



**Forty Fort Police Department**  
1271 Wyoming Avenue  
Forty Fort, PA 18704



**POLICE OFFICER  
EMPLOYMENT APPLICATION PACKET**

**NOTE: Resumes will not be accepted in lieu of completion of any part of this application**

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. Type or print the forms using a ball point pen. Do not leave any blank spaces. If a question does not apply, write "DNA" 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
- Uniform Contract (To be completed upon offer of employment.)

Return the entire packet to the address below:

**Office of Borough Manager  
Forty Fort Borough  
1271 Wyoming Avenue, 1<sup>st</sup> Fl  
Forty Fort, PA 18704**

Office Use Only:

Applicant Name: \_\_\_\_\_

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

# POLICE OFFICER EMPLOYMENT APPLICATION

## Instructions

**You must complete this application yourself. It may be printed 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 Forty Fort.**

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

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

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

Place of birth: \_\_\_\_\_  
*Street City State Zip*

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## Eligibility

1. Are you at least 20 years of age? ☐ YES ☐ NO
2. Do you have a legal right to work in the United States? (Check one)
  - a. ☐ U.S. Citizen
  - b. ☐ Other (specify) \_\_\_\_\_
3. Are you currently a certified police officer in the State of Pennsylvania? ☐ YES ☐ NO
4. Are you currently enrolled in the Act 120 Program? ☐ YES ☐ NO
  - a. Graduation Date: \_\_\_\_\_
5. Have you recently completed the Act 120 Program but are not yet Act 120 Certified? ☐ YES ☐ NO

6. Has your MPOETC police officer's certification ever been suspended? ☐ YES ☐ NO
7. If you answered Yes to # 6 yes, explain the circumstances on a separate sheet of paper.
8. Are you a commissioned/licensed police officer in another state of the U.S.? ☐ YES ☐ NO
9. If yes, when and where did you obtain your license? \_\_\_\_\_

*MPOETC Training Academy or Department*

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<i>Address</i>	<i>City</i>	<i>State</i>	<i>ZIP</i>	<i>Date</i>
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10. Have you applied for a position with Forty Fort Borough before? ☐ YES ☐ NO

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

12. When could you begin employment? DATE: \_\_\_\_\_ After \_\_\_\_\_ working days' notice to present employer.

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### **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 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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### **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

High School Name/City/State: \_\_\_\_\_

List formal education beginning with the most recent. Include college, vocational or business school, apprenticeships, military training, etc,

Name and Address of Post-Secondary School: \_\_\_\_\_

Dates attended \_\_\_\_\_ to \_\_\_\_\_ Major: \_\_\_\_\_

Did you graduate? ☐ YES ☐ NO Type of Degree: \_\_\_\_\_

Name and Address of Post-Secondary School: \_\_\_\_\_

Dates attended \_\_\_\_\_ to \_\_\_\_\_ Major: \_\_\_\_\_

Did you graduate? ☐ YES ☐ NO Type of Degree: \_\_\_\_\_

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

List any usernames for any social internet sites (Facebook, personal blogs, etc.) that you have an active or past account with: \_\_\_\_\_

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: \_\_\_\_\_

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### Personal History

- |  |  |
|--|--|
| Do you know of any reason that you could not pass a background check?                                | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever been fired or asked to resign from a job?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever received disciplinary action from an employer?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever stolen from an employer?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever committed a crime for which you were not arrested?                                     | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever assisted someone in committing a crime?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever falsified a police report?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever accepted money not to report a crime?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever slept on the job?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Has any driver's license issued to you ever been suspended or revoked?                               | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever used, sold, or otherwise handled in an illegal manner any<br>any controlled substance? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever been bonded?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever been refused bond?   | <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.**

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### 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.			
6.			
7.			
8.			

