



BOROUGH OF OAKMONT

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PATROL OFFICER APPLICATION

APPLICATION NO.: _____

DATE RECEIVED: _____

TIME RECEIVED: _____

SOCIAL SECURITY NO.: _____

PHONE NO.: _____

GENERAL INSTRUCTIONS:

This application consists of several sections: 1) Questionnaire; 2) Notification of Procedure Release; 3) Verification of Statements; 4) Waiver & Background release; and 5) Essential Job Functions for a Police Officer. **Every one** of these sections must be completed in order for the Borough of Oakmont 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 additional paper and mark your information with the number of the item you are answering. **DO NOT** misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment.

CIVIL SERVICE COMMISSION
Checklist of Minimum Requirements for Police Officer Position

1. Application Fee (\$40.00).
2. Citizen of U.S.A (Birth Certificate)
3. Age 21 or older
4. High School Diploma or GED
5. Current, valid Driver's License
6. Proof of successful completion of Act 120 Training and MPOETC Testing, thus being eligible for Act 120 Certification once hired by the Borough
7. Sixty (60) College Credits or a minimum of 2080 hours of experience as a sworn Police Officer, or completion of two (2) years of military service with Honorable Discharge
8. Signed Application verifying the Application has been completed truthfully
9. If Veteran's Preference is claimed, proof of Honorable Discharge
10. Be physically and mentally fit to perform the full duties of a Police Officer

QUESTIONNAIRE

Last Name:	First Name:	Middle :
Alias(es), Nickname(s), Maiden Name, or Name Change :		
Current Street Address:	City:	State:
		Zip:
Date of Birth:	Native United States Citizen? YES/NO (circle one)	If No: List Naturalization Number / Date/Place:

1. **Residences:** List all for the past ten (10) years beginning with the most current.

<u>Month & Year</u>		<u>Address</u>	<u>With Whom Did You Live and Where Are They Now?</u>
From:	To:		

2. **Family:** List in order given showing relationship, parents, guardians, step-parents, 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.

<u>Relationship</u>	<u>Name</u>	<u>Address, if Living</u>
Father		
Mother		

3. Are you related to any Borough employee? Yes No
If yes, who? _____

4. **Vehicle Operator's License:** Give the following information concerning any vehicle operator's license(s) you have held, or now hold:

<u>Type of License</u>	<u>Number</u>	<u>Issuing Authority</u>	<u>Expiration Date</u>

A. Have you ever had a license suspended or revoked: Yes/No (Circle One). If "Yes," please explain:

5. **Conviction of Crime:** Have you ever been convicted of a misdemeanor, felony or greater criminal violation? Yes/No (Circle One). If "Yes," state violation, court of jurisdiction, and date of conviction:

6. **Financial Status:**

A. Do you have any income from any source other than your principal occupation? Yes/No (Circle One). How much? \$_____ How often? _____

B. Do you have, or have you had, any financial account (savings, checking, loans, stocks, bonds, etc.)? List all accounts during the past seven (7) years.

<u>Name and Address of Financial Institution</u>	<u>Type of Account</u>

7. **Past and Present Membership in Organizations:**

<u>Name, Address, Zip</u>	<u>Organization Type</u>	<u>Office Held, If Any</u>	<u>Membership Dates</u>	
			<u>From</u>	<u>To</u>

8. Subversive Organizations:

Are you now, or have you ever been affiliated with any group whose policies or activities are subversive to the form of government set forth in the Constitutions and laws of the Unites States and Pennsylvania?

Yes/No (Circle one)

If "Yes", describe the circumstance, specify the nature and extent of association with each, including office or position held. Also, include dates, places and credentials now or formerly held.

9. Education:

A. List all elementary, junior high and high schools attended. **(Attach transcript from last High School attended. If not applicable, provide a copy of GED.)**

<u>Name, Address, City, Zip</u>	<u>Dates Attended</u>		<u>Years Completed</u>	<u>Graduated (Yes/No)</u>
	<u>From</u>	<u>To</u>		

B. Post-Secondary Education. List all colleges or universities attended. **(Attach transcript from last institution.)**

<u>Name, Address, City, Zip</u>	<u>Dates Attended</u>		<u>Years Completed</u>	<u>Graduated (Yes/No)</u>
	<u>From</u>	<u>To</u>		

C. Other Schools or Training (trade, vocational, military). Give for each the name and location of school:

<u>Name, Address, City, Zip</u>	<u>Dates Attended</u>		<u>Subjects Studied</u>	<u>Certificate Earned</u>
	<u>From</u>	<u>To</u>		

Any Other Pertinent Information with regard to Education History:

10. Special Qualifications and Skills:

A. Indicate type of special license such as pilot, radio operator, etc., show 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. (For example: computer Programmer; polygraph operator, vehicle inspection mechanic, scientific or professional devices)

C. Knowledge of General Office Skills:

Keyboard or Typewriter Yes/No (Circle one) If yes, WPM: _____

Basic Office Equipment (Copiers, Fax Machine, Scanner, etc.) Yes/No (Circle one)

