



7. **Family.**

List in the following order stating 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 have a close relationship.

Relationship	Name	Address (if living)
<i>Father</i>		
<i>Mother</i>		

8. **Driver's License and Motor Vehicle Information.**

Do you have a valid, current driver's license?  Yes  No

License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ License Class: \_\_\_\_\_

How many years have you been a licensed driver? \_\_\_\_\_

Do you have access to a reliable motor vehicle?  Yes  No

Please estimate how many miles you drive in a month. \_\_\_\_\_

Have you held a license in any state other than Pennsylvania?  Yes  No

List the states and dates:

\_\_\_\_\_

Has your driver's license been suspended or revoked (for other than medical reasons)?  Yes  No  
 If "Yes," please give details (include suspension or revocation, where, when, why). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been refused a driver's license by any state?  Yes  No  
 If "Yes," please give details (include what, where, when, why). \_\_\_\_\_

\_\_\_\_\_

Have you ever been involved in a motor vehicle accident as a driver?  Yes  No

If "Yes," please provide the following information. List any additional accidents on a separate sheet.

Date: \_\_\_\_\_ Location: \_\_\_\_\_  Injury  Non-Injury  
Police investigation?  Yes  No Investigating Police Department: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_  Injury  Non-Injury  
Police investigation?  Yes  No Investigating Police Department: \_\_\_\_\_

If there is anything you wish to add or disclose about your driving record, please use the space below:

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9. **Conviction of Crime.**

Have you ever been convicted of a misdemeanor, felony or greater criminal violation?  Yes  No  
(Conviction includes a guilty plea, plea of no contest, or any other disposition that is equivalent to conviction.) If yes, state violation, court of jurisdiction, date of conviction and penalty imposed. [A conviction may not necessarily disqualify you from being included on the eligibility list or consideration for employment as a Throop Borough Police Officer.]

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Have you ever been involved in a civil lawsuit as a Plaintiff or Defendant?  Yes  No

If yes, state:

Type of case: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

Date: \_\_\_\_\_

Outcome: \_\_\_\_\_

Type of case: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

Date: \_\_\_\_\_

Outcome: \_\_\_\_\_

Type of case: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

Date: \_\_\_\_\_

Outcome: \_\_\_\_\_

10. **Financial Status.**

Have you ever had any credit account in collections?  Yes  No

Have you ever had a vehicle or any item of property repossessed?  Yes  No

- Have you ever been evicted from a residence?  Yes  No
- Have you ever written a bad check?  Yes  No
- Have you ever misused a credit card or forged a check?  Yes  No
- Have you ever attempted to obtain credit fraudulently?  Yes  No
- Have you ever declared bankruptcy?  Yes  No

If yes to any question above, for each provide date and circumstances:

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**11. Past and Present Membership in Organizations (Social, Fraternal, Professional, Charitable, Other).**

Name	Address	Zip	Type (Social, Fraternal Professional, Etc.)	Office or Position Held (if any)	Membership Dates	
					From	To

**12. Subversive Organizations.**

- Yes  No Are you now or have you ever been a member of any organization, association, movement, group or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by any unconstitutional means?
- Yes  No Are you or have you ever been affiliated or associated with any organization of the type described above, as an agent, official, or employee?
- Yes  No Are you now associating with, or have you associated with, any individual including

relatives who you know or have reason to believe are or have been members of any of the organizations identified above?

Yes     No

Have you ever been engaged in any of the following activities of any organization of the type described above: Distribution(s) to, attendance at or participating in any organizational, social, or other activities of said organization or of any projects sponsored by them; the sale, gift, or distribution of any written, printed or other matter, prepared, reproduced, or published, by them or any of their agents or instrumentalities?

If yes to any of the answers above, describe the circumstances. Attach additional sheets for a fully detailed statement. If associated with any of these organizations, specify nature and extent of association with each, including office or position held, also include dates, places, and credentials now or formerly held. If associations have been with individuals who are members of these organizations, then list the individuals and the organization with which they were or are affiliated.

**13. Education**

A. List all elementary, junior high and high schools attended. (For high school, list GED if/as applicable.) Attach transcript from last high school attended.

Name	City	Zip	Graduated: Yes/No

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

Name	City, State	Graduated: Yes/No	Semesters Completed	Course of Study/Major

C. Other Schools or Training (trade, vocational, military). For each, provide the name and location of school or facility, dates attended, subjects studied, certificate earned, and any other pertinent data. Include complete mailing address.

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**14. Special Qualifications and Skills:**

Do you speak another language other than English?  Yes  No      Fluent?  Yes  No  
If yes, please provide detail: \_\_\_\_\_

Briefly list any computer skills you have. If you have copies of any certificates for computer training you have received, please attach them to the application.