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

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: \_\_\_\_\_ PT ☐ FT ☐  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_, ZIP: \_\_\_\_\_  
Dates, From: \_\_\_\_\_ to \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

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

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

### Employment History Continued...

Company: \_\_\_\_\_ Position: \_\_\_\_\_ PT ☐ FT ☐

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_, ZIP: \_\_\_\_\_

Dates, From: \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_ PT ☐ FT ☐

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_, ZIP: \_\_\_\_\_

Dates, From: \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_ PT ☐ FT ☐

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_, ZIP: \_\_\_\_\_

Dates, From: \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_ PT ☐ FT ☐

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_, ZIP: \_\_\_\_\_

Dates, From: \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_



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## Residences

List all residences where you have lived during the past five years. Begin with your present address and work backwards. List the complete address including street number, street name, city, state, and zip code.

**If additional space is needed, list on a separate sheet.**

<i><b>Date (From – To)</b></i>	<i><b>Address</b></i>

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## 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
Phone	Email

Name	Address
Phone	Email

Name	Address
Phone	Email

Remarks

Please tell us about yourself. Include any awards, honors, licenses or certificates that you have received. What are your hobbies and interests? You can also use this section to expound upon any answers to any questions on this application:

[illegible]

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## 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.*

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

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

The Forty Fort Police Department tests applicants as needed to fill vacancies. This is what will happen with your application.

1. Your application is reviewed to ensure you meet the minimum qualifications for a police officer position and for accuracy, legibility, and completeness.
2. If the application is accepted, you will receive a letter notifying you of acceptance.
  - Letters are not sent for rejected applications.
3. Your application will be placed on file until a test is scheduled.
4. All applicants on file will be notified by mail of the next test date.
5. Failure to appear on the scheduled test date disqualifies the applicant and their application will be discarded.
  - You must submit a new application for the next testing period.



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## CREDIT INFORMATION RELEASE FORM

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### Consumer Report Disclosure

By this document, the Borough of Forty Fort 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 Forty Fort 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 Forty Fort 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 FORM

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1. I, \_\_\_\_\_, as an applicant with the Borough of Forty Fort, 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 Forty Fort or its authorized agents or representatives.  
*Applicant Full Name (typed or printed)*
2. I hereby release the Borough of Forty Fort and its employees from any action that may arise out of results of such tests or information being released to the Borough of Forty Fort.

I understand that if I fail to sign and return this consent to the Borough of Forty Fort, 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

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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 Forty Fort Police Department.

JOB TITLE: Police Officer

ESSENTIAL FUNCTIONS:

1. Community Patrolling 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 Forty Fort.
- 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 Forty Fort.
- 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 Forty Fort.
- 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.
- 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 Forty Fort.
- 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. Jail 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 when subpoena received.
- 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.
- 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. Non-convicted felon.
- 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 Forty Fort Police Department.**

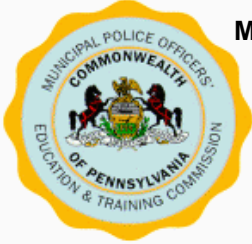
\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date





# MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION

8002 Bretz Drive

Harrisburg, Pennsylvania 17112-9748

<http://www.psp.pa.gov/MPOETC>

## WAIVER FORM

### REQUEST FOR SEPARATION RECORDS

The release of Separation Records to a prospective employing law enforcement agency when a conditional offer of employment has been made or to a law enforcement officer requesting their own record is authorized by 44 Pa. C.S., Chapter 73 (relating to law enforcement background investigations and employment information). Requests for separation records must be in writing, accompanied by a Waiver Form signed by the applicant and an authorized representative of the law enforcement agency. A request by an officer for their records do not require an agency signature.

