

**POLICE PATROL OFFICER
BETHLEHEM TOWNSHIP
NORTHAMPTON COUNTY**

NOTICE IS HEREBY GIVEN that formal applications required to be completed in order to apply for the entry-level position of Patrol Officer in the Bethlehem Township Police Department are now available in the office of the Township Manager at the Bethlehem Township Municipal Building, 4225 Easton Avenue, Bethlehem, PA 18020-1496. The applications are also available for download on-line at Bethlehem Township's website (www.bethlehemtownship.org).

This position is governed by the Civil Service Rules and Regulations of Bethlehem Township. Starting salary is contractually set at approximately \$55,000.

The applicant, at a minimum:

(1) EITHER-OR REQUIREMENT: Must show proof of EITHER valid Act 120 certification (Municipal Police Officers' Education and Training Act), OR successful completion of sixty (60) college credits received from an accredited institution of higher learning:

- (2) Must have reached his/her twenty-first (21st) birthday before the deadline for submitting completed applications;
- (3) Must be a resident of the Commonwealth of Pennsylvania or become such within thirty (30) days of appointment;
- (4) Must possess a high school or general equivalency diploma;
- (5) Must possess a valid motor vehicle operator's license and must obtain a valid Pennsylvania motor vehicle operator's license at time of employment;
- (6) Must be a United States citizen;
- (7) Must be physically and mentally fit to perform the full duties of a police officer;
- (8) Must be able to speak, write, and read the English language;

(9) Must complete an application form, which must include a check or money order (no cash accepted) for \$50.00 to cover processing costs. Check should be made payable to "Bethlehem Township."

Applicants who pass all Civil Service tests may be subject to a complete background investigation and polygraph examination by the Bethlehem Township Police Department. Such investigation will cover personal and professional qualifications, to include credit history, driver's license status, drug use, prior arrests, and academic/employment record.

Completed application materials must be received, by mail or in person, in the office of the Township Manager (listed above) not later than the filing deadline of Noon (12 p.m.), Friday, August 11, 2017. Applications received after the filing deadline, or those applications found to be incomplete, will be rejected.

If a candidate's application is filed before the deadline and is determined to be complete, the candidate will be notified by Bethlehem Township of his/her eligibility to take the written examination portion of the application process.

The written examination will be conducted Saturday, August 26, 2017, at a site and time to be determined. A candidate is eligible to take this examination ONLY if he/she has been notified by Bethlehem Township that his/her application has been determined to be complete.

Bethlehem Township Police Department **Application for Employment as Entry-Level Patrol Officer**

Please print all answers.

Notice: BETHLEHEM TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and testing process should notify the township's human resources department at 610-814-6403.

Position applied for: _____

Date of application: _____

NAME: _____
(Last) (First) (Middle)

ADDRESS: _____

Social Security Number: _____

Telephone number: _____

E-MAIL ADDRESS: _____

(Note: All communications from Bethlehem Township to applicant will be by e-mail.)

Have you previously applied for employment with the Bethlehem Township Police Department? If so, provide details:

Are you legally eligible for employment in the United States? _____

Have you ever pled "guilty" or "no contest" to, or been convicted of, a crime? If yes, provide date, jurisdiction and details. (Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date, nature, and severity of offense will be considered.)

Page 2 – Bethlehem Township Police Department
Application for Employment as Entry-Level Patrol Officer

List any additional information you would like Bethlehem Township to consider:

Applicant's Statement – PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all information I have provided in order to apply for and secure employment is true, complete and correct.

I understand any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer's representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions, and to otherwise verify the accuracy of all information provided by me in this application, resume, or subsequent job interviews. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

If I am hired, I understand I am free to resign at any time, with or without cause or prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by employer's authorized representative.

I certify that I have read, fully understand, and accept all terms of the foregoing applicant's statement.

Signature of applicant _____ **Date:** _____

**Essential Physical Attributes, Job Functions, and
Duties of a Police Officer Employed by the
Bethlehem Township Police Department**

1. Running for several hundred yards.
2. Climbing over obstacles.
3. Crawling.
4. Pushing motor vehicles.
5. Pulling or carrying victims of accidents, fire, or crimes.
6. Using physical force to apprehend and subdue arrestees.
7. Engaging in prolonged exposure, as long as 10 hours, to extreme weather conditions.
8. Engaging in prolonged periods of standing and sitting.
9. Participating in 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, including taunts, insults, and threats to the officer, family members, and/or fellow police officers.
12. Communicating effectively with individuals suffering from trauma.
13. Operating a motor vehicle for long periods of time.
14. Using a firearm effectively.
15. Filling out written reports in a clear and concise manner.

