BOROUGH OF TRAFFORD
ALLEGHENY AND WESTMORELAND COUNTIES

POLICE OFFICER APPLICATION PACKAGE

This application consists of four sections: Questionnaire; Notification Procedure Release; Waiver and Release for Background Investigation; and Essential Duties of a Police Officer. Each one of these sections must be completed in order for Trafford Borough to accept the application as complete. Print (do not type) an answer to each question. If a particular question does not apply to you, write *N/A*. If space available is insufficient, please attach the information on a separate sheet of paper. 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. _____
   Current 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 excluding current address.

Month and Year From	To	Address

8. **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? If so, please explain.

_____

_____

9. 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.

10. EDUCATION:

A. List high school(s) attended.

Name	Address	City, State	Zip	Graduated? Yes / No	Years Attended

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

Name	City, State	Zip	Years Attended	Credit Hours Semester/Quarter	Degree Received

Major and Minor Courses.

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

11. 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, including machines and equipment you can use. (For example, computer programmer, polygraph operator, vehicle inspection mechanic, scientific or professional devices.)

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

D. Special qualifications not covered in the application. (For example, your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowships received, etc.)

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

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

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

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

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

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, please explain.

13. **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 of 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 & Station or Unit & Address:

_____

Indicate reserve obligation and status, if any:

_____

14. SELECTIVE SERVICE:

Last Classification: _____ Selective Service No.: _____

Date: _____ Local Board: _____

Address: _____

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

Name	Address	Home Phone	Work Phone	Years Known

Verification

I certify that there are no misrepresentations, omissions or falsifications in the foregoing 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

THE BOROUGH OF TRAFFORD IS AN EQUAL OPPORTUNITY EMPLOYER

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 Trafford 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 the Trafford Borough Police Department, in writing, of a phone and/or 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 the Trafford Borough Police Department 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 the Trafford Borough Police Department.

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 the Trafford Borough Police Department. 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 the Trafford Borough Police Department, 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 the Trafford Borough Police Department 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 the Trafford Borough Police Department to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by Trafford Borough in determining my suitability for employment as a police officer. It is my specific intent to provide the Trafford Borough Police Department 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 the Trafford Borough Police Department, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give the Trafford Borough Police Department the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a Trafford Borough employee. I release and hold harmless Trafford 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 the Trafford Borough Police Department 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 Trafford Borough Police Department 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 injured 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 for a Trafford Borough Police Department 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