

# Borough of Ebensburg Civil Service Commission

## Application For Examination

### Police Officer

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Name of Applicant

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Address

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Telephone Number

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E-Mail

After you have completed this form, deliver to the address below  
accompanied with a check in the non-refundable amount of \$40 payable to:

Borough of Ebensburg  
300 West High Street  
Ebensburg, Pennsylvania 15931

DEADLINE FOR APPLICATIONS IS MONDAY, APRIL 22, 2019 AT 12 NOON.

# **Borough of Ebensburg**

## **Application For Examination**

### **Police Officer**

Read the following instruction carefully before completing this form.

#### **GENERAL INSTRUCTIONS**

This application consists of several sections: a Questionnaire; a Verification; a Notification Procedure Release; a Position Description (including essential duties of a police officer) and Verification; a Waiver and Release for Background Investigation; and a Polygraph Release.

Every one of these sections must be completed in order for the application to be accepted 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 a separate sheet(s) of paper, indicate the number of the question, and provide a complete answer. Do not misstate or omit material fact since the statements made herein are subject to verification and determine your qualifications for employment.

Refer to the Position Description for minimum qualifications. Since the physical requirements of the position are rigid in view of the exacting nature of the duties, applicants must be well-proportioned and possess good muscular development. Evidence of gross neglect of personal appearance will be cause for rejection.

Applicants claiming Veteran's Preference must submit satisfactory proof of service and honorable discharge with the application, specifically Form DD-214.

All applicants must submit proof of Act 120 certification or proof of having completed training to become Act 120 certified.

# EBENSBURG BOROUGH

## POLICE OFFICER APPLICATION PACKAGE

### APPLICATION INCLUDES:

Questionnaire

APPENDIX A: Notification Procedure Release

APPENDIX B: Waiver and Release for Background Investigation

APPENDIX C: Description of Essential Duties of a Police Officer

GENERAL INSTRUCTIONS: This application consists of several sections: a questionnaire; a Notification Procedure Release; a Waiver and Release for Background Investigation; and a Description of Essential Job Functions. Each one of these sections must be completed in order for the Borough of Ebensburg to accept the application as complete. Print (do not type) an answer to each 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 TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT.

### QUESTIONNAIRE

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Last Name First Name Middle Name Social Security Number
3. \_\_\_\_\_ 4. \_\_\_\_\_  
Alias(es), Nickname(s) Maiden Name, Other Changes in Name Telephone Number
5. \_\_\_\_\_  
Present Residence Address Street/City/State/Zip Code
6. \_\_\_\_\_  
U.S. Citizen: Native (Yes/No) Naturalization No. Date Place Court
7. \_\_\_\_\_  
Residence: List all for the past ten years beginning with current

Month & Year From To	Address	With whom did you live? Where are they now?
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**8. FAMILY.** List in order given showing relationship, parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, stepbrothers and stepsisters. Include any others with whom you have resided or with whom a close relationship existed or exists.

Relationship	Name	Address If Living
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Father \_\_\_\_\_

Mother \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. 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
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever had a license suspended or revoked?

\_\_\_\_\_

**10. 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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**11. 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 account (savings, checking, loans, stocks, bonds, etc.)? List all accounts during the past seven (7) years.

Name and Address of Financial Institution:	Type of Account:

**12. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS.**

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

**13. 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 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 individual, 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: Distribution(s) 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. If associations have been with individuals who are members of these organizations, then list the individuals and the organization with which they were or are affiliated.

**14. EDUCATION.**

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

Name	Address	City	Zip	Graduated Yes/No

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

Name	City	Zip	Years Attended	Credit Hours Semester/Quarter	Degree Rec'd

Major and Minor Courses.

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C. Other Schools or training (trade, vocational, military). List for each the name and location of school, years attended, subjects studied, certificate earned, and any other pertinent data. Include complete mailing address.

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**15. 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.

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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.)

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C. Approximate number of words per minute: Keyboard or typing \_\_\_\_\_ Shorthand \_\_\_\_\_

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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.)

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**16. FOREIGN LANGUAGE.** Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing

**17. 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. HOBBIES AND SPORTS.**

Name	Length of Participation	Level of Proficiency

**19. 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.

From Date	Name and Address of Employer	Job Title	Reason for leaving
To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	



From Date	Name and Address of Employer	Job Title	Reason for leaving
To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

From Date	Name and Address of Employer	Job Title	Reason for Leaving
To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

From Date	Name and Address of Employer	Job Title	Reason for Leaving
To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

If additional employer blocks are needed, attach requested information on 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.

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Have you ever resigned after being informed your employer intended to discharge you for any reason? If yes, explain. List name and address of employer, approximate date and reasons in each case.

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**20. MILITARY STATUS.**

Yes No

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

*If yes, attach photostatic copy of discharge or separation papers.*

\_\_\_\_\_

\_\_\_\_\_

Do you claim veterans' preference?

