

TOWNSHIP OF RESERVE
33 Lonsdale Street, Pittsburgh PA 15212
412-322-1551
APPLICATION FOR POLICE OFFICER

Reserve Township is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, national origin, ancestry, sex, non-job-related disabilities, or age. All information requested on this application is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

Instructions: This application must be completed in its entirety together with all required Releases. Please print in ink or type. If a particular question does not apply to you, so state with N/A. If space available is insufficient, use the reverse side and use the number of the reference block. If, because of disability, you need assistance in completing this application form please notify the Manager's Office at 412-322-1551.

Date _____

Name _____

Social Security No. _____

Present Address _____

Phone No. _____

City/State/Zip _____

E-mail: _____

Are you over 21 years of age? _____ Are you a U.S. Citizen? _____ (Please attach copy of Birth Certificate)

List any friends or relatives presently working for Reserve Township _____

If hired, how soon will you be available for work? (Date) _____

VEHICLE OPERATOR'S LICENSE. Give the following information concerning any vehicle operator's license you have held or now hold:

Type of License	Number	Issuing Authority	Expiration

Have you ever had a license suspended or revoked? _____

EDUCATION

School	Name and Address	Course	Check Last Year Completed				Did You Graduate?		List Diploma or Degree
			1	2	3	4	Yes	No	
High			1	2	3	4	Yes	No	Please Attach Diploma / GED
College			1	2	3	4	Yes	No	Please Attach Transcript
Other			1	2	3	4	Yes	No	Please Attach Transcript

Are you presently enrolled in a school? _____ If so, give name and address of school.

Do you have at least a 2-year Associate Degree? _____ Date obtained: _____ Number of college credits received: _____

List all Degrees and dates received: _____

MILITARY		
Branch of Service	Length of Service	Rank at Separation
While in the military service, were you ever convicted for any crime graded as a misdemeanor or felony? If yes, give date, place, type of court or court martial, charge and action taken for each incident, using a separate sheet to record this information.		Specialized Training
Reserve Requirements:		Are you presently a member of the U.S. Reserve or State Guard Organization? ____ If yes, please give Station or Unit and its address.
Have you been Honorably discharged? _____		If you are claiming Veterans' Preference Points, please attach your DD-214 Member Copy of your Certificate of Release of Discharge from Active Duty.

EXPERIENCE. List all positions you have held, beginning with most recent.

Name and Address of Company	From	To	Position Held	Salary	Reason for Leaving	Name and Title of Superior & E-mail
Phone: _____						

Name and Address of Company	From	To	Position Held	Salary	Reason for Leaving	Name and Title of Superior & E-mail
Phone: _____						

Name and Address of Company	From	To	Position Held	Salary	Reason for Leaving	Name and Title of Superior & E-mail
Phone: _____						

Name and Address of Company	From	To	Position Held	Salary	Reason for Leaving	Name and Title of Superior & E-mail
Phone: _____						

May we contact the employers listed above? _____ If not, which one(s) do you not wish us to contact. _____

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 reasons: _____

REFERENCES (exclude past employers and relatives)

Name and Occupation	Address	E-mail & Phone Number(s)

Since your 18th birthday, have you ever been convicted of a misdemeanor, felony, or greater criminal violation? (Yes / No) If yes, state violation, court of jurisdiction, date of conviction. _____

OTHER QUALIFICATIONS	
Describe the types of equipment you are capable of operating (machines, vehicles, computers, etc.).	List any trade, professional, or skills certificates you hold.
OTHER INCIDENTS AND APPLICATIONS	
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 exploration?	Have you ever applied for a position with any other government agency or Police Department? If yes, please give details and dates.
Summarize special skills, abilities, or experience which qualify you for this position.	

The facts set forth in my application for employment are true and complete. I understand that if employed, any misstatement, falsification or concealment shall constitute grounds for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

VERIFICATION

I verify that there are no misrepresentations, omissions, or falsification in the foregoing statements and answers, and that the entries made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith. This verification is made subject to the penalties of Section 4904 of the Crimes Code (18 Pa.C.S. § 4904) relating to unsworn falsification to authorities.

Date

Signature

OFFICE USE – DO NOT WRITE ON THIS PAGE

INTERVIEWER	DATE	COMMENTS

REFERENCE CHECK RESULTS

PAST EMPLOYERS	PERSONAL REFERENCES

**POLICE OFFICER APPLICATION
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 police officer with the Township.

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 certified 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 the Township Police, 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.

Date

Signature

VERIFICATION OF CRIMINAL OFFENSES

I hereby certify that I have never been convicted of an offense involving Section 2504 (relating to involuntary manslaughter), Section 2701 (relating to simple assault), Sections 2702(a)(3), (a)(4), and (a)(5) (relating to aggravated assault), or Section 2705 (relating to reckless endangering) of the Crimes Code, either in Pennsylvania or of any equivalent offenses in any other jurisdiction, against my spouse or other person with whom I have resided or have formerly resided, and commonly known as "Domestic Violence".

I verify this statement as being true and correct to the best of my knowledge or information and belief. This verification is made subject to the penalties of Section 4904 of the Crimes Code (18 Pa.C.S. § 4904) (relating to unsworn falsification to authorities).

