

BLAIR TOWNSHIP POLICE DEPARTMENT



**375 Cedarcrest Dr.
Duncansville, Pa 16635
(814) 696-3846 voice
(814) 696-0321 fax**

ATTENTION APPLICANT:

Enclosed you should find the required paperwork to apply for the position of Blair Township Police Officer which consists of the following **THREE** items:

- Application for Blair Township Police Officer (Complete and return) **Pages 3-9**
- BTPD Essential Job Functions verification form (Complete and return) **Page 10**
- Authorization of Release of Information For Background Investigation (Complete and return with application) **Page 11**

If any of the above is missing or you are unsure how to respond to any of the questions, it is your responsibility to contact Chief Roger White at 814-696-3846 x108 for further information or instructions.

Be sure to **read and understand the instructions** before starting the process of completing this paperwork. **This application is an integral part of the hiring process and reflects upon the applicant.** It should be as complete as possible.

The selection process for sworn officers is determined by Departmental policy and may consist of any/all of the following.

- * Review of applications
- * Writing Evaluation
- * Panel Interview
- * Background Investigation
- * Written testing
- * Medical Examination
- * Psychological Examination
- * Drug Screening
- * Voice Stress Analysis/Polygraph

Final selection is by the Chief of Police with approval to hire by majority vote of the Blair Township Board of Supervisors.

Applicants will be notified of any progression through the hiring process. ***Please do not contact the Department for application status updates.***

The Blair Township Police Department seeks only applicants who are honest, active, conscientious and of the highest moral character and personal integrity.

It is the responsibility of the applicant to make certain all provided information is current and accurate. The applicant should notify the Township of any change in address, telephone number or other essential contact information that might occur after submission of the application.

Submission of applications:

1. Completed, **NOTARIZED** application packets, with accompanying documentation, must be returned to the attention of Chief of Police, Blair Township Police Department 375 Cedarcrest Drive, Duncansville, Penna. 16635.
2. Packets should be marked “Application for Police Officer” and may be mailed or dropped off to the Township Secretary at the Municipal Office during regular business hours. A **\$25.00** non-refundable processing fee (**certified check or money order only, made out to Blair Township**) must be paid at the time the application is filed.
3. Applications must be received **before 3pm, June 21, 2017** or post marked no later than June 21, 2017.
4. Applications **will not** be accepted by Police Department personnel.
5. Falsification, concealment or misrepresentation of material fact on the application form or incomplete application packets may result in disqualification.

Blair Township is an equal opportunity employer.

Application for Blair Township Police Officer

FULL NAME:	Last	First	Middle
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BLAIR TOWNSHIP POLICE DEPARTMENT



**375 Cedarcrest Dr.
Duncansville, Pa 16635
(814) 696-3846 x 108 (voice)
(814) 696-0321 fax**

We are pleased you are Interested in a position with the Blair Township Police Department. Blair Township is an equal opportunity employer, and no question on this application is intended to secure information to be used for discriminatory purposes.

THIS FORM IS AN INTEGRAL PART OF THE APPLICATION PROCESS AND SHOULD BE AS ACCURATE AND COMPLETE AS POSSIBLE.

GENERAL REQUIREMENTS FOR APPLICATION:

- Applicant must be 21 years of age at the time of application.
- Must be a United States citizen.
- Must be able to read, write and speak the English language.
- Must possess a high school diploma or GED equivalency acceptable to the Municipal Police Officers Education and Training Commission. A Bachelors Degree or additional coursework in the field of Criminal Justice or related area is preferred.
- Must have successfully completed a Pennsylvania Act 120 Municipal Police Basic Training Program. A current Municipal Police Training Certification number (MPT#) and at least 2 years of full time law enforcement experience is preferred.
- Must possess a valid Commonwealth of Pennsylvania operator's license.
- Must be of high moral character and have **no** criminal convictions on record.
- Must be physically and mentally fit to perform all essential job functions and duties of a police officer. Must be able to successfully pass **ALL** MPOETC requirements to be certified.
- Must successfully complete a comprehensive hiring process including physical and psychological examinations and drug screening.
- Applicants must be free of tattoos, body art/piercings or permanent decorative markings on the facial area, head, scalp, ears, and neck, or any tattoos, body art/piercings or permanent decorative markings that would be visible when wearing the police uniform of the day.
- Must successfully complete a probationary period of 6 months to one year.
- If you do not meet or cannot agree to the above general requirements, your application will not be considered for further processing. If you are unsure of how to respond to any of the application questions; it is your responsibility to contact Chief Roger White at (814) 696-3846 X 108 for further information or clarification.

