

CALIFORNIA BOROUGH

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 Borough of California

If conventional methods fail in attempting to contact the applicant a certified-registered letter will be sent to the applicant's address listed on the application. Should the registered 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 Borough of California in writing of the address change. By affixing your signature to this application, the applicant acknowledges that he/she has read and understands the contents of the procedure.

Date

Signature

POLICE OFFICER APPLICATION FOR EMPLOYMENT

The Borough of California is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, natural origin, sex, non-job related disabilities or age of 40 and over. All information requested on this application form 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 by the applicant.
 Please print in ink
 If because of a disability you need assistance in completing this application form please notify the Borough of California at (724) 935-3233

To be considered this application must be returned by: _____

Return Completed application to:

Borough of California Police Dept.
 225 Third Street
 California, PA 15419

Last Name	First Name	Middle Name	
Street Address	City	State	Zip

Phone No. (Day)	Phone No. (Night)	Social Security No.	Driver's License No.
-----------------	-------------------	---------------------	----------------------

Has your driver's license ever been suspended or revoked?	Yes	No
Are you at least Twenty-One (21) years old?	Yes	No
Have you successfully completed Act 120 Training ?	Yes	No
Are you currently enrolled in Act 120 Training?	Yes	No
If yes, Give Graduation Date : _____		
Are you a United States Citizen?	Yes	No
Proof of Citizenship or immigration will be requested upon employment		
Have you ever filed an application with California Borough?	Yes	No
If yes provide date: _____		
May we contact your current employer?	Yes	No
If please identify someone familiar with your performance for your current employer that we may contact:		

Name/ Title	Phone Number	
Can you work Daylight?	Yes	No
Can you work Evenings?	Yes	No
Can you work Nights?	Yes	No
Can you work Weekends?	Yes	No
Can you work Holidays?	Yes	No

FAMILY HISTORY

List in order given: showing relationships; parents, guardians, stepparents, foster parents, brothers, sisters, step-brothers, and step-sisters. Include any others with whom you have resided with or whom a close relationship existed or exist.

RELATIONSHIP	NAME	ADDRESS IF LIVING	PHONE NO.

EMPLOYMENT HISTORY

Dates employed	
Employer	From To
Employer's Address	Telephone Number
Your Job Title	Hourly Rate/Salary
Description of your Duties	
Supervisor's Name	Reason for Leaving
Will the Supervisor Employer give a good job review?	Yes No
If No please explain: _____	
Discharged or asked to resign by the Employer?	Yes No
Ever been Disciplined/Written warning/Suspended/Denied pay increase by this employer?	Yes No
Ever Counseled or Warned about Excessive Absenteeism/Tardiness by this Employer?	Yes No
If yes to any of the above please explain: _____	

EMPLOYMENT HISTORY

Dates employed	
Employer	From To
Employer's Address	Telephone Number
Your Job Title	Hourly Rate/Salary
Description of your Duties	
Supervisor's Name	Reason for Leaving
Will the Supervisor Employer give a good job review?	Yes No
If No please explain: _____	
Discharged or asked to resign by the Employer?	Yes No
Ever been Disciplined/Written warning/Suspended/Denied pay increase by this employer?	Yes No
Ever Counseled or Warned about Excessive Absenteeism/Tardiness by this Employer?	Yes No
If yes to any of the above please explain: _____	

Dates employed	
Employer	From To
Employer's Address	Telephone Number
Your Job Title	Hourly Rate/Salary
Description of your Duties	
Supervisor's Name	Reason for Leaving
Will the Supervisor Employer give a good job review?	Yes No
If No please explain: _____	
Discharged or asked to resign by the Employer?	Yes No
Ever been Disciplined/Written warning/Suspended/Denied pay increase by this employer?	Yes No
Ever Counseled or Warned about Excessive Absenteeism/Tardiness by this Employer?	Yes No
If yes to any of the above please explain: _____	

EMPLOYMENT HISTORY

Dates employed	
Employer	From To
Employer's Address	Telephone Number
Your Job Title	Hourly Rate/Salary
Description of your Duties	
Supervisor's Name	Reason for Leaving
Will the Supervisor Employer give a good job review?	Yes No
If No please explain: _____	
Discharged or asked to resign by the Employer?	Yes No
Ever been Disciplined/Written warning/Suspended/Denied pay increase by this employer?	Yes No
Ever Counseled or Warned about Excessive Absenteeism/Tardiness by this Employer?	Yes No
If yes to any of the above please explain: _____	

Dates employed	
Employer	From To
Employer's Address	Telephone Number
Your Job Title	Hourly Rate/Salary
Description of your Duties	
Supervisor's Name	Reason for Leaving
Will the Supervisor Employer give a good job review?	Yes No
If No please explain: _____	
Discharged or asked to resign by the Employer?	Yes No
Ever been Disciplined/Written warning/Suspended/Denied pay increase by this employer?	Yes No
Ever Counseled or Warned about Excessive Absenteeism/Tardiness by this Employer?	Yes No
If yes to any of the above please explain: _____	