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Briefly list any training or skills, including with firearms, relevant to police work. If you have any copies of certificates for any training, please attach them to the application.

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Special qualifications not covered elsewhere in application (for example, publications, public speaking, membership in professional or scientific societies, honors and fellowships received, patents, inventions, etc.)

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**15. Social Media.**

Please list any social internet sites (Facebook, LinkedIn, Twitter, Instagram, personal blogs, etc.) on which you have an active or have had a past account (and provide screen/user name)

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**16. Hobbies, Sports and Notable Interests:**

Name	Length of Participation	Level of Proficiency

**17. Personal History:**

- Do you know of any reason that you could not pass a background check?  Yes  No
- Have you ever been fired or asked to resign from a job?  Yes  No
- Have you ever received disciplinary action from an employer?  Yes  No
- Have you ever stolen from an employer?  Yes  No
- Have you ever committed a crime for which you were not arrested?  Yes  No
- Have you ever assisted someone in committing a crime?  Yes  No
- Have you ever falsified a police report?  Yes  No
- Have you ever accepted money or anything else of value not to report a crime?  Yes  No
- Have you ever slept on the job?  Yes  No
- Have you ever possessed, used, sold, or otherwise handled in an illegal manner any controlled substance?  Yes  No
- Have you ever been bonded?  Yes  No
- Have you ever been refused bond?  Yes  No

If you answered yes to any question above, provide relevant information including date(s), location, circumstances:

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**18. Employment:** Begin with your most recent job and list your work history for the past ten years, including part-time, temporary or seasonal employment, and all periods of unemployment.

Date		Name & Address of Employer
To	From	
Salary		Job Title
Description of Duties		
Why did your employment with this employer end? (Be specific. Include whether you were terminated or resigned and reasons for separation.)		

<b>Name of Supervisor:</b>	
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<b>Date</b>		<b>Name &amp; Address of Employer</b>
<b>To</b>	<b>From</b>	
<b>Salary</b>		<b>Job Title</b>
<b>Description of Duties</b>		
<b>Why did your employment with this employer end?</b> (Be specific. Include whether you were terminated or resigned and reasons for separation.)		
<b>Name of Supervisor:</b>		

<b>Date</b>		<b>Name &amp; Address of Employer</b>
<b>To</b>	<b>From</b>	
<b>Salary</b>		<b>Job Title</b>
<b>Description of Duties</b>		
<b>Why did your employment with this employer end?</b> (Be specific. Include whether you were terminated or resigned and reasons for separation.)		
<b>Name of Supervisor:</b>		

*If additional employer blocks are needed, please attach requested information on separate sheet.*

Have you ever been discharged, asked to resign, furloughed, or put on inactive status, or subject to disciplinary action, in connection with any employment position? If yes, state reason: \_\_\_\_\_

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Have you ever resigned from employment? If yes, explain, giving name and address of employer, approximate date, and reason(s) for your resignation in each case. \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**19. Military Status.**

Have you ever served in the Armed Forces, National Guard or Military Reserves?  Yes  No

Highest Rank Attended	Rank Discharged	Separation Code	Re-Enlistment Code	Occupation
Branch of Service		Unit Number(s)	Dates of Service (MM/YY)	Type of Discharge

Were you ever disciplined while in the military service (include court-martial, captain's masts, company punishments, etc.)?  Yes  No

Charge	Date (MM/YY)	Age at Time	Disposition

Are you currently participating in any Military Reserve or National Guard program?  Yes  No

Do you claim Veteran's Preference? If yes, please explain the basis for your claim.  Yes  No

Past or current military superiors or military acquaintances are potential sources of relevant information pertaining to your background, Please list only those individuals who know you well enough to provide accurate information about you.

Name	Contact Address	Contact Phone	Years Known

**20. Character References.**

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
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

**21. Other Law Enforcement Applications.**

In the last five years, have you submitted an application for employment with any other law enforcement agency or department?  Yes  No If yes, provide the information below:

Agency	Date Applied	Disposition of Application

At the present time do you have any pending applications with any other law enforcement agencies?

Yes  No

If yes, indicate the name of the law enforcement agency, location, date application submitted and any other information regarding the status of the application. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**22. Other Government Agency Applications.**

Have you ever applied for a position with any other governmental agencies? If yes, provide the agency, date of application, and other pertinent details including the outcome of your application.

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**23. Other Information.**

Are there any incidents in your life or circumstances not mentioned elsewhere in this application which may reflect upon your eligibility or suitability for employment as a police officer and/or your ability to perform the essential functions and duties as a police officer?  Yes  No

If yes, give details.

