



# Hellertown Police Department

685 Main St

Hellertown, PA 18055



## POLICE OFFICER EMPLOYMENT APPLICATION PACKET

Completion of the Police Officer Employment Application Packet is the first step in the employment process. The information on these forms will be used to judge your qualifications for the position of police officer. Read all of the questions carefully and answer all questions completely and honestly.

You must complete this application packet yourself. It may be typed or handwritten using a ball point pen. Do not leave any blank spaces. If a question does not apply, write "N/A" in the answer space. All information in this application is subject to verification. Any false, misleading, or incomplete information will result in your application being eliminated from consideration.

This packet contains the following forms:

- Police Officer Employment Application
- Waiver of Liability and Release Form
- Credit Information Release Form
- Pre-employment Drug Screen Consent Form
- Police Officer Position Description

Return the entire packet to the address below or email to [jdonato@hellertownpd.org](mailto:jdonato@hellertownpd.org):

**Hellertown Police Department**  
**685 Main Street**  
**Hellertown, PA 18055**

Office Use Only: Date received \_\_\_\_\_



# Hellertown Police Department

685 Main St

Hellertown, PA 18055



## POLICE OFFICER EMPLOYMENT APPLICATION

### Instructions

You must complete this application yourself. It may be handwritten in ink or typed. Your ability to completely and honestly complete this application is part of the process to determine your suitability for employment. If you intentionally leave out any information that might be detrimental to obtaining a job, such as past drug use or other crimes, it will automatically eliminate you from consideration for employment. The fact that you may have used drugs, committed a theft or another illegal act will not automatically eliminate you, but the omission of it during the application process will. Once submitted, this application becomes the property of the Borough of Hellertown.

### Basic Personal Information

Name: \_\_\_\_\_  
*Last First Middle*

Please list any other names that you have used: \_\_\_\_\_

Home Address: \_\_\_\_\_  
*Street City State Zip*

Social Security Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
*Home Number Daytime Number Cell Number*

Driver's License: \_\_\_\_\_  
*Number State Type*

Place of birth: \_\_\_\_\_  
*City State Country*

### Eligibility

1. Are you at least 21 years of age?  Yes  No

2. Do you have a legal right to work in the United States? (Check one)  U.S. Citizen

Permanent Resident Status \_\_\_\_\_ Other (specify)

3. Are you a certified police officer in the State of Pennsylvania?  Yes  No

4. If yes, where and when did you obtain your certification? \_\_\_\_\_  
*MPOETC Training Academy or Department*

\_\_\_\_\_ *Address City State Zip Date*

5. Has your MPOETC police officer's certification ever been suspended?  Yes  No

6. If yes, explain the circumstances on a separate sheet.
7. Are you a commissioned/licensed police officer in another state of the U.S.?  Yes  No
8. If yes, in which state did you receive your commission/license? \_\_\_\_\_
9. If yes, when and where did you obtain your license? \_\_\_\_\_  
*Training Academy or Department*
- 
- |                |             |              |            |             |
|----------------|-------------|--------------|------------|-------------|
| <i>Address</i> | <i>City</i> | <i>State</i> | <i>Zip</i> | <i>Date</i> |
|----------------|-------------|--------------|------------|-------------|
10. Have you applied for a position with Hellertown Borough before?  Yes  No
11. If yes, when and previous position(s) applied for: \_\_\_\_\_
- 

### Military Service

Please make copies of all applicable service records including any discharge papers and attach to this application.

Branch: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Date of service: \_\_\_\_\_ to \_\_\_\_\_ Reserve Status: \_\_\_\_\_

Type of discharge: \_\_\_\_\_ If not honorable, explain: \_\_\_\_\_

Grade and duty assignment at discharge/separation: \_\_\_\_\_

Are you registered for the Selective Service?  Yes  No

Selective Service Number: \_\_\_\_\_ Classification: \_\_\_\_\_

Are you a member of the Reserves or National Guard?  Yes  No

If yes, give unit, location, grade, and duty assignment: \_\_\_\_\_  
*Unit*

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<i>Location</i>	<i>Grade</i>	<i>Duty Assignment</i>
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### Foreign Travel

Please list any foreign travel you have embarked on, exclude trips of less than 30 days to Canada or Mexico and travel as a direct result of U.S. military duties.

