

PUBLIC NOTICE REGARDING APPLICATIONS
FOR EMPLOYMENT AS A POCONO TOWNSHIP POLICE OFFICER

NOTICE IS HEREBY GIVEN that application forms which are required to be completed in order to apply for the entry level position of patrol officer with the Pocono Township Police Department may now be obtained at the Office of the Township Manager, at the Pocono Township Municipal Building, 112 Township Drive Tannersville, Pennsylvania 18372. Completed application materials must be returned in person or through the US Mail at the Municipal Offices of the Township Manager no later than the filing deadline of 4:00 p.m., October 28, 2016, accompanied by a \$50.00 nonrefundable application fee. Applications submitted after the filing deadline will not be accepted. Applicants must by commencement of employment have received Act 120 certification.

Township Manager Charles Vogt
Pocono Township Municipal Building
112 Township Drive
Tannersville, PA 18372
570.629.1922 Ext 212

INSTRUCTIONS ACCOMPANYING THE APPLICATION FOR EMPLOYMENT

Pocono Township, Monroe County, Pennsylvania, is pleased that you have considered employment as a patrol officer with the Township's Police Department. The Township wishes to make the application process as effortless as possible, and in that regard, suggest that you comply with the following procedures:

1. In order to be eligible for participation in any examination for the full-time position of patrol officer, every applicant is required to submit to the Township a completed application form by delivering the same personally or through the US Mail to the Township Municipal Offices.
2. The formal application form is enclosed, and must be completed in its entirety. Failure to respond to all questions will result in a rejection of the application.
3. The application must be accompanied by a nonrefundable application fee of \$50.00. The check should be made payable to the "Township of Pocono".
4. Applications must be received prior to the deadline as publically advertised.
5. The application requires that the applicant affirm by oath that the applicant has completed the application truthfully subject to the penalties of 18 Pa. C.S. Section 4904 relating to unsworn falsification to authorities.
6. The Township is an equal opportunity employer. It is the Township's policy to offer equal employment opportunities to qualified individuals without regard to race, religion, color, national origin, gender, age, veteran status, marital status, or non-job related physical or mental handicap or disability.
7. When an application is submitted, the applicant will also be required to provide the Township with a current email address that may be utilized by the Township to give notice of procedures applicable to the hiring process.
8. Any application containing material errors or omissions may, at the discretion of the Township, be returned by electronic mailing to the applicant for correction prior to the deadline for submission of applications. The burden of timely correcting the application rest solely upon the applicant and the corrected application must be returned by US Mail or in person to the Township offices before the filing deadline in order to be considered as valid. The Township assumes no responsibility if the application is not returned or delayed or the application continues to contain material errors or omissions.
9. All applicants must have attained their twenty-first (21st) birthday prior to the deadline for submission of completed applications.

10. Each applicant must be a resident of the Commonwealth of Pennsylvania or must agree to become such a resident within thirty (30) days of any offer of employment.

11. Applicants at a minimum must:

- a. Possess a high school or general equivalency diploma.
- b. Possess a valid motor vehicle operator's license.
- c. Be a United States citizen.
- d. Be physically and mentally fit to perform the full duties of a police officer.
- e. Be able to speak, write and read the English language.
- f. Prior to appointment, every applicant must possess a motor vehicle operator's license issued by the Commonwealth of Pennsylvania.
- g. Possess one Act 120 certification at time of employment.

12. The formal application is appended to these instructions and includes an outline of the essential duties of a police officer serving within the Pocono Township Police Department. Applicants who are unable to perform these essential duties must delineate within the application any specific accommodations necessitated.

13. Applicants are advised that during the application process, the Township of Pocono will perform due diligence review in order to confirm that exceptions to the following criteria do not exist:

1. The submission of false or misleading statements, either written or oral, to the Township or its representative(s), or the failure to submit any information which if known, might affect consideration for employment.
2. The existence of financial difficulty or debt, either individually or in connection with another third party or entity, that could in the opinion of the Township adversely impact employment as a police officer.
3. Conviction of a misdemeanor or felony, or being named as a criminal defendant in a pending criminal action rising to the level of a misdemeanor or felony, which action has not yet been resolved to the satisfaction of the Township.
4. A finding of illegal drug or illegal substance use to a degree unacceptable to the Township during the last five years; or a finding of alcohol, drug or other form of dependency that, as determined by the Township, could compromise the applicant's ability to perform the duties of a patrol officer.
5. An inability to pass the requisite written, physical, oral, psychological or other tests required by the Township, including weapons proficiency and ultimate Act 120 certification.
6. A history of use of inappropriate force or aggression as determined by the Township or its representative(s).

7. A failure to obtain, prior to hiring, citizenship status, a Pennsylvania driver's license, compliance with the police manual residency requirement, or other disclosed or undisclosed inability to engage in the duties of a Pocono Township police officer.

Nothing herein precludes the Township and the Civil Service Commission Members from considering, when appropriate, other criteria of a more subjective nature, such as, but not limited to third party references, motor vehicle history, the nature and status of prior employment, ability to write and communicate in English, etc.

