

Official Use Only

Application Number 20 - _____

Date Received _____

Time Received _____

***OFFICIAL
CIVIL SERVICE BOARD
COMPETITIVE EXAMINATION FOR POLICE OFFICER
FOR THE BOROUGH OF BADEN***

ALL APPLICATIONS MUST BE

Filled out completely and correctly. If space available is insufficient, attach a separate sheet of paper and proceed with the number of the referenced block. Applications that are incomplete or illegible will be rejected.

Printed in ink.

Completed and filed at the Borough Office no later than 4:00 PM, Friday, October 23, 2020, and must include the following:

- A. Application Questionnaire
- B. General Waiver
- C. Notification Procedure Release
- D. Psychological Examination Consent
- E. Consent to Polygraph
- F. General Waiver
- G. Description of Essential Job Functions
- H. Personal Characteristics Verification of Understanding

Accompanied with \$50.00 fee, checks/money order made payable to the Borough of Baden.

Applicants will be notified by mail of the time and place for commencement of the examination process that will include a physical agility followed by a written examination for those passing the agility test.

QUALIFICATIONS

Minimum age of twenty-one (21) years on the date of application.

High School graduation or equivalent.

United States citizenship.

Must possess a valid motor vehicle operator's license for motor vehicles, in the state of their residency.

Completion of Pennsylvania Act 120 training required.

Must be able to perform the essential functions of a police officer as described in the application packet.

BOROUGH OF BADEN POLICE DEPARTMENT

POLICE OFFICER APPLICATION

GENERAL INSTRUCTIONS: This application consists of several sections: an Application Questionnaire; a General Waiver; a Description of Essential Job Functions; and a Personal Characteristics Verification of Understanding. Every one of these sections must be completed in order for the Borough of Baden 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, attach separate sheet and precede with the number of the referenced block. Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment.

QUESTIONNAIRE

1. _____ 2. _____
Last Name First Name Middle Name Social Security No.

3. _____
Alias(es), Nickname(s), Other Changes In Name:

4. _____
Present Residence Address: Street/City/State/Zip

5. _____
U. S. Citizen Native (Yes/No) Naturalization No. Place Court

6. RESIDENCES: List all for past ten years beginning with current.

Month and Year From To	Address	With Whom did You Live and Where Are They Now?

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

Type of License	Number	Issuing Authority	Expiration

Have you ever had a license suspended or revoked?

8. CONVICTION OF CRIME:

Have you ever been convicted of a misdemeanor, felony or greater criminal violation?
(Yes/No) If yes, state violation, court of jurisdiction, and date of conviction.

9. FINANCIAL STATUS.

Do you have any income from any source other than your principal occupation?

Yes/No _____ How much? _____ How often? _____ The Source(s) _____

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

Name and Address of Financial Institution:

Type of Account:

10. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS:

Name	Address	Zip	Type (Social, Fraternal, Professional, Etc.)	Office Held	Membership Dates	
					From	To

11. SUBVERSIVE ORGANIZATIONS:

(Yes/No)

_____ Are you now or have you ever been a member of the Communist Party U.S.A. or any Communist organization anywhere?

_____ Are you now or have you ever been a member of a fascist organization?

_____ 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 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: contribution(s) to, attendance at or participating in any organizational, social, or other activities of said organizations 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. If associations have been with individuals who are members of these associations, then list the individuals and the organization with which they were or are affiliated.

12. EDUCATION:

A. List all elementary, junior high and senior high schools attended.

Name	Address	City	Zip	Years Completed	Graduated Yes/No	Date

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

Name	City	Zip	Credit Hours Semester/Quarter	Degree Type Received	Date

Major and Minor Courses:

- C. Other schools or training (trade, vocational, military). Give for each the name and location of school, subjects studies, certificate earned, and any other pertinent data. Include complete mailing address.

13. SPECIAL QUALIFICATIONS AND SKILLS:

- A. Indicate type of special license such as 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. (For example computer programmer, polygraph operator, vehicle inspection mechanic, scientific or professional devices.)

- C. 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.)

