



# WEST WHITELAND TOWNSHIP POLICE DEPARTMENT

101 Commerce Drive · Exton · PA · 19341

(610) 363-0200 · Administrative Offices · (610) 692-5100 · Police Dispatch



## POLICE OFFICER APPLICATION

**GENERAL INSTRUCTIONS:** This application consists of several sections: a questionnaire; a Notification Procedure Release; a Verification; and a description of essential job functions. Every one of these sections must be completed for the West Whiteland Township Police Department to accept the Application as complete.

Only legible ink print, typed, or electronic submission in PDF format will be accepted. All other formats received of this application will not receive consideration for employment.

**Do not misstate or omit material fact(s)** since the statements made herein are subject to verification to determine your qualifications for employment. Penalty for misstatement and/or omission of material fact **may result in disqualification** from further consideration of employment by the Chief of Police. If additional space is needed for a response, use the continuation pages provided

### QUESTIONNAIRE

1. \_\_\_\_\_  
LAST NAME FIRST NAME MI

2. \_\_\_\_\_ 3. \_\_\_\_\_  
SOCIAL SECURITY NUMBER ALIAS(ES), NICKNAME(S), MAIDEN NAMES, OR OTHER CHANGES IN NAMES

4. \_\_\_\_\_  
PRESENT RESIDENCE ADDRESS (STREET/CITY/STATE/ZIP)

5. \_\_\_\_\_  
CELL PHONE NUMBER EMAIL ADDRESS

6. \_\_\_\_\_  
U.S. CITIZEN (YES/NO) NATIVE CITIZEN (YES/NO) NATURALIZATION NO. DATE/PLACE/COURT

**Police Officer Application**

7. RESIDENCES: list all for the past ten (10) years beginning with current. Include residences while at school and in the military. If military residence was out of the country, provide city and country.

MONTH/YEAR                      ADDRESS                      WITH WHOM DID YOU LIVE & WHERE ARE THEY NOW?

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8. Have you been certified under Act 120 police officer training? YES \_\_\_\_\_ NO \_\_\_\_\_

ACADEMY ATTENDED \_\_\_\_\_

DATE OF CERTIFICATION \_\_\_\_\_

***Police Officer Application***

9. FAMILY: List in order showing relationship, parents, guardians, stepparents, foster parents, in-laws, brothers, sisters, stepbrothers, stepsisters, current spouse, ex-spouses, current partner, and past partners. Include any others with whom you have resided or with whom a close relationship existed or exists.

RELATIONSHIP	NAME	ADDRESS IF LIVING	CELL PHONE & EMAIL

**Police Officer Application**

10. VEHICLE OPERATOR'S LICENSE: Give the following information concerning any vehicle operator's license you have held or now hold.

CLASS OF LICENSE                      NUMBER                      STATE OF ISSUANCE                      EXPIRATION

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Have you ever had a license suspended or revoked? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, give dates and an explanation.

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11. PREVIOUS ARRESTS/CONVICTIONS: Have you ever been arrested or convicted for a summary criminal offense? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, list the violation, state or court of jurisdiction, and date of arrest/conviction.

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**Police Officer Application**

PREVIOUS ARRESTS/CONVICTIONS CONTINUED:

Have you ever been arrested or convicted for a misdemeanor/felony offense (criminal or traffic)? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, list the violation, state or court of jurisdiction, and date of arrest/conviction.

12. 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) \_\_\_\_\_

Do you have or have you had any financial accounts (Savings, Checking, Loans, Stocks, Bonds, etc.)?

NAME & ADDRESS OF FINANCIAL INSTITUTION

TYPE OF ACCOUNT

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**Police Officer Application**

**13. PAST & PRESENT MEMBERSHIPS IN ORGANIZATIONS:**

NAME & ADDRESS      TYPE      POSITION HELD      FROM/TO      CONTACT PERSON & CELL NUMBER

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**14. EDUCATION: List all Elementary, Junior High, and High Schools attended. Attach transcripts for all High Schools attended.**

Name      Address      City/State/Zip      Dates Attended (From/To)      Years Completed      Graduated (Yes/No)

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**List all Colleges or Universities attended. Attach unofficial transcripts for all institutions attended.**

Name      Address      City/State/Zip      Dates Attended (From/To)      Credit Hours (Semester/Quarter)      Degree Rec'd

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## ***Police Officer Application***

### EDUCATION CONTINUED:

List schools or training (trade, vocational, military) you have attended.

