

# MILLVALE BOROUGH

## Police Department



Date Received \_\_\_\_\_

**GENERAL INSTRUCTIONS:** This application consists of several sections: a questionnaire; verification; a general waiver; and a description of essential job functions. Every one of these sections must be completed in order for the Borough to accept the application. Print, do not type, an answer to every question. If a particular question does not apply to you, so state with a N/A. If a space available is insufficient, use the reverse side and precede with the number of the referenced question. DO NOT OMIT OR MISTAKE MATERIAL FACT, SINCE THE STATEMENTS MADE HEREIN ARE SUBJECT TO VERIFICATION TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT.

**QUESTIONNAIRE:**

DATE: \_\_\_\_\_

**1.NAME** \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

**2.** \_\_\_\_\_  
ALIAS (ES), NICKNAMES, MAIDEN NAME OR OTHER CHANGES IN NAME

**3.SOCIAL SECURITY NUMBER** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**4.PRESENT ADDRESS** \_\_\_\_\_  
STREET CITY STATE ZIP

**5.PHONE NUMBER(S)** ( ) - (HOME)  
( ) - (CELL)

**6.EMAIL ADDRESS** \_\_\_\_\_

**7. US CITIZEN:** NATIVE? YES OR NO (CIRCLE ONE)

NATURALIZATION NO. \_\_\_\_\_ DATE \_\_\_\_\_

PLACE \_\_\_\_\_ COURT \_\_\_\_\_

**8. RESIDENCES:** List all for the past ten years, beginning with current

MONTH & YEAR FROM	MONTH & YEAR TO	ADDRESS	WITH WHO DID YOU RESIDE AND WHERE ARE THEY NOW?
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**9. FAMILY:** List the following relations and any other with whom you have resided or with whom a close relationship exists or existed. (Parents, Guardians, Step-parents, Foster Parents, Parents-in-laws, Brothers, Sisters, Spouse, Children)

Relationship	Name	Address if living
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**10. VEHICLE OPERATOR'S LICENSE:** Provide information concerning any vehicle's operator's license you have held or currently hold

Type of License	Number	Issuing State	Expiration Date	Suspensions
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**11. HAS YOUR DRIVERS LICENSE EVER BEEN SUSPENDED OR REVOKED?** YES OR NO

**12. CRIMINAL CONVICTIONS:** Have you ever been convicted of a misdemeanor, felony, or greater criminal violation? (Yes or No) If YES, state violation, court of jurisdiction, and date of conviction.

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**13. PAST & PRESENT MEMBERSHIPS IN ORGANIZATIONS:** (INCLUDE COPY OF MEMBERSHIP CARD)

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**14. EDUCATION:**

A. LIST ALL ELEMENTARY, MIDDLE AND HIGH SCHOOLS ATTENDED: (INCLUDE COPY OF HIGH SCHOOL TRANSCRIPT AND DIPLOMA)

Name	Address	Dates	Graduated (Yes or No)
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**B. HIGHER EDUCATION.** List all colleges/universities attended. **(ATTACH TRANSCRIPTS FROM EACH INSTITUTION AND DIPLOMA)**

Name	Address	Dates	Credit Hours	Degree rec'd and Year
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Major and Minor Courses:

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**C. OTHER SCHOOLS OR TRAINING (ATTACH TRANSCRIPT AND DIPLOMA FROM EACH INSTITUTION)**

Name	Address	Dates	Course Name	Certificate Earned?
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**15. SPECIAL SKILLS AND QUALIFICATIONS:**

A. MACHINERY AND EQUIPMENT YOU CAN USE (Such as polygraph, inspection machine etc.)

_____
_____

B. APPROXIMATE NUMBER OF WORDS PER MINUTE YOU CAN TYPE: \_\_\_\_\_

C. ANY ADDITIONAL SKILLS OR QUALIFICATIONS: \_\_\_\_\_

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**16. HOBBIES AND SPORTS:**

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**17. EMPLOYMENT HISTORY** Begin with your most recent and list your work history for the past seven (7) years, including part-time, temporary or seasonal employment, and all periods of unemployment.

A. Dates	Employer Name and Address	Job Title	Immediate Supervisor	Reason for leaving
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B. 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)? If yes, state reason.

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C. Have you ever resigned after being informed your employer intended to discharge you for any reason? If yes, explain.

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**18. MILITARY STATUS:**

YES

NO

Have you ever served in the U.S. Armed Forces?  
If yes, attach copy of discharge or separation papers.

\_\_\_\_\_

\_\_\_\_\_

While in the military service, were you ever convicted of any  
Crime graded as a misdemeanor, felony or greater offense?  
If yes, give date, place, law enforcing authority, court of  
jurisdiction, charge and action taken on a separate sheet  
of paper.

\_\_\_\_\_

\_\_\_\_\_

Are you presently a member of U.S. Reserve or State Guard?

\_\_\_\_\_

\_\_\_\_\_

Grade and Service No.: \_\_\_\_\_

Service and Component: \_\_\_\_\_

Organization and where stationed: \_\_\_\_\_

**19. CHARACTER REFERENCES:** List only character references that have definite knowledge of your qualifications for the position of application. List five (5) references, but no relatives or former employers.

Name

Address

Phone Number

Years Known

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**20. 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? If yes, give details.**

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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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## ESSENTIAL DUTIES OF A POLICE OFFICER

1. Running for several hundred yards
2. Climbing over obstacles
3. Crawling
4. Pulling or carrying accident, fire or crime victims
5. Using physical force to apprehend and subdue arrestees
6. Pushing motor vehicles
7. Withstanding prolonged exposure to extreme weather conditions
8. Withstanding prolonged periods of standing and sitting
9. Withstanding frequent exposure to stress-producing situations
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. Communicate effectively with individuals suffering from trauma
13. Operate a motor vehicle for long periods of time and in all types of hazardous conditions
14. Use a firearm effectively
15. Complete written reports in a clear and concise manner.

I have reviewed the above list of essential job functions for a Millvale Borough police officer, and believe that:

\_\_\_\_\_ I can fully perform the duties without reasonable accommodations.

\_\_\_\_\_ I can perform all duties, but with the following reasonable accommodations for the duties specified:

\_\_\_\_\_  
\_\_\_\_\_

## VERIFICATION

I understand that this Application has been completed subject to the penalties of 18 Pa. C.S. 4904, relating to unsworn falsification to authorities.

Date: \_\_\_\_\_

## WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION

**I, \_\_\_\_\_, hereby give Millvale Borough the right to make a thorough investigation into my background, previous employment, education and references in order to ascertain my suitability for employment as a police officer. I understand that this background investigation will include but is not limited to credit, criminal, and driver histories.**

**I release from liability and claims any and all persons, companies and corporations supplying any information, whatsoever, to representatives of Millvale Borough. 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 Millvale Borough and its officials, officers and employees from and against any and all liability which might result from conducting such an investigation.**

**Dated: \_\_\_\_\_**

**Applicant Name \_\_\_\_\_**

**Applicant Signature \_\_\_\_\_**