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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

Training/Educational Requirements and Veterans' Preference Status

High School Diploma or GED

Do you have a high school diploma or GED? Yes No

Attach proof of high school diploma or GED.

Act 120 Status (not required to have a complete application)

Do you have valid Act 120 certification? Yes No

If yes, please attach proof of Act 120 certification.

Higher Education Status (not required to have a complete application)

Have you completed 60 college credits? Yes No

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

.....

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 who have served in the U.S. Military.

Do you wish to be granted Veterans' Preference Status Yes No

If yes, please attach a copy of your discharge or separation papers. Form DD214 is preferable.

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 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

**The following two (2) forms
MUST be completed and
presented to the testing
administrators on the day of
the Physical Fitness Testing:**

- Informed Consent Form**
- Medical Release Form**

Testing Date: August 20, 2023

Grogan & Associates, Law Enforcement Fitness Professionals

Bethlehem Township Police Department
4225 Easton Avenue
Bethlehem, Pennsylvania 18020
(610) 814 – 6426

NOTE: THIS FORM IS REQUIRED TO BE COMPLETED PRIOR TO ARRIVING FOR TESTING AND NEEDS TO BE BROUGHT WITH THE CANDIDATE TO THE TESTING SITE

Informed Consent Form

The undersigned hereby gives informed consent to engage in an exercise test battery in order to determine their physical fitness including muscular strength, muscular endurance, and cardiovascular function. All aspects of the testing process will be supervised and monitored by trained personnel. The testing process includes jumping, running, and other callisthenic exercises performed at an outdoor or indoor facility.

I am aware of the possibility certain physiological changes may occur during this process. These changes could be detrimental including heart-related illness, breathing-related illness, and / or blood pressure abnormalities. These detrimental changes may also include more serious events like a heart attack, stroke, or asthma attack. In these events, the staff has been trained to recognize symptoms and take appropriate action, which includes administering First Aid and CPR.

I have read this form and understand that there are inherent risks associated with any physical activity. Furthermore, it is my responsibility to monitor my individual performance and alert the staff to any pain, discomfort, illness, or other adverse effects. I hereby waive and release the PCPA, all of its employees, independent contractors, consultants, proctors, trainers, helpers, other test participants, and all other parties from any and all liability for any and all injury, damage, or other loss resulting from the testing process. This also includes the owner and operator of the test facility. I expressly assume the risk of such damage, injury, or loss while engaged in the testing process. I give informed consent for testing data to be recorded to determine my physical readiness as it applies to the essential job functions of a Police Officer.

During the testing process, the undersigned is responsible for providing and having on their person at all times any and all PRN or As Needed over-the-counter and / or legally prescribed medications including but not limited to asthma inhalers, EpiPen auto-injectors, Insulin injectors, or sublingual Nitroglycerin tablets.

Print Name: _____ Signature: _____

Emergency Contact: _____ Relationship: _____

Emergency Contact's Telephone #: _____ Date: _____

Grogan & Associates, Law Enforcement Fitness Professionals

Bethlehem Township Police Department
4225 Easton Avenue
Bethlehem, Pennsylvania 18020
(610) 814 - 6426

Medical Release Form

Dear Provider:

In order for _____ (print applicant's name), to participate in a physical fitness test for the position of police officer, it is necessary for them to obtain a clearance from a physician, physician's assistant, nurse practitioner, licensed chiropractor or other certified health care provider. All testing is monitored by certified physical fitness coordinators. A test event is ended when the applicant meets the requirement. If the standard is 25 push-ups, the test ends when the applicant performs 25 correct repetitions. All events in the test battery are Pass / Fail. Please review the test guidelines attached to this form and check the appropriate box below.

I have examined the applicant, whose name is listed above.

MAY participate in the Physical Fitness Test.

OR

MAY NOT participate in the Physical Fitness Test.