Name	Address	City/State/Zip	Dates Attended (From/To)	Type of School	Certification Rec'd

15. EMPLOYMENT: Begin with your most recent job and list your work history for the past ten (10) years, including part-time, temporary/seasonal employment, and all periods of unemployment. If additional employer blocks are needed, attach to application.

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From Date	Name, Address, and Phone Number of Employer
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To Date	Job Title	Salary
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Description of Duties

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Why did you leave?

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Name of Supervisor	Email	Phone Number
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Name of Co-Worker	Email	Phone Number
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## ***Police Officer Application***

### EMPLOYEMENT CONTINUED:

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From Date	Name, Address, and Phone Number of Employer	
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To Date	Job Title	Salary
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Description of Duties

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Why did you leave?

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Name of Supervisor	Email	Phone Number
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Name of Co-Worker	Email	Phone Number
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From Date	Name, Address, and Phone Number of Employer	
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To Date	Job Title	Salary
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Description of Duties

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Why did you leave?

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Name of Supervisor	Email	Phone Number
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Name of Co-Worker	Email	Phone Number
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## **Police Officer Application**

### EMPLOYEMENT CONTINUED:

\_\_\_\_\_  
From Date                                  Name, Address, and Phone Number of Employer

\_\_\_\_\_  
To Date                                  Job Title                                  Salary

\_\_\_\_\_  
Description of Duties

\_\_\_\_\_  
Why did you leave?

\_\_\_\_\_  
Name of Supervisor                                  Email                                  Phone Number

\_\_\_\_\_  
Name of Co-Worker                                  Email                                  Phone Number

\_\_\_\_\_  
From Date                                  Name, Address, and Phone Number of Employer

\_\_\_\_\_  
To Date                                  Job Title                                  Salary

\_\_\_\_\_  
Description of Duties

\_\_\_\_\_  
Why did you leave?

\_\_\_\_\_  
Name of Supervisor                                  Email                                  Phone Number

\_\_\_\_\_  
Name of Co-Worker                                  Email                                  Phone Number

## ***Police Officer Application***

EMPLOYEMENT CONTINUED:

From Date \_\_\_\_\_ Name, Address, and Phone Number of Employer \_\_\_\_\_

To Date \_\_\_\_\_ Job Title \_\_\_\_\_ Salary \_\_\_\_\_

Description of Duties \_\_\_\_\_

Why did you leave? \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of Co-Worker \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

From Date \_\_\_\_\_ Name, Address, and Phone Number of Employer \_\_\_\_\_

To Date \_\_\_\_\_ Job Title \_\_\_\_\_ Salary \_\_\_\_\_

Description of Duties \_\_\_\_\_

Why did you leave? \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of Co-Worker \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

**Police Officer Application**

**EMPLOYMENT CONTINUED:**

Have you ever been discharged, asked, or allowed to resign in lieu of discharge or disciplinary action, suspended, placed on administrative leave, received a letter of reprimand, put on inactive status for cause, or been subject to any other disciplinary action while in any position (to include volunteer position), except military disciplinary action (See Section 16)? If yes, state reason:

Have you ever resigned after being informed that 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.

**16. MILITARY STATUS**

	<u>YES</u>	<u>NO</u>
Have you served in the U.S. Armed Forces? If yes, attach a copy of discharge or separation papers (DD-214).	_____	_____
Were you honorably discharged?	_____	_____
While in the military service were you ever arrested/convicted for any crime graded as a misdemeanor/ felony offense?	_____	_____

**Police Officer Application**

MILITARY STATUS CONTINUED:

If yes, give date, place, law enforcement authority or type of court or court martial, charge, and action taken for each incident, using a separate sheet of paper to record this information.

Are you presently a member of a U.S. Active or Inactive Reserve or State Guard organization? YES NO  
\_\_\_\_\_

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

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

Organization and Station/Unit & Address: \_\_\_\_\_

\_\_\_\_\_

Status: \_\_\_\_\_

Indicate Reserve Obligation, if any: \_\_\_\_\_

\_\_\_\_\_

16. SELECTIVE SERVICE:

Selective Service No.: \_\_\_\_\_

**Police Officer Application**

17. CHARACTER REFERENCES: List five (5) character references. **(Do not list relatives, former employers, or persons living outside of the United States.)**

NAME                      ADDRESS                      CELL PHONE                      EMAIL                      YEARS KNOWN

NAME	ADDRESS	CELL PHONE	EMAIL	YEARS KNOWN

18. 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.

