S. Citizen

Permanent Resident Status _____ Other (specify)

3. Are you a licensed peace officer in the State of PA? Yes No

4. If yes, where and when did you obtain your license? _____
POST Training Academy or Department

_____ *Address City State Zip Date*

5. Has your peace officer's license ever been suspended? Yes No

6. If yes, explain the circumstances on a separate sheet.

7. Are you a commissioned/licensed peace officer in another state of the U.S.? Yes No

8. If yes, in which state did you receive your commission/license? _____

9. If yes, when and where did you obtain your license? _____
POST Training Academy or Department

_____ *Address* *City* *State* *Zip* *Date*

10. Have you applied for a position with the Township of Crescent before? Yes No

11. If yes, when and previous position(s) applied for: _____

Military Service

Please make copies of all applicable service records including any discharge papers and attach to this application.

Branch: _____ Serial Number: _____

Date of service: _____ to _____ Reserve Status: _____

Type of discharge: _____ If not honorable, explain: _____

Grade and duty assignment at discharge/separation: _____

Are you registered for the Selective Service? Yes No

Selective Service Number: _____ Classification: _____

Are you a member of the Reserves or National Guard? Yes No

If yes, give unit, location, grade, and duty assignment: _____
Unit

_____ *Location* *Grade* *Duty Assignment*

Education

Please complete the information that applies and attach copies of your diplomas or copies of your course schedule and grades to the application.

If you did not complete high school, do you have a GED? Yes No

SCHOOL NAME	ADDRESS, PHONE NUMBER	GRADUATE Yes/ No Dates Enrolled	COURSE OF STUDY / MAJOR
HIGH SCHOOL			

COLLEGE / UNIV.			
GRADUATE SCHOOL			
OTHER			

Specialized Skills and Training

Do you speak another language other than English? Yes No Fluent? Yes No

If yes, please list:

Briefly list any computer skills you have. If you have copies of any certificates for computer training you have received, please attach them to the application:

Please list any social internet sites (Facebook, MySpace, Twitter, Instagram, personal blogs) that you have an active or past account with:

Briefly list any training or skills, including firearms, that would be of assistance in the job you are applying for. If you have any copies of certificates for any training, please attach them to the application:

Personal History

1. Do you know of any reason that you could not pass a background check? Yes No
2. Have you ever been fired or asked to resign from a job? Yes No
3. Have you ever received disciplinary action from an employer? Yes No
4. Have you ever stolen from an employer? Yes No
5. Have you ever committed a crime for which you were not arrested? Yes No
6. Have you ever assisted someone in committing a crime? Yes No
7. Have you ever falsified a police report? Yes No
8. Have you ever accepted money not to report a crime? Yes No

9. Have you ever slept on the job? Yes No
10. Has any driver's license issued to you ever been suspended or revoked? Yes No
11. Have you ever used, sold, or otherwise handled in an illegal manner any controlled substance? Yes No
12. Have you ever been bonded? Yes No
13. Have you ever been refused bond? Yes No

If you answered yes to any of the questions listed above, please write a brief explanation for that question on a separate sheet. List the question by number. If you are interviewed, you will be asked about any "yes" answers. Any "yes" answers will be closely examined during a background check. A "yes" answer does not automatically eliminate you from consideration for employment. **Your omission of these facts will automatically eliminate you from consideration.**

Traffic, Civil Court, and Criminal Record

Please list your history of any traffic citations, any civil court actions in which you were or are a defendant, any arrests, convictions, and court actions. If additional space is needed, list on a separate sheet.

	<i>Type of case</i>	<i>Jurisdiction</i>	<i>City, State</i>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

Financial Status

List all creditors or persons to whom you are financially obligated. If additional space is needed, list on a separate sheet.

NAME	ADDRESS	BALANCE	MONTHLY PAYMENT

Have you ever declared bankruptcy? Yes No

If yes, give date and circumstances: _____

Employment History

NOTICE: Start with your current job, if employed, and list your past employment in reverse order. Include all employment from high school to the present. Account for any time that you were unemployed by stating the nature of your activities. If additional space is needed, list on a separate sheet.