*If yes, include a copy of your DD 214.*

\_\_\_\_\_

\_\_\_\_\_

A. While in the military service, were you ever convicted for any crime graded as a misdemeanor, felony or greater offense? If yes, list date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident. Use 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: \_\_\_\_\_

Indicate reserve obligation and status, if any.

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**21. SELECTIVE SERVICE.** (Please provide a copy of your Discharge Papers – DD 214)

Last Classification: \_\_\_\_\_

Selective Service No.: \_\_\_\_\_

Date: \_\_\_\_\_ Local Board: \_\_\_\_\_

Address: \_\_\_\_\_

**22. CHARACTER REFERENCES.** List only character references that have definite knowledge of your qualifications for the position of application. List five character references. (Do not list relatives, former employers or persons living outside the United States.)

Name	Address	Home Phone	Work Phone	Years Known

**23.** 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, provide details.

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**24.** Have you ever applied for a position with any other governmental agencies? If yes, provide details.

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### Verification

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers and that the information I have provided in the application is true and correct to the best of my knowledge, belief and are made in good faith. I understand that any false statement contained therein is subject to the penalties prescribed by 18 PA. C.S.A. § 4904, relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# **APPENDIX A**

## **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 Ebensburg Borough Police Department.

If conventional methods fail in attempting to contact the applicant a certified or registered letter will be sent to the applicant's 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 Ebensburg Borough Police Department, in writing, of the address change. By affixing your signature to this form, the applicant acknowledges reading and understanding the contents of this procedure.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

## **APPENDIX B**

### **Waiver and Release for Background Investigation**

I, \_\_\_\_\_, am presently applying for employment as a police officer with Ebensburg Borough, which I acknowledge and understand must thoroughly investigate my employment background, criminal history, personal background, education and references in order to evaluate my qualifications for a position as a police officer. I understand that it is in the public's interest that all relevant information in this regard, including my personal and employment history with my current and former employers, be disclosed to Ebensburg Borough.

By this release, I hereby authorize any representative of all of my former employers, which have been fully disclosed and identified in my employment application, to divulge any information in its files pertaining to my employment records and history, and I further authorize the release of such information upon request to any representative of Ebensburg Borough. I also authorize all former employers identified in my employment application to permit a review and full disclosure of all records, or any part thereof, concerning myself and my employment with those former employers, by and to any duly authorized agent of Ebensburg Borough, whether said records are of public, private, or confidential nature.

The intent of this authorization is to permit all former employers identified in my employment application to provide, and for Ebensburg Borough to obtain, full and free access to the background and history of my personal life and my employment history and performance, for the specific purpose of permitting Ebensburg Borough to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by Ebensburg Borough in determining my suitability for employment as a police officer. It is my specific intent to provide Ebensburg Borough with access to personnel information, however personal or confidential it may appear to be.

I authorize all former employers, which have been fully disclosed and identified in my employment application, to release any and all public and private information that it may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including my arrest record(s) and records compiled during or as the result of a criminal investigation(s) of me, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had, an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release all former employers identified in my employment application, and, if applicable, then-elected and appointed officials, employees and agents and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release all former employers identified in my employment application, and, if applicable, its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct all former employers identified in my employment application to release such information upon request of the duly accredited representative of Ebensburg Borough, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give Ebensburg Borough the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a Ebensburg Borough employee. I release and hold harmless Ebensburg Borough, its elected and appointed officials, agents and employees from and against any and all liability which might result from conducting such an investigation, including any damages of whatever kind which may at any time result to me, my heirs, family or associates because of such investigation.

I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished by any former employer will be used by Ebensburg Borough in conjunction with employment procedures.

I understand that if a former employer refused to cooperate with this investigation by failing to provide full disclosure of any and all relevant information about me, then the Ebensburg Borough may disqualify me from further consideration for employment as a police officer.

A photocopy or facsimile of this release form will be valid as an original thereof, even though the said photocopy or facsimile does not contain an original writing of my signature. This waiver is valid for a period of one year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on my employment application.

I agree to indemnify and hold harmless the person to whom this request is presented, as well as his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Date\_\_\_\_\_

Signature\_\_\_\_\_

## APPENDIX C

### 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 subdue arrestees;
7. Withstanding prolonged exposure, as long as twelve (12) 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 injure 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. Communicate effectively with individuals suffering from trauma;
13. Operate a motor vehicle for long periods of time;
14. Use a firearm effectively; and
15. Fill out written reports in a clear and concise manner.

I have reviewed the above list of essential job functions, and the entire Job Description for an Ebensburg Borough Police Officer and believe that:

\_\_\_\_\_ I can fully perform all duties with or without reasonable accommodations.

\_\_\_\_\_ I cannot fully perform all duties even with accommodations.

