



Hellertown Police Department
685 Main St
Hellertown, PA 18055



CROSSING GUARD EMPLOYMENT APPLICATION PACKET

Completion of the Crossing Guard 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 Crossing Guard. 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:

- Crossing Guard Employment Application
- Waiver of Liability and Release Form

Return the entire packet to the address below or email to 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



CROSSING GUARD 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)

10. Have you applied for a position with Hellertown Borough before? Yes No

11. If yes, when and previous position(s) applied for: _____

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			

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.	_____	_____	_____

Personal History

- | | | | | |
|--|--------------------------|-----|--------------------------|----|
| 1. Do you know of any reason that you could not pass a background check? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. Have you ever been fired or asked to resign from a job? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. Have you ever stolen from an employer? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. Have you ever committed a crime for which you were not arrested? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5. Have you ever assisted someone in committing a crime? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 6. Have you ever falsified a police report? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 7. Has any driver's license issued to you ever been suspended or revoked? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 8. Have you ever used, sold, or otherwise handled in an illegal manner any controlled substance? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | 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.

Employment History

NOTICE: Start with your current job, if employed, and list your past employment in reverse order. Include your last four employers. 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.

FT or PT

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

FT or PT

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

FT or PT

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

FT or PT

Company: _____ Position: _____
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.

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.

Personal References

List three personal references that are not related to you. Do not use former or current employers. Be sure to include all of the information requested.

NAME	ADDRESS, CITY STATE, ZIP CODE	AREA CODE & PHONE NUMBER

Please Read Carefully Before Signing This Application

I declare that the foregoing statements are true and correct to the best of my knowledge and belief. I realize that falsification of any information on this application is grounds for disqualification. I further understand that any misrepresentation or omission of facts upon this application will be sufficient cause for cancellation and/or separation from Borough service if I have been employed. I understand that any false statement contained therein is subject to the penalties prescribed by 18 Pa C.S.A subsection 4904, relating to unsworn falsification to authorities

Applicant Signature: _____ Date: _____



Hellertown Police Department

685 Main St

Hellertown, PA 18055



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: _____



Hellertown Police Department

685 Main St
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COPIES OF THE FOLLOWING DOCUMENTS MUST ACCOMPANY YOUR APPLICATION:

High School diploma or GED equivalency
PA Driver's license

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

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