Company: _____ Position: _____ FT PT

Address: _____ City: _____ State: _____ ZIP: _____

Dates from _____ to _____

Supervisor's Name: _____ Telephone No.: _____

Job Duties: _____

Reason for leaving: _____

Company: _____ Position: _____ FT PT

Address: _____ City: _____ State: _____ ZIP: _____

Dates from _____ to _____

Supervisor's Name: _____ Telephone No.: _____

Job Duties: _____

Reason for leaving: _____

Company: _____ Position: _____ FT PT

Address: _____ City: _____ State: _____ ZIP: _____

Dates from _____ to _____

Supervisor's Name: _____ Telephone No.: _____

Job Duties: _____

Reason for leaving: _____

Company: _____ Position: _____ FT PT

Address: _____ City: _____ State: _____ ZIP: _____

Dates from _____ to _____

Supervisor's Name: _____ Telephone No.: _____

Job Duties: _____

Reason for leaving: _____

Company: _____ Position: _____ FT PT
 Address: _____ City: _____ State: _____ ZIP: _____
 Dates from _____ to _____
 Supervisor's Name: _____ Telephone No.: _____
 Job Duties: _____
 Reason for leaving: _____

Residences

List all residences where you have lived during the past five years. Begin with your present address and work backwards. List the complete address including street number, street name, city, state, and zip code. If additional space is needed, list on a separate sheet.

ADDRESS	CITY	STATE	ZIP CODE	DATES

Personal References

List three personal references that are not related to you. Do not use former or current employers. Be sure to include all of the information requested.

NAME	ADDRESS, CITY STATE, ZIP CODE	AREA CODE & PHONE NUMBER

Remarks

Please tell us about yourself. Include any awards, honors, licenses or certificates that you have received. What are your hobbies and interests? You can also use this section to expound upon any answers to any questions on this application:

Please Read Carefully Before Signing This Application

I declare that the foregoing statements are true and correct to the best of my knowledge and belief. I realize that falsification of any information on this application is grounds for disqualification and will be subject to the penalties of 18 Pa. C.S. Section 4904, relating to unsworn falsification to authorities. I further understand that any misrepresentation or omission of facts upon this application will be sufficient cause for cancellation and/or separation from Township service if I have been employed.

Applicant Signature: _____ Date: _____

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WAIVER OF LIABILITY AND RELEASE FORM

In consideration of the Township of Crescent, hereinafter referred to as the Township, processing my application for employment, I, _____ hereby irrevocably agree

Full Name (typed or printed)

to the following terms and conditions:

1. The term "background investigation" as used in this document refers to any and all information and sources of information that the Township, in its sole discretion, may deem necessary to obtain or contact, to determine my fitness as a candidate for employment with the Township.
2. I hereby release from liability and promise to hold harmless under any and all possible causes of legal action any officer, agent, or employee of the Township who may conduct my background investigation.
3. I hereby release from liability and promise to hold harmless under any and all possible causes of legal action, any and all person and entities who shall furnish any information or opinions to the officers, agents, or employees of the Township who conduct my background investigation.
4. I authorize any person or entity contacted by the Township's officers, agents, or employees during the course of my background investigation, to furnish such officer, agents, or employees any information opinions they may have, and hereby expressly waive any and all legal privileges, the clergyman – penitent privilege, the husband-wife privilege, and the accountant – client privilege.
5. I hereby release from liability and promise to hold harmless, under any and all possible causes of legal action, the political subdivision, the Township or any of its officers, agents or employees for any statements, acts or omissions in the course of my background check.
6. I expressly waive all of my legal rights and causes of actions to the extent that the Township background check may violate or infringe upon these legal rights and causes of action.
7. I expressly agree that I will never, under any circumstances, attempt to obtain the results of my background investigation as conducted by the Township, realizing such information must of necessity remain confidential.

DO NOT SIGN BEFORE READING

This release from liability given by me to the Township of Crescent, its officers, agents and employees, and all others as mentioned above, shall apply to my right of action of any nature whatsoever that might accrue to myself, my heirs, or my personal representative.

Date: _____ Signature of Applicant: _____

Date of birth: _____ SSN: _____

Driver's License Number and State: _____

Date: _____ Witnessed by: _____

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CREDIT INFORMATION RELEASE FORM

Consumer Report Disclosure By this document, the Township of Crescent discloses to you that a consumer report may be obtained for employment purposes as part of the pre-employment background investigation and at any time during your employment. Please sign below to signify receipt of the foregoing disclosure.