APPLICANT LAST NAME	APPLICANT FIRST NAME	APPLICANT MIDDLE NAME/INITIAL	TELEPHONE	
APPLICANT MAILING ADDRESS		CITY/BORO	STATE	ZIP CODE
APPLICANT SSN	APPLICANT DATE OF BIRTH	APPLICANT DRIVERS LICENCE NUMBER		

### REQUESTOR

SELF	PROSPECTIVE EMPLOYING LAW ENFORCEMENT AGENCY (MUST PROVIDE DATE OF HIRE OR DATE EMPLOYMENT WAS OFFERED)	DATE OF HIRE / OFFER OF EMPLOYMENT	
LAW ENFORCEMENT AGENCY NAME (OR BLANK FOR SELF)	SIGNATURE OF AGENCY HEAD OR REPRESENTATIVE (OR BLANK FOR SELF)		
AGENCY ADDRESS	CITY/BORO	STATE	ZIP CODE

### AUTHORIZATION TO RELEASE RECORDS

I hereby authorize the Municipal Police Officers' Education and Training Commission to release to the requestor all records retained by the Commission regarding my current or former employment as a law enforcement officer.

APPLICANT SIGNATURE	DATE
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COUNTY OF \_\_\_\_\_

On this, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me, \_\_\_\_\_,

the undersigned officer, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name and signature appear above, and acknowledged that they executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



**MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION**  
**8002 Bretz Drive**  
**Harrisburg, Pennsylvania 17112-9748**  
<http://www.psp.pa.gov/MPOETC>

**SEPARATION RECORD FORM**

**SEPARATING LAW ENFORCEMENT OFFICER**

OFFICER LAST NAME		OFFICER FIRST NAME	MIDDLE INITIAL
SOCIAL SECURITY NUMBER	DATE OF BIRTH	DRIVERS LICENSE NUMBER	

**DETAILS OF SEPARATION**

DATE OF HIRE		DATE OF SEPARATION	
AGENCY NAME	CITY/BORO	STATE	ZIP CODE

TYPE OF SEPARATION:

TERMINATION	RESIGNATION	RETIREMENT	DECEASED (NO FURTHER INFORMATION REQUIRED)
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CIRCUMSTANCES AND/OR REASONS FOR SEPARATION INCLUDE THE FOLLOWING (IF APPLICABLE):

DISCIPLINARY RECORD	CIVIL AND/OR ETHICAL COMPLAINTS	CRIMINAL CHARGES AND/OR CONVICTION
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CONDITIONS OF SEPARATION ARE SEALED BY A COURT ORDER OR OTHER NON-DISCLOSURE ORDER AS NOTED BELOW:

COUNTY \_\_\_\_\_ CASE NUMBER \_\_\_\_\_

**HIRING REPORT REQUIREMENTS**

EMPLOYMENT RECORD RETAINED BY AGENCY INDICATES FINAL AND BINDING DISCIPLINARY ACTION OR CONVICTION FOR THE FOLLOWING CONDITIONS:

EXCESSIVE FORCE	HARASSMENT	THEFT	DISCRIMINATION
SEXUAL ABUSE	SEXUAL MISCONDUCT	DOMESTIC VIOLENCE	COERCION OF A FALSE CONFESSION
FILING A FALSE REPORT	JUDICIAL FINDING OF DISHONESTY		

**AUTHORIZATION AND APPROVAL**

I hereby certify the information contained on this form is true and correct and is consistent with the requirements of 44 Pa. C.S., Chapter 73 (relating to law enforcement background investigations and employment information). I am signing this document with the full understanding that providing false information will subject me to criminal penalties in 18 Pa. C.S., § 4904 (relating to unsworn falsification to authorities) and may subject me to civil liability as described in 44 Pa. C.S., Chapter 73.

NAME OF HEAD OF LAW ENFORCEMENT AGENCY OR (IF APPLICABLE) AUTHORIZED REPRESENTATIVE SUBMITTING THIS FORM

SIGNATURE	DATE
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# MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION

8002 Bretz Drive

Harrisburg, Pennsylvania 17112-9748

<http://www.psp.pa.gov/MPOETC>

## AUTHORIZATION AND RELEASE FORM

### REQUEST FOR EMPLOYMENT INFORMATION

The release of Employment Information to a prospective employing law enforcement agency during a background investigation is authorized by 44 Pa. C.S., Chapter 73 (relating to law enforcement background investigations and employment information). Requests for employment information must be in writing, accompanied by an original Authorization and Release Form signed by an applicant and an authorized representative of the law enforcement agency.

