

POLICE CIVIL SERVICE BOARD
CITY OF ALLENTOWN, PENNSYLVANIA
APPLICATION
POLICE OFFICER EMPLOYMENT

INSTRUCTIONS:

Answer all the questions as completely as possible and attach all supporting required documentation.

- Attach photocopies of the following documents to the application:**
- (1) High School Diploma or its equivalent from a State Department of Education.
 - (2) Valid Driver's License.
 - (3) ACT 120 Certification and/or Police Academy Certificate, if applicable.
 - (4) College Transcripts, if applicable.
 - (5) Certificate of Naturalization, if applicable.

Return the application and supporting documentation (either by mail or in-person) to the Human Resources Office, Room 233, City Hall, 435 Hamilton Street, Allentown, PA 18101-1699. Office hours are Monday through Friday 8:00 a.m. through 4:30 p.m.

PLEASE PRINT

Name _____
 First Middle Last

Current Address _____
 Number Street City State Zip Code

List previous addresses if your residence has changed within the last 10 years. Attach an additional sheet if necessary.

Address	From	To

Social Security Number _____

Telephone Number _____

Mobile Telephone Number _____

Email Address _____

Do you possess a current and active Act 120 Certification? Yes No

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If you are not currently Act 120 Certified, do you possess a current and active certification for Police Officer in another state? Yes No

Name of Police Academy that you attended: _____

Years Attended: _____

Are you a citizen of the United States? Yes No

Do you have a valid Driver's License? Yes No

Driver's License Number: _____ State of Issue: _____

Operator Commercial (CDL) A Commercial (CDL) B

Name the schools you attended. Please provide the date you graduated and course of study.

(If you did not graduate, list last date attended.)

Type of School	Name of School	Location (Complete mailing address)	# of Years Completed	Major & Degree
High School				
College				
Business or Trade School				
Professional School				

List any Police-related experience and/or education:

WORK EXPERIENCE

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Name of Employer: _____

Address: _____
Street City State Zip

Name of Last Supervisor: _____ Phone Number: (____) _____

Employment Dates: _____ to _____ Final Hourly Rate or Salary: _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

Name of Employer: _____

Address: _____
Street City State Zip

Name of Last Supervisor: _____ Phone Number: (____) _____

Employment Dates: _____ to _____ Final Hourly Rate or Salary: _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

Name of Employer: _____

Address: _____
Street City State Zip

Name of Last Supervisor: _____ Phone Number: (____) _____

Employment Dates: _____ to _____ Final Hourly Rate or Salary: _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

May we contact your present employer? Yes No

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Have you ever been dismissed or asked to resign from a position? Yes No

If so, please explain: _____

Have you ever been employed by the City of Allentown? Yes No

If yes, in what capacity and when? _____

Have you ever been convicted of a crime, pleaded guilty to a crime, pleaded nolo contendere to a crime, or been placed on Accelerated Rehabilitative Disposition (ARD) or its equivalent? (Conviction will not necessarily disqualify you from employment.)

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

MILITARY

Have you ever been in the Armed Forces? Yes No

Are you now a member of the National Guard? Yes No

Specialty _____

Date Entered _____

Discharge Date _____

Did you receive an Honorable Discharge? Yes No

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REFERENCES

Please list names and contact information of three (3) references. Do not include relatives or previous employers.

Name: _____
Position: _____
Company: _____
Address: _____

Telephone: (_____) _____

Name: _____
Position: _____
Company: _____
Address: _____

Telephone: (_____) _____

Name: _____
Position: _____
Company: _____
Address: _____

Telephone: (_____) _____

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by the City of Allentown, (hereinafter called “the City”), except where collective bargaining agreements exist, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other City practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the City of Allentown, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned. Both the undersigned and the City of Allentown may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the City may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the City permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the City from any liability as a result of such contract.

I also understand that (1) the City has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the City may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the City will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the City shall be probationary for a period of one hundred-eighty (180) days, and further that at any time during the probationary period, or thereafter, my employment relation with the City is terminable at will for any reason by either party.

Signature: _____ Date: _____

The City of Allentown is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the City of Allentown depends solely on your qualifications.

Thank you for completing this application form and for your interest in employment opportunities with the City of Allentown Police Department.

Under no circumstances shall this application packet constitute a contract, an offer of employment or the solicitation of an offer of employment.