**Bethel Township Police Department**

**Police Officer Application**

Date:

Please PRINT CLEARLY all information requested. If a particular question does not apply to you, write N/A. If space available is insufficient, use the reverse side to complete the answer. Do not misstate or omit information as the statements made herein are subject to verification to determine your qualifications for employment. INCLUDE A RESUME WITH APPLICATION.

 Last Name First Name Middle Name Date of Birth

 Social Security Number MPOETC ID#

Address City State Zip

Email Address Cell Phone Work Phone Number

Are you a U.S. citizen? **Yes/No** Were you born in the U.S.? **Yes/No**

If NO to the previous question, what is your Naturalization Number

Driver License Number/State

License Expiration/Type

Have you ever had your license suspended or revoked? **Yes/No** If yes, please explain on reverse side

Use reverse side to list dates and locations of all traffic violations (exclude parking tickets)

Have you ever been arrested for a summary, misdemeanor or felony offense? **Yes/No**

If yes, state the violation, location and disposition of case.

Are you now, or have you ever been, a defendant in a protection from abuse order? **Yes/No**

If yes to above question, give detailed answer on reverse side.

Do you have any income from any source other than your principal occupation? **Yes/No**

If yes to above question list source

List all bank accounts you have held in the last (5) years

Name and address of Financial Institution and account type

Have you ever defaulted on any loan? **Yes/No** If Yes please explain on reverse side.

List all organizations in which you have been a member:

Are you now, or have you ever been, a member of any organization, association, movement, group or combination persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of avocation 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? **Yes/No**

Are you, or have you ever been affiliated or associated with, any organization of the type described above? **Yes/No**

Are you now associated with, or have you associated with, any individual(s), including relatives, who you know, or have reason to believe, are or have been members of any of the organizations identified above? **Yes/No**

Have you ever been engaged in any of the following activities of any organization of the type described above: contribution(s) to, attendance at any meetings 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? **Yes/No**

If yes to any of the answers above, describe the circumstances on reverse side. Attach additional sheets for a fully detailed statement. If associations have been with individuals who are members of these organizations, list the individuals and the organization(s) with which they were or are associated.

Have you ever been discharged, asked to resign, furloughed, or put inactive status for cause, or subject to disciplinary action while in any position? **Yes/No**

If yes to the above question, explain on reverse side.

Have you ever resigned after being informed your employer intended to discharge you for any reason? **Yes/No**

If yes to above question, explain on reverse side.

Have you ever served in the U.S. Armed Forces? **Yes/No**

If yes to the above question, attach a copy of discharge or separation papers (DD214)

Do you claim veteran’s preference? **Yes/No**

While in the military, were you ever convicted for any crime graded as a misdemeanor or felony offense? **Yes/No**

If yes to the above question, on reverse side give date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident?

Have you been treated by a doctor in the past five (5) years? **Yes/No** If yes, please explain on reverse side.

On reverse side list any and all medication you use and any and all medical conditions or injuries you have now or have had in the past.

Have you ever used any controlled substances? **Yes/No** If yes, please give detailed explanation on reserve side.

**EDUCATION**

List college(s) and university(s) attended. Attach transcript from college or university from which you graduated

Name and address of college or university Dates attended Degree

Foreign Language: Enter language and indicate fluency

List any licenses or special skills you possess.

**Employment**

Begin with your most recent job and list your work history for the past ten (10) years, including part-time, temporary or seasonal employment, and all period of unemployment.

Dates Employed Name and Address of Employer

Contact Person Telephone Number Reason for Leaving

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**Instructions to the Applicant – Personal History Statement**

The information that you provide in this Personal History Statement will be used in the background investigation to assist in determining your suitability for the position of Bethel Township Police Officer

 It is your responsibility to complete this form and provide all required information

 If you are filling out a printed copy of this form, neatly print in blue or black ink

 You must respond to all items and questions. If a question does not apply to you, write “N/A” (not applicable) in the space provided for your response

 If you need more space for any response, please use the back of the page and identify the additional information by topic

 You are responsible for providing complete, accurate and truthful response.