OFFICER LAST NAME	OFFICER FIRST NAME	OFFICER MIDDLE NAME/INITIAL	TELEPHONE	
OFFICER MAILING ADDRESS		CITY/BORO	STATE	ZIP CODE
OFFICER SSN		OFFICER DATE OF BIRTH	OFFICER DRIVERS LICENCE NUMBER	

### REQUESTOR

LAW ENFORCEMENT AGENCY NAME	SIGNATURE OF AGENCY HEAD OR REPRESENTATIVE		
AGENCY ADDRESS	CITY/BORO	STATE	ZIP CODE

### AUTHORIZATION TO RELEASE RECORDS

I hereby authorize the law enforcement agencies listed below to release ALL employment and separation records related to my previous employment as a law enforcement officer to the requester as required in 44 Pa. C.S., Chapter 73.

AGENCY NAME \_\_\_\_\_

AGENCY NAME \_\_\_\_\_

AGENCY NAME \_\_\_\_\_

I hereby authorize the law enforcement agencies listed below to release ONLY those employment and separation records which are NOT protected by a confidentiality or non-disclosure agreement related to my previous employment as a law enforcement officer to the requester as required in 44 Pa. C.S., Chapter 73.

AGENCY NAME \_\_\_\_\_

OFFICER SIGNATURE	DATE
WITNESS SIGNATURE	DATE
WITNESS PRINTED NAME	TITLE

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## UNIFORM CONTRACT

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*This form is only to be completed upon offer of employment.*

**NOTE: All purchase receipt copies are to be attached to this document prior to signing.**

THIS AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Borough of Forty Fort, Pennsylvania (hereinafter referred to as "the Borough"), whose address is 1271 Wyoming Avenue, Forty Fort, PA 18704 and \_\_\_\_\_, (hereinafter referred to as "Officer \_\_\_\_\_"), whose address is \_\_\_\_\_.

Whereas, the Borough is desirous in hiring Officer \_\_\_\_\_ as a ☐ Part Time Officer, ☒ Full-Time Officer of the Forty Fort Borough Police Department; AND

Whereas, the Borough has agreed to purchase Officer \_\_\_\_\_ the necessary uniforms and equipment so that he may carry out the duties of a Forty Fort Police Officer; AND

Whereas, Officer \_\_\_\_\_ hereby agrees that he/she will maintain employment with the Borough as a Forty Fort Police Officer for a period of not less than one (1) year from the date of employment; AND

Whereas, Officer \_\_\_\_\_ agrees to reimburse the Borough, the full amount of monies expended to purchase the aforementioned uniform and equipment, in the event he/she fails to complete one (1) year of employment with the Borough.

IN WITNESS WHEREOF the parties hereto have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Borough Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Date

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**COPIES OF THE FOLLOWING DOCUMENTS MUST ACOMPANY YOUR APPLICATION:**

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High School diploma or GED equivalency

College Diploma (if applicable)

Current PA Driver's license

Military Discharge (if applicable)

Act 120 diploma & grade transcript (if applicable)

MPOETC Police ID Card (if applicable)

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## **EQUAL OPPORTUNITY EMPLOYER**

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All Forty Fort Police Officers must agree and take an oath to discharge the duties of a police officer with fidelity and, without consideration to a person's race, color, sex, religious creed, sexual orientation, age, national origin, ancestry, handicap or disability.

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

**Forty Fort Borough Manager**  
1271 Wyoming Avenue, 1<sup>st</sup> Floor  
Forty Fort, PA 18704

