

Buffalo Valley Regional Police Department



Police Officer Application

Completed applications must be returned by the applicant to:

Buffalo Valley Regional Police Department
1610 Industrial Blvd. Suite 500, Lewisburg PA. 17837

PERSONAL DATA

NAME: _____
Last (Suffix) First Middle

Social Security Number:	
Birth Date and Place of Birth:	
Home Address:	
Phone Number:	
E-mail Address:	

Are you a United States citizen: Yes _____ No _____

If you are not a United States citizen, please provide your Country of citizenship: _____

Telephone number (home, cell, etc.) where you can be reached Monday through Friday.

Other names (alias, maiden names and nicknames) by which you have been known. Please include the time period these names were used.

Present Marital Status: ☐ Married ☐ Single ☐ Divorced ☐ Widowed ☐ Separated

Full Name of Current Spouse:

First Name	Middle Initial	Last Name	Date of Birth

RESIDENCE INFORMATION

Beginning with your current address and work back, list each address at which you have resided for the past five years. Do not omit any information or limit your answer to the space provided. If additional space is needed, please continue your answer on a separate sheet and attach it to this application.

	From Mo/Yr	To Mo/Yr	Street Address/Apt. # and Landlord Name/Phone	City	State	Zip	Own or Rent?
1							
2							
3							
4							
5							

EDUCATION

Please indicate appropriate high school status:

☐ Diploma

☐ GED

List all high schools/universities/colleges you have attended, beginning with high school, and any degrees you have received. Do not omit any information or limit your answer to the space provided. If additional space is needed, please continue your answer on a separate sheet and attach it to this application.

From Mo/Yr	To Mo/Yr	School	Address	Phone	Degree

Have you ever been suspended or expelled from any high school, college, university, or any formal educational institution beyond high school? ☐ Yes ☐ No If "yes", please explain, including school(s) and date(s). Do not omit any information or limit your answer to the space provided. If additional space is needed, please continue your answer on a separate sheet and attach it to this application:

Current Status of MPOETC Certification? Have you completed Act 120 Training?

☐ Yes

☐ No

If "yes", please give date completed, name and address of academy, certification number and current status (valid, inactive, lapsed, suspended, revoked, etc.).

Has MPOETC Commission (or other similar authority) ever taken disciplinary action against your certification? ☐ Yes ☐ No

If "yes", please provide dates and explanation for each situation. Do not omit any information or limit your answer to the space provided. If additional space is needed, please continue your answer on a separate sheet and attach it to this application:

MILITARY AND SELECTIVE SERVICE

List all periods of U.S. military service performed. Do not omit any information or limit your answer to the space provided. If additional space is needed, please continue your answer on a separate sheet and attach it to this application: *(Also submit your original long form DD214)*:

From Mo/Yr	To Mo/Yr	Active/ Reserve	Branch	Rank	Service Serial #	Type of Discharge or Separation

Are you currently participating in any U.S. Military Reserve or National Guard Program? ☐ Yes ☐ No
If "yes", please indicate branch and organization name. _____

Have you ever been denied entrance to any of the armed forces? ☐ Yes ☐ No
If "yes", explain on separate sheet of paper and attach to this application.

List all disciplinary actions against you in military service, such as Court-Martial, Captain's Mast, Office Hours, Company Punishment or other actions covered under Article 15 of the Uniform Code of Military Justice. Do not omit any information or limit your answer to the space provided. If additional space is needed, please continue your answer on a separate sheet and attach it to this application.

POLICE APPLICANT HISTORY

Please list any and all other law enforcement agencies you have applied or tested with in the past. Please provide year, agency and place an "X" in the block indicating which area of the process you completed and whether you were disqualified or hired. Do not omit any information or limit your answer to the space provided. If additional space is needed, please continue your answer on a separate sheet and attach it to this application.

