



Moon Township Police Department
1000 Beaver Grade Road
Moon Township, PA 15108
Phone: 412-262-5000 Fax: 412-269-7816
email: police@moonpolice.us

<h2 style="margin: 0;">APPLICATION FOR EMPLOYMENT</h2> <h3 style="margin: 0;">Police Officer</h3>

Moon Township is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, national origin, ancestry, sex, disabilities or age. Reasonable accommodations for the needs of otherwise qualified applicants with disabilities will be made upon request. All information requested on this application form is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

General Instructions

This application consists of several sections: A Questionnaire; a Notification Procedure Release; a Verification; a General Waiver and a Description of Essential Job Functions.

Every one of these sections must be completed in order for the Moon Township Police Department to accept the application as complete. Print or otherwise complete 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 a supplemental page and proceed by first listing 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. Anyone found to be misrepresenting, falsifying or omitting material information may be barred from consideration for employment. If such discoveries are made after the individual has already been hired, termination of employment may result.

Questionnaire				Position: Full Time Police Officer			
Name	Last			First		Middle	
Address							
	City			State		Zip	
Alias(es)	Maiden name	Other name(s)					
DOB		SSN		Driver's No.		State	Email
Home phone			Cell Phone			Work Phone	
U.S. Citizen?	Yes	No	Naturalization No.		Date	Location	

Employment History List all employment for the past ten years beginning with current or most recent position			
Employer		Job Title	Employer Phone
Employer Address			
Date of Hire	End Date	Supervisor	Monthly Salary
Duties		Reason for Leaving / Other Info	

Employer		Job Title	Employer Phone
Employer Address			
Date of Hire	End Date	Supervisor	Monthly Salary
Duties		Reason for Leaving / Other Info	

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Employer		Job Title	Employer Phone
Employer Address			
Date of Hire	End Date	Supervisor	Monthly Salary
Duties		Reason for Leaving / Other Info	

Have you ever 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:

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 and reasons in each case.

Conviction of Crime	YES	NO
Have you ever been convicted of a misdemeanor, felony or greater criminal violation? If Yes, list violation, court of jurisdiction, grade of offense and date of conviction.		

Financial Status	YES	NO
Do you have income from any source other than your principal occupation? If Yes, list amount, how often and the source(s)		

Membership in Organizations List past and present beginning with current or most recent
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Name	Address	Type Org.	Office Held

Subversive Organizations

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?	YES	NO
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.		

Foreign Travel Exclude trips to Canada or Mexico of less than 30 days and travel as a direct result of U.S. Military duties.

Date	Country	Purpose

Education List all elementary, junior high and high schools attended. High School transcript or graduate equivalency diploma required if the applicant is seeking a waiver on the required 60 college credits.

School Name		Location						
Highest Grade Completed		Graduate	YES	NO	GED	YES	NO	N/A

School Name		Location						
Highest Grade Completed		Graduate	YES	NO	GED	YES	NO	N/A

School Name		Location						
Highest Grade Completed		Graduate	YES	NO	GED	YES	NO	N/A

Higher Education List all colleges or universities attended. Send an official transcript to the Moon Township Police Department at 1000 Beaver Grade Rd. Moon Twp. Pa., 15108 from the school that shall document the highest degree. Only send multiple transcripts if needed to show a total of 60 or greater credits.
60 Credits are required for this position unless a waiver is gained.

College, University, Trade/Technical School and/or Apprentices Programs

School Name				Location			
Type School / Course of Study			Years Credits	Graduate / Certificate	YES	NO	

School Name				Location			
Type School / Course of Study			Years Credits	Graduate / Certificate	YES	NO	

School Name				Location			
Type School / Course of Study			Years Credits	Graduate / Certificate	YES	NO	

School Name				Location			
Type School / Course of Study			Years Credits	Graduate / Certificate	YES	NO	

I am seeking a waiver of the required college credits YES NO

CHECK ONE BELOW **only one waiver category per applicant**

A total of 60-semester credit hours will be waived for applicants if employed for at least two years as a full-time police officer as certified by the M.P.O.E.T.C. The same shall apply if a part time officer has worked the equivalent of two years of fulltime employment equal to or greater than 3,648 hours in less than four years as certified by the Municipal Police Officers' Education and Training Commission.

A total of 30-semester credit hours will be waived if one of the following conditions applies.

1. Served active military duty for at least two years with an honorable discharge.
2. Applicants with two full years of any law enforcement experience that encompasses the powers of arrest under state or federal law.

If needed, a total of 15 – semester credit hours will be waived for applicants who have Act 120 training as certified by the M.P.O.E.T..C.

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.)

Reference Name	Phone
Address	How Known
	Years Known

Reference Name	Phone
Address	How Known
	Years Known

Reference Name	Phone
Address	How Known
	Years Known

Reference Name	Phone
Address	How Known
	Years Known

Reference Name	Phone
Address	How Known
	Years Known

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	Y	N

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

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.

Signature of applicant

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.

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 Moon Township Police. 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 applicants' responsibility to notify the Moon Township Police in writing of the address change. By affixing your signature to this form, the applicant acknowledges that you have read and understood the contents of this procedure.

Signature of applicant

Date

Waiver and Release For Background Investigation

I, _____, am presently applying for employment as a police officer with the Moon Township Police, which I acknowledge and understand must thoroughly investigate my employment background, criminal history, personal background, 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 Moon Township Police. By this release, I hereby authorize any representative of all of my former 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 the Moon Township Police. I also authorize 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 those former employers, by and to any duly authorized agent of the Moon Township Police Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to permit all former employers identified in my employment application to provide, and for the Moon Township Police Department 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 Moon Township Police Department to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by the Moon Township Police in determining my suitability or employment as a police officer. It is my specific intent to provide the Moon Township Police with access to personnel information, however personal or confidential it may appear to be. I authorize all former 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 record(s) and records compiled during or as the result of a 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 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 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 of whatever kind, which may at anytime 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 all former employers identified in my employment application to release such information upon request of the duly accredited representative of the Moon Township Police Department, regardless of any agreement, written or oral, I may have made with the former employer to the contrary. In addition, I also give the Moon Township Police Department the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a Moon Township Police Department employee. I release and hold harmless the Moon Township Police Department, 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 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 former employer will be used by the Moon Township Police Department in conjunction with employment procedures. I understand that if a former employer refused to cooperate with this investigation by failing to provide full disclosure of any and all relevant information about me, then the Moon Township Police Department may disqualify me from further consideration for employment as a police officer. A photocopy or facsimile of this release form will be valid as an original thereof, even though the said photocopy or facsimile does not contain an original writing of my signature. This waiver is valid for a period of one year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on my employment application. 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.

Signature of applicant

Date

Essential Abilities & Duties of a Moon Township 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 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 individuals suffering from trauma or mental illness.
13. Operate a motor vehicle for long periods of time.
14. Use a firearm effectively, including .40 caliber or .45 caliber semi-automatic handguns, a .223 caliber assault rifle and a 12 gauge shotgun firing 00 buckshot or rifled slug.
15. Fill out written reports in a clear and concise manner in English.

I have reviewed the above list of essential job functions for a Moon Township Police Officer and believe that:

I can fully perform all duties with or without reasonable accommodations.

I cannot fully perform all duties even with accommodations.

Signature of applicant

Date