I have reviewed the above list of essential physical attributes, job functions and duties required of a Bethlehem Township Police Officer and believe that **(check only one)**:

_____ I can fully perform all duties without reasonable accommodations

_____ I can fully perform all duties but only with the following accommodations for the duties specified.

Specify: _____

_____ I cannot fully perform all duties even with accommodations.

Name

Signature

Date

I understand this application has been completed subject to penalties of 18 Pa. C.S. 4904 relating to unsworn falsification to authorities.

Date

Signature

Training/Educational Requirements and Veterans' Preference Status

Per Bethlehem Township's Civil Service Rules and Regulations, Section 502.B: "...every applicant must possess either (1) a valid certification pursuant to the Municipal Police Officers' Education and Training Act, Act of December 19, 1996, P.L. 1158, No. 177, as amended, 53 Pa.C.S.A. § 2161, et seq., or (2) present evidence satisfactory to the Civil Service Commission of successful completion of a minimum of sixty (60) college credits received from an accredited institution of higher learning acceptable to the Commission."

Act 120 Status

Do you have valid Act 120 certification?	Yes	No
	_____	_____

If yes, please attach proof of Act 120 certification.

Higher Education Status

Have you completed 60 college credits?	Yes	No
	_____	_____

If yes, please attach a college transcript (unofficial transcript is OK and preferred).

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Pursuant to Section 3(a) of the Veterans' Preference Act, 51 Pa. C.S. 7103 (a), Bethlehem Township awards "veterans' preference" status to qualified applicants.

Veterans' Preference Status

	Yes	No
Have you ever served in the United States military:	_____	_____

If yes, please attach copy of discharge or separation papers.

Do you claim veterans' preference?	_____	_____
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Notification Procedure Release

It may be necessary for the Township of Bethlehem to contact an applicant, should he or she be given consideration for the position of police officer.

With the exception of the initial delivery by the applicant of the application seeking employment, which is to be personally delivered or mailed to the Township Municipal Building accompanied by a \$50.00 check (payable to Bethlehem Township; no cash accepted) to cover processing costs, all further communications both by the applicant and by the Township of Bethlehem shall be pursued through the use of electronic mailing, unless otherwise instructed by the Township. Please note the following:

1. **It is the applicant's responsibility to provide the Civil Service Commission and the Township of Bethlehem with a valid and current email address at time of the initial submission of the application form.**
2. Should this email address change during the application process, it shall be the responsibility of the applicant to advise the Township of any change in address, and to confirm with the Township that the Township has received the updated address.
3. The applicant alone shall maintain the responsibility to provide a secure email address that may be utilized by the Township of Bethlehem for transmittal of personal and sensitive information that is meant only for receipt by the applicant. The Township maintains no responsibility should a transmission by e-mail to the applicant be received or intercepted by a third party.
4. By affixing the applicant's signature to the present form, the applicant acknowledges that the applicant has read, understood and agrees with the procedures to be utilized by the Township during the entire application process.

Date

Signature

Valid and current e-mail address: _____

EMPLOYMENT HISTORY

Provide the following information of your past & current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

Employer:	Telephone # ()	Dates Employed From / To	Summarize work & Responsibilities.
Address:			
Starting Job Title / Ending Title:		Hourly Rt. / Salary Starting	
Immediate Supervisor & Title		\$ Per	
Reason For Leaving:		Hourly Rt. / Salary Final	
May we contact for Reference? YES NO LATER		\$ Per	

Employer:	Telephone # ()	Dates Employed From / To	Summarize work & Responsibilities.
Address:			
Starting Job Title / Ending Title:		Hourly Rt. / Salary Starting	
Immediate Supervisor & Title		\$ Per	
Reason For Leaving:		Hourly Rt. / Salary Final	
May we contact for Reference? YES NO LATER		\$ Per	

Employer:	Telephone # ()	Dates Employed From / To	Summarize work & Responsibilities.
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Immediate Supervisor & Title		\$ Per	
Reason For Leaving:		Hourly Rt. / Salary Final	
May we contact for Reference? YES NO LATER		\$ Per	

Comments: Including Explanation of any gaps in Employment. _____

Skills & Qualifications summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

EDUCATIONAL BACKGROUND (if job related)

- A. List last three (3) schools attended, starting with the most recent.
- B. List number of years completed.
- C. Indicate degree or diploma earned, if any.
- D. Grade point average or Class Rank.
- E. Major Field of study.
- F. Minor Field of study (if applicable).

A. School	B. # of years completed	C. Degree / Diploma	D. G.P.A. CLASS RANK.	E. Major	F. Minor

REFERENCES

List name & telephone # of three business / work references who are NOT related to you & are NOT previous Supervisors. If not applicable, list three schools or personal references that are NOT related to you.

NAME	TELEPHONE	# OF YEARS KNOWN.
	()	
	()	
	()	

ADDITIONAL INFORMATION

List professional, trade, business or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, national guard, or any other similarly protected status.

ORGANIZATION	OFFICES HELD