



North Fayette Township Police Department

Employment Application

400 North Branch Road
Oakdale, PA 15071
(412) 787-8900

North Fayette Township is an Equal Opportunity Employer, all qualified applicants will be considered without regard to race, color, religion, national origin, ancestry, sex, disabilities, or age. Reasonable accommodations for the needs of otherwise qualified applicants with disabilities will be made upon request. All information requested on this application form is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

NOTICE: Applications must be typewritten or clearly printed. All questions must be answered. If a question is not applicable, enter "NA". Applications which are incomplete and/or illegible will not be considered. Use additional sheets if the space allotted is insufficient for a complete answer.

Position Applied For: _____

Applicant Information

Name:	Last _____	First _____	Middle _____	Suffix _____
Address: (number, street) _____				
City _____	State _____	Zip Code _____		
Home Telephone _____	Cellular Telephone _____	E-Mail _____		
SSN _____	DOB _____	Aliases / Maiden name _____		
Driver's License State _____	Driver's License Number _____	Expiration _____	Class _____	

Employment Information

List all employment for the last 10 years starting with the current or most recent position.

(1) Employer's Name	Employer's Address		
_____	_____		
Position, Title and Duties (Describe in Detail)	_____	Starting Date	Ending Date
_____	_____	_____	_____
Supervisor's Name and Title	Phone Number	Reason for Leaving	Hourly Salary
_____	_____	_____	_____
(2) Employer's Name	Employer's Address		
_____	_____		
Position, Title and Duties (Describe in Detail)	_____	Starting Date	Ending Date
_____	_____	_____	_____
Supervisor's Name and Title	Phone Number	Reason for Leaving	Hourly Salary
_____	_____	_____	_____

(3) Employer's Name	Employer's Address		
Position, Title and Duties (Describe in Detail)	Starting Date	Ending Date	
Supervisor's Name and Title	Phone Number	Reason for Leaving	Hourly Salary
(4) Employer's Name	Employer's Address		
Position, Title and Duties (Describe in Detail)	Starting Date	Ending Date	
Supervisor's Name and Title	Phone Number	Reason for Leaving	Hourly Salary

Residency List all places you have lived within the past 10 years.

Address	Resided From / To (month/year)	Other persons living with you

Family List all family members that you have lived with.

Relationship	Name	Address	Phone Number
Father			
Mother			

	Name and Address of School	Course of Study	Years Completed	Diploma / Degree
High School				
College / University				
College / University				
Trade, Business or Correspondence School				
Other (Act 120)				

Military Service

Yes

No

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

Branch of Service _____	Years of Service _____	Rank at Separation _____
U.S. Reserves <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch _____	Unit and Address _____
Reserve Obligation _____	Specialized Training _____	
While in military service, were you ever convicted for any crime graded as a misdemeanor, felony, or greater offense? If yes, give date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident, using a separate sheet to record this information.		
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Conviction of Crime

Have you ever been convicted of a summary (to include traffic offenses), misdemeanor, felony, or greater criminal violation?
 If yes, list the violation(s), court of jurisdiction, grade of offense and date of conviction. Yes No

State any additional information you feel may be helpful to us in considering your application.

References

Reference Name _____ Phone _____ How Known _____

Address _____ Years Known _____

Reference Name _____ Phone _____ How Known _____

Address _____ Years Known _____

Reference Name _____ Phone _____ How Known _____

Address _____ Years Known _____

Are there any other 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, provide details. Yes No

Has your driver's license ever been suspended or revoked? Yes No

Are you at least twenty-one (21) years of age? Yes No

Have you successfully completed Act 120 training? Yes No

Are you currently enrolled in Act 120 training?
If yes, provide graduation date. _____ Yes No

Are you a United States Citizen?
(Proof of Citizenship or Immigration status will be required upon employment.) Yes No

Have you ever filed an application with North Fayette Township?
If yes, provide date. _____ Yes No

Do any family members work for North Fayette Township? Yes No

Are you able able to work weekends, holidays and all hours including daylight,
afternoon, and midnights?
If no, explain further.

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 North Fayette Township. If conventional methods fail in attempting to contact the applicant, a certified-registered letter will be sent to the applicant's address listed on the application. Should the registered letter be returned indicating that it was unclaimed or undeliverable, the applicant will be eliminated from further processing and consideration. It is the applicant's responsibility to notify North Fayette Township, in writing, of the address change. By affixing your signature to this application, the applicant acknowledges that he/she has read and understood the contents of this procedure.

Signature

Date

CERTIFICATION, AUTHORIZATION AND AGREEMENT

I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge and does not contain any falsification, emissions, or concealment of material fact.. I understand that any false statement contained therein shall be subject to the penalties set forth in 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities. I authorize North Fayette Township to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize every school, employer, person and agency identified by me on this application or in my resume to release and and all verifying information North Fayette Township may solicit from them. I further authorize North Fayette Township to investigate my criminal history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or part because of information contained in a criminal history records report, North Fayette Township will so advise me.

I herby release all law enforcement agencies, my former employers, all educational institutions and programs, and every other person identified by me on this form or in my resume from liability for any damage or injury to me arising out of the release of information requested to North Fayette Township.

I understand and agree that North Fayette Township's acceptance of this employment application does not constitute any promise, expressed or implied, that I will be hired. I further understand that North Fayette Township does not guarantee anyone employment for any specific length of time.

I further understand and agree that any offer of employment North Fayette Township may make to me (and, if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and is contingent upon my taking and passing physical and psychological examinations and drug tests.

I certify that I am not a party to any contract or other obligation which would limit, interfere with or resrtict my ability to work for North Fayette Township in any way.

I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form.

Signature

Date

Essential Abilities & Duties of a North Fayette Township Police Officer

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense. Officers must walk and run to provide foot patrol and apprehension of suspects.
2. Prepare investigative and other reports, including sketches, using appropriate grammar symbols and mathematical computations.
3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree. Officers are required to handle complex stressful situations such as hostage negotiations, high risk arrests, suicide attempts, hazardous materials, incidents and disaster scenes.
4. Operate a law enforcement vehicle during both the day and night in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects, climbing over and pulling oneself up over obstacles; jumping over elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams, crawling in confined areas; balancing on uneven and narrow surfaces and using body force to gain entrance through barriers.
8. Load, unload, aim and fire from a variety of body positions handguns, shotguns, and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people, and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods of time. Officers must work in all types of weather conditions which may involve extreme heat or extreme cold.
11. Engage in law enforcement patrol and investigative functions that include such things as working rotating shifts, walking on foot patrol, running, and physically checking the doors and windows of buildings to ensure they are secure.
12. Effectively communicate with people, including juveniles by giving information and directions, mediating disputes and advising of rights and processes.

- 13. Demonstrate communication skills in court and other formal settings.
- 14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
- 15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- 16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas. Officers must possess adequate physical agility and endurance to perform the duties of police officer.
- 17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
- 18. Any Sworn personnel employed by North Fayette Township Police Department must have the ability to wear a respirator (gas mask).
- 19. Extinguish small fires by using a fire extinguisher and other appropriate means.
- 20. Officers must be able to use and operate all issued equipment at required levels of proficiency.
- 21. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits, and warrants.

I can fully perform all duties with or without reasonable accommodations..

I can fully perform all duties, but only with the following reasonable accommodations.

I cannot fully perform all duties even with accommodations.

Signature

Date

Essential Abilities & Duties of a North Fayette Township Dispatcher

High school diploma or GED or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job

- Knowledge of computer operations sufficient to enter, retrieve and manipulate data
- Ability to read and follow oral and written instructions
- Ability to type into a computer
- Effectively prioritize situations and make decisions based on the information received
- Ability to hear and understand multiple sound sources
- Able to handle multiple tasks to receive and communicate information to and from several sources ensuring calls for service are dispatched and monitored in a timely manner
- Work under stressful conditions and react appropriately using good judgment
- Availability to work shifts, including nights, weekends and holidays
- Willingness to maintain respectful working relationships with co-workers, supervisors and the general public
- Possess a clear and understandable radio and telephone voice

Qualities of a good dispatcher include:

- High moral character and integrity
- Compassion
- Good judgment
- High degree of emotional self-control
- Empathy and sensitivity
- Intelligence
- Good communication skills
- Self confidence
- Creativity and ingenuity
- Strong desire to serve the community
- Effective at multi-tasking

Special Requirements:

- Must be NCIC certified. Certification must be attained within a reasonable amount of time upon appointment to position
- Must pass a criminal background investigation, and be free of felony convictions
- Must pass pre-employment screening test, including a hearing test

Physical Demands:

- Ability to sit, talk and hear
- Ability to use hands and fingers to handle, feel or operate objects, tools or controls
- Ability to reach with hands and arms

- Ability to occasionally lift and/or move up to 25 pounds
- Vision abilities include close vision and ability to adjust focus
- Ability to function in work environment with moderate noise level from several sources creating constant activity

Dispatchers perform the following duties:

- Answer 9-1-1 and non-emergency phone calls from the public and dispatch appropriate law enforcement, fire or EMS units
- Operate computerized telephone and radio
- Monitor and dispatch multiple agencies
- Maintain contact with caller throughout an emergency and update responding personnel of the changing situation
- Attend special and periodical training programs on a continuing basis
- Maintain a thorough working knowledge of all other public safety communications systems used at the dispatch center, including:
 - Console Call Repeaters
 - Video Cameras
 - Alarms and Warning Lights
 - Radio control / phone back-up equipment
- Monitor and direct emergency and non-emergency dispatches utilizing call prioritization, all/incident location identification, and intra-departmental responses following North Fayette Townships policies to minimize potential dangers to the community and first responders

I can fully perform all duties with or without reasonable accommodations..

I can fully perform all duties, but only with the following reasonable accommodations.

I cannot fully perform all duties even with accommodations.

Signature

Date



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The North Fayette Township Police Department would like to thank you for your interest in wanting to part of our department. Police work requires a certain type of person with distinct qualifications; although, we do have some standards that must be met prior to being employed by the North Fayette Township Police Department. These include the following:

Citizenship Requirement

All applicants must be a United States citizen.

Minimum Age Requirement

All applicants must be 21-years of-age at the time of application.

Education Requirement

All applicants must have a high school diploma or GED and must be ACT 120 Certified or certified by appointment date.

Valid Driver's License

All applicants must have a valid Pennsylvania driver's license at the time of appointment and no serious violations on their driver history, as this will be reviewed during the background check.

Minimum Fitness Requirement

All applicants will be required to pass a Physical Fitness Test, to include a vertical jump, sit-ups, 300-meter run, push-up, and 1.5-mile run.

Background Check

All applicants will be required to pass one or more oral interview(s), medical exam, psychological exam, drug test and background check.

Cross Training

Part-time police officers are cross trained as police officers and dispatchers.

What will disqualify you from employment with the North Fayette Township Police Department?

Any criminal record that includes misdemeanor or felony convictions

Illegal drug use

Poor driving record

Poor credit history or other financial problems

Dishonorable discharge from the military

Inadequate score on the written test, oral interview(s), and/or psychological

Poor physical fitness

Disqualifying medical conditions

Falsification on the application

Past or current gang affiliations

The presence of racial bias.

If you meet all the requirements, we would be honored to have you as a part of this department.