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19. Do you have visible tattoos?                      YES \_\_\_\_\_                      NO \_\_\_\_\_  
If Yes, Describe the location and composition of the tattoos.

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***Police Officer Application***

20. Have you ever applied for a position with any other law enforcement agency?

Agency	Date Applied	Result of Application
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***Police Officer Application***

21. CONTINUATION PAGE: Use this space to provide additional information or responses. Be sure to indicate which questionnaire number you are providing additional information to.

***Police Officer Application***

21a. CONTINUATION PAGE: Use this space to provide additional information or responses. Be sure to indicate which questionnaire number you are providing additional information to.

[Empty rectangular box for providing additional information or responses.]



***Police Officer Application***

I understand the penalty for misstatement and/or omission of material fact could result in my disqualification from further consideration. As such, 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.

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SIGNATURE OF APPLICANT

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DATE

I understand the penalty for misstatement and/or omission of material fact could result in my disqualification from further consideration. As such, 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.

---

SIGNATURE OF APPLICANT

---

DATE

***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 West Whiteland Township.

The cellular phone number and email address provided by the applicant will be used as the primary contact information. Should the applicant fail to respond within three (3) business days to the attempts to contact him/her by these means, the applicant will be eliminated from further processing and consideration.

It is the applicant's responsibility to notify the West Whiteland Township Police Department, in writing, of any change in their cellular phone number or email address. By affixing your signature to this form the applicant acknowledges that they have read and understood the contents of this procedure.

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DATE

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SIGNATURE

## ***Police Officer Application***

### **Essential Physical Duties of a Police Officer**

**As per the MPOETC overall fitness standards, ability to:**

1. run for several hundred yards;
2. crawl; climb or balance over obstacles;
3. stoop, kneel, crouch;
4. talk and hear;
5. see up close, see at a distance, peripheral vision, depth perception, and the ability to adjust focus;
6. reach with hands and arms;
7. use hands to finger, handle, feel or operate objects, tools, or controls;
8. frequently lift and/or move up to 50 pounds;
9. pull or carry accident, fire, or crime victims;
10. use both the right and left hand for firm grasping, repetitive actions, and fine manipulation;
11. work on unprotected heights and work around moving machinery;
12. withstand prolonged periods of standing, walking, and sitting;
13. withstand prolonged exposure, as long as twelve (12) hours, in extreme weather conditions;
14. withstand frequent exposure to stress-producing situations such as encountering persons injured or killed by accidents, crimes, or suicides;
15. operate a motor vehicle for full length of shift; and
16. use a firearm in accordance with proficiency standards mandated by the State of Pennsylvania.

I have reviewed the above list of essential physical duties for a West Whiteland Township Police Department applicant and believe that:

\_\_\_\_\_  
Name of Applicant (Printed)

\_\_\_\_\_ **Can** fully perform all the essential physical duties for a West Whiteland Township Police Department officer.

\_\_\_\_\_ **Cannot** fully perform all the essential physical duties for a West Whiteland Township Police Department officer.

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

\_\_\_\_\_  
Date

***Police Officer Application***

**APPLICANT’S ACKNOWLEDGEMENT**

Government issued photo identification is required of all applicants taking the physical agility test. No exceptions will be made.

_____	_____	_____
NAME	SIGNATURE	DATE

**VERIFICATION**

I understand that this Application has been completed subject to the penalties of 18 PA C.S. 4904 relating to Unsworn Falsification to Authorities.

_____	_____	_____
NAME	SIGNATURE	DATE

***Police Officer Application***

**POLICE OFFICER APPLICATION CHECKLIST**

- \_\_\_\_\_ Completed application  
*legibly handwritten, typed, or electronically submitted in PDF file format only*
- \_\_\_\_\_ Copy of driver's license (front and back)
- \_\_\_\_\_ Copy of Social Security Card
- \_\_\_\_\_ Copy of high school diploma
- \_\_\_\_\_ Unofficial copy of college / trade school transcripts
- \_\_\_\_\_ Copy of ACT 120 certification
- \_\_\_\_\_ Copy of DD214 (if applicable)