Applicant Full Name (typed or printed)

Applicant Signature

Date

Witness Signature

Date

Consumer Report Authorization

This document shall authorize the procurement of a consumer report by the Township of Crescent as part of the pre-employment background investigation. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for the Township of Crescent to procure consumer reports at any time during my employment period.

Applicant Full Name (typed or printed)

Applicant Signature

Date

Witness Signature

Date

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PRE-EMPLOYMENT DRUG SCREEN CONSENT

1. I, _____, as an applicant with the Township *Applicant*
Full Name (typed or printed)
of Crescent, PA consent to allow my blood, breath and/or urine to be tested for drugs. I further consent to allow the results of such testing to be released to the Township of Crescent or its authorized agents to representatives.
2. I understand that if I fail to sign and return this consent to the Township of Crescent, my application will no longer be considered.
3. I understand that if I test positive for any illegal substance, any offer of employment I have received will be withdrawn.

Applicant Signature

Date

Witness Signature

Date

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POLICE OFFICER POSITION DESCRIPTION

Each applicant is required to review the Position Description for Police Officer. By signing this form, you certify that you are aware of and capable of performing all of the requirements of the position of Police Officer with the Crescent Police Department.

GENERAL DESCRIPTION:

An employee in this position performs general police work in the protection of life and property throughout the Township, appropriately addresses and prevents violations of statutes and ordinances, responds to and investigates complaints and suppresses disturbances.

The work consists of varied police assignments, generally relating to routine patrol. An officer, under normal conditions, is assigned to a specific shift or patrol district. The officer conducts investigations as directed by supervisors, performs routine preliminary investigations and miscellaneous duties in accordance with Department rules and regulations.

A police officer's work is performed under the supervision of the Police Chief or designated OIC, who regularly checks the work and gives specific instructions and assistance when special problems arise. However, a Police Officer is required to exercise initiative and discretion when faced with emergency situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Patrols an assigned area via foot or auto to ensure law compliance and to investigate suspicious activities, individuals or conditions.
2. Performs arrests of individuals who violate the law and/or ordinance.
3. Subdues violent individuals.
4. Enforces local, state, and federal laws.
5. Responds to calls for assistance and provides necessary police protection.
6. Issues traffic citation(s) or warning(s) to individuals violating traffic laws.
7. Investigates traffic accidents and directs traffic.
8. Conducts preliminary investigation of crimes and crime scenes to uncover and document relevant evidence and/or testimony, and make immediate arrest(s) when required.
9. Conducts searches according to due process procedure and collects physical evidence.
10. Interacts with community to establish rapport.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and Township attendance

policies and procedures; ensures all behaviors comply with the Crescent Township Personnel Rules and Regulation

13. Use self-directed time in an efficient manner by self-initiating work.
14. Obtains all available information that might assist in the detection and apprehension of an offender.
15. Conducts follow-up investigations.
16. Compiles and prepares reports.
17. Processes prisoners into jail facility.
18. Prepares cases for court and provides testimony.
19. Prepares property, auto, and supplies records.
20. Attends training seminars.
21. Performs other related duties, including special projects as requested.
22. Maintains any mandated certifications, such as firearm qualification, first aid/CPR AED, mandatory training, etc. Organize other programs or training as deemed necessary.

AGE AND RESIDENCY REQUIREMENTS.

All applicants must have reached their twenty-first (21st birthday before the deadline for submitting a completed application. Currently there is no township residency requirement.

MINIMUM JOB QUALIFICATIONS.

At the time of application, every applicant for a position in the police department shall possess the following qualifications prior to application:

1. Possess a diploma from an accredited high school or a graduate equivalency diploma (GED).
2. Be Act 120 Certified under the Municipal Police Officers' Education and Training Commission (Act 120), (MPOETC) 53 Pa. C.S.A. §2161 et seq. or shall have successfully completed Act 120 Training and successfully passed the final exam.
3. Be a United States Citizen.
4. Be physically and mentally fit to perform the full duties of a police officer.
5. Possess a valid Pennsylvania motor vehicle operator's license.

