

**PUBLIC NOTICE  
BOROUGH OF PLUM**

Public Notice is hereby given that the Borough of Plum will be conducting an examination for full-time police officers for the Plum Police Department. The starting annual base salary for a full-time police officer\* is set at \$46,956.79 for 2012. Applications may be obtained from the receptionist in the administrative office of the municipal building, 4575 New Texas Road, Plum, PA 15239. Applications may also be downloaded from the Borough website: [www.plumboro.com](http://www.plumboro.com). The fully completed application form and all required documentation must be received by Plum Borough, via hand-delivery or certified mail, return receipt requested, on or before Friday, February 17, 2012 at 4:00 pm. Electronic applications will not be accepted. Applications received after 4:00 pm on February 17, 2012 will not be considered. Applicants must provide all eight of the attached requirements or you will not be eligible to take the written test. The following requirements shall apply to all applicants.

1. Applicants must be a citizen of the United States
2. Applicants must be at least 18 years of age at the time of application (Birth Certificate or other satisfactory evidence)
3. Applicants shall possess a diploma from an accredited high school or graduate equivalency diploma (GED)
4. A statement that the applicant is fit for police duty, as set forth in the Essential Duties of a Police Officer form included with the application
5. Applicant must provide a photocopy of a current, valid motor vehicle operator's license
6. If applicant is requesting veteran's preference under Pennsylvania law, proof of honorable discharge from military service via provision of a valid DD Form 214
7. Applicants must sign a verification of application for employment
8. Non-refundable application fee in the amount of \$50 to be paid when returning the application.

The written examination is to be given on Saturday, March 10, 2012 at the Holiday Park Volunteer Fire Department, 415 Abers Creek Road, Plum, PA 15239 at 10 am.

The Borough of Plum is an Equal Opportunity Employer.

\*A "full-time officer" has completed an accredited police academy and received "Act 120 Certification."

# BOROUGH OF PLUM

## POLICE OFFICER APPLICATION

**GENERAL INSTRUCTIONS:** This application consists of several sections: a questionnaire; a Notification Procedure Release; a Verification; a General Waiver; a Polygraph Release; and a description of essential job functions. Every one of these sections must be completed in order for the Borough of Plum to accept the application as complete. Print (do not type) an answer to every question. If a particular question does not apply to you, so state with N/A. If space available is insufficient, use reverse side and proceed with the number of the referenced block. Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment. The applicant is responsible for all information placed upon the form. False or incorrect information will void the application form and any subsequent action taken upon it.

### QUESTIONNAIRE

1. \_\_\_\_\_ 2. \_\_\_\_\_  
last name first name middle name date

3. \_\_\_\_\_  
alias(es), nicknames(s), maiden name, other changes in name:

4. \_\_\_\_\_  
present residence address: street/city/state/zip phone number

5. \_\_\_\_\_  
U.S. Citizen native (yes/no) naturalization no. date place court

Social Security Number: \_\_\_\_\_ Driver License # \_\_\_\_\_

Date of Birth: \_\_\_\_\_

6. **RESIDENCES:** list all for past ten years beginning with current.  
MONTH & YEAR WITH WHOM DID YOU LIVE  
FROM TO ADDRESS & WHERE ARE THEY NOW?

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7. **FAMILY:** List in order given showing relationship, parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, step-brothers and step-sisters. Include any others with whom you have resided or with whom a close relationship existed or exists.

| RELATIONSHIP | NAME | ADDRESS IF LIVING |
|--------------|------|-------------------|
| FATHER       |      |                   |
| MOTHER       |      |                   |
|              |      |                   |
|              |      |                   |
|              |      |                   |

8. **VEHICLE OPERATOR'S LICENSE.** Give the following information concerning any vehicle operator's license you have held or now hold:

| TYPE OF LICENSE | NUMBER | ISSUING AUTHORITY | EXPIRATION |
|-----------------|--------|-------------------|------------|
|                 |        |                   |            |
|                 |        |                   |            |
|                 |        |                   |            |
|                 |        |                   |            |

Have you ever had a license suspended or revoked? \_\_\_\_\_  
\_\_\_\_\_

9. **CONVICTION OF CRIME.** Have you ever been convicted of a misdemeanor, felony or greater criminal violation? **(YES, NO)** If yes, state violation, court of jurisdiction, and date of conviction.

\_\_\_\_\_  
\_\_\_\_\_

10. **FINANCIAL STATUS.** Do you have any income from any source other than your principal occupation? **(YES, NO)** How much? \_\_\_\_\_ How Often? \_\_\_\_\_

The source(s) \_\_\_\_\_.

Do you have or have you had any financial account (savings, checking, loans, stocks, bonds, etc)? List all accounts during the past seven (7) years.

| Name and address of financial institution: | Type of account: |
|--|------------------|
|  |                  |
|  |                  |
|  |                  |
|  |                  |

**POLICE OFFICER APPLICATION**

**11. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS:**

| NAME | ADDRESS | ZIP | TYPE (SOCIAL, FRATERNAL,<br>PROFESSION, ETC.) | OFFICE<br>HELD | MEMBERSHIP<br>DATES FROM/TO |
|------|---------|-----|---|----------------|-----------------------------|
|      |         |     |   |                |                             |
|      |         |     |   |                |                             |
|      |         |     |   |                |                             |
|      |         |     |   |                |                             |
|      |         |     |   |                |                             |
|      |         |     |   |                |                             |
|      |         |     |   |                |                             |
|      |         |     |   |                |                             |
|      |         |     |   |                |                             |

**12. EDUCATION:**

**A.** List all elementary, junior high and high schools attended. Attach transcript from last high school attended. If transcript does not evidence graduation, attach a high school diploma or General Education Development (G.E.D.) tests results.