<b><u>DATES</u></b>	<b><u>COUNTRY</u></b>	<b><u>PURPOSE OF TRAVEL</u></b>
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## Education

Please complete the information that applies and attach copies of your diplomas or copies of your course schedule and grades to the application.

If you did not complete high school, do you have a GED? \_\_\_Yes\_\_\_No

SCHOOL NAME	ADDRESS/PHONE	DATES ENROLLED/MAJOR	GRADUATE?
HIGH SCHOOL			
COLLEGE / UNIV.			
GRADUATE SCHOOL			
OTHER			

### Specialized Skills and Training

Do you speak another language other than English? \_\_\_Yes\_\_\_No      Fluent? \_\_\_Yes\_\_\_No

If yes, please list:

\_\_\_\_\_

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:

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

Briefly list any training or skills, including firearms, that would be of assistance in the job you are applying for. If you have any copies of certificates for any training, please attach them to the application:

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

### Traffic, Civil Court, and Criminal Record

Please list your history of any traffic citations, any civil court actions in which you were or are a defendant, any arrests, convictions, and court actions. If additional space is needed, list on a separate sheet.

- |    | <i>Type of case</i> | <i>Jurisdiction</i> | <i>City, State</i> |
|----|---------------------|---------------------|--------------------|
| 1. | _____               |                     |                    |
| 2. | _____               |                     |                    |
| 3. | _____               |                     |                    |
| 4. | _____               |                     |                    |
| 5. | _____               |                     |                    |

### Personal History

1. Do you know of any reason that you could not pass a background check?  Yes  No
2. Have you ever been fired or asked to resign from a job?  Yes  No
3. Have you ever received disciplinary action from an employer?  Yes  No
4. Have you ever stolen from an employer?  Yes  No
5. Have you ever committed a crime for which you were not arrested?  Yes  No
6. Have you ever assisted someone in committing a crime?  Yes  No
7. Have you ever falsified a police report?  Yes  No
8. Have you ever accepted money not to report a crime?  Yes  No
9. Have you ever slept on the job?  Yes  No
10. Has any driver's license issued to you ever been suspended or revoked?  Yes  No
11. Have you ever used, sold, or otherwise handled in an illegal manner any controlled substance?  Yes  No

**If you answered yes to any of the questions listed above, please write a brief explanation for that question on a separate sheet.** List the question by number. If you are interviewed, you will be asked about any "yes" answers. Any "yes" answers will be closely examined during a background check. A "yes" answer does not automatically eliminate you from consideration for employment. **Your omission of these facts will automatically eliminate you from consideration.**

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### Social Media

Please list any social internet sites (Facebook, personal blogs, etc.) that you have an active or past account with and specify if you would allow access: (Specify account names)

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### Financial Status

List all creditors or persons to whom you are financially obligated. If additional space is needed, list on a separate sheet.

NAME	ADDRESS	BALANCE	MONTHLY PAYMENT

Have you ever declared bankruptcy?  Yes  No

If yes, give date and circumstances: \_\_\_\_\_

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## Employment History

NOTICE: Start with your current job, if employed, and list your past employment in reverse order. Include all employment from high school to the present. Account for any time that you were unemployed by stating the nature of your activities. If additional space is needed, list on a separate sheet.