Date \_\_\_\_\_ Signature \_\_\_\_\_

## **BOROUGH OF EBENSBURG**

### **Police Officer**

#### **Statement Of Job**

Under the direction of the Chief of Police, the employee performs a full range of police duties necessary to enforce the law. Work includes investigation of complaints, maintaining order, aiding individuals, identification of criminal offenders, identification of law enforcement problems, resolving conflicts, reducing theft, reducing street-related crime, countering terrorism, supporting victims and providing other police services to the public as necessary. Police officers perform a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences and responding to EMS and rescue emergencies. Officers must handle gun belts, street barricades, EMS equipment such as oxygen, drug boxes, patients, and stretchers. Decisions within areas of responsibility are made independently. Supervision received is general. There is frequent interaction with the general public.

The police officer works in partnership with the public and is in the front line in the fight against crime and the fear of crime. They are citizen-focused, responding to the needs of individuals and communities. Using the latest technology, police officers are trained to manage information and intelligence in order to secure successful court prosecutions.

#### **Job Functions**

- Conducts patrol duties on foot, by vehicle and on bicycle.
- Responds to calls and requests from the public to assist at incidents such as criminal activity, domestic disputes, fires and public disorder.
- Responds to road-related incidents including collision scenes.
- Responds to emergency calls and assists fire and EMS services as necessary.
- Observes, detects and apprehends violators of traffic and other laws.
- Delivers death notices and other emergency messages to families.
- Keeps the peace at public meetings, social events, processions, trade and union disputed, strikes and other events.
- Develops and maintains a working knowledge of judicial case law in the areas of search and seizure, arrest, self-incrimination, right to counsel, interrogation and confessions, and the collection and preservation of evidence in order to ensure action in accordance with current court decisions.
- Counsels juveniles and adults and when deemed appropriate, refers them to the person or agencies where they can obtain further assistance.
- Maintains a professional decorum and displays a proper attitude in all dealings with citizens, supervisors and other department personnel.
- Obtains, reads, and has a working knowledge of all relevant Department directives.
- Conducts investigations, gathers evidence and takes statements in compliance with all relevant legal requirements.
- Interviews suspects, victims and witnesses in accordance with relevant legislation.



- Searches individuals, personal property, vehicles, premises and land in accordance with legal requirements.
- Conducts arrests with due regard for the human rights, security and health and safety of detained individuals, members of the public, colleagues and self.
- Administers custody procedures as an arresting officer.
- Gathers, records and analyzes intelligence to achieve community safety and crime reduction objectives.
- Prepares crime reports and presents case files to senior officers.
- Attends, presents evidence and gives testimony in court and at other hearings.
- Completes administrative procedures.
- Builds and maintains community relations including advice and support in areas such as crime prevention and personal safety.
- Works as a competent team member including wider cooperation with other police departments and law enforcement agencies.
- Promotes public relations through public contacts and speaks before citizen groups, students and other organizations.
- Makes duty oriented decisions, takes initiative, offers solutions and or recommendations to problems on the basis of well-defined standards and precedence.
- Performs other duties as assigned.

### **Required Knowledge, Skills and Abilities**

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Thorough knowledge of applicable laws, Ordinances, and department rules and regulations.
- Skill in operation of listed tools and equipment.
- Ability to coordinate, analyze and utilize a variety of reports and records.
- Ability to communicate effectively, verbally and in writing.
- Ability to render accurate and credible testimony in court.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies and the public.
- Ability to maintain written/computerized records and give reports.
- Ability to recognize details which will affect work flow.
- Skill in dealing tactfully and effectively with the public.
- Ability to establish, promote and maintain effective working relationships with and among co-workers and residents.
- Ability to give advice and recommendations.
- Ability to recognize, analyze and react in day-to-day situations requiring independent discretion and judgment.
- Ability to perform basic math functions.
- Demonstrable proficiency in word processing and typing.
- Ability to meet the department's physical standards.

## **Training and Experience**

- Possess a high school diploma or equivalency.
- Demonstrable experience in office computer software including Windows, MS Office, Word, Excel.

## **Required Licenses and Certifications**

- Valid Pennsylvania motor vehicle operator's license without record of suspension or revocation in any state.
- Valid MPOETC basic law enforcement training Act 120 certification.

## **Tools and Equipment Used**

- Personal computer including word processing software; motor vehicle; mobile or portable radio; camera; radar gun; handgun, shotgun, and other weapons as required; handcuffs; breathalyzer; pager; first aid equipment; calculator, phone, copy machine and fax machine.

## **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear; use hands to operate, finger, handle or operate objects, tools, or controls; reach with hands and arms. The employee is occasionally required to run, climb or balance, stoop, kneel, crouch or crawl; taste and smell.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work involves outside work necessitating ability to traverse rough terrain without access for physically challenged individuals.
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals, airborne particles, extreme cold or heat, and vibration.
- The noise level in the work environment is usually quiet while in the office, or moderately noisy while in the field.

**Schedule**

- Schedule varies. Shift work required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DISCLOSURE:

**I have read the above job description. I agree this job description is a fair representation of the duties of the position that I will be expected to perform and by signing below, indicate that I can perform the duties of the job with or without reasonable accommodations.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date