 In accordance with the U.S. American with Disabilities Act, the Genetic Information Nondiscrimination Act (GINA) and the Pennsylvania Fair Employment and Housing Act, applicants are not expected or required to reveal any medial or other disability-related information about themselves or their family members in response to questions on this form

I have read and I understand the above instructions.

**Signature:**

**Authorization for Disclosure of Social Networking Information**

I, , give my permission for the Bethel Township Police Department to have access to my personal social networking accounts for purposes of my background check. If my accounts are set to “private” I will log into the account in the presence of the Background Investigations Officer and allow him/her to review the content of the account(s). Access to the account(s) must be granted immediately upon request.

I understand that the information present on my person social networking account(s) is part of my background investigation. Any information that is racist, sexist or would bring discredit upon my candidacy for the position that I am applying for, may disqualify me for further consideration with the Bethel Township Police Department.

I understand that refusal to all the Background Investigations Officer access to my personal social media account(s) will disqualify me from further consideration for employment.

Failure to report any social networking account that are still active will result in immediate disqualification of future or present employment with the Bethel Township Police Department.

By signing this document, I am agreeing to provide the Background Investigation Officer immediate access to my personal social networking accounts.

 I do not have a social networking account

 I authorize the Background Investigations Officer access to my social networking account(s)

 I do not authorize the Background Investigations Officer access to my social networking account(s)

Candidate Signature Date

Background Investigations Officer Date

Facebook Google Twitter YouTube Pinterest

MySpace Instagram Other

**Essential Duties of a Police Officer**

Bethel Township Police Department works 7 days a week, 24 hours a day, 365 days a year. Your work schedule may require you to work numerous weekends in a row, holidays and several different shifts on a monthly basis. Including several different shifts, holidays, and weekends in the same month

Running for several hundred yards

Crawling

Pushing motor vehicles

Pulling or carrying accident, fire or crime victims

Using physical force, including deadly force, to apprehend and subdue suspects to be arrested

Withstanding prolonged periods of standing or sitting

Withstanding prolonged exposure to extreme weather

Withstanding exposure to stress producing situations such as encountering persons injured or killed by accidents, crime or suicide

Dealing with domestic situations

Dealing with verbal and physical abuse of the officer, including taunts, insults, and threats to the officer, family members or fellow officers

Communicating effectively with individuals suffering from trauma

Operating a motor vehicle in extreme conditions for a long period time

Using a firearm effectively

Filling out written reports in a clean and concise manner

I have reviewed the list of essential job functions for police officer, and believe that I can fully perform all duties as required above:

Printed Name

Signature

Date

**Authority for Release of Information**

Having made application for employment as a law enforcement officer with Bethel Township Police, Berks County, Pennsylvania, I hereby authorize for one year, from the date of execution hereof, any authorized representative of Bethel Township Police Department bearing this release to obtain any information pertaining to my employment, credit history, education, residence, academic, achievement, personal information, work performance, background investigations, polygraph examinations, any and all internal affairs investigations or disciplinary records, including any files that are deemed to be confidential and/or sealed.

I also authorize release of any criminal justice records of arrest, citations, detentions, probation and parole records, or any police reports or other police records in which I may be named for any reason, including any files that are deemed to be juvenile and confidential.

I hereby direct you to release this information upon the request of the bearer, whether in person or by correspondence. I further authorize the bearer to make copies of these records. This release is executed with the full knowledge and understanding that these records and information are for the official use of the Bethel Township Police Department in fulfilling official responsibilities, which may include sharing the records or information with other criminal justice agencies.

I hereby release you, as the custodian of such records, and employer, educational institution, physician, hospital or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees and 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 associate because of compliance with the authorization and request to release information or any attempt to comply with it.

I understand that in the event the investigating agency finds conduct that is illegal or unbecoming of a police officer and I am currently serving in capacity of a police officer in a jurisdiction, the investigating agency has my permission to disclose the information to my current employer.

A copy of this form will be as effective as the original. I hereby authorize the National Records Center, St. Louis Missouri, or other custodian of my military record to release information or copies from my military personnel and related medical records, including a copy of my DD 214. Report of Separation, or other official documents from the United States Military denoting discharge status or current military status to Bethel Township Police Department, 60 Klahr Road, Bethel Pa 19507

Signed: Printed: Date: