

**CIVIL SERVICE COMMISSION
BOROUGH OF INDIANA, PENNSYLVANIA**

Preliminary Application for Entry Level Police Officer

Last Name	First Name	Middle Name
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The purpose of the preliminary application is to determine the applicant’s eligibility to participate in the Civil Service testing process for entry-level police officer. Applicants will be notified in writing of their status prior to the next testing, which is routinely scheduled for June of each year. The preliminary application must be received on or before April 15 in order to be processed for the June testing. Applications received after April 15 will be held and considered for the following year’s testing. The Civil Service Commission is authorized to change the application and/or testing dates and/or void or extend an eligibility list as provided in the Civil Service Regulations.

Indiana Borough is an equal opportunity employer.

INSTRUCTIONS: Read these instructions carefully before completing this application. You must print all responses in ink. Do not type or use a pencil to complete this application. All questions are to be answered completely and honestly. You are to omit nothing. Any question that does not pertain to you shall be answered with “not applicable” or other appropriate remark. Do not leave any question blank. Failure to complete this application as indicated will be cause for your disqualification from the hiring process. Eligible applicants will receive notification of testing dates, a list of essential duties and special needs statement, an outline of the physical agility test, and a waiver and release for your participation in the physical agility test, which shall be completed, notarized and returned prior to testing. The verification of information provided on this application, pursuant to penalties of 18 Pa. C.S. 54904 relating to un-sworn falsifications to authorities must be signed.

MINIMUM REQUIREMENTS: Applicants must meet the established minimum requirements. Applicants must; be a citizen of the United States, reside and maintain domicile within a twenty mile radius of Indiana Borough prior to completion of a one (1) year probationary period, have completed or is eligible to attend and complete PA Act 120 basic municipal police officer training, have earned sixty (60) college credits (as outlined in the Civil Service Regulations), be twenty one (21) years of age and have a valid PA drivers license.

EXAMINATION PROCEDURE: Applicants meeting the minimum requirements for the position indicated will receive written notification confirming the date, time and place of examination. Photo identification will be required before any applicant is allowed to participate in an examination. Following is the examination procedure for the position of Police Officer: All applicants meeting the minimum qualifications will participate in a

physical agility test, of which the specific requirements will be sent to each eligible applicant prior to the test date. The physical agility test is graded as pass/fail. Applicants who pass the physical agility test will proceed to the second phase, the written examination. Applicants who obtain a score of seventy percent (70%) or higher on the written examination and receive one of the top 25 highest scores (including ties) will continue to the third phase, the oral examination. Applicants scoring seventy percent (70%) or higher on the oral examination will have their oral examination score applied to their written examination score and will be placed an eligibility list in the order of the final combined scores.

ELIGIBILITY LIST: An eligibility list will be established containing the names of all applicants who successfully complete the aforementioned examinations. Applicant names will appear on the eligibility list in the order of their final scores. The eligibility list will be valid for one (1) year commencing on a date prescribed by the Commission.

BACKGROUND INVESTIGATION: A background investigation will be conducted on applicants in the order they appear on the eligibility list to fulfill the requirements of a certified list. Applicants who undergo a background investigation will be notified and will be required to complete an extended employment application.

CERTIFIED LIST: A certified list of three applicants plus an additional applicant for each additional position being offered will be submitted to Indiana Borough Council for final selection during any hiring phase throughout the year in which the eligibility list is valid. Selected applicant(s) will be given a conditional offer of employment and then be required to undergo psychological and physical examinations before final hiring.

Complete the following questionnaire. Do not attach or submit any other documents with this application unless specifically requested.

Last Name	First Name	Middle Name
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Address (complete mailing address required)	(It shall be the applicant's responsibility to notify of a change of address)
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Address (exactly where you live if different than your mailing address)

Phone Number(s) where you can be reached regarding this application

Social Security Number

Drivers License Number and State

Are you a United States Citizen? _____

Have you ever been or are you now a member of any branch of the armed forces or reserve unit? _____

If yes, complete the following:

Branch of Service: _____ Serial Number: _____

Date of Entry: _____ Date of Discharge: _____

Complete the information below by indicating all schools, colleges and universities, vocational schools and other institutions, which you have attended starting with your high school:

<u>Dates</u>	<u>School</u>	<u>City & Address</u>	<u>Degree, Certification or Number of Credits Earned</u>

VERIFICATION

I am aware of the residency requirements for the position of police officer for the Borough of Indiana as per the Civil Service and Departmental Regulations and I understand and agree that if I am offered employment that I must meet the residency requirements prior to the completion of a 12 month probationary period. Failure to meet the residency requirement will result in unsuccessful probationary period and termination of my employment with Indiana Borough.

I understand that this application has been completed by me subject to the penalties of 18 Pa. C.S. 54904 relating to un-sworn falsification to authorities and that any falsification will be cause to disqualify me as an applicant and will be cause for prosecution under the statute as indicated.

<hr/> Applicant Name	<hr/> Signature	<hr/> Date
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<hr/> Application Received by	<hr/> Signature	<hr/> Date
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