KNOWLEDGE OF:

1. Township ordinances, federal, state statutes.
2. Approved practice, principle and procedure of police work.
3. Weapons and equipment maintenance.
4. Skill in communicating both in written and verbal form.

ABILITY TO:

1. Follow law enforcement rules and procedures.
2. Memorize and retain information.
3. Interact and communicate with others in an assertive manner.
4. Evaluate information of an uncertain or conflicting nature and make appropriate decisions with regards to the law.
5. Solve problems when all necessary facts are not given.
6. Remain calm and work fast in emotionally stressful or emergency conditions.
7. Establish and maintain a positive working relationship with fellow employees and the community.
8. Use the Crescent Township Police Department uniform and protective equipment.
9. Safely operate police motor vehicles.
10. Enforce local, state, and federal laws.
11. Pursue and subdue violent individuals.
12. Conduct arrests and investigations.
13. Transverse uneven terrain.

OTHER SKILLS AND DEMANDS

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
2. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from supervisors and the general public.
3. Ability to express oneself clearly and concisely in English both orally and in written reports.
4. Ability to work with mathematical concepts such as probability and statistical inference.
5. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
6. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
7. Good judgement and general intelligence.
8. Good powers of observation and memory.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Veteran's Preference

A qualified veteran, initially applying for the "Entry Level" position for both Part-Time Police Officer and Full-Time Police Officer can initially claim veteran's preference for both positions. Further, if this veteran meets the qualification standards, outlined in these rules and regulations, their veteran preference points can be added to both the Full-Time and Part-Time Police Officer Eligibility Lists. However, as indicated above, once that applicant accepts a Part-Time Police Officer's Position, that applicant's name shall be removed from the Full-Time Police Officer's Eligibility List. Likewise, once that applicant accepts a Full-Time Police Officer Position, that applicant's name shall be removed from the Part-Time Police Officer's Eligibility List. Thus, veteran's preference can only be used once, in the appointment of an "Entry Level" police officer position, from the "Certified List of Three," as outlined in these rules and regulations, whether it be Full-Time or Part-Time.

General Examination Requirements

The examination for the initial positions of Full-Time Police Officer and/or Part-Time Police Officer (same examination process for both), shall consist of a physical agility test, written examination, oral examination, and background investigation.

The written examination and the oral examination will be graded individually on a one hundred percent (100%) scale.

The written examination will represent seventy percent (70%) of the final score.

The oral examination will represent thirty percent (30%) of the final score.

The physical agility test, the background investigation will be graded pass/fail.

QUALIFICATION REQUIREMENTS:

Education and/or Experience:

1. Bachelor's Degree in Criminal Justice and/or related field; or equivalent combination of education and experience.
2. Receive a passing score on both a written and physical agility examinations as set by the Township.

Language Skills:

1. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
2. Ability to write reports, business correspondence, and procedure manuals.
3. Ability to effectively present information and respond to questions from supervisors and the general public.
4. Ability to express oneself clearly and concisely in English both orally and in written reports.

Mathematical Skills:

1. Ability to work with mathematical concepts such as probability and statistical inference.
2. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Other Skills and Abilities:

1. Ability to develop and maintain a thorough knowledge of Pennsylvania Criminal Law and Procedures.
2. Ability to be bonded with surety bond.
3. Ability to establish effective working relationships with other employees and the general public.
4. Knowledge of automobiles, VASCAR Units, two-way radios, and all police equipment currently in use by the police department.

PHYSICAL DEMANDS: This is very physically demanding and strenuous work under unusual or potentially hazardous conditions. Some tasks require heavy lifting, pushing, pulling or carrying of heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make critical decisions concerning personnel and their operations.

WORK ENVIRONMENT: The location of work performed by the employee is varied. The employee is frequently exposed to wet and/or humid conditions. The employee must occasionally visit and inspect facilities that are accessible only by uneven paths of travel, ladders and stairways. Work is primarily performed from a police vehicle. Daily reporting location is the Police Station.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as assigned by their supervisor; subject to reasonable accommodations.

By signing this form you certify that you are capable of performing all of the requirements of the position of Police Officer with the Crescent Police Department.

Applicant Signature

Date

Witness Signature

Date