

APPLICANT INSTRUCTION SHEET

Photocopies of the following are required to be submitted with the completed application:

- ▶ PENNSYLVANIA DRIVER'S LICENSE
- ▶ HIGH SCHOOL DIPLOMA or G.E.D. CERTIFICATE
- ▶ ACT 120 GRADUATION DIPLOMA AND/OR M.P.T. CARD

**POLICE OFFICER
TOWNSHIP OF INDIANA
ALLEGHENY COUNTY, PA**

The Township of Indiana is accepting applications for the position of part time police officer. Applications may be obtained at the administrative offices of Town Hall, located at 3710 Saxonburg Blvd., first floor, Pittsburgh, PA 15238 from 8:30 AM until 4:30 PM, Monday through Friday, excluding holidays. No applications will be sent by mail, however they can be downloaded from the Township's website by visiting www.indianatownship.com. Applications should be returned in person to the administrative office at the above listed address. Returned applications will be kept on file and the applicant contacted when a position is available. It is the responsibility of the applicant to keep his contact information up to date should it change.

Requirements: Each applicant must be at least 18 years of age, have a current and valid Pennsylvania drivers license, be a high school graduate or have a graduate equivalency certificate, be a citizen of the United States, be Act 120 certified or have completed the Act 120 training and be eligible to take or have taken the MPOETC Certification Exam, be able to satisfy all applicable federal, state, and local rules and regulations regarding his/her ability to act immediately as a police officer, be able to carry a firearm and be free from conviction of a disqualifying crime in accordance with the Police Officers Education and Training Program of Title 37 of the Pennsylvania Code.

Each applicant shall complete the prescribed application form. The applicant is responsible for all information placed upon the form. False or incorrect information shall void the application and any subsequent action taken upon it.

Applicants are advised that a thorough background investigation, including but not limited to a criminal history and driving record investigation will be conducted. Any offer of employment will be conditional upon the candidate satisfactorily completing a psychological and physical examination, a drug screening, successfully passing the MPOETC Certification Exam if not already MPOETC certified, and successfully completing MPOETC certification.

The Township of Indiana is an equal opportunity employer.

INDIANA TOWNSHIP
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 INDIANA TOWNSHIP.

Contact will be made via telephone or U.S. mail. Should we be unable to contact the applicant by these methods, the applicant will be eliminated from further processing and consideration.

It is the applicant's responsibility to notify INDIANA TOWNSHIP, in writing, of any address and/or telephone number change. By affixing your signature to this application, the applicant acknowledges that he has read and understood the contents of this procedure.

DATE

APPLICANT'S SIGNATURE

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 or whom a close relationship existed or exists.

Relationship	Name	Address if Living	Phone No:
Father			
Mother			

EMPLOYMENT HISTORY

List All Employment For The Past Ten (10) Years, Beginning With Current or Most Recent Position

Employer _____	Dates:	From _____	To _____	
Employer's Address _____		() _____	- _____	Telephone No _____
Your Job Title _____		Hourly Rate/Salary _____		
Description Of Duties _____				
Supervisor's Name _____		Reason For Leaving _____		
Will This Supervisor/Employer Give A Good Job Reference?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If No Explain: _____				
WERE YOU:				
Discharged or Asked To Resign By This Employer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
By This Employer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Or Tardiness By This Employer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____				

EMPLOYMENT HISTORY
(Continued)

Employer	Dates:	From	To	
Employer's Address		()	-	
Your Job Title		Telephone No		
Description Of Duties		Hourly Rate/Salary		
Supervisor's Name		Reason For Leaving		
Will This Supervisor/Employer Give A Good Job Reference?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If No Explain: _____				
WERE YOU:				
Discharged or Asked To Resign By This Employer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____				

Employer	Dates:	From	To	
Employer's Address		()	-	
Your Job Title		Telephone No		
Description Of Duties		Hourly Rate/Salary		
Supervisor's Name		Reason For Leaving		
Will This Supervisor/Employer Give A Good Job Reference?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If No Explain: _____				
WERE YOU:				
Discharged or Asked To Resign By This Employer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____				

EMPLOYMENT HISTORY (Continued)