Company: \_\_\_\_\_ Position: \_\_\_\_\_  FT  PT  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Dates from \_\_\_\_\_ to \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_  FT  PT  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Dates from \_\_\_\_\_ to \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_  FT  PT  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Dates from \_\_\_\_\_ to \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_  FT  PT  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Dates from \_\_\_\_\_ to \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

## Past and Present Membership in Organizations

Please list any organizations you are or have been a member of:

<u>NAME</u>	<u>ADDRESS</u>	<u>TYPE</u>	<u>OFFICE HELD</u>	<u>DATES</u>
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## 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 of the type described 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 you answered "YES" to any of the questions above, describe the circumstances. Attach additional sheets for a fully detailed statement. If associated with any of the described organizations, specify nature and extent of association with each, including office or position held, also include dates, locations and credentials presently or formerly held. If associations have been with individuals who are members of the described organizations, then list the individuals and the organization with which they were or are affiliated.

## Family

Please list family in the following order by relationship (parents, guardians, step-parents, foster parents, in-laws, siblings, step-siblings, spouse, former spouses, children, step children, foster children. Include any others with whom you have resided with or with whom a close relationship existed or exists.

**RELATIONSHIP      NAME                      ADDRESS (IF LIVING)              PHONE NUMBER**


## Residences

List all residences where you have lived during the past ten years. Begin with your present address and work backwards. List the complete address including street number, street name, city, state, and zip code. Include names, relation to you and the current contact information of those you lived with at each address. If additional space is needed, list on a separate sheet.

**DATES                      ADDRESS                      WHO DID YOU LIVE WITH?**


## Other Incidents

Please list 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 perform or which might require further explanation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_







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## WAIVER OF LIABILITY AND RELEASE FORM

In consideration of the Hellertown Police Department and Borough of Hellertown, Pennsylvania, hereinafter referred to as the Agency, processing my application for employment, I, \_\_\_\_\_, do hereby irrevocably agree to the following terms and conditions:  
*Full Name (typed or printed)*

1. The term "background investigation" as used in this document refers to any and all information and sources of information that the Agency, in its sole discretion, may deem necessary to obtain or contact, to determine my fitness as a candidate for employment with the Agency.
2. I hereby release from liability and promise to hold harmless under any and all possible causes of legal action any officer, agent, or employee of the Agency who may conduct my background investigation.
3. I hereby release from liability and promise to hold harmless under any and all possible causes of legal action, any and all person and entities who shall furnish any information or opinions to the officers, agents, or employees of the Agency who conduct my background investigation.
4. I authorize any person or entity contacted by the Agency's officers, agents, or employees during the course of my background investigation, to furnish such officers, agents, or employees any information or opinions they may have, and hereby expressly waive any and all legal privileges, the clergyman –penitent privilege, the spousal privilege, and the accountant – client privilege.
5. I hereby release from liability and promise to hold harmless, under any and all possible causes of legal action, the political subdivision, the Agency or any of its officers, agents or employees for any statements, acts or omissions in the course of my background check.
6. I expressly waive all of my legal rights and causes of actions to the extent that the Agency background check may violate or infringe upon these legal rights and causes of action.
7. I expressly agree that I will never, under any circumstances, attempt to obtain the results of my background investigation as conducted by the Agency, realizing such information must of necessity remain confidential.

### DO NOT SIGN BEFORE READING

This release from liability given by me to the political division, the Agency, its officers, agents and employees, and all others as mentioned above, shall apply to my right of action of any nature whatsoever that might accrue to myself, my heirs, or my personal representative.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

SSN: \_\_\_\_\_

Driver's License Number and State: \_\_\_\_\_

Date: \_\_\_\_\_ Witnessed by: \_\_\_\_\_



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## CREDIT INFORMATION RELEASE FORM

### Consumer Report Disclosure

By this document, the Borough of Hellertown discloses to you that a consumer report may be obtained for employment purposes as part of the pre-employment background investigation and at any time during your employment. Please sign below to signify receipt of the foregoing disclosure.

\_\_\_\_\_  
Applicant Full Name (typed or printed)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

### Consumer Report Authorization

This document shall authorize the procurement of a consumer report by the Borough of Hellertown as part of the pre-employment background investigation. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for the Borough of Hellertown to procure consumer reports at any time during my employment period.

