

CIVIL SERVICE COMMISSION

Municipality Of Kingston
500 Wyoming Avenue
Kingston, Pennsylvania 18704
570-288-4576

Police Officer Application

GENERAL INSTRUCTIONS: This application consists of several sections: a **Questionnaire**; a **Notification Procedure Release**; an **Essential Duties of a Police Officer and Verification**; and a **Waiver and Release for Background Investigation** which must be notarized. Every one of these sections must be completed in order for the Municipality to accept the application as complete. PRINT (do not type) an answer to every question. If a particular question does not apply to you, so state with N/A. If space available is insufficient, use reverse side and proceed with the number of the referenced block. Do not misstate or omit material fact since the statements made herein are subject to verification and determine your qualifications for employment.

QUESTIONNAIRE:

1. _____ 2. _____
Last Name First Name MI Social Security Number

3. _____ 3a. (_____) _____
Alias(es), Nickname(s), Maiden Name, Other Name Changes Telephone Number

4. _____
Present Residence Address (Street/City/State/ Zip Code)

5. _____
US Citizen: (Yes/No) Naturalization No. Date Place Court

6. List all your residences for the past 10 years beginning with current one.

Month and Year	Address	With whom did you live?
From To		Where are they now?

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

Relationship	Name	Address if Living
Father	_____	_____
Mother	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. VEHICLE OPERATOR’S LICENSE: Give the following information concerning ANY vehicle operator’s license you have held or now hold.

Type of License	Number	State/Country	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever had a license suspended or revoked? YES NO

If YES, Explain _____

9. CRIMINAL CHARGES: Have you ever been charged with any crime? YES NO
If YES, state the violation, the approximate date, the Court of jurisdiction and the disposition..

10. FINANCIAL STATUS: Do you have any income from any source other than your principal occupation? YES NO If YES, How much? _____ How often? _____

What is the source? _____

Do you have, or have you had, any financial account (savings, checking, loans, stocks, bonds, etc.)? List all accounts during the past seven years.

Name and address of financial institution:	Type of account:
_____	_____
_____	_____
_____	_____

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11. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS

Name	Address Zip	Type(social, fraternal, etc.)	Office Held	Membership Dates

12. SUBVERSIVE ORGANIZATIONS:

YES/NO

_____ Are you now or have you ever been a member of any organization, association, movement, group or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by any unconstitutional means?

_____ Are you now or have you ever been affiliated or associated with any organization of the type described above as an agent, official or employee?

_____ Are you now associating with or have you associated with any individuals, including relatives, who you know or have reason to believe are or have been members of any of the organizations identified above?

_____ Have you ever been engaged in any of the following activities of any organization of the type described above: contributions to, attendance at or participating in any organizational, social or other activities of said organization or of any projects sponsored by them; the sale, gift or distribution of any written, printed or other matter prepared, reproduced or published by them or any of their agents or instrumentalities?

If yes to any of the answers above, describe the circumstances. Attach additional sheets for a fully detailed statement. If associated with any of these organizations, specify nature and extent of association, with each, including office or position held, also include dates, places and credentials now or formerly held.

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13. EDUCATION:

A. List all elementary, junior high and high schools attended. **Attach transcripts from last high school attended.**

Name	Address	City	Zip	Dates Attended	Dates Completed	Graduated Yes/No

B. Higher Education: List all colleges or universities attended. **Attach transcript from last institution.**

Name	Address	City	Zip	Dates Attended		Credit Hours	Degree
				From	To	Semester/Quarter	Rec'd

Major and Minor Courses: _____

C. Other schools or training (trade, vocations, military). Give for each the name and location of school, dates attended, subjects studied, certificate(s) earned and any other pertinent data. Include complete mailing address.

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14. SPECIAL QUALIFICATIONS AND SKILLS

A. Indicate type of special license (pilot, radio operator, etc.) showing licensing authority, where the license was first issued and date current license expires.

B. Special skills you possess and machines and equipment you can use, i.e., computer programmer, vehicle inspection mechanic, scientific or professional devices.

C. Approximate number of words per minute on keyboard _____. Can you take shorthand? _____

D. Special qualifications not covered in application, i.e., your most important publications, patents, inventions, public speaking skills/experience, membership in professional or scientific societies, honors and fellowships received, etc.

15. FOREIGN LANGUAGE: Enter language and indicate fluency:

Language	Reading	Speaking	Understanding	Writing

16. FOREIGN TRAVEL: Exclude trips of less than 30 days to Canada or Mexico and travel as a direct result of U.S. military service.

Dates	Country	Purpose of Travel

17. HOBBIES AND SPORTS:

Name	Length of Participation	Level of Proficiency

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18. EMPLOYMENT: Begin with your most recent job and list your work history for the past years. Include part-time, temporary or seasonal employment and all periods of unemployment. If additional employer blocks are needed please attached requested information on separate sheet(s).

From Date _____ To Date _____ Employer Name _____

Employer Address _____ Telephone _____

Job Title _____ Description of Duties _____

Supervisor Name _____ Co-worker Name _____

Salary _____ Why you left _____

From Date _____ To Date _____ Employer Name _____

Employer Address _____ Telephone _____

Job Title _____ Description of Duties _____

Supervisor Name _____ Co-worker Name _____

Salary _____ Why you left _____

From Date _____ To Date _____ Employer Name _____

Employer Address _____ Telephone _____

Job Title _____ Description of Duties _____

Supervisor Name _____ Co-worker Name _____

Salary _____ Why you left _____

From Date _____ To Date _____ Employer Name _____

Employer Address _____ Telephone _____

Job Title _____ Description of Duties _____

Supervisor Name _____ Co-worker Name _____

Salary _____ Why you left _____

Have you ever been discharged, asked to resign, furloughed or put on inactive status for cause or subject to disciplinary action while in any position (except military)? YES NO
If YES, state reason on the following page:

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(18 cont.)

