



Part Time
Rev 2/22

PART TIME POLICE OFFICER APPLICATION



Mohnton Borough Part Time Police

Completion of the Police Officer Employment Application Packet is the first step in the employment process. The information on these forms will be used to judge your qualifications for the position of a police officer. Read all the questions carefully and answer all questions thoroughly and honestly.

You must complete this application packet yourself. Print the forms using a ballpoint pen. Do not leave any blank spaces. If a question does not apply, write "DNA" in the answer space. All information in this application is subject to verification. Any false, misleading, or incomplete information will result in your application being eliminated from consideration.

This packet contains the following forms:

- Police Officer Employment Application
- Waiver of Liability and Release Form
- Pre-Employment Drug-Screen Consent
- Disclosure of Social Media Consent
- Notarization Form

Return the entire packet to the address below:

Attn: Mohnton Borough Secretary
21 N. O'Neil Street
Mohnton, Pennsylvania, 19540

Office Use Only: Date received _____



POLICE OFFICER PART TIME EMPLOYMENT APPLICATION

Instructions

You must complete this application yourself. It must be hand printed. Your ability to completely and honestly complete this application is part of the process to determine your suitability for employment. If you intentionally leave out any information that might be detrimental to obtaining a job, such as past drug use or other crimes, it will automatically eliminate you from consideration for employment. The fact that you may have used drugs committed theft, or another illegal act will not automatically exclude you, but the omission of it during the application process will. Once submitted, this application becomes the property of the Borough of Mohnton.

Basic Personal Information

Name: _____
Last First Middle

Please list any other names that you have used: _____

Home Address: _____
Street City State Zip

Social Security Number: _____ E-mail address: _____

Telephone: _____
Home Number Daytime Number Cell Number

Driver's License: _____
[Attach copy] Number State Type

Place of birth: _____
City State Country

Eligibility

1. Are you at least 21 years of age? Yes No
2. Do you have your Act 120? Yes No
3. Has your MPOETC number ever been suspended? Yes No



Military Service

Please make copies of all relevant service records, including any discharge papers, and attach to this application.

Branch: _____ Serial Number: _____

Date of service: _____ to _____ Reserve Status: _____

Type of discharge: _____

Grade and duty assignment at discharge/separation: _____

Are you a member of the Reserves or National Guard? _____ Yes _____ No

* Any applicant claiming veteran's preference is responsible for providing at a minimum form DD-214 no later than two (2) business days prior to the date of the written examination.

Hours of availability

In a typical week, what hours might you be available to work as a part time officer in Mohnton? (Provide start and stop times below.)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

Education

SCHOOL NAME	ADDRESS, PHONE NUMBER	GRADUATE Yes/ No Dates Enrolled	COURSE OF STUDY / MAJOR
HIGH SCHOOL			
COLLEGE / UNIV.			
GRADUATE SCHOOL			
OTHER			

* Attach copies of Diplomas. Official transcripts must be received on or before seven (7) days prior to the administration of the written examination.



Specialized Skills and Training

Briefly list any training or skills, including firearms that would be of assistance in the job you are applying for. If you have any copies of certificates for any training, please attach them to the application:

Personal History

(if yes to any question, explain in full detail on a separate page)

1. Do you know of any reason why you would not pass a background check? ___Y___N
2. Have you ever been accused of, charged, or convicted of any crime? (to include summary, misdemeanor, and felony) ___Y___N
3. Have you ever been the subject of any traffic investigation, or have been issued a citation? (to include summary, misdemeanor, and felony offenses) ___Y___N
4. Have you ever been fired or asked to resign from a job? ___Y___N
5. Have you ever received disciplinary action from an employer? ___Y___N
6. Have you ever stolen from an employer? ___Y___N
7. Have you ever falsified a police report? ___Y___N
8. Do you use, consume, buy or sell illegal narcotics or controlled substances? ___Y___N
9. Have you ever, at any age, used, consumed, sold or tried illegal narcotics or controlled substances in the past? ___Y___N
10. Do you consume alcoholic beverages? ___Y___N, if yes to what extent _____
11. Please list any social internet sites (Facebook, Snapchat, personal blogs) that you have an active or past account with, include your username:



Employment History

NOTICE: Start with your current job, if employed, and list your past employment in reverse order. Include all employment. Account for any time that you were unemployed by stating the nature of your activities. If additional space is needed, use a separate sheet of paper.

Company: _____ Position: _____ FT PT
Address: _____ City: _____ State: _____ ZIP: _____
Dates from _____ to _____
Supervisor's Name: _____ Telephone No.: _____
Job Duties: _____
Reason for leaving: _____

Company: _____ Position: _____ FT PT
Address: _____ City: _____ State: _____ ZIP: _____
Dates from _____ to _____
Supervisor's Name: _____ Telephone No.: _____
Job Duties: _____
Reason for leaving: _____

Company: _____ Position: _____ FT PT
Address: _____ City: _____ State: _____ ZIP: _____
Dates from _____ to _____
Supervisor's Name: _____ Telephone No.: _____
Job Duties: _____
Reason for leaving: _____

Please use additional sheet of paper if you require more space



Residences

List all residences where you have lived. Begin with your present address and work backward. List the complete address, including street number, street name, city, state, and zip code. If additional space is needed, please list on a separate sheet of paper.

ADDRESS	CITY	STATE	ZIP CODE	DATES

Personal References

List three personal references that are not related to you. Do not use former or current employers. Be sure to include all the information requested.

NAME	ADDRESS, CITY STATE, ZIP CODE	AREA CODE & PHONE NUMBER

Please Read Carefully Before Signing This Application

I declare that the foregoing statements are true and correct to the best of my knowledge and belief. I realize that falsification of any information within this application is grounds for disqualification. I further understand that any misrepresentation or omission of facts within this application will be enough cause for cancellation and/or separation from service if I have been employed.

