

Application For Employment

Portage Borough
721 Main Street
Portage, Pa 15946

We consider applicants for all Positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status

(PLEASE PRINT)

Position(s) Applied For	DATE OF BIRTH	AGE
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How Did You Learn About Us?

Advertisement Friend Walk-In
 Employment Agency Relative Other _____

Last Name	First Name	Middle Name		
Address Number	Street	City	State	Zip Code
Telephone Number (Home)	Telephone Number (Cell)	Social Security Number		

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If Yes, Give Date _____

Have you ever been employed with us before? Yes No
If Yes, Give Date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration Status? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

On What date would you be available for work? _____

Are you available to work: Full time Part Time Shift Work Temporary

Are you currently on "Lay-Off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony with in the last 7 years? Yes No
(Convention will not necessarily disqualify an applicant from employment)

If Yes, please explain _____

Education

	Elementary School					High School				Undergraduate College / University				Graduate / Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma / Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful; to us in considering your application																	

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held. (you may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:)

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.
1.
2.
3.

Have you ever had any job-related training in the United States Military? Yes No

If Yes, please describe _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes No

Employment Experience

Start with you present or last job. include any job related military service assignments and volunteer activities. you may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status

1. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone number(s)		Hourly Rate/Salary		
		From	To	
Job title	Supervisor			
Reason for leaving				

2. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone number(s)		Hourly Rate/Salary		
		From	To	
Job title	Supervisor			
Reason for leaving				

3. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone number(s)		Hourly Rate/Salary		
		From	To	
Job title	Supervisor			
Reason for leaving				

4. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone number(s)		Hourly Rate/Salary		
		From	To	
Job title	Supervisor			
Reason for leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications Summarize special job-related and qualifications acquired from employment or other experience

Applicants Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer

Signature of Applicant

Date

FOR PERSONAL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Employed Yes No Dates of Employment _____

Job Title _____ Hourly Rate / Salary _____ Department _____

By _____
Name and Title

Date

Notes

PORTAGE BOROUGH



POLICE DEPARTMENT

721 Main Street
Portage, PA 15946

Edward Miller
Chief of Police

Office Phone
814/736-9638

AUTHORIZATION TO RELEASE INFORMATION

This is to certify that I; _____ am an applicant for the position of Police Officer with the Portage Borough Police Department, and that I do hereby authorize the release of any and all information to the Portage Borough Police that they may request from whomever they may deem necessary to make such a request from any of my records or files. Such information will include but not be limited to: Hospital records, traffic records, court records, police reports including juvenile records, credit reports, background investigative materials and reports, employment records, attendance records, confidential records, educational, transcripts, and polygraph results, etc. I also release all persons from any liability which could result from furnishing said information to the Portage Borough Police Department.

Further, I authorize the Portage Borough Police Department to Xerox, copy, or otherwise reproduce this original document and let such Xerox copy act as the original instrument. The original document is to be retained on file with the Portage Borough Police Department.

I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me.

Date and Signature

Address

NOTARY

PORTAGE BOROUGH



DEPARTMENT

721 Main Street
Portage, PA 15946

Edward Miller
Chief of Police

Office Phone
814/736-9638

POLICE OFFICER

Nature of Work:

This is uniformed police patrol work which involves maintaining visibility through foot patrol and motor vehicle patrols throughout the Department jurisdiction; enforcing State Vehicle and Criminal Laws and Jurisdictional ordinances; responding to citizen calls for services; responding to and rendering assistance in emergencies.

Employees receive specific assignments from a higher ranking officer, but exercise independence and discretion in general duties.

Work is reviewed by inspection and through oral and written reports to Supervisors.

Work Performed:

Police Officer performs the following tasks:

1. Enforces Pennsylvania State Criminal Code and Vehicle Code and Jurisdictional ordinances; performs preliminary investigation and follow-up activity of offenses; arrest and files charges against offenders; and prepares cases for and testifies at hearing and court trials.
2. Conducts visible motor vehicle and foot patrols in assigned areas; conducts commercial and residential security checks.
3. Controls traffic; observes road conditions and road signs and reports hazardous conditions; investigates traffic accidents.
4. Writes accurate field reports and logs daily activity.
5. Provides assistance as requested by citizens, including but not limited to the following:
 - A. Intervention in disputes
 - B. Administration of first aid
 - C. Aid to emotionally disturbed persons, runaways, and lost children
 - D. Properly uses and cares for equipment issued by the Department
 - E. Other duties as required.

Authority and Responsibilities:

The authority of a Police Officer is that which is vested in the law enforcement officers by State Legislature, the State Constitution and Jurisdictional Ordinances.

The responsibilities of a Police Officer are to perform tasks listed above, to keep current with developments in the law and department regulations and policies, and to maintain good impartiality with the public, extending (one's self beyond what is required) recognizing the dignity of each person, and demonstrating compassion for suspects as well as victims.

Required Knowledge, Skills and Abilities:

It is essential that a Police Officer have the following knowledge, skills and abilities:

1. Ability to communicate effectively both orally and in writing.
2. Ability to exercise good judgment under stress.
3. Ability to react quickly and effectively in emergency situations.
4. Ability to understand and carry out orders.
5. Well developed social skills allowing the Officer to react appropriately to different individuals and situations.