

# Yeadon Borough Police Department



## Police Officer Candidate Employment Application

- **Government Issued Photo ID must be presented when the application is submitted.**
- **You MUST be MPOETC Certified to apply.**

---

Office Use Only: Date Received:

GOV ID: Y / N

---

### General Instructions

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

Time: \_\_\_\_\_

By: \_\_\_\_\_

# Yeadon Borough Police Officer Application

This application packet consists of several sections:

- Questionnaire,
- Verification,
- Notification Procedure Release,
- Notice to Applicants Regarding Consumer Reports,
- Fair Credit Reporting Act Authorization,
- General Waiver and Release,
- Acknowledgement of Participation in the Physical Agility Test,
- Essential Functions of Police Officer, and
- General Qualifications for a Police Officer.

Every one of these sections must be completed in order for the Yeadon Borough Police Department to accept the Application as complete. **Print (do not type)** 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 the reverse side and proceed with the number of the referenced block. **Do not misstate or omit a material fact since the statements made herein are subject to verification to determine your qualifications for employment.**

## Questionnaire

1.	_____	2.	_____
	Last Name                      First Name                      Middle Name		Social Security Number
3.	_____	4.	_____
	Alias(es), Nickname(s) Maiden Name, Other Changes in Name		Telephone Number
5.	_____		
	Current Residence Address	Street/City/State/Zip	
6.	_____		
	U.S. Citizen: (Yes/No)		
7.	<b>Residences:</b> List all for past ten years beginning with current.		
	<b>Month &amp; Year</b>	<b>Address</b>	<b>With Whom Did You Live?</b>
	<b>From                      To</b>		<b>Where Are They Now?</b>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	(7. Continued)	_____	_____
	_____	_____	_____
	_____	_____	_____

# Yeadon Borough Police Officer Application

---

---

---

---

**8. Family**

List in order (parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, step-brothers and step-sisters) and include the relationship. Include any others with whom you have resided or with whom a close relationship existed or exists.

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

**9. Vehicle Operator's License**

Give the following information concerning any vehicle operator's license you have held or now hold:

Type of License	Number	State	Expiration

Have you ever had a license suspended or revoked? If yes, when and for what reason?

---

**10. Conviction of Crime**

Have you ever been convicted of a misdemeanor or felony? If yes, state violation, court of jurisdiction, and date of conviction.  Yes  No

---

---

---

**11. Financial Status**

Do you have any income from any source other than your principal occupation?  Yes  No

If yes, how much? How often?

The source(s):

---

---

---

---

# Yeadon Borough Police Officer Application

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

Do you have any credit or debit cards?

Type of Card (Visa, MasterCard, Amex, etc.)	Issuer

**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 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 these organizations, specify the nature and extent of the association with each, including office or position held, also include dates, places, and credentials now or formerly held. If your 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.

# Yeadon Borough Police Officer Application

---

## 13. Education

- A. List all elementary, junior high and high schools attended. 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	Zip	Dates Attended From To	Credit Hours Semester/Quarter	Degree Rec'd – Year

### Major and Minor Courses:

---

---

---

---

- C. Other Schools or training (trade, vocational, military). Give for each the name and location of school, dates attended and subjects' studies, certificate earned, and any other pertinent data. Include complete mailing address.

---

---

---

---

---

# Yeadon Borough Police Officer Application

---

**14. Special Qualifications and Skills:**

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

---

---

---

B. Indicate 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.)

---

---

---

C. Approximate number of words typed per minute: \_\_\_\_\_

D. Special qualifications not covered elsewhere in the application: (For example, your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowships received, etc.)

---

---

---

---

**15. Foreign Language:** Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing
----------	---------	----------	---------------	---------

---

---

---

**16. Hobbies and Sports:**

Name	Length of Participation	Level of Proficiency
------	-------------------------	----------------------

---

---

---

## Yeadon Borough Police Officer Application

---

17. **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 & Telephone # of Employer
To	From	
Salary	Job Title	
Description of Duties		
Why did you leave?		
Name of Supervisor:		
Name of Co-Worker:		

Date		Name, Address & Telephone # of Employer
To	From	
Salary	Job Title	
Description of Duties		
Why did you leave?		
Name of Supervisor:		
Name of Co-Worker:		

Date		Name, Address & Telephone # of Employer
To	From	
Salary	Job Title	

# Yeadon Borough Police Officer Application

<b>Description of Duties</b>	
<b>Why did you leave?</b>	
<b>Name of Supervisor:</b>	
<b>Name of Co-Worker:</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 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.