APPENDIX A-1

Pocono Township Police Department
Police Officer Application

YES

NO

Have you ever served in the United States military?

If yes, please attach copy of discharge or separation papers.

Do you claim veterans' preference?



Notification Procedure Release

It may be necessary for the Township of Pocono to contact an applicant, should he or she be given consideration for the position of police officer.

With the exception of the initial delivery by the applicant of the application seeking employment, which application is to be personally delivered or mailed to the Township Municipal Building accompanied by the inclusion of an executed affidavit and payment of initial testing costs, all further communications both by the applicant and by the Township of Pocono shall be pursued through the use of electronic mailing, unless otherwise instructed by the Township. Please note the following:

1. It is the applicant's responsibility to provide the Civil Service Commission and the Township of Pocono with a valid and current email address at time of the initial submission of the application form.
2. The applicant alone shall maintain the responsibility to provide a secure email address that may be utilized by the Township of Pocono for transmittal of personal and sensitive information that is meant only for receipt by the applicant. The Township maintains no responsibility should a transmission by e-mail to the applicant be received or intercepted by a third party.
3. By affixing the applicant's signature to the present form, the applicant acknowledges that the applicant has read, understood and agrees with the procedures to be utilized by the Township during the entire application process.

Date

Signature

APPLICATION

PLEASE PRINT

Equal access to programs, services, and employment is available to all persons. Those Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Civil Service Commission.

Position(s) applied for: _____ Date of application: _____

Referral Source: Advertisement Employee Relative Gov't Emp. Agency
 Walk-In Private Employment Agency Other _____

Name of applicant: _____
(Last) (First) (Middle)

Address: _____ S.S. # _____
(Street) (City) (State) (Zip)

Telephone # (____) _____ Cell/Pager # (____) _____ E-Mail _____

If necessary, best time to call you at home is a.m./p.m.

May we contact you at work? Yes No

If yes, work # and best time to call? # _____ a.m. /p.m.

If no, please explain: _____

Have you submitted an application here before? Yes No

If yes, give date(s) and positions(s): _____

Are you legally eligible for employment in this country? Yes No

Date available for work: ___/___/___ What is your desired salary range? \$_____

Type of employment desired: Full-time Part-time Temp Seasonal

Will you relocate if job requires it? Yes No Will travel if required? Yes No

Are you able to meet the attendance requirements of the position? Yes No

Will you work overtime if required? Yes No

If no, please explain: _____

Have you ever been bonded? Yes No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

If yes, please provide dates and details: _____

Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Driver's license number, if driving is an essential job function: _____; State: _____

"AN EQUAL OPPORTUNITY EMPLOYER"

EDUCATIONAL BACKGROUND if job related

- A. List last three (3) schools attended, starting with the most recent.
- B. List number of years completed.
- C. Indicate degree or diploma earned, if any.
- D. Grade point average or class rank.
- E. Major field of study.
- F. Minor field of study, if applicable.

School	Number of Years Completed	Degree/Diploma	G.P.A. or Class Rank	Major Field of Study	Minor Field of Study, if applicable

List name & telephone numbers of three business/work references who are not related to you and are NOT previous Supervisors. If not applicable, list three schools or personal references that are NOT related to you.

NAME	TELEPHONE	# OF YEARS KNOWN
	()	
	()	
	()	

List professional, trade, business or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard, or any other similarly protected status.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc.

(Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard, or any other similarly protected status.)

List any additional information you would like us to consider:

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer's representatives, employees or agent to contact and obtain information from all references (personal & professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporation or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any application from consideration for employment on a basis prohibited by applicable local, state and federal law.

I understand that this application remains current for as long as the Civil Service Commission determines. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause or prior notice, and that the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I Certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: _____ Date: ____/____/____

Essential Duties of a Police Officer
Pocono Township Police Department

1. Running for several hundred yards.
2. Climbing over obstacles.
3. Crawling.
4. Pushing motor vehicles.
5. Pulling or carrying victims of accidents, fire, or crimes.
6. Using physical force to apprehend and subdue arrestees.
7. Withstanding prolonged exposure, as long as 10 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, including taunts, insults, and threats to the officer, family members, and/or fellow police officers.
12. Communicating effectively with individuals suffering from trauma.
13. Operating a motor vehicle for long periods of time.
14. Using a firearm effectively and be proficient with tools provided by the department.
15. Filling out written reports in a clear and concise manner.

I have reviewed the above list of essential job functions for a Pocono Township Police Officer and believe that (check only one):

_____ I can fully perform all duties without reasonable accommodations.

_____ I can fully perform all duties but only with the following accommodations for the duties specified.

Specify requested accommodation(s):

_____ I cannot fully perform all duties even with accommodations.

Name

Signature

Date

I understand this application has been completed subject to penalties of 18 Pa. C.S. 4904 relating to unsworn falsification to authorities.

Date

Signature