



# POLICE OFFICER APPLICATION



## South Heidelberg Township Police

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 a police officer. Read all the questions carefully and answer all questions thoroughly and honestly.

You must complete this application packet yourself. Complete the forms using a ballpoint 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

Return the entire packet to the address below:

South Heidelberg Township Police

555A Mountain Home Rd,

Sinking Spring, PA 19608

Office Use Only: Date receive \_\_\_\_\_



## POLICE OFFICER EMPLOYMENT APPLICATION

### Instructions

You must complete this application yourself. It must be hand printed. Your ability to complete this application completely and honestly 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 theft, or another illegal act will not automatically exclude you, but the omission of it during the application process will. Once submitted, this application becomes the property of the South Heidelberg Township Police Department.

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### 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: \_\_\_\_\_  
*[Attach copy] Number State Type*

Place of birth: \_\_\_\_\_  
*City State Country*

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### Eligibility

1. Are you at least 21 years of age?  Yes  No
2. Do you have your Act 120?  Yes  No
3. Has your MPOETC number ever been suspended?  Yes  No




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### Military Service

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

Branch: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Date of service: \_\_\_\_\_ to \_\_\_\_\_ Reserve Status: \_\_\_\_\_

Type of discharge: \_\_\_\_\_

Grade and duty assignment at discharge/separation: \_\_\_\_\_

Are you a member of the Reserves or National Guard? \_\_\_Yes\_\_\_No

\* Any applicant claiming veteran's preference is responsible for providing at a minimum form DD-214 no later than two (2) business days prior to the date of the written examination.

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### Education

| SCHOOL NAME     | ADDRESS,<br>PHONE NUMBER | GRADUATE<br>Yes/ No Dates Enrolled | COURSE OF<br>STUDY / MAJOR |
|-----------------|--------------------------|------------------------------------|----------------------------|
| HIGH SCHOOL     |                          |                                    |                            |
| COLLEGE / UNIV. |                          |                                    |                            |
| GRADUATE SCHOOL |                          |                                    |                            |
| OTHER           |                          |                                    |                            |

\* Attach copies of Diplomas. Official transcripts must be received on or before seven (7) days prior to the administration of the written examination.



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### Specialized Skills and Training

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:

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### Personal History

**(if yes to any question, explain in full detail on a separate page)**

1. Do you know of any reason why you would not pass a background check? \_\_\_Y\_\_\_N
2. Have you ever been accused of, charged, or convicted of any crime? (to include summary, misdemeanor, and felony) \_\_\_Y\_\_\_N
3. Have you ever been the subject of any traffic investigation, or have been issued a citation? (to include summary, misdemeanor, and felony offenses)  
\_\_\_Y\_\_\_N
4. Have you ever been fired or asked to resign from a job? \_\_\_Y\_\_\_N
5. Have you ever received disciplinary action from an employer? \_\_\_Y\_\_\_N
6. Have you ever stolen from an employer? \_\_\_Y\_\_\_N
7. Have you ever falsified a police report? \_\_\_Y\_\_\_N
8. Do you use, consume, buy or sell illegal narcotics or controlled substances? \_\_\_Y\_\_\_N
9. Have you ever, at any age, used, consumed, sold or tried illegal narcotics or controlled substances in the past? \_\_\_Y\_\_\_N
10. Do you consume alcoholic beverages? \_\_\_Y\_\_\_N, if yes to what extent \_\_\_\_\_



### Employment History

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

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: \_\_\_\_\_

*Please use additional sheet of paper if you require more space*



**Residences**

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

| 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 the information requested.

| NAME | ADDRESS, CITY<br>STATE, ZIP CODE | AREA CODE &<br>PHONE NUMBER |
|------|----------------------------------|-----------------------------|
|      |                                  |                             |
|      |                                  |                             |
|      |                                  |                             |

**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 within this application is grounds for disqualification. I further understand that any misrepresentation or omission of facts within this application will be enough cause for cancellation and/or separation from service if I have been employed.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## BACKGROUND INVESTIGATION: APPLICANT WAIVER AND RELEASE

I, \_\_\_\_\_, am applying for employment as a police officer with the South Heidelberg Township Police Department which I acknowledge and understand must thoroughly investigate my employment background, criminal history, personal background, credit history, education, and references in order to evaluate my qualifications for the 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 employers, be disclosed to the South Heidelberg Township Police Department.

By signing this release, I hereby authorize any representative of all my former/current 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 South Heidelberg Township Police. I also authorize all former/current employers identified in my employment application to permit review and full disclosure of all records, or any part thereof, concerning myself and my employment with those former/current employers, by and to any duly authorized agent of South Heidelberg Township Police whether said records are a public, private, or confidential in nature.

The intent of this authorization is to permit all former/current employers identified in my employment application to provide, and for South Heidelberg Township Police to obtain, full and free access to the background history of my personal life and my employment history performance, for the specific purposes of permitting the South Heidelberg Township Police to conduct a thorough background investigation regarding me, that will provide pertinent data for consideration by South Heidelberg Township Police in determining my suitability for employment as a police officer. It is my specific intent to provide South Heidelberg Township Police Department with access to personnel information, however personal or confidential it may appear to be.

I authorize all former/current employers, which have been fully disclosed and identified in my employment application, to release any and all public and private information that I may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including my arrest records, and records compiled during, or as a result of any criminal investigations of me, efficiency ratings, complaints or grievance 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/or sealed.

I hereby release all former/current 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/current employers identified in my employment application, and, if applicable, its officers, employees, or related personnel, both individually and collectively, from all liability for damages whatsoever.

I direct all former/current employers identified in my resume and or employment application to release such information upon request of the duly accredited representative of South Heidelberg Township Police, regardless of any agreement, written or oral, I may have made with the former/current employer to the contrary.

In addition, I also give South Heidelberg Township Police the right to thoroughly investigate my background, previous employment, education, access previous background investigations conducted on myself by other agencies for pre-employment purposes, and references to ascertain my suitability for service as an employee of South Heidelberg Township. I release and hold harmless South Heidelberg Township, 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 kind which may at any time result to me, my heirs, family or associates because of such investigation.

I recognize and understand my rights regarding access and disclosure of records, and I waive those rights with the understanding that information furnished by any former/current employer will be used by South Heidelberg Township Police in conjunction with employment procedures.

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

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.

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Applicant Signature

Date: \_\_\_\_\_