

TOWNSHIP OF TINICUM POLICE DEPARTMENT
APPLICATION FOR POSITION OF POLICE OFFICER

GENERAL INSTRUCTIONS:

This application consists of several sections: a questionnaire; a Notification Procedure Release; Verification; and a description of essential job functions. Every one of these sections must be completed for the Township of Tinicum to accept the Application as complete. **Application must be completed by computer; no handwritten applications will be accepted.** Type an answer to every question. If a particular question does not apply to you, state with N/A. If the space available is insufficient, use a blank sheet of paper and proceed with the number of the referenced block. Do not misstate or omit material facts since the statements made herein are subject to verification to determine your qualifications for employment.

The following documents shall be included upon making application for the position of Police Officer.

- (1) Application for the Position of Police Officer
- (2) Photocopy of a valid Driver's License
- (3) Photocopy of High School Diploma or equivalent
- (4) Photocopy of Commonwealth Pennsylvania Act 120 Certification of Proof of Enrollment
- (5) Photocopy of Certificate of Birth
- (6) Photocopy of United States Armed Forces Honorable Discharge of WW-214 (if applicable)

All documents must be received at the same time. The Township of Tinicum will not accept portions thereof. Each applicant must produce photocopies of the above-mentioned documents. The Township of Tinicum will not be responsible for the photocopying of any of the original documents that are required to be submitted. Page 14 & 19 (Physical Agility Waiver) must be notarized before submission to Township.

A fifty-dollar (\$50.00) application fee is required at the time of filing the application and associated documents. Fee must be paid in the form of a check, cash or money order made payable to the Township of Tinicum.

QUESTIONNAIRE:

1. DATE

2. LAST NAME

FIRST NAME

MIDDLE NAME

3. ALIAS(ES), NICKNAME(S), MAIDEN NAME, OTHER CHANGES IN NAME

3A. TELEPHONE (CELL)

4. PRESENT RESIDENCE ADDRESS

STREET, CITY, STATE, ZIP CODE

5. UNITED STATES CITIZEN (YES/NO) _____ NATURALIZATION NUMBER DATE PLACE COURT

6. RESIDENCES: LIST ALL FOR PAST TEN (10) YEARS

Month & Year

From:

To:

Address:

With whom did you live/Where are they now?

7. SPOUSE INFORMATION

If married complete the following:

NAME (Maiden Name if Applicable) _____

Date of Birth _____

Employed By _____ Occupation _____

Employment Telephone Number _____

8. If divorced complete the following information:

Former Spouse _____

Address _____

Telephone Number _____ Date of Divorce _____

Reason for Divorce _____

9. FAMILY:

List in order given showing relationship, parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, stepbrothers 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:
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Mother:

Father:

10. List names, addresses and telephone numbers of relatives and friends presently or formerly employed in the field of Law Enforcement:

11. VEHICLE OPERATORS LICENSE: Give the following information concerning any vehicle operator's license you currently hold or have held previously.

TYPE OF LICENSE:

NUMBER:

ISSUING STATE:

EXPIRATION:

12. List any traffic citations that you have received other than illegal parking. Give dates, location and reason for citation(s).

13. Have you ever had a license suspended and/or revoked?

14. List any non-traffic citations that you have received. Give dates, location and reason for citation(s).

15. CONVICTION OF CRIME:

Have you even been convicted of a misdemeanor, felony or greater criminal violation? (Yes/No) ____
If yes, state court of jurisdiction and date of conviction.

16. FINANCIAL STATUS:

Do you have any income from any source other than your principal occupation?

(Yes / No) ____ How Much? ____ How Often? ____

The source(s) _____

17. 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:

18. Do you have part or total ownership in a private enterprise? Yes_____ No _____
If yes, explain:

19. List any Real Estate that you own and/or are presently purchasing:

20. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS

Name	Address	Type (Social, Fraternal, Professional)	Office Held	Dates (From-To)

21. SUBVERSIVE ORGANIZATIONS

Answer Yes or No:

_____ Are you now or have you ever been a member of the Communist Party USA or any Communist organization. Where? _____

_____ Are you now or have you even been a member of a fascist organization?

_____ 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?

_____ Are you or have you even been affiliated or associated with any organization of the type described above as an agent, official or employee?

_____ Are you now associating with, or have you associated with, any individuals (including relatives) who you know or have reason to believe are or have been members of any organization identified above?

_____ Have you ever been engaged in any of the following activities of any organization of the type described above; contribution(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 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 formally 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.

22. List all Social Media Platforms, along with your profile name for each:

23. EDUCATION:

List all elementary, junior high and high schools attended.

