

WAYNESBURG BOROUGH POLICE DEPARTMENT

BILLY F. NICHOLS
CHIEF OF POLICE



90 EAST HIGH STREET
WAYNESBURG, PA 15370

POLICE EMPLOYMENT APPLICATION Equal Opportunity Employer

General Instructions: This application consists of several sections: Every section must be completed in order for the Borough to accept the application as complete. Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment. Resume must be attached with a copy of listed certifications.

CIRCLE POSITION APPLYING FOR:

Part-Time

Full-Time
(civil service)

1. Personal Information

_____ Last Name	_____ First	_____ Middle	_____ Date of Birth
_____ Street		_____ City	_____ State/Zip
_____ Phone Number	_____ E-mail	_____ Social Security Number	

2. Citizenship (please attach copy of birth certificate)

a. U.S. Citizen Yes No

I. If "No", naturalized ? Yes No

Naturalization No. _____ Date _____ Place _____ Court _____

3. Education (please attach copies of all diplomas if applicable):

a. Do you have a high school diploma or a graduate equivalency diploma? Yes No

b. Pennsylvania Act 120 Graduate? Yes No Date _____

Location _____ Certification Number _____

c. Do you have a college degree? Yes No

4. Military Status (please attach copy):

a. Have you ever served in the U.S. Armed Forces? Yes No

b. Honorable Discharge? Yes No

5. Vehicle Operator License (please attach copy):

Do you possess a valid vehicle operator's license? Yes No

6. Employment History:

Please list all jobs in chronological order, beginning with the most recent. If you need more space, you may attach additional copies of page 2. Failure to fully complete employment information may result in disqualification.

Employer	Address	Phone #
Position Title	Employed From (mo/yr) To (mo/yr)	Supervisor
Specific Reason for Leaving		
Starting Salary	Ending Salary	Number of Hours Worked Per Week

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7. Criminal History

- | | | |
|--|-----|----|
| a. Have you ever been arrested, charged or indicted? | Yes | No |
| b. Have you ever been convicted of a felony? | Yes | No |
| c. Have you ever been placed on probation? | Yes | No |

If you answered "Yes" to a, b or c, List all criminal charges (felonies, misdemeanors, either civilian or military, not traffic). This would include first offender and nolo contendere pleas and/or dismissals; this would include incidents involving any other name you may have gone by in the past. Attach additional sheets if necessary.

8. Traffic Citations

List complete history, including pleas of Guilty and not guilty. Include all violations in the past 10 years.

Offense	State and County	Date
Offense	State and County	Date
Offense	State and County	Date
Offense	State and County	Date
Offense	State and County	Date
Offense	State and County	Date

9. Other Information

Do you currently or have you in the past used any illegal drugs or used prescription drugs in an illegal manner? Yes No

If "Yes," give specific details below, to include specific substances, number of times used, circumstances under which the use occurred and time frames of use:

Essential Job Functions (are functions actually performed on the job that are applied universally to all employees in this particular job function and if removed would fundamentally alter the job.):

1. Have regular and predictable attendance
2. Exercise rational judgment
3. Qualify with firearms and other offensive and defensive weapons
4. Use physical force when necessary to control and arrest law violators
5. Drive emergency vehicles safely under stressful conditions.
6. Maintain the confidence and trust of peers, superiors, and citizens
7. Work independently of direct supervision
8. Work alone or closely with others
9. Observe patrol area for suspicious, disorderly or illegal activities, missing persons and hazardous conditions
10. Prepare detailed and accurate reports, criminal complaints and accident reports
11. Interview witnesses, complainants, and suspects
12. Interact with members of the business community and the public.
13. Carry/Move injured or ill persons or accident victims
14. Administer first aid
15. Investigate; traffic crashes, crime scenes, public complaints, and emergency situations
16. Mediate domestic and neighborhood disputes
17. Respond to alarms, other emergency calls for service

**By Signing, I have reviewed the above list of essential job functions for a
Waynesburg 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 reasonable accommodations:

☐ I cannot fully perform all duties even with reasonable accommodations.

(Signature)

(Date)

Notification Procedure Release

It may become necessary to contact the applicant in the event they are being given further consideration for the position of police officer with Waynesburg Borough.

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 responsibility of the applicants to notify the Waynesburg Borough Police Department, in writing, of any address change. By affixing your signature to this form, you acknowledge that you have read and understood the contents of this procedure.

Verification

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all entries on this application for employment and attachments are true and complete, and I agree and understand that any falsification of information herein, material half-truths, material misstatements or omissions regardless of their time of discovery, may cause forfeiture on my part to any employment with the Waynesburg Borough Police Department. I understand that this application has been completed subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

(Signature)

(Date)

Applications can be filled out with your resume and requested documents attached, then mailed or returned in person to 90 E High St Waynesburg PA 5370. You can also E- Mail your full and completed application to bnichols@waynesburgpa.gov.

Waiver and Release for Background Investigation

I, _____, am presently applying for employment as a police officer with Waynesburg Borough Police Department, which I acknowledge and understand, must thoroughly investigate my employment background, criminal history, personal background, education, credit history and reports, medical records, my military records and references in order to evaluate my qualifications for a 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 and former employers, be disclosed to the Waynesburg Borough Police Department.

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, including my personnel file, pertaining to my employment records and history. I further authorize the release of such information, including photocopies, upon request to any representative of the Waynesburg Borough Police Department. I also authorize all former employers identified in my employment application to permit a review and full disclosure of all records, or any part thereof, concerning myself and my employment with those former employers, by and to any duly authorized agent of the Waynesburg Borough Police Department. Said records are or may be 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 the Waynesburg Borough Police Department to obtain, full and free access to ALL records with the specific purpose of permitting the Elizabethtown Borough Police Department to conduct a thorough background investigation regarding me. It is my specific intent to provide the Waynesburg Borough Police Department with access to personnel information, however personal or confidential it may appear to be.

I authorize all former employers and their representatives, 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 record, my background and reputation, including photocopies of those documents. My military service records, education records, my financial status, my credit history and reports, my criminal history record, including my arrest record(s) and records compiled during or as the result of a criminal investigation(s) of me. Efficiency ratings, work performance evaluations, 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 any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed and I authorize any police agency that may have already completed a background investigation on me to share any and all information with the Waynesburg Borough Police Department.

I hereby release all former 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 employers 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 Waynesburg Borough Police Department, regardless of any agreement I may have made with the former employer to the contrary.

In addition, I also authorize law enforcement agencies with whom I may have applied for employment in the past or in the future to share their background investigative information with the Waynesburg Borough Police Department in order to ascertain my suitability for service as an Waynesburg Borough employee. I release and hold harmless all of those law enforcement agencies and the Borough of Waynesburg, 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 under Title 5, United States Code, Section 552a, The Privacy Act of 1974, with regard to access and disclosure of records. I waive those rights with the understanding that information furnished by any former employer will be used by the Waynesburg 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 the 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 as listed below.

Should there be any question as to the validity of this release, you may contact me at the address listed below.

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.

Sworn to (or affirmed) and subscribed before me this _____ day of _____, in the year of 20_____.

(Notary)

Applicant's Full Name (Printed)

Date

Applicant's Signature

Applicant's Street Address City State Zip