| NAME | ADDRESS | CITY | ZIP | DATES ATTENDED | YEARS<br>COMPLETED | GRADUATED<br>YES/NO |
|------|---------|------|-----|----------------|--------------------|---------------------|
|      |         |      |     |                |                    |                     |
|      |         |      |     |                |                    |                     |
|      |         |      |     |                |                    |                     |
|      |         |      |     |                |                    |                     |

**B.** Higher Education. List all college or universities attended. Attach transcript from last institution.

| NAME | CITY | ZIP | DATES ATTENDED | CREDIT HOURS<br>SEMESTER/QTR. | DEGREE<br>REC'D-YEAR |
|------|------|-----|----------------|-------------------------------|----------------------|
|      |      |     |                |                               |                      |
|      |      |     |                |                               |                      |
|      |      |     |                |                               |                      |

Major and Minor Courses:

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- C. Other schools or training (trade, vocational, military). Give for each the name and location of school, dates attended, subjects studied, certificate earned, and any other pertinent data. Include mailing address.

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**13. SPECIAL QUALIFICATIONS AND SKILLS:**

- A. Indicate type of special license such as pilot, radio operator, etc., showing licensing authority, where the license was first issued, and date current license expires.

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- B. Special skills you possess and machines and equipment you can use. (For example, computer programmer, polygraph operator, Vascar certification, scientific or professional devices.)

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- C. Approximate number of words per minute: Keyboard or typing \_\_\_\_\_ Shorthand \_\_\_\_\_

- D. Special qualifications not covered in application: (For example, your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowships received, etc.)

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**14. FOREIGN LANGUAGE:** Enter language and indicate fluency.

|          |         |          |               |         |
|----------|---------|----------|---------------|---------|
| Language | Reading | Speaking | Understanding | Writing |
|----------|---------|----------|---------------|---------|

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**15. FOREIGN TRAVEL:** Exclude trips of less than 30 days to Canada or Mexico and travel as a direct result of U.S. military duties.

|       |         |                   |
|-------|---------|-------------------|
| Dates | Country | Purpose of Travel |
|-------|---------|-------------------|

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**16. HOBBIES AND SPORTS:**

|      |                         |                      |
|------|-------------------------|----------------------|
| Name | Length of Participation | Level of Proficiency |
|------|-------------------------|----------------------|

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**POLICE OFFICER APPLICATION**

Grade and Service No.: \_\_\_\_\_

Service and Component: \_\_\_\_\_

Organization and Station of Unit Address: \_\_\_\_\_

Status: \_\_\_\_\_

Indicate reserve obligation, if any: \_\_\_\_\_

**D. SELECTIVE SERVICE:**

Selective Service No.: \_\_\_\_\_ Last Classification: \_\_\_\_\_

Date: \_\_\_\_\_ Local Board: \_\_\_\_\_

Address: \_\_\_\_\_

19. **CHARACTER REFERENCES:** List only character references who have definite knowledge of your qualifications for the position of application. List 5 character references. (Do not list relatives, former employers, or persons living outside the United States.)

| Name | Address | Home Phone | Work Phone | Years Known |
|------|---------|------------|------------|-------------|
|      |         |            |            |             |
|      |         |            |            |             |
|      |         |            |            |             |
|      |         |            |            |             |
|      |         |            |            |             |
|      |         |            |            |             |

20. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation? If yes, give details.

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22. Have you ever applied for a position with any other governmental agencies? If yes, give details.

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23. REMARKS:

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I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries made by me above are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**ESSENTIAL DUTIES OF A POLICE OFFICER**

1. Running for several hundred yards;
2. Climbing over obstacles;
3. Crawling;
4. Pushing Motor Vehicles;
5. Pulling or carrying accident, fire or crime victims;
6. Using physical force to apprehend and subdue arrestees;
7. Withstanding prolonged exposure, as long as eight hours, to extreme weather conditions;
8. Withstanding prolonged periods of standing and sitting;
9. Withstanding frequent exposure to 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 of the officer, including taunts, insults, and threats to the officer, family members, or fellow police officers;
12. Communicating effectively with individuals suffering from trauma;
13. Operating a motor vehicle for long periods of time;
14. Using firearm effectively; and
15. Filling out written reports in a clear and concise manner.

**I have reviewed the above list of essential job functions for a Borough police officer and believe that:**

\_\_\_\_\_ I can fully perform all duties without reasonable accommodations.

\_\_\_\_\_ I can fully perform all duties but only with the following reasonable accommodations:

\_\_\_\_\_

\_\_\_\_\_ I cannot fully perform all duties even with reasonable accommodations.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**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 further consideration for the position of police officer with the Borough of Plum.

If conventional methods 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 Plum Manager in writing of the address change. By affixing your signature to this form the applicant acknowledges that they have read and understood the contents of the procedure.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**VERIFICATION**

I understand that this Application has been completed subject to the penalties of 18 PA. C.S. 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**EMPLOYMENT APPLICATION WAIVER**

DATE \_\_\_\_\_

I \_\_\_\_\_ hereby acknowledge that I am an applicant with the Borough of Plum for the position of Police Officer in the Police Department. I further understand that it will be necessary for the Borough to conduct a background investigation. I hereby authorize the Borough to conduct an investigation pertaining to past and present employers, or any other area that is deemed necessary. I further authorize the Borough to receive any and all documents or records that are requested to aid in the investigation.

\_\_\_\_\_  
Applicant Signature/Date

**POLYGRAPH RELEASE**

I \_\_\_\_\_ do hereby voluntarily agree to submit to a polygraph examination concerning statements which I made in my original application, on my medical history, subsequent personal data questionnaires and subsequent interviews with Civil Service Commission members or appointed investigators.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature