

**NEW SEWICKLEY TOWNSHIP
ENTRY-LEVEL POLICE OFFICER APPLICATION
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 New Sewickley 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 applicant's responsibility to notify New Sewickley Township, in writing, of the address change. By affixing your signature to this application, the applicant acknowledges that he has read and understood the contents of this procedure.

DATE

SIGNATURE

Entry-Level Police Officer Application for Employment

New Sewickley Township is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, natural origin, sex, non-job related disabilities or age (40 and over). All information requested on this application form is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

Instructions

This application must be completed in its entirety by the applicant.
Please print in ink.
If because of a disability, you need assistance in completing this application form, please notify New Sewickley Township at 724-774-2473.

To be considered this application must be returned no later than 3:00 PM, Friday October 11, 2024

Return Completed Application To: New Sewickley Township Police Department
233 Miller Road
Rochester, PA 15074

Last Name First Name Middle Name

Address City State Zip

() - - - - - () - - - - - - - - - -
Phone No.: Day Phone No.: Night Social Security No Driver's License No & State

Has your driver's license ever been suspended or revoked? Yes No

Are You At Least Twenty (20) Years Old? Yes No

Have you successfully completed Act 120 training Yes No

Are you currently enrolled in Act 120 Training? Yes No
If Yes, Give Graduation Date: _____

Are You A United States Citizen? Yes No
(Proof Of Citizenship or Immigration Status Will Be Required Upon Employment)

Have you ever filed an application with New Sewickley Township? Yes No
If Yes, Give Date: _____

May We Contact Your Current Employer? Yes No
If No, Please Identify Someone Familiar with Your Performance for Your Current Employer That We May Contact.

Name Telephone No

Can You Work Daylight? Yes No

Can You Work Evenings? Yes No

Can You Work Nights? Yes No

Can You Work Weekends? Yes No

Can You Work Holidays? Yes No

FAMILY HISTORY

List in order given showing relationships, parents, guardians, stepparents, foster parents, brothers, sisters, stepbrothers and stepsisters. Include any others with whom you have resided with or whom a close relationship existed or exists.

Relationship	Name	Address if Living	Phone No:
Father			
Mother			

EMPLOYMENT HISTORY

List All Employment For The Past Ten (10) Years, Beginning With Current or Most Recent Position

Employer _____	Dates: From _____ To _____ () _____ - _____
Employer's Address _____	Telephone No _____
Your Job Title _____	Hourly Rate/Salary _____
Description Of Duties _____	
Supervisor's Name _____	Reason For Leaving _____
Will This Supervisor/Employer Give A Good Job Reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No Explain: _____	
WERE YOU:	
Discharged or Asked To Resign By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____	

EMPLOYMENT HISTORY
continued from page 3

Employer	Dates: From _____ To _____ (____) _____ - _____
Employer's Address	Telephone No _____
Your Job Title	Hourly Rate/Salary _____
Description Of Duties _____	
Supervisor's Name	Reason For Leaving _____
Will This Supervisor/Employer Give A Good Job Reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No Explain: _____	
WERE YOU:	
Discharged or Asked To Resign By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____	

Employer	Dates: From _____ To _____ (____) _____ - _____
Employer's Address	Telephone No _____
Your Job Title	Hourly Rate/Salary _____
Description Of Duties _____	
Supervisor's Name	Reason For Leaving _____
Will This Supervisor/Employer Give A Good Job Reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No Explain: _____	
WERE YOU:	
Discharged or Asked To Resign By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____	

EMPLOYMENT HISTORY
continued from page 4

Employer	Dates: From _____ To _____
Employer's Address	(____) _____ - _____ Telephone No
Your Job Title	Hourly Rate/Salary
Description Of Duties	
Supervisor's Name	Reason For Leaving
Will This Supervisor/Employer Give A Good Job Reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No Explain: _____	
WERE YOU:	
Discharged or Asked To Resign By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____	

Employer	Dates: From _____ To _____
Employer's Address	(____) _____ - _____ Telephone No
Your Job Title	Hourly Rate/Salary
Description Of Duties	
Supervisor's Name	Reason For Leaving
Will This Supervisor/Employer Give A Good Job Reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No Explain: _____	
WERE YOU:	
Discharged or Asked To Resign By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____	

EDUCATION

_____	9 10 11 12 (Circle One)
Last High School Attended	Highest Grade Completed
Location _____	
Do You Have A High School Diploma or G.E.D. Certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
List Colleges, Universities or Trade or Technical Schools attended:	
_____	_____
School Attended	Degree/Credits/Licenses
Location _____	
_____	_____
School Attended	Degree/Credits/Licenses
Location _____	
_____	_____
School Attended	Degree/Credits/Licenses
Location _____	

MILITARY

_____	_____	Dates: From _____ To _____
Branch Of Service		
_____	_____	_____
Rank At Separation	Reserve Requirements	
Specialized Training _____		

OTHER QUALIFICATIONS

Describe Any Equipment You Can Operate (Machines, Computers etc.)

List Any Trade, Professional or Skills Certificates You Hold.

Special Skills, Abilities or Experiences Which Qualify Your For The Position.

BACKGROUND

Have You Ever Been Convicted Of A Misdemeanor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes Explain: _____		
Have You Ever Been Convicted Of A Felony?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes Explain: _____		
Has A Judgement Ever Been Entered Against You In A Civil Action?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes Explain: _____		

REFERENCES

Please List Three (3) References Other Than Relatives or Former Employers:

Reference (1)	Relationship
Reference's Address	() - Telephone No
Reference (2)	Relationship
Reference's Address	() - Telephone No
Reference (3)	Relationship
Reference's Address	() - Telephone No

Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties of a police officer which might require further explanation? If yes, give details.

Additional Information

Please Attach Resume, If Available

ENTRY LEVEL POLICE OFFICER

ESSENTIAL JOB FUNCTIONS

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.
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 informants.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement vehicles; lifting, carrying and dragging heavy objects; 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.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking 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 skill 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 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.
19. Extinguish small fires by using extinguisher and other appropriate means.
20. Read and comprehend legal and non-legal documents, including the preparations and processing of such documents as citations, affidavits and warrants.
21. Process arrested suspects to include taking photographs and obtaining a legible set of inked fingerprint impressions.

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

Since police officers are required to enforce the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a “business necessity” that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill and integrity.

Additionally, police officers are frequently placed in a position of physical harm and mental stress. Therefore, a history of mental or physical disability may be grounds for denying employment: or, these factors might be a consideration in the hiring process. Applicants posing a substantial risk of injury to themselves, other officers, and the public are at a substantial disadvantage in the hiring process.

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

DATE

SIGNATURE

**NEW SEWICKLEY TOWNSHIP POLICE DEPARTMENT
AUTHORIZATION FOR RELEASE
OF PERSONAL INFORMATION INCLUDING
LAW ENFORCEMENT OR CRIMINAL RECORDS**

I, _____, do hereby authorize a review of a full disclosure of all records concerning myself to any duly authorized agent of the New Sewickley Township Police Department, whether the said records are of public, private or confidential nature.

The intent of this authorization is to give my consent to full and complete disclosure of the records of educational institutions; financial or credit institutions, (including records of loans), the records of commercial or retail credit agencies (including credit reports and/or ratings), and other financial statements and records wherever filed; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had interest.

I understand that any information obtained by a personal history investigation, which is developed directly, or indirectly, in whole or in part, upon the release authorization will be considered in determining my suitability for employment by the New Sewickley Township Police Department. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

I understand that any information obtained by a personal history background investigation, regardless of the source of that information, that is intended to be used to determine my suitability for employment by the New Sewickley Township Police Department, will be kept strictly confidential by the New Sewickley Township Police Department, to the extent permitted by law. Unless otherwise provided by law or a valid court order, only an authorized agent of the New Sewickley Township Police Department will have access to my applicant file and the information contained therein.

I understand that the confidentiality provisions referenced in the preceding paragraph do not apply to information obtained from any source during the background investigation that involves suspected or actual criminal conduct on my part for which I am subject to prosecution under applicable statute of limitations. Under these circumstances, I understand that the New Sewickley Township Police Department may investigate my conduct, may report my actions to another law enforcement agency for investigation and prosecution, and may contact my current or former employers should my actions involve suspected or actual criminal misconduct against that employer or against an individual to whom my employer had a legal relationship.

Applicants Initials_____

I understand and agree that if the release of this information is required by law, by a valid court order, or when criminal misconduct on my part is suspected, I release the New Sewickley Township Police Department, New Sewickley Township, and its agents and employees, from any and all liability which may be incurred as a result of the release of such information.

Furthermore, I understand and agree that the confidentiality provisions contained in the New Sewickley Township Police Department's Authorization for Release of Personal Information shall supercede any similar or conflicting language contained in any other release.

A photocopy or fax copy of this release form will be valid as an original thereof, even though the said photocopy or fax copy does not contain an original writing of my signature.

By affixing my signature below, I affirm that I understand and agree to the terms and conditions imposed upon the New Sewickley Township Police Department and me as set forth in this Authorization for Release of Personal Information.

_____	_____
(Print Name –Including Maiden Name)	(Phone Number)
_____	_____
(Address)	(Date of Birth)
_____	_____
(City, State, Zip)	(Social Security #)
_____	_____
(Applicant's Signature- Including Maiden Name)	(Date)

Subscribed and sworn before me, by the said _____ this ____ day of _____, 20__ to certify which witness my hand and seal of office.

Notary Public

Required Documentation to be attached to application upon submittal.

1. Copy of High School Diploma
2. Copy of Police Academy Diploma
3. Copy of Police Academy transcript
4. Copy of College Diploma, if applicable
5. Copy of College Transcript, if applicable
6. Copy of current CPR and First Aid training
7. Copy of Birth Certificate
8. Copy of all training certifications
9. Copy of Military commitment and or discharge, if applicable

Testing Information:

Testing will take place on **Sunday October 20, 2024, at 12:00 pm** at the New Sewickley Township Police Department.

Testing will consist of:

Physical Agility Test:

- 1.5 mile run in less than 16 minutes 28 seconds
- 300 meter run in less than 71 seconds
- Push ups – a minimum of 20 repetitions
- Sit ups – a minimum of 25 in less than one minute

Written Test: a minimum score of 70% to pass.

Oral Interview: approximately 30 minutes in length.

Completion of a background questionnaire.