Application for Blair Township Police Officer

GENERAL INSTRUCTIONS:

- Type or handprint in **black** ink an answer to every question. This form is an integral part of the application process and should be as accurate, legible and complete as possible.
- Provide complete and accurate information to each question. Please **include** any/all supporting documentation if listing or claiming any educational achievements, degrees, diplomas, etc. M.P.T. certification or any specialized police related training or skills,
- If a question does not apply to you, mark N/A in the space provided.
- If the space provided is insufficient, attach a separate sheet and precede the additional information with the section title to which you are referring.
- It is your responsibility to notify this department of any changes of address or phone number once the application is filed.
- The Blair Township Police Department will verify all information you provide on this application.
- If you provide false information, or commit any omissions of fact, either intentionally or unintentionally, you will not be eligible for employment. Any untruthfulness will result in immediate disqualification from the hiring process. A record of conviction for any criminal offense (includes summary offenses) will automatically disqualify you from further consideration in the application/hiring process.

Are you interested in: Full Time: Part Time: Both:

PERSONAL

Any other previous names:				
Current Address:		City:	State	Zip
E-mail:	Home Phone: ()	Cell Phone: ()		
Are you at least 21 years of age:		Work phone: ()		
U.S. Citizen: Yes <input type="checkbox"/> No <input type="checkbox"/>		City & State of Birth:		
Name and Phone Number of Emergency Contact:				
Do you have a valid Pa. driver's license: Yes <input type="checkbox"/> NO <input type="checkbox"/>	Operator Number:	State	Expiration Date:	
Please list all addresses for the past 10 years.				
Address	City	State	Zip	

EDUCATION- (Supporting documentation required)

Name and location of high school:					Year graduated:
Your name at time of attendance: (If different than present)					
Name and location of higher educational institution:					Year graduated:
Your name at time of attendance: (If different than present)					
Dates Attended		GPA	Credits Earned	Degree Type	Field of Study
From	To				
If you did not graduate, explain: :					
Name and location of higher educational institution:					Year graduated:
Your name at time of attendance: (If different than present)					
Dates Attended		GPA	Credits Earned	Degree Type	Field of Study
From	To				
If you did not graduate, explain:					
Name and location of higher educational institution:					Year graduated:
Your name at time of attendance: (If different than present)					
Dates Attended		GPA	Credits Earned	Degree Type	Field of Study
From	To				
If you did not graduate, explain:					

WORK EXPERIENCE

Are you currently employed? Yes No
 If yes, why do you desire a change? Yes No
 If no, explain the circumstances.

Were you ever discharged or have you resigned after being informed your employer intended to discharge you? Yes No
 If yes, please give employer's name and address.

Have you **EVER** applied for a police officer position with any other law enforcement agency?

Yes No

If yes, list Agency Name, City, State and Year you applied.

Agency Name	City/State	Year Applied

Please list **ALL** previous and current employers for the past 10 years. Start with your current or most recent employer. Include any position for which you received pay or a salary. Include internships and any volunteer work you may have performed. (If more space is needed, attach a separate sheet.)

Employer:	Complete Address:		
Job Title:	Phone:		
Duties:	Status: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full Time		
	Dates Employed:	From:	To:
	Reason for Leaving:		
Employer:	Complete Address:		
Job Title:	Phone:		
Duties:	Status: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full Time		
	Dates Employed:	From:	To:
	Reason for Leaving:		
Employer:	Complete Address:		
Job Title:	Phone:		
Duties:	Status: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full Time		
	Dates Employed:	From:	To:
	Reason for Leaving:		

Employer:	Complete Address:	
Job Title:	Phone:	
Duties:	Status: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full Time	
	Dates Employed:	From: To:
	Reason for Leaving:	
Employer:	Complete Address:	
Job Title:	Phone:	
Duties:	Status: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full Time	
	Dates Employed:	From: To:
	Reason for Leaving:	
Employer:	Complete Address:	
Job Title:	Phone:	
Duties:	Status: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full Time	
	Dates Employed:	From: To:
	Reason for Leaving:	

May we contact your current employer(s)? Yes No

Please account for periods of time which are not covered by your educational or employment history, if a period of absence is for health related matter, do not respond to this question or use N/A.

From:	To:	Reason:
From:	To:	Reason:

RECORD OF LAW VIOLATIONS

Have you **EVER** been convicted of any criminal violation of law (including criminal summary offenses) or are you now subject to a pending charge? Yes No

Please list **all** convictions and **all** pending charges for **non-criminal** offenses including city/county ordinances and vehicle code offenses. (Do not include violations for parking incidents.) Attach a separate sheet for additional information if needed.