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List any other relevant information you would like to be considered in connection with your application.

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**24. Certification:**

By signing this Application, I certify that that there are no misrepresentations, omissions, or falsifications in the information provided, that I have personally provided all of the information in the Application, and that the information is complete, accurate and true to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**VERIFICATION**

The information I have provided in the foregoing Application is true and correct to the best of my knowledge, belief and understanding. I understand that any false statement contained therein is subject to the penalties prescribed by 18 Pa. C.S.A. § 4904, relating to unsworn falsification to authorities.

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

**NOTIFICATION PROCEDURE RELEASE**

It may become necessary to contact the Applicant at various times throughout the application and testing process and in the event the Applicant is given further consideration for the position of police officer with the Borough of Throop.

If the Applicant cannot be reached after reasonable attempts through conventional methods of contact (like regular mail or phone contact), a certified-registered letter may be sent to the Applicant's address listed on the application. If the Applicant cannot be reached via reasonable attempts to contact through conventional methods of contact (like regular mail or phone contact, or should a registered letter sent to the Applicant be returned indicating that it was unclaimed or undeliverable, or if the Applicant does not timely respond to a registered letter, the Applicant will be ineligible for further participation in the application/testing process and will not be considered for employment with the Borough of Throop Police Department.

It is the Applicant's responsibility to promptly notify the Borough of Throop, in writing, of any change of address or other contact information. By signing this form, you, the Applicant, acknowledge that you have read, understand and agree to the contents of this notice.

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Date

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Signature

### **Waiver and Release for Background Investigation**

I, \_\_\_\_\_, am applying for employment as a police officer with The Borough of Throop Police Department. I acknowledge, understand and agree that the Borough has the right to thoroughly investigate my employment background, criminal history, personal background, credit history, education and references in order to evaluate my qualifications for a 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 and former employers, be disclosed to the Borough of Throop.

By this Waiver and Release, I hereby authorize any representative of all current and former employers, which I acknowledge must be and are 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 the Borough of Throop. I also authorize any current and all former employers identified in my employment application to permit a review and full disclosure of all records, or any part thereof, concerning myself and my employment with such current/former employers, by and to any duly authorized agent of the Borough of Throop, whether such records are of public, private, or confidential nature.

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

I authorize each and every one of my current and former employers to release any and all public and private information that each current or former employer 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 arrest record(s) and records compiled during or as the result of a criminal investigation(s), 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 of my current and former employers, and, as 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 of my current and former employers, and, as applicable, their officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct and authorize all of my current and former employers to release such information upon request of the duly authorized representative of the Borough of Throop, regardless of any agreement, written or oral, I may have made with any former employer to the contrary.

In addition, I also give the Borough of Throop the right to thoroughly review and investigate my background, previous employment, education and references in order to ascertain my suitability for service as a Borough of Throop police employee. I release and hold harmless the Borough of Throop, its elected and appointed officials, agents and employees from and against any and all liability which might result from conducting such review and investigation, including any damages of whatever kind, nature or extent which may at any time result to me, my heirs, family or associates because of such review and investigation, including, without limitation with respect to any review, investigation and contract in connection with my background, previous employment, education and references.

I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished by any current or former employer will be used by the Borough of Throop in conjunction with employment procedures.

I understand that if a current or former employer refuses to cooperate with this investigation by failing to provide full disclosure of any and all relevant information about me, then the Borough of Throop may disqualify me from further consideration for employment as a police officer.

A photocopy or facsimile of this Waiver and Release form will be valid as an original thereof, even though the photocopy or facsimile does not contain an original writing of my signature. This Waiver and Release is valid for a period of one year from the date of my signature.

I indemnify and hold harmless any person or entity to whom/which this request is presented, as well as his/her/its 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.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

### 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 suspects or arrestees;
7. Withstanding prolonged exposure, as long as twelve (12) 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. Communicate effectively with co-workers, the public, and others, including individuals suffering from trauma and/or under extreme stress in urgent, emergency and other difficult circumstances;
13. Operate a motor vehicle for long periods of time;
14. Use a firearm responsibly and effectively;
15. Prepare written reports in a clear and concise manner;
16. Following instructions, directives and orders as necessary to perform the duties of a Police Officer; and
17. Other duties, responsibilities, physical requirements, and actions normally associated with the position of a Police Officer.

I have reviewed the above list of essential job functions for a Borough of Throop Police Officer and believe and affirm that:

- I can fully perform all duties with or without reasonable accommodations.
- I cannot fully perform all duties even with accommodations.

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Name

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Signature

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Date