D. Special qualifications not covered in application. (For example, your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowships received, etc.):

11. Foreign Language: Enter language and indicate level of fluency:

<u>Language</u>	<u>Reading</u>	<u>Speaking</u>	<u>Understanding</u>	<u>Writing</u>

12. **Employment:** Begin with your most recent job and list your work history for the past 10 years, including part-time, temporary or seasonal employment, and all periods of unemployment:

Dates of Employment		Name & Address of Employer	Job Title	Reason for Leaving
To	From			
Description of Duties:				
Salary		Name of Supervisor	Name of Co-Worker	
\$ /per				

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To	From			
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\$ /per				

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To	From			
Description of Duties:				
Salary		Name of Supervisor	Name of Co-Worker	
\$ /per				

A. Have you ever been discharged, terminated, asked to resign, furloughed, or put on inactive status for cause, or subject to disciplinary action while in any position (except military)? If "Yes," state reason:

B. Have you ever resigned after being informed your employer intended to discharge you for any reason? If "Yes," explain, giving name and address of employer, approximate date, and reason in each

case:

13. Military Status: (Please check "Yes" or "No")

Yes No

Have you served in the U.S. Armed Forces? If "Yes," attach a copy of your DD214. _____

Do you claim Veterans' Preference? If "Yes," attach a copy of your DD214. _____

While in the military service were you ever convicted for any crime graded as a misdemeanor, felony or greater offense? If "Yes," provide date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident, using separate sheets to record this information. _____

14. Selective Service:

Selective Service No.	Last Classification	Date	Local Board
Address	City	State	Zip

15. Character References: List only character references who have definite knowledge of your qualifications for the position of application. List three (3) character references. (Do not list relatives, former employers, or persons living outside the United States.)

<u>Name</u>	<u>Address</u>	<u>Home Phone</u>	<u>Work Phone</u>	<u>Years Known</u>

16. Have you ever applied for a position with any other governmental agencies? If "Yes," give details:



17. Notification of Procedure Release

In the processing procedure required for applicants, it may become necessary to contact the applicant in the event he/she is being given further consideration for the position of police officer with the Borough of Oakmont.

If conventional methods fail in attempting to contact the applicant, a Certified, Registered Letter will be sent to the applicant 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 Oakmont, in writing, of any address change. By affixing your signature to this form, the applicant acknowledges that he/she read and understood the contents of this procedure.

Signature of Applicant (Print Name Clearly) Date

18. Verification of Statements

I _____, verify that the statements made in the foregoing Patrol Officer Application for the Borough of Oakmont, Allegheny County, Pennsylvania are true and correct to the best of my knowledge, information and belief. I understand that any false statements made herein are subject to the penalties of 18 PA. C. S. §4904, relating to unsworn falsification to authorities, and subject to the penalties set forth in the Borough of Oakmont Civil Service Rules and Regulations relating to false statements. (Article III, Section 3.1)

Signature of Applicant (Print Name Clearly) Date

19. Waiver and Release for Background Investigation

I, _____, hereby give the Borough of Oakmont the right to make a thorough investigation into my background, previous employment, education, credit status, and references in order to ascertain my suitability for service as a Borough of Oakmont 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 Borough of Oakmont. 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 Borough of Oakmont, its officials, officers and employees from and against any and all liability which might result from conducting such an investigation.

Signature of Applicant (Print Name Clearly) Date

Notary Public

ESSENTIAL DUTIES OF AN OAKMONT BOROUGH 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 subdue arrestees
7. Withstanding prolonged exposure, as long as eight (8) hours, to extreme weather conditions
8. Withstanding prolonged periods of standing and sitting
9. Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accidents, crimes, or suicide
10. Dealing with domestic disputes
11. Dealing with verbal and physical abuse of the officer, including taunts, insults, and threats to the officer, family members, or fellow police officers
12. Professionally and effectively communicate with citizens (including juveniles), Borough personnel, and other law enforcement personnel and first responders
13. Operating a motor vehicle for long periods of time
14. Using a firearm effectively
15. Filling out written reports in a clear and concise manner
16. Rendering assistance with river rescue to potential drowning victim(s) through the use of swimming/basic water safety techniques
17. Maintain and display a thorough knowledge and application of enforcement of criminal statutes, the Motor Vehicle Code, and Borough Ordinances, including revisions and relevant court decisions affecting same, as well as Department orders, policies, and procedures.
18. Maintain alertness using all of the sense, including sight, hearing, and smell to uphold the functions and goals of the Department
19. Must have the ability to solve practical problems, often under stress and/or within a limited time frame
20. Must have the ability to engage in physically and mentally demanding work under unusual or potentially hazardous conditions.
21. Maintains ACT 120 Certification
22. Must have the ability to withstand prolonged exposure to extreme weather conditions

23. Render assistance to river rescue to those in distress through the use of swimming and basic water safety techniques.
24. Maintain ability to withstand prolonged periods of standing, sitting, including sitting in a police vehicle.