14. FOREIGN LANGUAGE: Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing

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

Dates	Country	Purpose of Travel

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

From Date	Name & Address of Employer	Job Title	Why did you leave?
To Date		Description of Duties	
Salary		Name of Supervisor	Name of Co-Worker

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To Date		Description of Duties	
Salary		Name of Supervisor	Name of Co-Worker

If additional employer blocks are needed, please attach requested information on a separate sheet.

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:

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 reasons in each case.

19. MILITARY STATUS:

Yes _____ No _____

Have you served in the U.S. Armed Forces? _____

A. While in the military service, were you ever convicted for any crime graded as a misdemeanor, felony or greater offense? If yes, give date, place, law enforcing authority 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 a U.S. Reserve or State Guard organization? If yes, complete the following: _____

Grade and Service No.: _____

Service and Component: _____

Organization and Station or Unit and Address: _____

_____ Status: _____

Indicate reserve obligation, if any: _____

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

Name	Address	Home Phone	Work Phone	Years Known

21. 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.

22. Have you ever applied for a position with any other police department or other governmental agencies?
If yes, give details.

23. REMARKS:

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 the Borough of Baden.

If conventional methods fail in attempting 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 Borough of Baden Police Chief and the Borough Secretary, in writing, of the address change. By affixing your signature to this form, the applicant acknowledges that they have read and understand the contents of this procedure.

Signature

Printed Name

Date

PSYCHOLOGICAL EXAMINATION CONSENT

I hereby, freely, consent to undertake a psychological profile examination as a part of my application for a law enforcement position with the Borough of Baden.

Signature

Printed Name

Date

CONSENT TO POLYGRAPH

I hereby, freely, consent to undertake a polygraph test as a part of my application for a law enforcement position with the Borough of Baden. I understand that with this consent. I waive any rights I may have to contest this polygraph test under any federal or state law and specifically Section 18 PA C.S.A. Section 7321.

I have read the above language and understand that with my consent to said polygraph test, I am waiving any claim I may have to contest this test.

Signature

Printed Name

Date

GENERAL WAIVER

To Whom It May Concern:

I do hereby authorize the Borough of Baden and/or any of its Police Officers, Investigators or agents to search, view and copy any records that pertain to me relative to my application for the position of Police Officer with the Borough of Baden.

These records may consist of, (but not be limited to), court records, arrest records, medical records, drug and alcohol abuse records, employment records, school and college records and transcripts and other information which may be on file concerning my past history.

A photocopy of this General Waiver is to be considered valid.

Signature

Printed Name

Social Security Number

Witness

Date

**BOROUGH OF BADEN
POLICE OFFICER
ESSENTIAL JOB FUNCTION**

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 using both desk top computers and in car lap-top computers.
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 informers.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly running after a suspect or quickly entering and exiting law enforcement patrol vehicle; lifting, carrying and dragging heavy objects or persons; 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, which may require standing, sitting and confinement in unusual, tight or uncomfortable spaces.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol for extended periods and physically checking the 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 skills 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 the 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. Perform essential job functions during deployment.
19. Extinguish small fires by using extinguisher and other appropriate means.
20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
21. Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
22. Effectively manage situations that require the handling and/or disposing of domestic and wild animals.
23. Perform all job functions under extreme weather or climate conditions.

NOTE: The successful applicant must be able to perform ALL of the above essential job functions of a 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

Police officers maintain a position that involves the highest degree of public trust. Therefore, it is imperative and a “business necessity” that officers maintain - and have a history of honesty, reliability, integrity, high moral character, the ability to manage personal finances and interpersonal skills.

Additionally, police officers are frequently placed in a position of physical and mental stress. Therefore, if the applicant poses a significant risk of substantial harm to himself/herself, other officers and the public and the significant risk of substantial harm cannot be eliminated or reduced to an acceptable level with reasonable accommodation, the applicant may be at a disadvantage in the hiring process.

VERIFICATION OF UNDERSTANDING

I have reviewed the above list of essential job functions for a Borough of Baden 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.

Signature

Printed Name

Date