\_\_\_\_\_  
Applicant Full Name (typed or printed)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



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## PRE-EMPLOYMENT DRUG SCREEN CONSENT

1. I, \_\_\_\_\_ as an applicant with the Borough of Hellertown  
*Applicant Full Name (typed or printed)* Pennsylvania, consent to allow my blood, breath and/or urine to be tested for drugs. I further consent to allow the results of such testing to be released to the Borough of Hellertown or its authorized agents or representatives.
  
2. I hereby release the Borough of Hellertown and its employees from any action that may arise out of results of such tests or information being released to the Borough of Hellertown.
  
3. I understand that if I fail to sign and return this consent to the Borough of Hellertown, Pennsylvania, my application will no longer be considered. I understand that if I test positive for any illegal substance, any offer of employment I have received will be withdrawn.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



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## POLICE OFFICER POSITION DESCRIPTION

Each applicant is required to review the Position Description for Police Officer. By signing this form, you certify that you are aware of and capable of performing all of the requirements of the position of Police Officer with the Hellertown Police Department.

JOB TITLE: Police Officer

### ESSENTIAL FUNCTIONS

#### 1. Community Policing Activities

- A. Serves as a liaison officer within the community responding to non-criminal public concerns assuring for safety and the best public relations for the Borough of Hellertown.
- B. Represents the department in continual interaction with various other social service agencies to combine all resources assuring for the best service to the community.
- C. Establishes and maintains communication by the frequent use of personal contact with the community assuring for the best public relations for the Borough of Hellertown.
- D. Assists the offenders in finding social service agencies available.

#### 2. Patrol Related Activities

- A. Obtains assignment in a manner as to assure professionalism.
- B. Assists with patrolling the borough, as needed, and conducts checks and monitors progress within the borough.
- C. Responds appropriately to notification of incident/accident reports assuring for timeliness, professionalism, and for safety.
- D. Completes reports and submits to supervisor as required, assuring for timeliness and accuracy.
- E. Looks for law violations that require action. Informs appropriate individual or takes action as appropriate. Does necessary follow-up as required.
- F. Determines when traffic stops for motor vehicle code violations are necessary and takes appropriate action.
- G. Responds to requests from immediate supervisor in an accurate, complete and timely manner.

#### 3. Requests for Service Activities

- A. Receives assignments and responds as requested, assuring for professionalism and the best public relations for the Borough of Hellertown.
- B. Completes the required documentation of assignments as necessary assuring for accuracy and timeliness.
- C. Responds to radio announced incidents, makes a determination regarding the emergency or non-emergency nature of the incident. Coordinates with other units as needed. Prioritizes calls based on importance.
- D. Responds appropriately and notifies dispatcher of arrival on scene. Takes appropriate enforcement or control action as required assuring that department procedures are followed and assures for officer and public safety.
- E. Notifies dispatcher of status and begins investigation of offense.
- F. Locates, gathers, and preserves possible evidence and maintains chain of custody in accordance with department policies.
- G. Completes investigation, makes determination regarding enforcement action required and completes reports and documentation as required for timeliness and accuracy.



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- H. If needed, makes arrest and handles prisoners assuring for officer and public safety and assuring that department procedures are followed.
- I. Conducts and completes any required follow-up activities.

#### 4. Other Patrol Activities

- A. Conducts nuisance violations and parking enforcement activities assuring for safety, professionalism and the best public relations for the borough.
- B. Maintains an awareness of persons, who have outstanding warrants, maintains vigilance for such persons and serves warrants as required assuring for safety and professionalism, and for following prescribed policies and procedures.
- C. Assists with emergency animal control and animal related complaints.
- D. Responds to requests for assistance from other agencies assuring for professionalism and for adherence to department policies and procedures.
- E. Maintains and safeguards vehicles and other department issued supplies and equipment.
- F. Learns and maintains an awareness of all applicable department practices, policies, procedures, laws and rules.
- G. Learns the geography and locations within the Borough of Hellertown.
- H. Spots trouble areas for the borough utilities (water leaks, traffic light problems, etc.)
- I. If necessary, acts as supervisor when necessary through the chain of command.

