

KUTZTOWN BOROUGH POLICE DEPARTMENT  
APPLICATION FOR POSITION OF PATROL OFFICER  
INSTRUCTIONS TO POLICE APPLICANT

**\*\*\* IMPORTANT \*\*\***

**READ THE BELOW INFORMATION CAREFULLY BEFORE YOU BEGIN**

1. Prior to the specified date, you are required to complete the attached APPLICATION FOR POSITION OF PATROL OFFICER. It is mandatory that ALL areas be covered completely and truthfully. All Applications must be **LEGIBLE** and **HAND PRINTED**.
2. (a) YOU ARE REMINDED THAT ANY MISSTATEMENT ON YOUR PART COULD BE CAUSE FOR YOUR REJECTION OR DISMISSAL.  
  
(b) YOU ARE REMINDED THAT ANY DECEPTION OR FALSIFICATION ON YOUR PART WILL BE CAUSE FOR YOUR REJECTION OR DISMISSAL.  
  
(c) IF THERE ARE ANY QUESTIONS OR DOUBTS IN YOUR MIND CONCERNING ANY PARTICULAR ITEM OR AREA COVERED BY THIS APPLICATION, IT IS YOUR RESPONSIBILITY TO BRING THE MATTER TO THE ATTENTION OF AN INTERVIEWING OFFICER.
3. You are assured that the information given by you in this Application and at any subsequent interview(s) or testing, will be considered confidential and will not be disclosed to unauthorized persons or agencies UNLESS you authorize this release. However, the above guarantee of confidence will be considered void if this investigation discloses criminal acts or participation on your part in unlawful or illegal activities.
4. IF ANY QUESTION(S) DO NOT PERTAIN TO YOU, WRITE "N/A" IN THAT SPACE.
5. You may use the reverse side of any page if more space is needed.
6. Use a pen to complete the following pages.
7. Any omissions or failure to complete any section of this Application may result in the rejection of your Application.
8. **APPLICANTS SUCCESSFULLY PASSING THE WRITTEN PORTION OF THE PROCESS WILL BE REQUIRED TO APPEAR AT THE KUTZTOWN BOROUGH POLICE DEPARTMENT TO COMPLETE FITNESS EXAM.**

**\*\*\*IMPORTANT\*\*\***

1. Prior to appointment a thorough background investigation will be conducted. Applicants who have a HISTORY OF EXTENSIVE DRUG USE WILL BE DISQUALIFIED.
2. TATTOOS or BODY ART DISPLAYING the following are PROHIBITED and will disqualify an applicant:
  - a. Racism
  - b. Sexism or sexually suggestive or explicit
  - c. Obscenity or profane
  - d. Gang or drug related
  - e. Any other tattoo deemed offensive
3. TATTOOS IN THE FOLLOWING AREAS are PROHIBITED and will disqualify an applicant:
  - a. Neck
  - b. Head
  - c. Face
  - d. Ears
  - e. Hands and Fingers
  - f. Full "sleeves" on the arm
4. New Hires must live within 30 miles of Kutztown Borough within one year of appointment.



**SECTION III - EMPLOYMENT**

11. EMPLOYMENT: List current employer:

FROM DATE	NAME/ADDRESS OF EMPLOYER	PHONE	REASON FOR LEAVING
TO DATE	DESCRIPTION OF DUTIES		
SALARY	IMMEDIATE SUPERVISOR	NAME OF CO-WORKER	

12. IF YOU ARE A FORMER POLICE OFFICER WHO WAS SEPARATED FOR ANY REASON FROM A POLICE DEPARTMENT, STATE CIRCUMSTANCE BELOW:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. HAVE YOU EVER BEEN A PREVIOUS APPLICANT WITH THE KUTZTOWN BOROUGH POLICE DEPARTMENT? IF SO WHEN:

\_\_\_\_\_

**SECTION IV - MILITARY SERVICE**

14. HAVE YOU SERVED IN THE U.S. ARMED FORCES?  
IF YES, ATTACH PHOTOCOPY COPY OF DISCHARGE  
OR SEPARATION PAPERS (DD214)

YES      NO

\_\_\_\_\_      \_\_\_\_\_

**IF NO, CONTINUE TO SECTION VI.**

15. DO YOU CLAIM VETERANS PREFERENCE?

\_\_\_\_\_      \_\_\_\_\_

**SECTION V - EDUCATION**

16. LIST ALL ELEMENTARY, JUNIOR HIGH AND HIGH SCHOOLS ATTENDED.

NAME	ADDRESS	CITY	ZIP	DATES ATTENDED	YEARS COMPLETED	GRADUATED YES/NO

17. HIGHER EDUCATION. LIST ALL COLLEGES OR UNIVERSITIES ATTENDED.

NAME	CITY	ZIP	DATES ATTENDED FROM/TO	CREDIT HOURS SEMESTER/QUARTER	DEGREE YES/NO

18. HAVE YOU SUCCESSFULLY COMPLETED ACT 120 (MUNICIPAL POLICE TRAINING)?

YES \_\_\_\_\_ NO \_\_\_\_\_ (IF YES, NAME AND ADDRESS OF ACADEMY, AND DATES ATTENDED): \_\_\_\_\_

IF YOU HAVE NOT GRADUATED, AND YOU ARE CURRENTLY ATTENDING A MUNICIPAL POLICE ACADEMY, WHAT DATE ARE YOU EXPECTING TO GRADUATE FROM THE ACADEMY?: \_\_\_\_\_

**APPLICANTS MUST GRADUATE FROM A POLICE ACADEMY PRIOR TO APPOINTMENT.**

**NOTIFICATION PROCEDURE RELEASE**

In the processing procedure required for applicants it may become necessary to contact the applicant in the event they are being given consideration for the position of Patrol Officer with the Borough of Kutztown.

If conventional methods (Telephone/E-Mail) fail in attempting to contact the applicant a certified-registered letter will be sent to the applicant's address listed on the application. Should the registered letter be returned indicating that it was unclaimed or undeliverable the applicant will be eliminated from further processing and consideration.

It is the applicant's responsibility to notify the Borough of Kutztown, in writing, of the address change. By affixing your signature to this form the applicant acknowledges that they have read and understand the contents of this procedure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**VERIFICATION**

I understand that this Application has been completed subject to the penalties of 18 Pa. C.S. Section 4904 relating to UNSWORN FALSIFICATION TO AUTHORITIES.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date