Have you ever resigned after being informed your employer intended to discharge you for any reason?
YES NO If YES, explain, giving name and address of employer, approximate date and reasons in each case.

19. MILITARY STATUS

	YES	NO
Have you served in the U.S. Armed Forces? <u>If YES, attach photocopy of DD 214 or other separation papers</u>	_____	_____
Are you claiming Veterans' Preference?	_____	_____
A. While in military service, were you ever convicted of any crime graded as a misdemeanor, felony or greater offense? If YES, give date, place, law enforcement agency or type of Court or Court Martial, charge, and action taken for each incident, using separate sheet to record this information.	_____	_____

B. Are you presently a member of the National Guard or Reserve?
If yes, complete the following:

Grade and Service No.: _____

Service and Component: _____

Organization and Station or Unit and address: _____

_____ Status: _____

Indicate remaining obligation if any: _____

20. Selective Service:

Selective Service No.: _____ Last Classification: _____

Date: _____ Local Board: _____

(continued on next page)

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(20 cont.)

Address: _____

21. CHARACTER REFERENCES. List only character references who have definite knowledge of your qualifications for the position being applied for. List 5 character references. (Do not list relatives, former employers, or persons living outside the United States).

Name	Address	Home Phone	Work Phone	Years Known

22. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation? YES NO If YES, give details?

23. Have you ever applied for a position with any other governmental agency? YES NO If YES, give details?

24. Do you require any special accommodations for taking the written examination? Yes___ No___
If so please explain and provide documentation to support your need.

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25. CERTIFICATION:

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers and that the entries made by me above are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Print Name

Signature

Date

(rev. Jan. 08)

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NOTIFICATION PROCEDURE RELEASE

During the processing procedure it may become necessary to contact the applicant for the position of Police Officer with the Municipality of Kingston.

If conventional methods fail in the attempt to contact the applicant, a certified letter will be sent to the applicant's address listed on the application. Should the certified 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 Civil Service Commission of the Municipality of Kingston, in writing, of any address change. By affixing your signature to this form, you the applicant, acknowledge that you have read and understand the contents of this notice and of the procedure explained herein.

Date

Signature

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MINIMUM QUALIFICATIONS

1. Applicant must possess a high school diploma, or Graduate Equivalency Diploma, and have a minimum of sixty (60) credit hours of post-secondary education; however, seven hundred fifty (750) hours of law enforcement experience, consistent with general police duties, may be substituted for each fifteen (15) credit hours of post-secondary education. The applicant must submit documentary confirmation of claimed experience with his or her application.
2. Applicant must be a citizen of the United States.
3. Applicant must possess a valid driver's license.
4. Applicant must be physically and mentally fit to perform the full duties of a police officer.
5. Applicant must have completed Act 120 training and be current with training updates to within twelve (12) months of the application deadline.

ESSENTIAL DUTIES OF A POLICE OFFICER

1. Running for several hundred yards.
2. Climbing over obstacles.
3. Crawling.
4. Pushing motor vehicles.
5. Pulling or carrying accident, fire, or crime victims.
6. Using physical force to apprehend and/or subdue violent individuals or arrestees.
7. Withstanding prolonged exposure to extreme weather conditions.
8. Withstanding prolonged periods of sitting or standing.
9. Withstanding frequent exposure to stress producing situations such as persons injured or killed by accidents, crimes, or suicides.
10. Dealing with domestic disputes.
11. Dealing with verbal and physical abuse including taunts, insults, and threats to the personal safety of the officer, family members, or fellow police officers.
12. Communicating effectively with individuals suffering from trauma.
13. Operating a motor vehicle for long periods of time.
14. Using a firearm effectively.
15. Writing reports in a clear and concise manner.

I have reviewed the above list of essential job functions for a Municipality of Kingston Police Officer and I believe that: (check one)

_____ I can fully perform all the above listed duties without reasonable accommodations.

_____ I can fully perform all the above listed duties but only with the following reasonable accommodations for the duties specified:

(cont. to next page)

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(cont. from previous page)

_____ I cannot fully perform all the above listed duties even with accommodations.

Print Name

Signature

Date

VERIFICATON

I understand that this Application has been completed subject to the penalties of 18 Pa. C.S. 54904 relating to unsworn falsification to authorities.

Date: _____ Signature _____

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WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION

I, _____ (Name of Applicant), hereby give the Municipality of Kingston the right to make a thorough investigation into my background, previous employment, education, and references in order to ascertain my suitability for service as a police officer. I release from all liability and claims any and all persons, companies and corporations (public and private) supplying any information whatsoever to representatives of the Municipality of Kingston. This includes and is not limited to parties with whom I have entered into a written or oral agreement which contains a confidentiality clause. I release, indemnify and hold harmless the Municipality of Kingston, its officials, officers, and employees from and against any and all liability which might result from conducting such an investigation.

Date: _____ Signature: _____

Notary Public