Year	Law Violated	City/County/State

Have you ever been the subject of any type Protection from Abuse Order? Yes No

Are there any charges (violations) of any type pending against you? Yes No

If yes, please explain:

DRUG/NARCOTIC USE

Have you ever used or experimented with any non-prescribed controlled substances or illegal drugs?

Yes No

If yes, please explain:

ADDITIONAL TRAINING, SKILLS OR CERTIFICATIONS IN POLICE RELATED FIELDS

Specialized Training or Certifications in the Law Enforcement Field such as Accident Reconstruction, Speed Enforcement, DRE, etc. **Copies of Certificates should accompany this application.**

Year	Certification or Training Type

Please list any foreign languages in which you are conversationally fluent.

REFERENCES

List five (5) **personal** and three (3) **professional** references that have definite knowledge of your qualifications for the position of police officer. Do not list relatives, former employers or current employees of Blair Township.

Name (Personal)	Complete address and phone	Years known
Name (Professional)	Complete address and phone	Years known

PLEASE READ CAREFULLY BEFORE SIGNING:

The undersigned is the person named in the foregoing application. I have read, understand and made a complete answer to each question. My answers are true and correct and contain no misrepresentations, omissions, or falsifications. I understand that if any of the information contained in any of the foregoing answers contains any misrepresentations or falsification or if any material information has been omitted, the same shall be deemed and agreed to be sufficient just cause for non-selection or dismissal if selection has occurred.

Signature of applicant	Date
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Sworn and subscribed to before me this _____ day of _____, 2017

Witness my hand and official seal.

Notary Public

SEAL:

This page **MUST** be notarized for the applicant to be considered for employment. Applicants may have the form notarized upon return by the Township Secretary by calling 814-696-4363 **to set up an appointment.**

**Blair Township Police Department
Patrol Officer**

Essential Job Functions

- **Respond to and Conduct Initial Investigations of Various Crimes and Events**
- **Protect Crime Scene and collect Evidence and Information**
- **Arrest and Detain Persons**
- **Conduct Search and Seizure**
- **Provide Emergency Services and Assistance**
- **Respond to and Conduct Investigation of Motor Vehicle Accidents**
- **Enforce DUI and Other Commonwealth Motor Vehicle Laws**
- **Operate Emergency Vehicle**
- **Execute Motor Vehicle Stop and Investigate Occupants**
- **Use Physical Force and Exertion to Perform Duties**
- **Develop and Maintain Positive Community and Interpersonal Relations**
- **Write and Read Reports and Other Work Related Documents and Materials.**
- **Present Evidence and Testimony**
- **Intervene in and Control Human Conflicts**
- **Use Deadly Force**
- **Perform General Patrol Duties and other duties as assigned.**

VERIFICATION

I have reviewed the above list of essential job functions for a Blair Township Police Officer and I am able and willing to fully perform all the duties as set forth on the list.

Print Name

Signature

Date

BLAIR TOWNSHIP POLICE DEPARTMENT



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AUTHORIZATION OF RELEASE OF INFORMATION FOR BACKGROUND INVESTIGATION

I _____ (**print name**) hereby authorize and request any former and present employer, creditor, bank, savings and loan, credit union, finance company, mortgage company, credit card company, credit reporting agency, collection agency, school, college, university, agencies in the criminal justice system, references or any other person, company, or corporation to release any and all information and documentation relating to my employment, evaluations, credit, financial condition, financial information, school activities, grades, degrees, character, integrity, criminal history, drivers history, social media activity and any other information whatsoever required to make a thorough investigation into my background.

I authorize the release of the above mentioned information to the Chief of Police of Blair Township or his designee whether the said records are of public, private or confidential nature and regardless of whether the information released may be derogatory in nature.

My intent in this authorization is to provide full and free access to the background and history of my personal life for the specific purpose of pursuing a background investigation which may provide pertinent data for the Blair Township Police Department to consider in determining my suitability for employment as a police officer by that department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Blair Township Police Department.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, for and against all claims, damages, losses and expenses arising of or by complying with this request. I release, indemnify and hold harmless Blair Township, its officials, officers and employees from and against any and all liability, which might result from conducting such background investigation.

I further understand that in the event my application is disapproved, the source of confidential information cannot be revealed to me. **A photocopy of this release form will be valid as an original hereof, even though said photocopy does not contain an original writing of my signature.**

My consent is conditioned upon the understanding that all records, data, and information obtained by the Blair Township Police Department shall be used only for the purposes for which it has been obtained.

Signature

Date of Signature

Date of Birth

Social Security Number