Year	Agency	Written	Physical Agility	Oral Interview	Background	Polygraph/ CVSA	Psych	Medical Exam	Disqualified	Hired

Beginning with your most recent employer, **list all jobs, including part-time, temporary or volunteer positions you have held for the last five years.** If you had intervening periods of military service, unemployment or school, list those periods in sequence in the place provided at the end of this section. If you were discharged from any employment or were requested to resign, state under "reason for leaving". Do not omit any information or limit your answer to the space provided. If additional space is needed, please continue your answer on a separate sheet and attach it to this application.

From (Mo/Yr)	To (Mo/Yr)	Company/Employer Name	
Phone # ()	Fax # ()	Company Address	
Job Title		Job Duties	
Salary		Reason for Leaving	
Supervisor's Name	Work Hours	Address (if different)/Phone	E-mail Address
Co-Worker's Name	Work Hours	Address/Phone	E-mail Address

From (Mo/Yr)	To (Mo/Yr)	Company/Employer Name	
Phone # ()	Fax # ()	Company Address	
Job Title		Job Duties	
Salary		Reason for Leaving	
Supervisor's Name	Work Hours	Address (if different)/Phone	E-mail Address
Co-Worker's Name	Work Hours	Address/Phone	E-mail Address

From (Mo/Yr)	To (Mo/Yr)	Company/Employer Name	
Phone # ()	Fax # ()	Company Address	
Job Title		Job Duties	
Salary		Reason for Leaving	
Supervisor's Name	Work Hours	Address (if different)/Phone	E-mail Address
Co-Worker's Name	Work Hours	Address/Phone	E-mail Address

From (Mo/Yr)	To (Mo/Yr)	Company/Employer Name	
Phone # ()	Fax # ()	Company Address	
Job Title		Job Duties	
Salary		Reason for Leaving	
Supervisor's Name	Work Hours	Address (if different)/Phone	E-mail Address
Co-Worker's Name	Work Hours	Address/Phone	E-mail Address

From (Mo/Yr)	To (Mo/Yr)	Company/Employer Name	
Phone # ()	Fax # ()	Company Address	
Job Title		Job Duties	
Salary		Reason for Leaving	
Supervisor's Name	Work Hours	Address (if different)/Phone	E-mail Address
Co-Worker's Name	Work Hours	Address/Phone	E-mail Address

From (Mo/Yr)	To (Mo/Yr)	Company/Employer Name	
Phone # ()	Fax # ()	Company Address	
Job Title		Job Duties	
Salary		Reason for Leaving	
Supervisor's Name	Work Hours	Address (if different)/Phone	E-mail Address
Co-Worker's Name	Work Hours	Address/Phone	E-mail Address

From (Mo/Yr)	To (Mo/Yr)	Company/Employer Name	
Phone # ()	Fax # ()	Company Address	
Job Title		Job Duties	
Salary		Reason for Leaving	
Supervisor's Name	Work Hours	Address (if different)/Phone	E-mail Address
Co-Worker's Name	Work Hours	Address/Phone	E-mail Address

List all periods of unemployment. Do not omit any information or limit your answer to the space provided. If additional space is needed, please continue your answer on a separate sheet and attach it to this application.

Reason	From	To

Have you ever been subjected to verbal, written or documented disciplinary or corrective action because of misconduct or unsatisfactory performance on the job? ☐ Yes ☐ No

If "yes", please provide dates, company name and explanations for each situation. Do not omit any information or limit your answer to the space provided. If additional space is needed, please continue your answer on a separate sheet and attach it to this application.

Were you ever involuntarily terminated, asked to resign or resigned from a job to avoid disciplinary action or an investigation? ☐ Yes ☐ No

If "yes", please provide dates, company name and explanations for each situation. Do not omit any information or limit your answer to the space provided. If additional space is needed, please continue your answer on a separate sheet and attach it to this application.

