

**FOREST CITY POLICE DEPARTMENT**  
**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 **FOREST CITY POLICE DEPARTMENT**.

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 applicant's responsibility to notify **FOREST CITY POLICE DEPARTMENT**, in writing, of the address change. By affixing your signature to this application, the applicant acknowledges that he has read and understood the contents of this procedure.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

## Police Officer Application for Employment

**FOREST CITY POLICE** is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, natural origin, sex, non-job related disabilities or age (40 and over). 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.

### Instructions

This application must be completed in its entirety by the applicant.  
Please print in ink .  
If because of a disability, you need assistance in completing this application form, please notify **FOREST CITY POLICE** at 570-785-3453.

Return Completed Application To: **FOREST CITY** Police Department  
P.O. BOX 72, FOREST CITY, PA 18421

Last Name	First Name	Middle Name	
Address	City	State	Zip
( ) - -	( ) - -	- - - -	- - - -
Phone No.: Day	Phone No.: Night	Social Security No	Driver's License No & State

Has your driver's license ever been suspended or revoked? Yes  No

Are You At Least Twenty-one (21) Years Old? Yes  No

Have you successfully completed Act 120 training Yes  No

Are you currently enrolled in Act 120 Training? Yes  No

If Yes, Give Graduation Date: \_\_\_\_\_

Are You A United States Citizen? Yes  No

(Proof Of Citizenship or Immigration Status Will Be Required Upon Employment)

Have you ever filed an application with the **FOREST CITY POLICE**? Yes  No

If Yes, Give Date: \_\_\_\_\_

May We Contact Your Current Employer? Yes  No

If No, Please Identify Someone Familiar with Your Performance for Your Current Employer That We May Contact.

Name	( ) - -
	Telephone No

Can You Work Daylight? Yes  No

Can You Work Evenings? Yes  No

Can You Work Nights? Yes  No

Can You Work Weekends? Yes  No

Can You Work Holidays? Yes  No

### FAMILY HISTORY

List in order given showing relationships, parents, guardians, stepparents, foster parents, brothers, sisters, step-brothers and step sisters. Include any others with whom you have resided with or whom a close relationship existed or exists.

Relationship	Name	Address if Living	Phone No:
Father			
Mother			
Spouse			

### EMPLOYMENT HISTORY

List All Employment For The Past Ten (10) Years, Beginning With Current or Most Recent Position

Employer	Dates: From _____ To _____
Employer's Address	(____) _____ - _____ Telephone No
Your Job Title	Hourly Rate/Salary
Description Of Duties	
Supervisor's Name	Reason For Leaving
Will This Supervisor/Employer Give A Good Job Reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No Explain: _____	
<b>WERE YOU:</b>	
Discharged or Asked To Resign By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____	

### EMPLOYMENT HISTORY continued from page 3

Employer	Dates: From _____ To _____ ( ) -
Employer's Address	Telephone No _____
Your Job Title	Hourly Rate/Salary _____
Description Of Duties _____	
Supervisor's Name	Reason For Leaving _____
Will This Supervisor/Employer Give A Good Job Reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No Explain: _____	
<b>WERE YOU:</b>	
Discharged or Asked To Resign By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____	

Employer	Dates: From _____ To _____ ( ) -
Employer's Address	Telephone No _____
Your Job Title	Hourly Rate/Salary _____
Description Of Duties _____	
Supervisor's Name	Reason For Leaving _____
Will This Supervisor/Employer Give A Good Job Reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No Explain: _____	
<b>WERE YOU:</b>	
Discharged or Asked To Resign By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____	

**EMPLOYMENT HISTORY**  
continued from page 4

Employer	Dates: From _____ To _____ ( ) -
Employer's Address	Telephone No _____
Your Job Title	Hourly Rate/Salary _____
Description Of Duties	
Supervisor's Name	Reason For Leaving
Will This Supervisor/Employer Give A Good Job Reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No Explain: _____	
<b>WERE YOU:</b>	
Discharged or Asked To Resign By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____	

Employer	Dates: From _____ To _____ ( ) -
Employer's Address	Telephone No _____
Your Job Title	Hourly Rate/Salary _____
Description Of Duties	
Supervisor's Name	Reason For Leaving
Will This Supervisor/Employer Give A Good Job Reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No Explain: _____	
<b>WERE YOU:</b>	
Discharged or Asked To Resign By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____	

