

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 to Bethlehem Township (hereinafter the “Township”) 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 Township’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 during subsequent employment interviews. I hereby waive any and all rights and claims I may have regarding the Township, its agents, employees, or representatives, applicable to Bethlehem Township’s procurement, retention, and/or use of such information in the employment process and I do further waive any cause of action I might now or in the future possess regarding those persons, corporations or organizations that furnish such information about me.

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

If I am hired, I understand that I am free to resign at any time, with or without cause or prior notice, and that the Township 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 Commissioner, staff member or representative of the Township 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 the Township’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 including those suffering from trauma.
13. Operating a motor vehicle for long periods of time.
14. Using a firearm effectively.
15. Drafting 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

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.
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	

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