DRIVERS LICENSE

Do you possess a valid Pennsylvania driver's license? ☐ Yes ☐ No If "yes", list:

License #: _____ Class: _____ Expiration: _____

Please list any other states where you have been licensed to operate a motor vehicle.

Has your driver's license ever been suspended, revoked, cancelled or denied? ☐ Yes ☐ No

If "yes", provide when, where and explanations for each situation. Do not omit any information or limit your answer to the space provided. If additional space is needed, please continue your answer on a separate sheet and attach it to this application.

FINANCIAL INFORMATION

The management of personal finances is relevant to an individual's qualifications for a position with a law enforcement agency. Therefore, please fill in the financial statement that follows. The amount of indebtedness, in itself, will not be used in evaluating your qualifications. The behavior exhibited in meeting your financial obligations will be reviewed. Your credit history will also be reviewed as part of this application process. Do not omit any information or limit your answers to the space provided. If additional space is needed, please continue your answers on a separate sheet and attach it to this application.

Have you ever filed for bankruptcy or filed for Wage Earner's Plan? ☐ Yes ☐ No
If "yes", please provide dates and explanations for each:

Within the last seven (7) years, have any of your bills ever been turned over to a collection agency?
☐ Yes ☐ No If "yes", please give details to include when, firms involved and circumstances.

Within the last seven (7) years, have you ever had purchased goods repossessed?
☐ Yes ☐ No If "yes", please give details to include when, firms involved and circumstances.

Within the last seven (7) years, have your wages ever been garnished?
☐ Yes ☐ No If "yes", please give details to include when, where, and why?

Have you ever been delinquent on child support, income tax, or other tax payments?
☐ Yes ☐ No If "yes", please give details to include when, where, and why?

LEGAL

Please write the correct answer to the following questions. If you answer "yes" to any question you must provide additional information about the circumstances, including dates. Do not omit any information or limit your answers to the space provided. If additional space is needed, please continue your answers on a separate sheet and attach it to this application. This applies to all questions under the "LEGAL" section of the application. A "Yes" answer may not automatically bar an applicant from employment, however, you must provide detailed information about each "Yes" response. *Failure to provide the information requested will disqualify you from the process.* The totality of the circumstances, including the severity and passage of time, will all be taken into consideration.

Have you ever:

- | | |
|---|-----------------|
| 1. Been convicted by any court of a felony or entered a guilty or nolo contendere plea? | Yes or No _____ |
| 2. Used any illegal drugs in the last five years? | Yes or No _____ |
| 3. Used hallucinogenic drugs cocaine, heroin, PCP, steroids, or methamphetamine? | Yes or No _____ |
| 4. Been arrested for Driving under the Influence of alcohol or drugs in the last five years? | Yes or No _____ |
| 5. Sold illegal drug at any time in your life? | Yes or No _____ |
| 6. Been convicted of, or entered a guilty plea to any form of assault including harassment in a domestic violence setting? | Yes or No _____ |
| 7. Falsified any document, form, testimony, or pleading as an officer of the court or as a witness? | Yes or No _____ |
| 8. Omitted, misstated or falsely stated any information, in writing or orally during an application process with any agency? | Yes or No _____ |

As an adult, have you ever been placed on probation by any court? ☐ Yes ☐ No If "yes", please give details to include when, where, and why. Do not omit any information or limit your answer to the space provided. If additional space is needed, please continue your answer on a separate sheet and attach it to this application.

Please list any other crimes you may have committed, REGARDLESS of whether stopped, arrested, and/or convicted, to include what, when, where, how, and why. Do not omit any information or limit your answer to the space provided. If additional space is needed, please continue your answer on a separate sheet and attach it to this application.

REFERENCES

Please provide a minimum of three (3) and a maximum of five (5) references (*not relatives, employers, or significant others or their relatives*) who would be able to comment on your character, experience, personality and other qualities related to this job. These references should not be the same as in the employment section. Please provide complete, accurate information.

Name	Phone (home)	Phone (work)
Address		City/State/Zip
E-mail Address	Acquaintance (<i>how do you know them?</i>)	

Name	Phone (home)	Phone (work)
Address		City/State/Zip
E-mail Address	Acquaintance (<i>how do you know them?</i>)	

Name	Phone (home)	Phone (work)
Address		City/State/Zip
E-mail Address	Acquaintance (<i>how do you know them?</i>)	

Name	Phone (home)	Phone (work)
Address		City/State/Zip
E-mail Address	Acquaintance (<i>how do you know them?</i>)	

Name	Phone (home)	Phone (work)
Address		City/State/Zip
E-mail Address	Acquaintance (<i>how do you know them?</i>)	

JOB DESCRIPTION

Applicants for the position of police officer with the Buffalo Valley Regional Police Department must be capable and willing to perform the following duties: (Please indicate by a "yes" or "no" answer whether or not you are capable and willing to fulfill the requirements of this job description).

- 1) To obey and uphold the Constitution of the United States and the Constitution of the Commonwealth of Pennsylvania. To obey and enforce the laws of the Commonwealth of Pennsylvania, including all criminal laws and traffic laws, and to enforce and obey the laws and Ordinances of the jurisdictions covered by the Buffalo Valley Regional Police Department. To comply with all departmental policies and procedures.
☐ Yes ☐ No
- 2) To protect life and property and to serve the community. To physically apprehend and arrest lawbreakers when justified under the law. To be willing to put oneself in potentially dangerous situations.
☐ Yes ☐ No
- 3) When necessary, to use force against another individual, including possibly deadly force, when objectively reasonable and in compliance with all laws and department policies.
☐ Yes ☐ No
- 4) To work assigned shifts, including all hours of day and night, and through all types of weather. To work overtime when required. To be available for emergency call-ins. To work holidays and weekends, with the understanding that you may not be able to receive time off for personal events. To work assigned duties and details, including collateral duties.
☐ Yes ☐ No
- 5) To patrol the jurisdictions covered by the Buffalo Valley Regional Police Department, including but not limited to the routine enforcement of traffic laws, the routine checking of businesses and residences, responding to both emergency and non-emergency calls and complaints, watching for and resolving dangerous or unsafe situations, handling traffic crashes and public safety emergencies, and communicating with the citizens regarding their concerns.
☐ Yes ☐ No
- 6) To competently use all equipment assigned, including the safe, accurate and competent use of firearms. To take proper care of all department property and the equipment assigned for the carrying out of one's duties.
☐ Yes ☐ No
- 7) To provide an example of moral excellence and personal integrity to the public through one's actions and behavior.
☐ Yes ☐ No
- 8) To complete all required incident reports, investigative reports, criminal reports, criminal charges, crash reports, logs and all other documentation of activities accurately and in a timely fashion.
☐ Yes ☐ No

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

CERTIFICATION AND PENALTY

I hereby declare and certify that all statements, answers and information provided to the Buffalo Valley Regional Police Department in this Employment Application and Personal History Statement, including any attached documents or addendums, are true, correct, and complete to the best of my knowledge and belief. I understand that any false statement contained herein is subject to the penalties prescribed by 18 PA. C.S.A. § 4904, relating to unsworn falsification to authorities. I understand that any false statements, misstatement of material fact, willful omission of material fact, or willful deception in this Employment Application and Personal History Statement, including any attached documents or addendums, will be cause for disqualification and rejection as a candidate for employment. I further understand that if the aforementioned false statements, misstatements of material fact, willful omissions of material fact, or deceptions are discovered after I am hired, I will be subject to an inquiry and appropriate administrative or disciplinary actions, up to and including termination of employment.