### EDUCATION

_____	9 10 11 12 (Circle One)
Last High School Attended	Highest Grade Completed
_____	
Location	
Do You Have A High School Diploma or G.E.D. Certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
List Colleges, Universities or Trade or Technical Schools attended:	
_____	_____
School Attended	Degree/Credits/Licenses
_____	
Location	
_____	_____
School Attended	Degree/Credits/Licenses
_____	
Location	
_____	_____
School Attended	Degree/Credits/Licenses
_____	
Location	

### MILITARY

_____	_____	Dates: From	_____	To
Branch Of Service				
_____	_____			
Rank At Separation	Reserve Requirements			
_____				
Specialized Training				

### OTHER QUALIFICATIONS

_____
Describe Any Equipment You Can Operate (Machines, Computers etc.)
_____
List Any Trade, Professional or Skills Certificates You Hold.
_____
Special Skills, Abilities or Experiences Which Qualify Your For The Position.

### BACKGROUND

Have You Ever Been Convicted Of A Misdemeanor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes Explain: _____		
Have You Ever Been Convicted Of A Felony?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes Explain: _____		
Has A Judgement Ever Been Entered Against You In A Civil Action?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes Explain: _____		

**REFERENCES**

**Please List Three (3) References Other Than Relatives or Former Employers:**

Reference (1)	Relationship
Reference's Address	( ) - Telephone No
Reference (2)	Relationship
Reference's Address	( ) - Telephone No
Reference (3)	Relationship
Reference's Address	( ) - Telephone No

Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties of a police officer which might require further explanation? If yes, give details.

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**Additional Information**

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**Please Attach Resume, If Available**

## **Certification, Authorization and Agreement**

“I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsification, emissions, or concealment of material fact. I authorize **FOREST CITY POLICE** to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize every school, employer, person and agency identified by me on this form or in my resume to release any and all verifying information **FOREST CITY POLICE** may solicit from it or them. I further authorize **FOREST CITY POLICE** to investigate my criminal history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in a criminal history records report, **FOREST CITY POLICE** will so advise me.”

I further understand that as part of any background investigation I will be asked to complete an affidavit attesting to all the social media networking platforms in which I participate or maintain. I understand that I will be required to provide the designated background investigator with access to the social networking platforms in which I participate or maintain.

“I hereby release all law enforcement agencies, current and former employers, educational institutions and programs and every other person identified by me on this form or in my resume from liability for any damage or injury to me arising out of the release of information requested to **FOREST CITY POLICE**.”

“I understand and agree that **FOREST CITY POLICE** acceptance of this employment application does not constitute any promise, expressed or implied, that I will be hired. I further understand that **FOREST CITY POLICE** does not guarantee anyone employment for any specific length of time

I further understand and agree that any offer of employment **FOREST CITY POLICE** may make to me (and, if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and is contingent upon my taking and passing physical and psychological examinations and drug tests.”

“I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for **FOREST CITY POLICE** in any way.”

“I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form.”

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

**FOREST CITY POLICE DEPARTMENT is an Equal Opportunity Government**





## **INEXPERIENCED POLICE OFFICER**

### **ESSENTIAL JOB FUNCTIONS**

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints: subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest when force may be used and to what degree.
4. Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
8. Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking doors and windows of buildings to ensure they are secure.
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
13. Demonstrate communication skill in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions, and that indicate the presence of dangerous conditions.
15. Endure verbal and mental abuse when confronted with hostile views and opinions of suspects and other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
18. Put on and operate a gas mask in situations where chemical munitions are being deployed.
19. Extinguish small fires by using extinguisher and other appropriate means.
20. Read and comprehend legal and non-legal documents, including the preparations and processing of such documents as citations, affidavits and warrants.
21. Process arrested suspects to include taking photographs and obtaining a legible set of inked fingerprint impressions.

NOTE: The successful applicant must be able to perform ALL of the above essential job functions of an experienced police officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

## PERSONAL CHARACTERISTICS

Since police officers are required to enforce the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a "business necessity" that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill and integrity.

Additionally, police officers are frequently placed in a position of physical harm and mental stress. Therefore, a history of mental or physical disability may be grounds for denying employment: or, these factors might be a consideration in the hiring process. Applicants posing a substantial risk of injury to themselves, other officers, and the public are at a substantial disadvantage in the hiring process.

I have reviewed the above list of essential job functions for a police officer and believe that:

\_\_\_\_\_ I can fully perform all duties without reasonable accommodations.

\_\_\_\_\_ I can fully perform all duties but only with the following reasonable accommodations;

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\_\_\_\_\_ I cannot fully perform all duties even with reasonable accommodations.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE