



## East Whiteland Township Police Department

### POLICE OFFICER APPLICATION – Part 1 Equal Opportunity Employer

**General Instructions:** This application consists of several sections: Every section must be completed in order for the Township to accept the application as complete. Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment. If you **successfully pass the written examination** phase of the selection process, you will be required to complete a detailed supplemental application form (Part 2). **PLEASE PRINT LEGIBLY or TYPE.**

1. \_\_\_\_\_  
Last Name                      First                      Middle                      \_\_\_\_\_

2. \_\_\_\_\_  
Current address                      Street                      City                      State/Zip

3. a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_  
Home telephone                      Work telephone                      Cell telephone

d. \_\_\_\_\_  
E-Mail Address

4. \_\_\_\_\_  
U.S. Citizen (Y/N)      Naturalized? (Y/N)      Naturalization No.      Date      Place  
Court

#### 5. Education:

a. Do you have a high school diploma or a graduate equivalency diploma? (Y/N) \_\_\_\_\_

**Police Officer Application – Part 1.**

- b.** Have you received 60 credits from an accredited university or college at the date of filing application (credits from Act 120 training combined with additional credits totaling 60 is acceptable)? **(Y/N)** \_\_\_\_\_
- c.** Or, do you have three (3) years full-time service as a police officer with a municipal or state police force? **(Y/N)** \_\_\_\_\_
- d.** Pennsylvania Act 120 Graduate? **(Y/N)** \_\_\_\_\_ Date \_\_\_\_\_  
Location \_\_\_\_\_ Certification Number \_\_\_\_\_

**6. Military Status:**

Have you ever served in the U.S. Armed Forces? **(Y/N)** \_\_\_\_\_

Honorable Discharge **(Y/N)** \_\_\_\_\_

**7. Vehicle Operator License:**

Do you possess a valid vehicle operator's license? **(Y/N)** \_\_\_\_\_

Operator's license# \_\_\_\_\_ State \_\_\_\_\_ Expiration \_\_\_\_\_

## Essential Duties of a Police Officer

1. Meet specific attendance and scheduling requirements;
2. Read and comprehend a variety of technical, legal, medical and law enforcement related documents and manuals;
3. Pushing motor vehicles; Running for several hundred yards; Crawling; Climbing over obstacles;
4. Pulling or carrying accident, fire or crime victims;
5. Using physical force to apprehend and subdue arrestees and to take action to protect life and property;
6. Withstanding prolonged exposure to extreme weather conditions;
7. Withstanding prolonged periods of standing and sitting;
8. Withstanding frequent exposure to stress-producing situations, such as encountering persons injured or killed by accidents, crimes or suicide;
9. Ability to deal with domestic disputes;
10. Ability to deal with verbal and physical abuse of the officer, including taunts, insults, and threats to the officer, family members, or fellow police officers;
11. Communicating effectively with individuals suffering from trauma;
12. Operating a motor vehicle for long periods of time;
13. Using a firearm effectively;
14. Filling out reports in a clear and concise manner;
15. Manually operate a computer keyboard.
16. Utilize the Record Management System.

I have reviewed the above list of essential job functions for an East Whiteland Township 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:

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Notification Procedure Release

It may become necessary to contact the applicant in the event they are being given further consideration for the position of police officer with East Whiteland Township.

If conventional methods fail in attempting to contact the applicant, a certified – 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 responsibility of the applicants to notify East Whiteland Township Police Department, in writing, of any address change. By affixing your signature to this form, you acknowledge that you have read and understood the contents of this procedure.

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## Verification

### PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all entries on this application for employment and attachments are true and complete, and I agree and understand that any falsification of information herein, material half-truths, material misstatements or omissions regardless of their time of discovery, may cause forfeiture on my part to any employment with East Whiteland Township. I understand that this application has been completed subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

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

\_\_\_\_\_  
(Date)

## Applicant Checklist

- Application must be completed, returned and received by the Township no later than Friday, July 20, 2018 at 4:00 p.m. with the \$30.00 application fee.
- Applications can be mailed or returned in person to East Whiteland Township 209 Conestoga Road Frazer, PA 19355.
- **AN INDIVIDUAL IS NOT CONSIDERED AN APPLICANT** until the complete application is returned (No admission to test).
- The physical agility and written test is Saturday, August 4, 2018 at 9:00 a.m. at the Great Valley School District Complex located at 225 N. Phoenixville Pike, Malvern PA 19355.
- **No cell phones or any other electronic devices will be allowed into the testing site.**
- All successful applicants must undergo a pre-employment drug screen and extensive background investigation.
- All questions should be directed to the Police Department at 610-647-2100.

## Applicant Reminders

- Check application for completeness.
- Applicants must have a valid operator's license for proof of identification and admission to the test site.
- The test begins promptly at 9:00 a.m.
- **ABSOLUTELY NO LATE ADMISSIONS AFTER 9:00 a.m.!** Applicant should arrive at the test site early.