---



---



---



---

**18. Military Status**

Have you ever served in the U.S. Armed Forces?  Yes     No  
*If yes, attach photo copy of discharge or separation papers.*

Do you claim veterans' preference?  Yes     No

While in the military were you ever convicted for any crime graded as a misdemeanor or felony? If yes, give date, place, law enforcing authority or type of court or court martial, and charge and action taken for each incident. Use a separate sheet to record this information.  Yes     No

Are you presently a member of a U.S. Reserve or State Guard organization?  Yes     No  
 If yes, complete the following:



# Yeadon Borough Police Officer Application

Grade and Service No.: \_\_\_\_\_

Service and Component: \_\_\_\_\_

Organization and Station or Unit and address: \_\_\_\_\_

Status \_\_\_\_\_

Indicate reserve obligation, if any: \_\_\_\_\_

**19. Selective Service:**

Last Classification: \_\_\_\_\_

Selective Service No: \_\_\_\_\_ Last Classification: \_\_\_\_\_

Date: \_\_\_\_\_ Local Board: \_\_\_\_\_

Address: \_\_\_\_\_

**20. Character References**

List 5 character references who have definite knowledge of your qualifications for the position of application (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.** 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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Yeadon Borough Police Officer Application

---

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

---

---

---

23. Yeadon Borough Police Department policy regulates that no officer will have a visible tattoo or body art about the face, neck, scalp, or hands. Any tattoos or body art on any of these areas will be covered by cosmetics or clothing. However,

- A. Clothing may not modify the standard uniform for Uniformed Personnel.
- B. Tattoos on the ring finger of the hand that are representing a marriage or partnership are exempt as long as they are not graphically offensive.
- C. Any visible tattoos or body art that is or are offensive, extremist, indecent, racist or sexist. Any such tattoos or body art will be considered grounds for disqualification.
- D. Tattoos which are not immediately recognizable or discernible as tattoos that are used for cosmetic purposes only are exempt from this policy (i.e., tattooed eyebrows, eyeliner).

If you are successful candidate, will you be able to comply with this policy? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, why? \_\_\_\_\_

24. **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

# Yeadon Borough Police Officer Application

---

## 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: \_\_\_\_\_

Signature: \_\_\_\_\_

# Yeadon Borough Police Officer Application

---

## 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 Yeadon Borough Police Department.

If information provided by the applicant fails in permitting Yeadon Borough Police from 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 applicant's responsibility to notify the Yeadon Borough Police Department, in writing, of any address or personal information change. By affixing your signature to this form, the applicant acknowledges that you have read and understood the contents of this procedure.

---

Date

---

Signature

# Yeadon Borough Police Officer Application

---

## NOTICE TO APPLICANTS REGARDING CONSUMER REPORTS

As an applicant for employment with, or a current employee of, Yeadon Borough, you are a consumer with rights under the Fair Credit Reporting Act (“FCRA”). The Borough may choose to obtain and use information about you contained in either a consumer report or an investigative consumer report from a consumer reporting agency when: (1) considering your application for employment; (2) making a decision whether to offer you employment; (3) deciding whether to continue your employment if you are hired or selected; and/or (4) making other decisions affecting your employment. A Summary of Your Rights under the FCRA is attached.

Under the FCRA, a “Consumer Report” means a report which may include information concerning your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living. An “Investigative Consumer Report” is a Consumer Report in which information concerning an individual’s character, general reputation, personal characteristics or mode of living is obtained through personal interviews with neighbors, friends, associates, or other. With your consent, Yeadon Borough may obtain a Consumer Report or an Investigative Consumer Report (“Report”) about you and may rely upon information in your Report as one factor when making decisions regarding your employment. In addition to filing this application, you will be asked to fill out an authorization allowing Yeadon Borough to obtain a Report. Should you become an employee of the Borough, the consent form you sign shall authorize the Borough to obtain Reports at any time during your term of employment with the Borough, and to rely on such Reports when making decisions regarding your future employment with the Borough of Yeadon.

---

Signature of Applicant

Date

---

Printed Name of Applicant

# Yeadon Borough Police Officer Application

---

## FAIR CREDIT REPORTING ACT AUTHORIZATION

By signing below, I, \_\_\_\_\_, authorize Yeadon Borough to obtain a consumer report and/or an investigative consumer report about me from a consumer reporting agency. I understand that Yeadon Borough may consider the information contained in the consumer report and/or investigative consumer report as part of their decision making process regarding any aspect of my application for employment and continued employment, including periodic rescreening of current employees. I understand that I have rights under the Fair Credit Reporting Act.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Social Security #**

# Yeadon Borough Police Officer Application

---

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

I, \_\_\_\_\_, am presently applying for employment as a police officer with the Yeadon Borough Police Department, 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 Yeadon Borough Police Department.

