

List all college or universities attended.

Name: _____
City & State: _____
Dates Attended: _____
Degree Received: _____

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Special qualifications or Skills: (For example polygraph operator, fingerprint examiner, etc.)

Do you have a valid driver's license: No Yes # _____ State _____

List any computer software/programs you are familiar with and your efficiency in each:

Professional References:

Please list five professional references that have definite knowledge of your qualifications for the position in which you are applying for. (Do not list relatives, former employers, or persons living outside the United States)

Name: _____
Address: _____
Phone Numbers: (H) (W) (C)
Years Known: _____

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Years Known: _____

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Phone Numbers: (H) _____ (W) _____ (C) _____
Years Known: _____

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Phone Numbers: (H) _____ (W) _____ (C) _____
Years Known: _____

Foreign Language:

Please list any foreign languages spoken and/or written and indicate your fluency in each.

Foreign Travel:

Please list any foreign travel excluding trips less than 30 days to Canada or Mexico and travel as a direct result of United States military duties.

Dates: _____
Country: _____
Purpose of Travel: _____

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Country: _____
Purpose of Travel: _____

Employment History:

Begin with your most recent job and list your work history for the past 7 years, including part time, temporary or seasonal employment, and all periods of unemployment.

Employer Name: _____
Employer Address: _____
Dates of Employment: _____
Name of Supervisor: _____
Job Title and Description: _____

May we contact this employer? _____

Employer Name: _____
Employer Address: _____
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Military Status:

Have you ever served in the United States Armed Forces? If yes, attach photostatic copy of discharge or separation papers (DD214).

Do you claim Veterans preference?

While in the military service were you ever convicted for any crime graded as a misdemeanor, felony or greater offences? If yes, give date, place, law enforcing authority or type of court or court martial, charge, and action taken for each incident, using a separate sheet to record this information.

Are you presently a member of the United States Reserve or State Guard organization? If yes, use a separate sheet to record this information.

Applicant Certification:

The Borough of Steelton is subject to the Right to Know Law, Act III of 2008. Your application for employment and other documents concerning you may be subject to public disclosure under state law.

I certify that all information provided in this application and any attachments is true. I understand that any false statement made herein is sufficient reason for rejection of my application or termination of subsequent employment.

I understand that no offer of salary or benefits is final until approved by the Borough of Steelton's Council and appropriate Borough Officials.

Applicant Signature: _____ Date: _____

Notary Page

Applicant's Signature

Date

Sworn before me on this _____ day of _____, 20____
_____ personally appeared before me with this document swearing
that all the above information is correct to the best of his/her knowledge.

Notary Public's Signature

Commission Expiration Date

Waiver and Release for Background Investigation

I, _____, hereby give Steelton Borough the right to make a thorough investigation into my background, previous employment, education, credit history, and references in order to ascertain my suitability as a police officer. I release from all liability and claims any and all person, companies and corporations (public and private) supplying any information whatsoever to representatives of Steelton Borough. 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 Steelton Borough, its officials, officers, and employees from and against any and all liability which might result from conducting such an investigation.

Applicant's Signature

Date

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 eight 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, crime 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 with 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 Steelton Borough 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 accommodations for the duties specified: (SPECIFY)

_____ I cannot fully perform all duties even with accommodations.

Verification

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

Applicant's Signature

Date