

**APPLICANT NAME:** \_\_\_\_\_

**Control Number:** \_\_\_\_\_

**Date Returned:** \_\_\_\_\_



## **EMPLOYMENT APPLICATION PACKET**

**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 be at least twenty-one (21) years of age. (Applicant must include a copy of his/her Birth Certificate with completed application).
- Applicant must possess a high school diploma or GED equivalency. (A copy of diploma or GED must be included with completed application).
- 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 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 a criminal history check, credit history check, personal interviews of references, interview of current and former employers, and a driving history check.

## ESSENTIAL DUTIES OF A POLICE OFFICER FOR NAZARETH BOROUGH POLICE DEPARTMENT

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. Withstanding prolonged exposure, as long as 8 hours, to extreme weather conditions.
7. Withstanding prolonged periods of standing or sitting.
8. Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accident, crime or suicide.
9. Dealing with domestic disputes.
10. Communicating with employees, tenants, patrons and the traveling public in a professional, courteous manner.
11. Dealing with verbal and physical abuse of the officer including taunts, insults and threats to the officer, family member's or fellow police officers.
12. Communicating effectively with individuals suffering from trauma.
13. Operating a motor vehicle for long periods of time.
14. Using firearms effectively and being capable of successfully qualifying with department firearms (rifles, shotguns, handguns, taser.)
15. Completing written reports in a clear, concise manner.
16. Working shifts as assigned.

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

**Check yes below if it applies to you.**

1. I can fully perform all duties without reasonable accommodations. Yes\_\_\_\_\_
2. 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\_\_\_\_\_
3. I cannot fully perform all duties even with accommodations. Yes\_\_\_\_\_

Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## NAZARETH BOROUGH POLICE DEPARTMENT

### EMPLOYMENT APPLICATION



<b>1. JOB INFORMATION</b>		<b>#10-0007</b>	<b>DATE RECEIVED</b>
Position for which application is made:		Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>
		/ /	

<b>2. APPLICANT INFORMATION</b>			
Last Name	First	M.I.	Date of birth
Street Address		Apt/Unit#	
City	State	ZIP	
Home Phone	Cell Phone		
E-mail Address		Are you 21 years of age YES <input type="checkbox"/> NO <input type="checkbox"/>	
PA Drivers License #	Social Security #		
Are you a citizen of the United States?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Are you Act 120 Trained?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If Certified MPOETC#
Have you ever been convicted of a crime?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain on back

<b>3. MILIARY SERVICE</b>			
Branch of Service:		Entry Date:	Separation Date:
Honorable Discharge YES <input type="checkbox"/> NO <input type="checkbox"/>		Are you eligible for Veterans Preference Points YES <input type="checkbox"/> NO <input type="checkbox"/>	

<b>4. EDUCATION</b>			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Police Academy Name:		Dates Attended:	From To

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

<b>4. REFERENCES</b>	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ( )
Address	

Full Name	Relationship
Company	Phone (    )
Address	

Full Name	Relationship
Company	Phone (    )
Address	

## 5. ADDRESSES

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

Street Address	Apt/Unit#	<b>Dates</b> Year/month	From	To
City	State	ZIP		

Street Address	Apt/Unit#	<b>Dates</b> Year/month	From	To
City	State	ZIP		

Street Address	Apt/Unit#	<b>Dates</b> Year/month	From	To
City	State	ZIP		

Street Address	Apt/Unit#	<b>Dates</b> Year/month	From	To
City	State	ZIP		

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City	State	ZIP		

Street Address	Apt/Unit#	<b>Dates</b> Year/month	From	To
City	State	ZIP		

Street Address	Apt/Unit#	<b>Dates</b> Year/month	From	To
City	State	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 \$
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 \$
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 willful 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 \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

My commission expires \_\_\_\_\_

**COPIES OF THE FOLLOWING DOCUMENTS MUST ACCOMPANY YOUR APPLICATION:**

- Birth Certificate
- High School diploma or GED equivalency
- PA Driver's license
- Military Discharge (if applicable)
- Act 120 diploma & grade transcript

**AFTER YOU HAVE COMPLETED THIS FORM, MAIL IT OR TAKE IT TO:**

**Borough of Nazareth  
134 S. Main Street  
Nazareth, Pa. 18064**



**NAZARETH BOROUGH POLICE DEPARTMENT**

**WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION**



I, \_\_\_\_\_, am presently applying for employment with Nazareth Borough, which I acknowledge and understand, must thoroughly investigate my employment background, criminal history, personal background, education and references in order to evaluate my qualifications for a position with the Police Department. 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 Nazareth Borough.

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 Nazareth Borough. I also authorize all former employers identified in my employment application to permit a review and full disclosure of all records, and or any part thereof, concerning myself and my employment with those former employers, by and to any duly authorized agent of the Nazareth Borough Police Department., 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 Nazareth Borough 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 Nazareth Borough Police Department to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by Nazareth Borough in determining my suitability for employment in the Police Department. It is my specific intent to provide Nazareth Borough 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, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including my arrest record(s) and records compiled during or as a result of a criminal investigation(s) of me, efficiency ratings, complaints or 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 internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.



I hereby release all former employers which have been fully disclosed and 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 which have been fully disclosed and 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 Nazareth Borough Police Department, regardless of any agreement I may have made with the former employer to the contrary.

In addition, I also give Nazareth Borough the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a Nazareth Borough employee. I release and hold harmless Nazareth Borough, the Nazareth Borough Police Department, its elected officials, agents and employees from and against any and all liability which might result from conducting such an investigation, including any damages of whatever kind 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 those rights with the understanding that information furnished by any former employer will be used by Nazareth Borough and the Nazareth Borough Police Department in conjunction with employment procedures.

A photocopy or facsimile of this release form will be valid as an original thereof, even though said photocopy or facsimile does not contain an original writing of my signature.

This waiver is valid for a period of one year 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 y 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.

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

\_\_\_\_\_  
Signature

	<p style="text-align: center;"><b>NAZARETH BOROUGH POLICE DEPARTMENT</b> <b>CONSENT TO OBTAIN CONSUMER REPORT</b></p>	
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I, the undersigned, an applicant for employment with Nazareth Borough, hereby acknowledge and authorize Nazareth Borough to obtain one or more Consumer Reports about me for employment purposes; in connection with my application for employment and/or subsequent periods of employment should I be hired by Nazareth Borough. I further acknowledge that I understand that an analysis of any such report by Nazareth Borough may affect its decision whether or not to offer employment to me.

I hereby authorize Nazareth Borough and give it my consent to order a Consumer Report about me from one or more consumer reporting agencies. I further authorize and consent to Nazareth Borough's use of the Consumer Report in evaluating my application for employment and, if hired, in connection with any future decisions regarding my employment with Nazareth Borough. Finally, should I become an employee of Nazareth Borough; I authorize Nazareth Borough to obtain Consumer Reports at any time during my term of employment with Nazareth Borough. I authorize and consent to Nazareth Borough's use of these Consumer Reports as factor that Nazareth Borough may rely upon when making future decisions regarding my employment status with Nazareth Borough.

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Signature of Applicant                      Date

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Printed Name of Applicant

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Street Address

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City, State and Zip Code

---

Social Security Number

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Telephone Number with Area Code