Date

Applicant Signature

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, and crime victims.
6. Using physical force to apprehend and subdue arrestees.
7. Withstanding prolonged exposure, as long as eight (8) hours, to extreme weather conditions.
8. Withstanding prolonged periods of standing or 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. Communicating effectively with individuals suffering from trauma.
13. Operating a motor vehicle for long periods of time.
14. Using a firearm effectively; and
15. Filling out written reports in a clear and concise manner.

I have reviewed the above list of essential job functions for a Township police officer and believe that:

- I can fully perform all duties with or without reasonable accommodation.
- I cannot fully perform all duties with or without reasonable accommodation.

Printed Name: _____

Signature: _____ Date: _____

WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION

I, _____, am presently applying for employment as a police officer with the Township of Reserve, which I acknowledge and understand must thoroughly investigate my employment background, criminal history, personal background, consumer information, 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 the Township.

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 records and history, and I further authorize the release of such information upon request to any representative of the Township. 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 the Township, 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 the Township to obtain, full and free access to the background and history of my personal life and my employment history and performance for the specific purpose of permitting the Township to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by the Township in determining my suitability for employment as a police officer. It is my specific intent to provide the Township 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 record history, including my arrest record(s) and records compiled during or as the result of a criminal investigation(s) of me, efficiency ratings, complaints, grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had, an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and sealed.

I hereby release all former employers identified in my employment application, and, if applicable, their 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, its 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 heirs, 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 of the duly accredited representative of the Township of Reserve, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give the Township the right to thoroughly investigate my background, previous employment, education, and references in order to ascertain my suitability for service as a Township employee. I release and hold harmless the Township of Reserve, 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 nature which may at any time result to me, my heirs, 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 these rights with the understanding that information furnished by any former employer will be used by the Township in conjunction with employment procedures.

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

A photocopy or facsimile of this release form will be as 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 thirty (30) months 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 indemnify 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.

Printed Name: _____

Signature: _____

Date: _____

ACKNOWLEDGMENT UNDER OATH

COMMONWEALTH OF PENNSYLVANIA)
) **SS:** _____
COUNTY OF ALLEGHENY)

On this, the _____ day of _____, 2020, before me, a Notary Public, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within Waiver and Release for Background Investigation, and acknowledged that he / she fully understood its contents and freely executed same for the sole consideration therein.

IN WITNESS THEREOF, I have hereunto set my hand and official seal.

Notary Public

My commission expires: _____

POLICE OFFICER APPLICATION

VERIFICATION

I verify the statements that are made in this application are true and correct to the best of my knowledge, information and belief and that this Verification is being made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Date

Applicant Signature

Notice of Reserve Township Civil Service Written Examination

Date and Time

Application Number

Full Name of Applicant Printed

Signature of Applicant

Address of Applicant

Address of Applicant

Dear Applicant for position of Police Officer:

Your application materials for the position of Police Officer have now been received and will be reviewed administratively to make sure that all required information and documentation has been provided. Any required information and documentation not yet provided must be received prior to the application deadline and your application is incomplete until the missing items are received. This Notice is to officially inform you that the written examination portion of the examination for the position of Reserve Township Police Officer will be scheduled as soon as all applications have been reviewed. You will be notified in writing with the details of the time, place, and requirements for the written examination. You will be also be notified in writing with the details of the time, place, and requirements for the physical examination.

The candidates will be ranked according to their scores after the written examination and only those applicants scoring higher than seventy (70) percent on the written examination will be eligible to proceed further in the examination process Applicants scoring less than seventy (70) percent scores on the written examination shall be rejected.

APPLICATION AND EXAMINATION FEE RECEIPT

Applicant Name: _____ S.S. No. _____

Check / Money Order Number / Cash _____

Date and Time Application Filed: _____

CERTIFICATION

I certify that I currently possess, at a minimum, an Associate's Degree with a minimum of sixty (60) college credits from an institution of higher learning recognized by the U.S. Secretary of Education, the Council of Higher Education Accreditation or The Association of Specialized and Professional Accreditors, or, I have four (4) years consecutive experience as a full-time active duty police officer within five (5) years prior to application with an agency having powers of arrest under State, Federal or Military law.

I understand that my qualifications will be verified through the background investigation and polygraph examination process. I am aware that should such investigation at any time disclose any misrepresentation, falsification, omission, or concealment of material fact regarding my background, my application may be disqualified from further processing for the position of police officer.

YOUR COMPLETED APPLICATION MUST CONTAIN THE FOLLOWING DOCUMENTS:

- Proof of Pennsylvania Act-120 CERTIFICATION and TRANSCRIPT.
- Photocopy of BIRTH CERTIFICATE showing proof of AGE and CITIZENSHIP.
- Photocopy of HIGH SCHOOL DIPLOMA or GED.
- TRANSCRIPT from Institution of Higher Learning and DIPLOMA if insufficient prior law enforcement experience.
- Photocopy of Motor Vehicle OPERATOR'S LICENSE.
- Fifty (\$50.00) dollar CHECK / MONEY ORDER payable to Reserve Township.
- DD-214** - CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY **MEMBER COPY** showing character of service if claiming Veterans' Preference Points.

By signature of this receipt, I affirm all information given above is true and complete.

Applicant's Signature

Date