Name	Address	City	State	Dates Attended / Date Completed	Graduated: Yes/No

24. Higher Education. List all colleges or universities attended.

Name	City	State	Dates Attended From/To	Credit Hours	Degree Rec'd / Year

Major and Minor Courses:

25. List 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 complete mailing address.

26. SPECIAL QUALIFICATION AND SKILLS:

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

27. List any special skills you possess and machines and equipment you can use. (For example: computer programmer, polygraph operator, vehicle inspection mechanic, scientific or professional devices.)

28. Approximate number of words per minute: Keyboard or typing _____ Shorthand _____

29. List any 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.)

30. FOREIGN LANGUAGE: Enter language and indicate fluency.

Language Reading:	Speaking:	Understanding:	Writing:
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31. FOREIGN TRAVEL: Exclude trips of less than thirty (30) days to Canada or Mexico and travel because of United States Military duties.

Dates:	Country:	Purpose of Travel:
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32. HOBBIES AND SPORTS:

Name:	Length of Participation:	Level of Proficiency:
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

33. EMPLOYMENT: Begin with your most recent job and list your work history for the past ten (10) years, including part-time, temporary or seasonal employment, and all periods of unemployment.

From Date:	Name of Employer:	Why did you leave?
<hr/>	<hr/>	<hr/>
To Date:	Job Title:	Description of Duties:
<hr/>	<hr/>	<hr/>
Salary:	Name of Supervisor:	Name of Co-Worker:
<hr/>	<hr/>	<hr/>

From Date:	Name of Employer:	Why did you leave?
<hr/>	<hr/>	<hr/>
To Date:	Job Title:	Description of Duties:
<hr/>	<hr/>	<hr/>
Salary:	Name of Supervisor:	Name of Co-Worker:
<hr/>	<hr/>	<hr/>

From Date:	Name of Employer:	Why did you leave?
<hr/>		
To Date:	Job Title:	Description of Duties:
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Salary:	Name of Supervisor:	Name of Co-Worker:
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From Date:	Name of Employer:	Why did you leave?
<hr/>		
To Date:	Job Title:	Description of Duties:
<hr/>		
Salary:	Name of Supervisor:	Name of Co-Worker:
<hr/>		

From Date:	Name of Employer:	Why did you leave?
<hr/>		
To Date:	Job Title:	Description of Duties:
<hr/>		
Salary:	Name of Supervisor:	Name of Co-Worker:
<hr/>		

From Date:	Name of Employer:	Why did you leave?
<hr/>		
To Date:	Job Title:	Description of Duties:
<hr/>		
Salary:	Name of Supervisor:	Name of Co-Worker:
<hr/>		

34. Have you even been discharged, asked to resign, furloughed, or put on inactive status for cause, or subject to disciplinary action while in any position (except military)? If yes, state reason:

35. Have you ever resigned after being informed your employer intended to discharge you for any reason. If yes, explain, giving name and address of employer, approximate date(s), and reasons in each case.

36. MILITARY STATUS

Have you served in the United States Armed Forces? Yes/No ____ Branch _____
Do you claim the veteran's preference? Yes/No _____

While in the military service were you ever convicted for any crime graded as a misdemeanor, felony, or greater offense? Yes / No _____

If yes, give date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident, using separate sheets to record this information.

Are you presently a member of a United States Reserve or State National Guard Organization?
Yes /No _____

If yes complete the following:

Grade and Service Number

Service and Component

Organization and Station or Unit and Address

Indicate reserve obligation, if any

37. In one hundred (100) words or less, why do you want to be a Police Officer?

38. If you are a former Police Officer who was separated from your department for any reason, explain in detail.

39. Have you ever made an application to another Law Enforcement agency? Yes ____ No ____

List the Law Enforcement agencies to whom application was made.

40. Have you ever purchased, sold, and/or used any form of illegal narcotics, even of only on one (1) occasion, explain in detail.

41. List gambling and drinking habits.

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

Name: _____ Address: _____
Telephone: _____ Work: _____ Years Known: _____
Email Address _____

Name: _____ Address: _____
Telephone: _____ Work: _____ Years Known: _____
Email Address _____

Name: _____ Address: _____
Telephone: _____ Work: _____ Years Known: _____
Email Address _____

Name: _____ Address: _____
Telephone: _____ Work: _____ Years Known: _____
Email Address _____

Name: _____ Address: _____
Telephone: _____ Work: _____ Years Known: _____
Email Address _____

43. 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 explanations? If yes, give details.

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

45. Have you ever consulted a psychiatrist or psychologist? Yes____ No ____

If yes, state name, address, dates, and details:

46. REMARKS:

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. Should investigation disclose such misrepresentation and falsification, in addition to the penalties imposed by law for making false statements under oath, this application will be rejected at the time submitted or at some future time, whether or not an employee of the Tinicum Township Police Department, and he/she will be disqualified from applying in the future for any position in the service of the Township of Tinicum, or terminated if already employed by the Tinicum Township Police Department.