I authorize the companies, agencies, schools or persons named in this Employment Application and Personal History Statement to give any requested information regarding my employment, character and qualifications to the Buffalo Valley Regional Police Department. I hereby release said companies, agencies, schools or persons from all liability for any damage resulting from issuing this information. I authorize the Buffalo Valley Regional Police Department to utilize the information in this Employment Application and Personal History Statement to conduct a background investigation into my suitability for employment. I authorize the Buffalo Valley Regional Police Department to release to any other law enforcement agency any information contained in this Employment Application and Personal History Statement, and any information from a resulting background investigation.

I understand that as an applicant for employment with the Buffalo Valley Regional Police Department, I will be required to take a written examination, which I must pass with a score of 70%. I understand that if I fail to pass the test with a score of 70%, I will be disqualified from further processing. I understand that if I pass the written test, I will be required to participate in an Oral Interview Board, which will evaluate my potential suitability for employment. I understand that I will have to submit to, and pass, a physical agility test.

As an applicant for employment with the Buffalo Valley Regional Police Department, I agree to undergo a comprehensive background investigation, including but not limited to a thorough review of my completed Employment Application and Personal History Statement, and contacts with all references, employers, past employers, co-workers, close personal associates and family, spouses, former spouses, and other law enforcement agencies. I agree to allow a representative of the Buffalo Valley Regional Police Department to review my driving record, credit history/financial reports, criminal records and history, and military records. As part of the background investigation, I agree to submit to interviews by members of the police department, background questionnaires, polygraph screening questionnaires, and a pre-employment polygraph examination. I agree to submit to all other examinations, reviews and scrutiny by the Buffalo Valley Regional Police Department for the purpose of a thorough background investigation. I agree to submit to psychological evaluations, physical evaluations, hearing and vision tests, and a pre-employment drug screening test.

I am aware that failure to fully submit to the listed reviews, tests, evaluations and examinations listed in the above paragraphs will be grounds for disqualification from the selection process. I agree to assist in the expedient conclusion of these reviews, tests, evaluations and examinations. I understand that successful completion of this process does not guarantee employment with the Buffalo Valley Regional Police Department, only that I will be considered for positions as they become available, pursuant to established rules and regulations of the Buffalo Valley Regional Police Department, Buffalo Valley Regional Police Commission, and the Buffalo Valley Regional Police Civil Service Commission. I have read and understand the content and purpose of this Certification and Penalty. I understand that, if hired, I must comply with the Employee Drug and Alcohol Policy.

NOTE: APPLICATIONS MUST HAVE AN ORIGINAL SIGNATURE. NO EMAILED OR FAXED APPLICATIONS WILL BE ACCEPTED. APPLICATIONS CAN BE RETURNED BETWEEN 0730 AND 1630 HOURS MONDAY THROUGH FRIDAY UNTIL THE END OF THE APPLICATION PERIOD. A \$35.00 NON-REFUNDABLE FEE IN THE FORM OF A CHECK OR CASH WILL BE DUE AT THE TIME OF SUBMISSION.

Signature of Applicant: _____

Printed Name: _____

AUTHORIZATION FOR RELEASE OF CREDIT INFORMATION

I, _____, authorize the release, review and full disclosure of all records, or any part thereof, concerning myself to any authorized agent of the Buffalo Valley Regional Police Department, whether the records are of a public, private or confidential nature.

The purpose of this authorization is to give my consent for full and complete disclosure of the records of any consumer credit reports and criminal background reports for employment purposes in accordance with the Fair Credit Reporting Act ("FCRA or the Act").

The term "employment purposes" means the use of a consumer report or investigative consumer report "for the purpose of evaluating a consumer for employment, promotion, reassignment, or retention as an employee".

A "consumer report" is any written, oral or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used for employment purposes.

An "investigative consumer report" is defined in the FCRA as a consumer report in which information on a consumer's character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates of the consumer.

The employer must provide the applicant or employee with a copy of the report and a written statement of his or her rights under FCRA before taking any adverse action "in whole or in part" as a result of credit information obtained. The term "adverse action" means "denial of employment or any other decision for employment purposes that adversely affects any current or prospective employee". The applicant or employee has the right to request additional information with respect to the nature and scope of the "credit" investigation.