#### 5. Arrest and Custody Related Duties

- A. Books prisoners assuring that all laws, policies and regulations are followed and the safety of self, the prisoner and others is maintained. Enters all information into the appropriate data bases.
- B. Completes all required documentation in accordance with department procedures (fingerprinting, property inventory, photographing, etc.)
- C. Files prisoner information in the appropriate location assuring for accuracy.
- D. Reports issues with holding facility as needed assuring for thoroughness and safety.
- E. Readies prisoners for transport to and from jail, court or to other agencies.
- F. Maintains line of sight with prisoners being detained on the holding bench while preparing arrest documents or while attending to other related duties.

#### 6. Training and Court Duties

- A. Attends training and completes mandatory continuing education to maintain certifications.
- B. Develops training sessions for the police department personnel based on specialization areas.
- C. Prepares documents and evidence for court proceedings when necessary.
- D. Testifies and presents evidence before the court upon hearing notice or subpoena receipt.
- E. Transports prisoners to court as needed and follows orders of the judge pertaining to the behavior in court and disposition of prisoners.

***This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as assigned by their supervisor; subject to reasonable accommodations.***

#### WORK ENVIRONMENT

- Above average accessibility of all work sites required for the position.
- Extreme exposure to weather and temperature extremes.
- Average exposure to chemical and fumes.
- Average exposure to heights.
- Above average exposure to work safety hazards.
- Average amount of overtime/extended work hours required.
- Above average exposure to dust.
- Above average exposure to loud noises.



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- Above average exposure to darkness.
- Above average exposure to cramped spaces.

## PHYSICAL EFFORT

- Above normal physical mobility: movement from place to place on the job, considering distance and speed.
- Above normal physical agility: ability to maneuver body while in place.
- Normal physical strength to handle office materials.
- Above normal physical strength to handle 150 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: Ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Above normal endurance.

## KNOWLEDGE REQUIREMENTS

- Completed high school diploma or equivalent.
- Valid driver's license.
- Completed Act 120 basic law enforcement academy training.
- Must be at least 21 years of age, US citizen or authorized to work in the US.
- No felony convictions.
- Capable of MPOETC certification.

## MENTAL EFFORT

- Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Above normal complexity of decision making.
- Normal time pressure of decision making.
- Normal analytical thinking.
- Normal conceptual thinking.

## COMMUNICATION

- Above-average verbal communication.
- Above-average written communication.
- Above-average non-verbal communication.

## SENSORY ABILITIES

- Normal ability to see.
- Normal ability to distinguish colors.
- Normal ability to hear.
- Normal ability to smell.
- Normal sense of touch.

**By signing this form, you certify that you are capable of performing all of the requirements of the position of Police Officer with the Hellertown Police Department.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



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## COPIES OF THE FOLLOWING DOCUMENTS MUST ACCOMPANY YOUR APPLICATION:

High School diploma or GED equivalency  
PA Driver's license  
Military Discharge (if applicable)  
Act 120 diploma & grade transcript (if applicable)

**HELLERTOWN BOROUGH IS AN**

**EQUAL  
OPPORTUNITY  
EMPLOYER**

**AFTER YOU HAVE COMPLETED THIS APPLICATION, MAIL IT OR TAKE IT TO:**

HELLERTOWN POLICE DEPARTMENT  
685 MAIN ST  
HELLERTOWN, PA 18055

OR EMAIL IT TO [jdonato@hellertownpd.org](mailto:jdonato@hellertownpd.org)

\*\*\*NOTE-IF APPLICATION IS SCANNED AND EMAILED, PLEASE HAVE ORIGINAL SIGNED HARD COPY AVAILABLE UPON INTERVIEW\*\*\*