

**NOTICE TO APPLICANTS SEEKING EMPLOYMENT AS AN ENTRY-LEVEL  
POLICE PATROL OFFICER FOR THE TOWNSHIP OF BETHLEHEM,  
NORTHAMPTON COUNTY, PENNSYLVANIA**

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.btjobs.org](http://www.btjobs.org)).

This position is governed by the Civil Service Rules and Regulations of Bethlehem Township. Starting salary is contractually set at approximately \$71,270.00. Healthcare, paid time off, and additional contractual benefits are included. Officers will receive annual salary increases over 5 years to reach senior officer rate. 2023 base salary rate for senior patrol officer is \$91,270.00.

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 acceptable to the Township Civil Service Commission:**

(2) Must have reached his/her twenty-first (21<sup>st</sup>) birthday before the deadline for submission of 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.), Thursday, April 06, 2023.** 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 physical agility examination portion of the application process.

**The physical agility test and written examination will be conducted Sunday, April 23, 2023, at a site and time to be determined. Physical agility testing will occur in the morning and the written examination will occur in the afternoon.**

**Included with the application material are an *Informed Consent* form and *Medical Release* form which are required forms that must be completed and brought with you on the day of physical agility testing. YOU WILL NOT BE ALLOWED TO PARTICIPATE IN PHYSICAL AGILITY TESTING WITHOUT BOTH COMPLETED FORMS. Included with the forms is a description of the standard *Physical Performance Test Battery* that will be administered during the physical agility test.**

**Only those applicants passing the physical agility examination (Pass/Fail) will be eligible to proceed to the written examination.**

**The oral board examination is tentatively scheduled for April 27 & 28, 2023 and May 01 & 02, 2023.**

**Only those applicants passing the written examination with a minimum score of 70% will be eligible to proceed to the oral board examination. You will be notified of your oral board examination date and time if eligible to proceed to that portion of the examination process.**

A candidate is eligible for the civil service examination process ONLY if he/she has been notified by Bethlehem Township that his/her application has been determined to be complete. You will be notified of the testing location as part of the confirmation email. Notifications through each step of the civil service examination process are via email communication by a township representative to the applicant. Applicants must provide a valid email address for communication purposes.