The intent of this authorization is to permit all former employers identified in my employment application to provide, and for the Yeadon Borough 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 Yeadon Borough Police Department to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by the Yeadon Borough Police Department in determining my suitability for employment as a police officer. It is my specific intent to provide the Yeadon Borough Police Department with access to personnel information, however personal or confidential it may appear to be.

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 Yeadon Borough Police Department. This includes 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 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 Yeadon Borough Police Department, whether said records are of public, private, or confidential nature.

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 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 all

## Yeadon Borough Police Officer Application

---

former employers identified in my employment application to release such information upon request of the duly accredited representative of the Yeadon Borough Police Department, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I give the Yeadon Borough Police Department the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a Yeadon Borough Police Department employee. I release and hold harmless Yeadon Borough, 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 Yeadon Borough 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 Yeadon Borough 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.

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

\_\_\_\_\_  
Signature



# Yeadon Borough Police Officer Application

---

## **ACKNOWLEDGMENT OF PARTICIPATION IN PHYSICAL AGILITY TEST**

I acknowledge that I am voluntarily participating in Yeadon Borough's physical agility test as a condition of my ongoing consideration for employment with the Borough. I understand that I will be asked to perform various physically taxing and demanding tasks in order to establish that I am physically capable of performing the full duties of a Yeadon Borough Police Officer without restriction.

By participating in the physical agility test, I represent to Yeadon Borough that I am physically capable of performing the tasks required by the physical agility test without risk of injury to myself or another participant. In addition, I agree and acknowledge that I am physically capable of completing the test without risk of sustaining any injury and/or aggravating a pre-existing injury. In the event that continuation of my participation in the physical agility testing process will risk injury to myself or another participant or will cause aggravation of a current injury, I will cease participating in the physical agility process and withdraw myself from the same.

I understand that the requirements for the physical agility test are the standards as set by the Municipal Police Officers Training Academy for new recruits to enter the police academy. I understand that this testing is a pass or fail, and a failure in any section of the physical agility disqualifies me from proceeding further and taking the written test for police officer. I understand the decision of the testing officials for this process is final.

I agree to hold Yeadon Borough, its elected and appointed officials, agents and employees, in their official and personal capacities, harmless for any injury or loss of property or life which is caused, directly or indirectly, from my participation in the physical agility portion of the hiring process.

By signing below, I acknowledge that I have read and understand the above statements which detail the scope of my participation in the Yeadon Borough physical agility testing process. I further acknowledge that, prior to signing this agreement, I had the opportunity to ask any questions regarding the testing process and the activities which I will be asked to perform during this process.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

# Yeadon Borough Police Officer Application

---

## YEADON BOROUGH POLICE DEPARTMENT

### ESSENTIAL DUTIES OF A POLICE OFFICER

1. Running for several hundred yards; climbing over obstacles; crawling.
2. Wearing a uniform; testifying under oath/affirmation in court.
3. Working rotating shifts; working overtime if needed; working on any day of the week or holiday.
4. Pushing motor vehicles.
5. Pulling or carrying accident, fire or crime victims.
6. Using physical force to apprehend and subdue arrestees, including the use of deadly force against another person to defend your life or the life of another.
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, members of his family, or fellow police officers.
12. Communicating effectively with individuals suffering from trauma.
13. Operating a motor vehicle for long periods of time.
14. Carrying and using a firearm effectively.
15. Completing written reports in a clear and concise manner.

I have reviewed the above list of essential job functions for a Yeadon Borough 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.

---

Name

---

Signature

---

Date

# Yeadon Borough Police Officer Application

---

## YEADON BOROUGH POLICE DEPARTMENT

### GENERAL QUALIFICATIONS FOR POLICE OFFICER

1. Diploma from an accredited high school or graduate equivalency diploma (GED);
2. Valid Driver's License;
3. Successful completion of Pennsylvania Act 120 Training; eligible for immediate Act 120 certification upon hire;
4. United States Citizen;
5. Physically and mentally fit to perform the full duties of a police officer, with or without reasonable accommodation; and
6. Applicants must be at least twenty-one (21) years of age.

### YEADON BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER.

Application packets shall be available to all interested persons in the office of the Chief of Police and are available for download on the Yeadon Borough website.

I have reviewed the above list of General Qualifications for a Yeadon Borough Police Officer and I certify that I meet every qualification listed above.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date