Sworn to and subscribed before me this _____ day of _____ 20____.

Notary _____

Seal

Print/Type Name of Applicant

Signature of Applicant

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 Township of Tinicum.

If conventional methods fail in attempting to contact the applicant a certified-registered letter will be forwarded 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 the processing and procedure.

It is the applicant's responsibility to notify the Tinicum Township Civil Service Commission, in writing, of the address change. By affixing your signature to this form, the applicant acknowledges that you have read and understand the contents of this procedure.

Print / Type Name of Applicant

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 accidents, 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 a firearm effectively.
15. Preparing reports in a clear and concise manner.

I have reviewed the above essential job functions for a Police Officer with the Tinicum Township Police Department and believe that:

_____ **I can fully perform all duties without reasonable accommodations**

_____ **I can fully perform all duties but only with the following accommodations:**

_____ **I cannot fully perform all duties even with accommodations**

Print / Type Name of Applicant

Signature of Applicant

Date

VERIFICATION

I understand that this application has been completed subject to the penalties of Title 18 Pennsylvania Consolidated Statutes 4904 relating to unsworn falsifications to authorities.

Print / Type Name of Applicant

Signature of Applicant

Date

TOWNSHIP OF TINICUM POLICE DEPARTMENT

AUTHORIZATION FOR RELEASE OF PERSON INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records or any part thereof, concerning myself, by and to the Tinicum Township Police Department and/or member of the Tinicum Township Police Department, whether said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full complete disclosure of all transcripts and other records made by or in the possession of any educational institutions, financial or credit institutions, including records of deposits, withdrawals and balances or checking and savings accounts and loans, and also records of commercial or retail credit agencies (including credit reports and/or ratings); Medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners and the United States Veterans Administration; public utilities; employment and pre-employment records, including background reports, sufficiency ratings, complaints or grievances filed by or against me, and salary records; real and personal property tax statements and records, wherever filed; records or complaints, arrest, trial and/or conviction for alleged or actual violations of the law, including juvenile and adult criminal and/or traffic records; records of complaints of a civil nature made by or against me, wheresoever located, and to include the records and recollection of attorney's-at-law or of other counsel, whether representing me or another person in any case in which I presently have or have had an interest. This release specifically includes, among other things, any records in the possession of the Commonwealth of Pennsylvania Department of revenue and any other State, Federal, or local tax assessing or collecting authority; any records including policy, premium, and claim information in the possession of any branch of the United States Armed Forces or the military forces of any state.

It is the intent of this authorization to provide a full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data for the Tinicum Township Police Department, to consider in determining my suitability for employment by that agency. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically enumerated above are not intended to deny access to any records not specifically mentioned herein.

I understand that any information obtained by personal background investigation which is developed directly or indirectly, in which or in part, upon this release authorization will be considered in determining my suitability for employment by the Tinicum Township Police Department. I have had explained to me and I fully understand that the refusal to grant this authorization will constitute a basis for rejection of my application for the position of Police Officer with the Tinicum Township Police Department.

A photocopy of this release will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

I understand that in the event the investigating agency finds conduct that is illegal or unbecoming of a police officer and I am currently serving in the capacity of a police officer in a jurisdiction, the investigating agency has my permission to disclose the information to my current employer.

Signature

Address

Date of Birth

Social Security Number

Witness

TOWNSHIP OF TINICUM
CIVIL SERVICE COMMISSION

WAIVER - PHYSICAL AGILITY TEST

I hereby waive any right to hold the Township of Tinicum, the Township of Tinicum Police Department, the Tinicum Township Fire Company and any employee thereof, the Interboro School District, and any employee thereof, liable of any injury incurred by me in the course of performing the Physical Agility Test for the position of Police Officer with the Tinicum Township Police Department.

Printed Name of Applicant

Signature of Applicant

Date

Subscribed and duly sworn to before me according to law by the above applicant
This _____ day of _____, 20____.

Signature of Person Administering Oath

TOWNSHIP OF TINICUM
CIVIL SERVICE COMMISSION

97 WANAMAKER AVENUE
ESSINGTON, DELAWARE COUNTY
PENNSYLVANIA 19029-1796
610-521-3530 / FAX: 610-521-339

NOTICE TO APPLICANT

MINIMUM QUALIFICATIONS FOR POSITION OF POLICE OFFICER

AGE: All applicants for the position of Patrol Officer must have reached their twentieth (20th) birthday on or before the deadline for submitting completed applications; provided, however, that in order to be eligible for hiring as a Patrol Officer, an applicant must have reached their twenty-first (21st) birthday on or before the date on which the Civil Service Commission ranks all passing applicants, assigns veterans points and formally adopts the eligibility list.