EDUCATION

		Dates attended	
Last High School Attended _____		From _____	To _____
		Circle highest grade completed 9, 10, 11, 12	
Location _____			
Do You have a High School Diploma or G.E.D. Certificate?		Yes	No
List Colleges, Universities or Trade or Technical School you attended.			
School Attended _____	Dates:	From _____	To _____
Location: _____		Degree / Credit/ or License	
School Attended _____	Dates:	From _____	To _____
Location: _____		Degree / Credit/ or License	
School Attended _____	Dates:	From _____	To _____
Location: _____		Degree / Credit/ or License	

MILITARY

Branch of Service _____	Dates :	From _____	To _____
Rank at Separation _____	Reserve Requirement		
Specialized Training			

OTHER QUALIFICATIONS

Describe any equipment you can operate (computers, machines, etc.)
List any Trade, Professional or skill Certificate you hold
Special skill, Abilities, or Experiences which qualify you for the position

BACKGROUND

Have you ever been convicted of a Misdemeanor?	Yes	No
If yes please explain: _____		
Have you ever been convicted of a Felony?	Yes	No
If yes please explain: _____		

REFERENCES

Reference (1)	Relationship
Reference Address	Reference Telephone Number
Reference (2)	Relationship
Reference Address	Reference Telephone Number
Reference (3)	Relationship
Reference Address	Reference Telephone Number

Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties of a police officer which might require further explanation? If yes, provide details below

ADDITIONAL INFORMATION

PLEASE ATTACH RESUME, IF AVAILABLE

CERTIFICATION, AUTHORIZATION AND AGREEMENT

I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsification, emissions, or concealment of material fact. I authorize the Borough of California to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize every school, employer, person and agency identified by me on this form or in my resume to release any and all verifying information the Borough of California may solicit from it or them. I further authorize the Borough of California to investigate my criminal history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in a criminal history records report, the Borough of California will so advise me.

I hereby release all law enforcement agencies, my former employers, all educational institutions and programs and every other person identified by me on this form or in my resume from liability for any damage or injury to me arising out of the release of information requested by the Borough of California

I understand and agree that the Borough of California's acceptance of this employment application does not constitute any promise, expressed or implied that I will be hired. I further understand that California Borough does not guarantee anyone employment for any specific length of time.

I further understand and agree that any offer of employment the Borough of California may make to me (and if I am hired, my continued employment) will be contingent on my submission of evidence verifying that I am authorized to work in the United States and may be contingent upon my taking and passing a physical and psychological examinations and drug tests.

I certify that I am not a party to any contract or other obligation which would limit, interfere with, or restrict my ability to work for the Borough of California in any way.

I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form.

Signature

Date

The Borough of California is an Equal Opportunity Government

INEXPERIENCED POLICE OFFICER ESSENTIAL JOB FUNCTIONS

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints, subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
2. Prepare investigative and other reports including sketches using appropriate grammar, symbols, and mathematical computations
3. Exercise independent judgement in determining when there is a reasonable suspicion to detain, when probable cause exist to search and arrest, when force may be used and to what degree.
4. Operate a law enforcement vehicle during both the day and night in emergency situations involving speed in excess of posted limits, in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently over law enforcement radio channels while maintaining and responding to radio communication.
6. Gather information in criminal investigations by interviewing an obtaining the statements of victims, witnesses, suspects, and confined informants.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement vehicles, lifting, carrying ,and dragging heavy objects; climbing over and pulling up oneself over obstacles, jumping down from elevated surfaces, climbing through openings, jumping over obstacles, ditches, and streams, crawling in confined areas balancing on uneven or narrow surfaces and using body force to gain entrance through barriers
8. Load, unload, aim, and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards
9. Perform searches of people, vehicles, buildings, and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking doors and windows of buildings to ensure they are secure.
12. Effectively communicate with people including juveniles by giving information and directions, mediating disputes, and advising of rights and process.
13. Demonstrate communication skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions
15. Endure verbal and mental abuse when confronted with hostile views and opinions of suspects and to other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies, and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging, and carrying people away from dangerous situations and securing and evacuating people from particular areas.
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
18. Put on and operate a gas mask in situations where chemical munitions are being deployed.
19. Extinguish small fires by using extinguishers and other appropriate means.
20. Read and comprehend legal and non-legal documents including the preparations and processing of such documents as citations, affidavits, and warrants.
21. Process arrested suspects to include taking photographs and obtain a legible set of inked fingerprint impressions.

NOTE: The successful applicant must be able to perform ALL of the above essential job functions of an experienced police officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility, and strength.

PERSONAL CHARACTERISTICS

Since police officers are required to enforce the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a business necessity that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill and integrity.

Additionally, police officers are frequently placed in a position of physical harm and mental stress therefore, a history of mental or physical disability may be grounds of denying employment or these factors might be a consideration in the hiring process. Applicants posing a substantial risk of injury to themselves, others officers, and the public are a substantial disadvantage in the hiring process.

I have reviewed the above list of essential job functions and personal characteristics for a 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 reasonable accommodations

_____ I can fully perform all duties even with reasonable accommodations.

_____ Date

_____ Signature