

APPLICANT NAME: _____

Control Number: _____ Date Returned: _____



EMPLOYMENT APPLICATION PACKET

APPLICATION FOR POLICE OFFICER

APPLICATION FOR POLICE OFFICER QUALIFICATION AND REQUIREMENTS

READ CAREFULLY

The Borough of Nazareth is accepting applications for the position of Police Officer. Applicants must meet the standards as set forth by the Municipal Police Officer Education and Training Commission (MPOTEC).

Applicant must be a citizen of the United States.

Applicant must possess a driver's license issued by and valid in Pennsylvania. (A copy of PA license must accompany completed application).

Applicant must have completed Act 120 training and be eligible for certification by the MPOETC. (A copy of the Act 120 training certificate and Grade Sheet must accompany completed application).

Applicant must be free from convictions of disqualifying criminal offenses as determined by MPOETC.

Applicant must be free from addictive or excessive use of either alcohol or drugs which will be determined by using current laboratory testing procedures.

Applicant must be free from the use of illegal controlled substances which shall be determined by current laboratory testing procedures.

Applicant must be free from any debilitating condition such as tremor, lack of coordination, convulsion, fainting episodes or other neurological conditions which may affect the applicant's ability to perform as a police officer.

Applicant's physical condition shall be such that applicant could be expected to withstand significant cardiovascular stress.

Applicant shall have audio acuity sufficient to distinguish a normal whisper at a distance of fifteen (15) feet.

Applicant may not be missing any extremities, including digits, which would prevent performance of required police duties or meeting minimum training requirements.

Successful applicants will be subject to a thorough background investigation conducted by the Borough of Nazareth. The investigation will include the following; a criminal history check, credit history check, interviews of references, interview of current and former employers, social media examination, internet search, and a driving history check. This list is not inclusive and information gained as a result of the investigation may require other investigative methods and sources.

ESSENTIAL DUTIES OF A POLICE OFFICER FOR NAZARETH BOROUGH POLICE DEPARTMENT

Running for several hundred yards.

Climbing over obstacles.

Crawling.

Pulling or carrying accident, fire or crime victims.

Using physical force to apprehend and subdue arrestees.

Withstanding prolonged exposure, as long as 8 hours, to extreme weather conditions.

Withstanding prolonged periods of standing or sitting.

Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accident, crime or suicide.

Dealing with domestic disputes.

Communicating with employees, tenants, patrons and the traveling public in a professional, courteous manner.

Dealing with verbal and physical abuse of the officer including taunts, insults and threats to the officer, family member's or fellow police officers.

Communicating effectively with individuals suffering from trauma.

Operating a motor vehicle for long periods of time.

Using firearms effectively and being capable of successfully qualifying with department firearms (rifles, shotguns, handguns, TASER.)

Completing written reports in a clear, concise manner.

Working shifts as assigned.

I have reviewed the above list of essential job functions for a Nazareth Borough Police Officer and I believe that:

circle the yes below if it applies to you.

I can fully perform all duties without accommodations. Yes

I can fully perform all duties but only with the following accommodations for the duties specified. Use reverse side if you specify any accommodations. Yes

I cannot fully perform all duties even with accommodations. Yes

Name (Print) _____ Signature _____ Date _____



NAZARETH BOROUGH POLICE DEPARTMENT



EMPLOYMENT APPLICATION

JOB INFORMATION

Position for which application is made: Full Time Part Time Both

Date Received _____

Number Assigned _____

1. APPLICANT INFORMATION

Last Name First M.I.

Street Address Apt\Unit

CityState ZIP

Home Phone Cell Phone

E-mail Address Are you 21 years or more of age YES NO

PA Drivers License # Social Security #

Are you a citizen of the United States? YES NO

Are you Act 120 Trained? YES NO Certified MPOETC#

Have you ever been convicted of a Crime? YES NO
yes, explain on back

2. MILITARY SERVICE

Branch of Service: Entry Date:
Honorable Discharge YES NO

Separation Date:
Are you eligible for Veterans Preference Points YES NO

3. EDUCATION

High School

Address

From To Did you graduate? YES NO Degree

College

Address

From To Did you graduate? YES NO Degree

Other

Address

From To Did you graduate? YES NO Degree

Police Academy Name:

Dates Attended: From To

NOTE: If additional space is needed, continue on reverse side and identify by question number.

4: REFERENCES

Please list three professional references.

Full Name	Relationship
Company Address	Phone

Full Name	Relationship
Company	Phone
Address	

Full Name	Relationship
Company	Phone
Address	

5. ADDRESSES

List your residences for a last 10 year beginning with your current address.

Street Address	Apt/Unit#	State	Dates	Month and Year
City			ZIP	From To
Street Address	Apt/Unit#	State	Dates	From To
City			ZIP	
Street Address	Apt/Unit#	State	Dates	From To
City			ZIP	
Street Address	Apt/Unit#	State	Dates	From To
City			ZIP	
Street Address	Apt/Unit#	State	Dates	From To
City			ZIP	
Street Address	Apt/Unit#	State	Dates	From To
City			ZIP	

6. EMPLOYMENT HISTORY

List all your business or employment, Start with your current employer and list all periods of past employment unemployment, military service, etc.

Name Phone
Address Supervisor
Job Title Starting Salary Ending Salary

Responsibilities

From To Reason for Leaving

Name Phone

Address Supervisor

Job Title Starting Salary Ending Salary

Responsibilities

From To Reason for Leaving

Name Phone

Address Supervisor

Job Title Starting Salary Ending Salary

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Name Phone

Address Supervisor

Job Title Starting Salary Ending Salary

Responsibilities

From To Reason for Leaving

Name Phone

Address Supervisor

Job Title		Starting Salary	Ending Salary
Responsibilities			
From	To	Reason for Leaving	

7. AFFIRMATION

Before signing this application, check back over it to ensure you have answered all questions correctly. Make certain you have not omitted anything

I certify that the statement made to me in this application contain no Falsifications, omissions, or concealment of material fact. I am aware that should Investigation disclose any untruthful, misstatement, falsification, or concealment, my application will be rejected, my name removed from the eligibility list, and if already appointed I may be dismissed from the department

Further, I waive my right to privacy and release all individuals and organizations from any liability relative to the Investigation conducted by the municipality or It's agent, and do hereby permit all records and information concerning my personal life which pertain to determining my fitness as a Police Officer to be released.

Signature of applicant _____
 (sign name in ink in the presence of the Notary Public)

Sworn to and subscribe before me this day

Of _____ 2016

 (Notary Public)

My commission expires _____

See Checklist for all required documents

After you have completed this application and all forms, please return to:
 Borough of Nazareth,
 CO: Hiring
 134 S. Main Street
 Nazareth, Pa. 18064

Be sure to include Thirty Five Dollars (\$35.00), cash or money order.