The reason for this authorization is to provide full and free access to the background and history of my personal life for the specific purpose of conducting a background investigation that may provide pertinent information for the Buffalo Valley Regional Police Department to consider in determining my suitability for employment.

In the event my application is disapproved, the sources of any confidential information will not be revealed to me. I agree to indemnify and hold harmless the person to whom this request is presented, as well as his or her agents and employees, from and against all claims, damages, losses and expenses, to include reasonable attorney fees, arising out of or by reason of complying with this request.

It is my specific intent to provide access to personal information and to release copies and abstracts, however personal or confidential they may appear to be, and the sources of information specifically enumerated about are not intended to deny access to any records not specifically identified herein. The reason for this authorization is to provide full and free access to the background and history of my personal life for the specific purpose of conducting a background investigation, which may provide pertinent data for the Buffalo Valley Regional Police Department to consider in determining my suitability for employment by that Agency.

This release form and any photocopy of this release form even though said photocopy does not contain an ORIGINAL writing of my signature will be valid and should be honored for a period of up to (3) years from the date of my signature.

Signature of Applicant: _____

Printed Name: _____

Buffalo Valley Regional Police Department**RELEASE OF INFORMATION AGREEMENT**

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

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

TO WHOM IT MAY CONCERN: I am an applicant for a position with the Buffalo Valley Regional Police Department. The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in the public's best interest that all relevant information concerning my employment and personal history be disclosed to the above Department.

I hereby authorize any representative of the Buffalo Valley Regional Police Department bearing this release to obtain any information in your possession pertaining to my employment records, school records, financial records, criminal/police records or personal information, excluding medical records. I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself by and to any duly authorized agent of the Buffalo Valley Regional Police Department whether such records are of public, private, or confidential nature. The intent of this authorization is to provide full and free access to the background and history of my personal life for the specific purpose of pursuing a background investigation that may provide pertinent information for the Buffalo Valley Regional Police Department to consider in determining my suitability for employment with that Department. It is my specific intent to provide access to personnel information, however personal or confidential it may be.

I consent to your release of any and all public and private information that you may have concerning me. This includes but is not limited to the following: employment records; personal background and reputation information; military service records; educational records; financial status and records; criminal history records to include all arrest records and any information contained in the investigatory files; efficiency and performance evaluation ratings, complaints or grievances filed by or against me; records or recollections of attorneys at law or other counsel whether representing me or another person in any case, either criminal or civil in which I presently have or have had an interest; attendance records; polygraph examinations and results thereof; and any internal affairs investigations and/or disciplinary actions taken against me, including any files which have been deemed to be confidential and/or sealed.

I hereby release you, your organization, and all others from any liability or damages that may result from releasing or furnishing the information requested, including any liability or damage pursuant to any State or Federal laws. I hereby release you, as custodian of such records, and all other officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Buffalo Valley Regional Police Department regardless of any agreement I may have made with you previously to the contrary. The Buffalo Valley Regional Police Department, requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Buffalo Valley Regional Police Department's acceptance and processing of my application for employment, I agree to hold officers, its agents and employees harmless from any and all claims and liability associated with my application or in any way connected with the decision whether or not to employ me with the Buffalo Valley Regional Police Department. I understand that should information of a serious criminal nature become known as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, and my rights under other State Open Records Acts, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Buffalo Valley Regional Police Department in conjunction with employment procedures.

A photocopy or FAX copy of this release waiver will be valid as an original thereof, even though said photocopy or FAX copy does not contain an original writing of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address or phone number listed on this document.

I agree to indemnify and hold harmless the person to whom this request is presented, their agent(s) and employees, from and against all claims, damages, losses and expenses including reasonable attorney's fees arising out of or by any reason of complying with this request.

Printed Name:	
Signature:	
Date:	
Phone Number:	