Provider's Signature: _____ Date: _____

Provider's Business Address: _____

Any questions regarding this form or the Physical Fitness Test shall be directed to:
Michael P. Grogan, Fitness Consultant, Pennsylvania Chiefs' of Police Association,
3905 North Front Street, Harrisburg, Pennsylvania 17110
pafitcop@yahoo.com

Grogan & Associates, Law Enforcement Fitness Professionals

Bethlehem Township Police Department
4225 Easton Avenue
Bethlehem, Pennsylvania 18020
(610) 814 - 6426 phone
(610) 814 - 6417 fax

Physical Performance Test Battery

- The Physical Performance Test Battery consists of five exercise events, immediately preceded by a warm-up session with intermittent rest periods to ensure the safety of the applicants.
- The Physical Performance Test Battery is designed to measure the cumulative effect on each applicant. All events are Pass / Fail. Therefore, a failure on any one event constitutes a failure of the entire Test Battery and will exclude the applicant from further processing.
- The Physical Performance Test Battery and Single Standards are detailed below along with a general explanation of each test event's protocols:

Vertical Jump	15.5 Inches
Sit-ups	30 Repetitions (No Time Limit)
300 Meter Run	66 Seconds
Push-ups	25 Repetitions (No Time Limit)
1.5 Mile Run	15 Minutes 54 Seconds

1. **Vertical Jump:** This is a measure of lower body explosive strength. This is an important part of any physical exertion scenario. Example: Vaulting or jumping during a pursuit.

The applicant stands directly under the horizontally aligned blades of the Vertec Vertical Jump Test Machine, which are set at half inch increments. With their feet together, they begin by reaching up with one hand as high as possible keeping their heels flat on the ground. This establishes the applicant's base line overhead reach height mark. From this base line mark, a measurement is made to fix the height of the standard mark. The vertical jump may be performed in one of two ways. The applicant may take a position with both feet squarely beneath them, bending down, and jumping straight up. The other method allows the applicant to keep one foot stationary, with the opposite foot stepping back or to the side, then stepping back to a square position, and jumping straight up. With either method, the applicant must reach up with one hand and touch the machine's graduated blade set to the standard mark. The applicant has three valid attempts to reach the standard mark.

Bethlehem Township Police Department

Physical Performance Test Battery (continued)

2. **Sit-ups:** This is a test of the muscular endurance of the trunk including the abdominal muscles and hip flexors. This is an important factor in a use of force scenario and minimizing lower back problems. Example: Gaining control of a suspect.

The applicant starts by lying on their back, knees bent at approximately 90°, feet flat on the ground, and their hands behind the head with their fingers interlaced. Their feet will be firmly held in place. For a repetition to be counted, the applicant must flex touching their knees with their elbows and then return to the lying position so that the shoulder blades touch the ground. During the exercise, the applicant may not raise their hips or "kip". They may only rest in the unsupported "up" position. The required number of repetitions must be completed. There is no time limit.

3. **300 Meter Run:** This is a measure of anaerobic power. This is an important factor in exerting short bursts of energy. Example: A foot pursuit.

The applicant must complete a 300-meter sprint in the required time. On a standard 440-yard track, this is approximately $\frac{3}{4}$ of one lap the around the track.

4. **Push-ups:** This is a measure of dynamic upper body strength. This is an important part of any dynamic physical exertion scenario. Example: Gaining physical control of a suspect or clearing an object from a roadway.

The applicant starts in a kneeling position in order to set their hands, palms down on the ground, approximately shoulder width apart. The legs are then extended straight back with the feet together or up to twelve inches apart. The applicant flexes their arms at the elbow until the upper part of the arm (Humerus) becomes parallel to the ground. This is approximately three inches off the ground. The applicant then returns to the "up" position with a straight or "soft lock" of the elbows. The applicant must remain in the straight plank position from their head to their heels moving their body as a single unit. The applicant may only rest in the "up" position only. No other part of the applicant's body may touch the ground during the test event, or they fail. There is no time limit.

5. **1.5 Mile Run:** This is a measure of aerobic capacity or VO₂ max. This is the foundation for almost all physical tasks. Example: Use of force incident or administering one person CPR.

The applicant must complete the 1.5-mile course in or under the required time. On a standard 440-yard track, six laps must be completed. The applicant may not leave the running surface prior to successfully completing the course.