EDUCATION: High School Diploma or equivalent and have successfully completed or be currently enrolled in Act 120 training for eligibility for certification by the Commonwealth of Pennsylvania Municipal Police Officers' Education and Training Commission; provided, however, that in order to be eligible for hiring as a Patrol Officer, and applicant must have successfully completed Act 120 training and be immediately eligible for certification by the Commonwealth of Pennsylvania Municipal Police Officers' Commission ranks all passing applicants, assigns veterans points and formally adopts the eligibility list.

DRIVERS LICENSE: Valid Commonwealth of Pennsylvania Driver's License at time of filing application.

EXAMINATION: The examination of applicants for the position of Police Officer shall consist of a general adaptability test which shall include matters of reasoning and judgment, human relations, date and rule interpretation, and reading comprehension, among others; a physical agility test; and oral examination; a medical examination; a psychological examination; and a background investigation; together with such other examinations as the Civil Service Commission of the Township of Tinicum shall specify.

NOTICE OF EXAMINATION: An applicant selected from the eligibility list by the Township of Tinicum Commissioners shall receive a conditional offer of employment. The offer of employment shall be conditioned upon the conditional employee undergoing a physical and psychological medical examination and a determination that the conditional employee is capable of performing all the essential functions of the position. Physical examinations shall be under the direction of a physician or other qualified medical professional. Psychological medical examinations shall be under the direction of a psychiatrist or psychologist.

**TOWNSHIP OF TINICUM
CIVIL SERVICE COMMISSION
COUNTY OF DELAWARE, PENNSYLVANIA**

97 WANAMAKER AVENUE, HISTORIC LAZARETTO
ESSINGTON, PENNSYLVANIA 19029-1796
610-521-3530 / FAX: 610-521-3392

PHYSICAL AGILITY TEST

Applicant must demonstrate his/her physical ability and endurance by performing the following minimum exercises in the prescribed manner and the prescribed time limits. Each applicant will be permitted to perform each one (1) of the nine (6) exercises no more than two (2) times each. Each applicant must pass each exercise, otherwise that applicant will be disqualified.

1. FENCE CLIMB

The applicant will be required to climb over the equivalent of a six (6) foot wall. Once the applicant touches the wall, he/she must continue through the exercise without stopping.

Job relation: Simulates six (6) foot high fences in backyards, which may be expected to be climbed during a foot chase.

2. STAIRWAY CLIMB

The applicant will be required to ascent and descend a flight of stairs while carrying an oxygen unit and medical box weighing approximately 40-50 pounds.

The applicant will be required to complete the exercise at a steady pace, without stopping, while carrying both items.

Job relation: Simulates situations where officers are called upon, in emergency situations, to climb stairways while carrying lifesaving equipment.

3. WEIGHT DRAG

The applicant will be required to drag a 175-pound sandbag with grips across a smooth surface for a distance of fifty (50) feet.

The applicant will be required to pull the bag in a steady, continuous motion without stopping. If the applicant trips or falls, this will be considered failing the exercise.

Job relation: Simulates a situation in which an officer may be required to drag a body to a position of safety.

4. FINGER PULL

The applicant will be required to pull the trigger of a double-action handgun twelve (12) times with each hand. The applicant will raise the weapon; arms extended at shoulder level and squeeze the trigger twelve (12) times with each hand. Trigger must reset each trigger pull and the exercise should be completed without hesitation. Once the trigger pull(s) has been completed the applicant will be required to remove the magazine from the firearm and lock the slide to rear utilizing the slide stop lever.

Job relation: Simulates a situation where an officer may be required to fire his/her sidearm numerous times with either hand & that the applicant can safely clear a firearm making rendering the firearm unloaded, clear and safe.

5. AUTOMOBILE DRIVING

The applicant will be required to back an automobile through a serpentine course by turning around to look back while keeping hands and feet in contact with the appropriate controls.

The applicant will back a standard police vehicle through the course while keeping one (1) hand on the steering wheel and his feet in constant control of the foot pedals. The applicant must not touch or move markers. Markers shall be placed at thirty-six (36) feet apart; total of four (4) markers.

Job Relation: Simulates situations where officers are required to maneuver vehicles at accident and incident scenes, as well as demonstrates the applicant's driving skills.

6. 440 YARD RUN

The applicant will be required to run 440 yards in 110 seconds. Upon the sounding of the whistle, the applicant will begin. The applicant will run the course as marked.

Job relation: Simulates situations where an officer engages in a foot chase of a suspect.