Employer _____	Dates: From _____ To _____ () -
Employer's Address _____	Telephone No _____
Your Job Title _____	Hourly Rate/Salary _____
Description Of Duties _____	
Supervisor's Name _____	Reason For Leaving _____
Will This Supervisor/Employer Give A Good Job Reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No Explain: _____	
WERE YOU:	
Discharged or Asked To Resign By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____	

Employer _____	Dates: From _____ To _____ () -
Employer's Address _____	Telephone No _____
Your Job Title _____	Hourly Rate/Salary _____
Description Of Duties _____	
Supervisor's Name _____	Reason For Leaving _____
Will This Supervisor/Employer Give A Good Job Reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No Explain: _____	
WERE YOU:	
Discharged or Asked To Resign By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____	

EDUCATION

Last High School Attended _____	9 10 11 12 (Circle One) Highest Grade Completed
Location _____	
Do You Have A High School Diploma or G.E.D. Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>	
List Colleges, Universities or Trade or Technical Schools attended:	
School Attended _____	Degree/Credits/Licenses _____
Location _____	
School Attended _____	Degree/Credits/Licenses _____
Location _____	
School Attended _____	Degree/Credits/Licenses _____
Location _____	

MILITARY

Branch Of Service _____	Dates: From _____ To _____
Rank At Separation _____	Reserve Requirements _____
Specialized Training _____	

OTHER QUALIFICATIONS

Describe Any Equipment You Can Operate (Machines, Computers etc.) _____
List Any Trade, Professional or Skills Certificates You Hold. _____
Special Skills, Abilities or Experiences Which Qualify You For The Position. _____

BACKGROUND

Have You Ever Been Convicted Of A Misdemeanor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes Explain: _____		
Have You Ever Been Convicted Of A Felony?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes Explain: _____		
Has A Judgement Ever Been Entered Against You In A Civil Action?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes Explain: _____		

REFERENCES

Please List Three (3) References Other Than Relatives or Former Employers:

Reference (1)	Relationship
Reference's Address	() - Telephone No
Reference (2)	Relationship
Reference's Address	() - Telephone No
Reference (3)	Relationship
Reference's Address	() - Telephone No

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, give details.

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 INDIANA TOWNSHIP 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 INDIANA TOWNSHIP may solicit from it or them. I further authorize INDIANA TOWNSHIP 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, INDIANA TOWNSHIP will so advise me.”

“I hereby release all law enforcement agencies, current and former employers, 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 to INDIANA TOWNSHIP.”

“I understand and agree that INDIANA TOWNSHIP’S acceptance of this employment application does not constitute any promise, expressed or implied, that I will be hired. I further understand that INDIANA TOWNSHIP does not guarantee anyone employment for any specific length of time

I further understand and agree that any offer of employment INDIANA TOWNSHIP may make to me (and, if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and is contingent upon my taking and passing 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 INDIANA TOWNSHIP 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.”

Signed: _____ Date: _____

INDIANA TOWNSHIP 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 judgment in determining when there is reasonable suspicion to detain, when probable cause exists 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 speeds 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 initiating and responding to radio communications.
6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential 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 processes.
13. Demonstrate communication skill 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 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 extinguisher 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 obtaining 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 for denying employment; or, these factors might be a consideration in the hiring process. Applicants posing a substantial risk of injury to themselves, other officers, and the public are at a substantial disadvantage in the hiring process.

I have reviewed the above list of essential job functions 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 cannot fully perform all duties even with reasonable accommodations.

DATE

SIGNATURE



INDIANA

TOWNSHIP

3710 Saxonburg Boulevard • Pittsburgh, PA 15238

Phone: 412-767-5333 • Fax: 412-767-4773

BACKGROUND INVESTIGATION AUTHORIZATION

NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE NUMBER: _____

SOCIAL SECURITY #: _____ - _____ - _____ D.O.B. _____ - _____ - _____

DRIVER'S LICENSE NUMBER: _____ STATE: _____

I, _____, do hereby authorize the Indiana Township Police Department to conduct a background investigation, including but not limited to: Criminal History, Credit History and Driving Record, for the purpose of prospective employment by the Township of Indiana.

Signature

Date