Applicant Signature: _____ Date: _____



BACKGROUND INVESTIGATION: APPLICANT WAIVER AND RELEASE

I, _____, am applying for employment as a police officer with the Mohnton Borough Police which I acknowledge and understand must thoroughly investigate my employment background, criminal history, personal background, credit history, education and references in order to evaluate my qualifications for the position as a police officer. I understand that it is in the public's interest that all relevant information in this regard, including my personal and employment history with my current employers, be disclosed to Mohnton Borough.

By signing this release, I hereby authorize any representative of all of my former/current employers, which have been fully disclosed and identified in my employment application, to divulge any information in its files pertaining to my employment records and history, and I further authorize the release of such information upon request to any representative of Mohnton Borough Police. I also authorize all former/current employers identified in my employment application to permit review and full disclosure of all records, or any part thereof, concerning myself and my employment with those former/current employers, by and to any duly authorized agent of Mohnton Borough whether said records are of public, private, or confidential in nature.

The intent of this authorization is to permit all former/current employers identified in my employment application to provide, and for Mohnton Borough to obtain, full and free access to the background history of my personal life and my employment history performance, for the specific purpose of permitting Mohnton Borough to conduct a thorough background investigation regarding me, that will provide pertinent data for consideration by Mohnton Borough in determining by suitability for employment as a police officer. It is my specific intent to provide Mohnton Borough with access to personnel information, however personal or confidential it may appear to be.

I authorize all former/current employers, which have been fully disclosed and identified in my employment application, to release any and all public and private information that it may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including my arrest records(s), and records compiled during, or as a result of any criminal investigation(s) of me, efficiency ratings, complaints or grievances filed by, or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had, an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.



I hereby release all former/current employers identified in my employment application, and if applicable, their elected and appointed officials, employees and agents and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release all former/current employers identified in my employment application, and, if applicable, its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages whatsoever.

I direct all former/current employers identified in my resume and or employment application to release such information upon request of the duly accredited representative of Mohnton Borough, regardless of any agreement, written or oral, I may have made with the former/current employer to the contrary.

In addition, I also give Mohnton Borough the right to thoroughly investigate my background, previous employment, education, access previous background investigations conducted on myself by other agencies for pre-employment purposes, and references in order to ascertain my suitability for service as an employee of Mohnton Borough. I release and hold harmless Mohnton Borough, its elected and appointed officials, agents and employees from and against any and all liability which might result from conducting such an investigation, including any damages of whatever kind which may at any time result to me, my heirs, family or associates because of such investigation.

I recognize and understand my rights regarding access and disclosure of records, and I waive those rights with the understanding that information furnished by any former/current employer will be used by Mohnton Borough in conjunction with employment procedures.

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

I agree to indemnify and hold harmless the person, to whom this request is presented, as well as his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Applicant Signature

Date / /



PRE-EMPLOYMENT DRUG SCREEN CONSENT

I, _____
Applicant Full Name (printed)

an applicant for a position of police officer with the Borough of Mohnton, Pennsylvania consent to allow my blood, breath and/or urine to be tested for drugs.

I further consent to allow the results of such testing to be released to the Borough of Mohnton, Pennsylvania or its authorized agents/representatives.

I understand that if I fail to sign and return this consent to the Borough of Mohnton, my application will no longer be considered. I understand that if I test positive for any illegal substance, any offer of employment I have received will be withdrawn.

Applicant Signature _____



Authorization for Disclosure of Social Media Information

I, _____, give my permission to the Mohnton Borough Police Department to have access to my personal social networking accounts for purposes of my background check. If my accounts are set to "private" I will log into the account in the presence of the Background Investigations Officer and allow him or her to review the content of the account(s). Access to the account(s) must be granted immediately upon request.

I understand that the information present on my personal social networking account(s) is part of my background investigation. Any information that is racist, sexist or would bring discredit upon my candidacy for the position that I am applying for, may disqualify me for further consideration with the Mohnton Borough Police Department.

I understand that refusal to all the Background Investigations Officer access to my personal social networking account(s) will disqualify me from further consideration for employment with the Mohnton Borough Police Department.

Failure to report any social networking accounts that are active will result in immediate disqualification of future or present employment with the Mohnton Borough Police Department.

By signing this document, I am agreeing to provide the Background Investigations Officer immediate access to my personal social networking accounts.

I do not have a social networking account

I authorize the Background Investigations Officer access to my social networking accounts(s)

I do not authorize the Background Investigations Officer access to my social networking accounts(s)

Candidate Signature Date

Background Investigations Officer: Date

Facebook: _____ Google + _____ Twitter _____ YouTube _____ Pinterest _____

MySpace _____ Instagram _____ Other _____ Other _____

Verification



I hereby authorize investigation of all statements contained in this application. I hereby further agree to undergo medical examination by a physician selected by the Mohnton Borough Police Department & Borough Council at any time before or during employment by the Borough, and hereby authorize the examining physicians to render to the Borough complete reports of such examination. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or separation from the Borough's service if I have been employed. I agree, if employed, to abide by all Borough rules and regulations. ***This verification page constitutes an oath of affirmation that this application is completed truthfully making the applicant subject to the penalties of 18 Pa. C.S. 54904 relating to unsworn falsification to authorities.***

Applicant Signature _____

Street & Number _____

City, State & Zip Code _____

STATE OF PENNSYLVANIA

COUNTY OF _____

On this, the _____ day of _____, _____, before me
_____, the undersigned officer, personally appeared
_____, known to me (or satisfactorily proven) to be the person whose name
_____ subscribed to the within instrument, and acknowledged that _____
(he/she/they) executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Notary Public

My Commission Expires: