

**Borough of Crafton  
Civil Service Commission**

Dear Applicant,

To **REGISTER** for the testing procedure you must:

- **Meet all requirements as outlined on page 2.**
- **Complete and return the enclosed application. (Résumé's are optional)**
- **Submit a non-refundable \$50.00 testing fee, made payable to "Borough of Crafton"**
- **Proof of Act 120 Completion as outlined on page 2, section 4.**
- **Proof of College/University credit must be submitted with the application**
- **Proof of Military Service must be submitted with the application**
- **Bring valid PA Driver's License for identification**

At the time of registration you will be given an "**Information Packet**" regarding the testing procedure, location, date and time of the written exam and physical agility testing.

**No applicant will be permitted to take the written test if not properly and timely registered.**

Applications and Testing Registration must be delivered **IN PERSON, BY THE APPLICANT ONLY** to the Crafton Borough Building, 100 Stotz Avenue, 2<sup>nd</sup> Floor, Crafton, PA 15205, 412-921-0752 Ext 10, **Monday through Friday between 8:30 AM and 4:30 PM.**

**DEADLINE for submission: March 17, 2010 by 4:00 p.m.**

***\*\* Photo Identification is Mandatory.***

***\*\*Persons without Photo Identification will not be permitted to submit an application.***

**Borough of Crafton  
Civil Service Commission**

**As of March 17, 2010, every applicant must;**

1. possess a diploma from an accredited high school or a graduate equivalency diploma (GED) and
2. have successfully completed any or all of the following:
  - A. A minimum of sixty (60) credit hours in an accredited college or university.
  - B. A minimum of 2000 hours as a Police Officer or Military Police Officer.
  - C. Two full years of active military service with an honorable discharge and have completed a minimum of thirty (30) credit hours in an accredited college or university.
3. Possess a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania.
4. Have a current Act 120 certification or:
  - A. have successfully completed the requirements for Act 120 certification and possess a valid letter form the Pennsylvania Municipal Officers Education and Training Commission certifying the successful completion of their certification testing process that is valid for six (6) months from February 24, 2010 for the position sought and must meet all the requirements to be certified under Act 120.
  - B. be able to obtain a waiver for Act 120 certification.

In addition, every applicant must be United States citizen, physically and mentally fit to perform the full duties and essential functions of a police officer, pursuant to further testing and background investigation, **and** must be at least twenty-one (21) years of age, all by March 17, 2010. The successfully appointed officer must reside within fifteen (15) air miles of the Borough of Crafton within one (1) year of permanent appointment which, in turn, follows a one year probationary period.

**Borough of Crafton  
Civil Service Commission**

**Crafton Borough  
POLICE OFFICER APPLICATION**

**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 Crafton Borough.

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 Crafton Borough, in writing, of the address change. By affixing your signature to this application, the applicant acknowledges that he has read and understood the contents of this procedure.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**FOR OFFICE USE ONLY**

Submission Date: \_\_\_\_\_ Time: \_\_\_\_\_ Submission #: \_\_\_\_\_



**Borough of Crafton  
Civil Service Commission**

**EMPLOYMENT HISTORY**

**List All Employment For The Past Ten (10) Years, Beginning With Current or Most Recent Position**

Employer	Dates Employed:	From		To
Employer's Address			( )	-
Your Job Title			Telephone No	
Description Of Duties		Hourly Rate/Salary		
Supervisor's Name	Reason For Leaving			
Will This Supervisor/Employer Give A Good Job Reference?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If No Explain: _____				
<b>WERE YOU:</b>				
Discharged or Asked To Resign By This Employer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____				

Employer	Dates Employed:	From		To
Employer's Address			( )	-
Your Job Title			Telephone No	
Description Of Duties		Hourly Rate/Salary		
Supervisor's Name	Reason For Leaving			
Will This Supervisor/Employer Give A Good Job Reference?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If No Explain: _____				
<b>WERE YOU:</b>				
Discharged or Asked To Resign By This Employer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____				

Crafton Borough is an Equal Opportunity Employer

**Borough of Crafton  
Civil Service Commission**

**EMPLOYMENT HISTORY**  
continued from page 2

Employer _____	Dates Employed: From _____	To _____	( ) - _____
Employer's Address _____	Telephone No _____		
Your Job Title _____	Hourly Rate/Salary _____		
Description Of Duties _____			
Supervisor's Name _____	Reason For Leaving _____		
Will This Supervisor/Employer Give A Good Job Reference?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
If No Explain: _____			
<b>WERE YOU:</b>			
Discharged or Asked To Resign By This Employer?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____			

Employer _____	Dates Employed: From _____	To _____	( ) - _____
Employer's Address _____	Telephone No _____		
Your Job Title _____	Hourly Rate/Salary _____		
Description Of Duties _____			
Supervisor's Name _____	Reason For Leaving _____		
Will This Supervisor/Employer Give A Good Job Reference?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
If No Explain: _____			
<b>WERE YOU:</b>			
Discharged or Asked To Resign By This Employer?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
If Yes To Any Of The Above, Explain: _____			

Crafton Borough is an Equal Opportunity Employer

**Borough of Crafton  
Civil Service Commission**

**EDUCATION**

Last High School Attended	Dates Employed:	From	To	
Location				9 10 11 12 (Circle One) Highest Grade Completed
Do You Have A High School Diploma or G.E.D. Certificate?		Yes	<input type="checkbox"/>	No <input type="checkbox"/>
List Colleges, Universities or Trade or Technical Schools attended:				
School Attended	Dates Employed:	From	To	
Location				Degree/Credits/Licenses
School Attended	Dates Employed:	From	To	
Location				Degree/Credits/Licenses
School Attended	Dates Employed:	From	To	
Location				Degree/Credits/Licenses

**MILITARY**

Branch Of Service	Dates of Service:	From	To	
Rank At Separation	Reserve Requirements			
Specialized Training				

**OTHER QUALIFICATIONS**

Describe Any Equipment You Can Operate (Machines, Computers etc.)
List Any Trade, Professional or Skills Certificates You Hold.
Special Skills, Abilities or Experiences Which Qualify Your For The Position.

**BACKGROUND**

Have You Ever Been Convicted Of A Misdemeanor?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes Explain: _____				
Have You Ever Been Convicted Of A Felony?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes Explain: _____				
Has A Judgment Ever Been Entered Against You In Civil Action?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes Explain: _____				

Crafton Borough is an Equal Opportunity Employer



**Borough of Crafton  
Civil Service Commission**

**CERTIFICATION, AUTHORIZATION and AGREEMENT**

“I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsification, emissions, or concealments of material fact. I authorize Crafton Borough 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 form or in my resume to release any and all verifying information Crafton Borough may solicit from it or them. I further authorize Crafton Borough 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 in part because of information contained in a criminal history records report, Crafton Borough will so advise me.”

“I hereby release Crafton Borough, all law enforcement agencies, agents and outside consultants hired to assist in the hiring process and anyone interviewed, (including but not limited to, current and former employers, relatives, neighbors, acquaintances, all educational institutions and programs, financial institutions 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 by Crafton Borough.”

“I understand and agree that Crafton Borough’s acceptance of this employment application does not constitute any promise, expressed or implied, that I will be hired. I further understand that Crafton Borough does not guarantee anyone employment for any specific length of time. I therefore agree that, if I am hired, my employment may be terminated by either me or by Crafton Borough at any time without notice or cause.”

I further understand and agree that any offer of employment Crafton Borough 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 may be contingent upon my taking and passing physical examinations and drug tests.”

“I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for Crafton Borough 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.”

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Crafton Borough is an Equal Opportunity Employer

**Borough of Crafton  
Civil Service Commission**

**INEXPERIENCED POLICE OFFICER**

**ESSENTIAL JOB FUNCTIONS**

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.
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 when force may be used and to what degree.
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 informants.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or 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.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking 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 skill 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 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.
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
18. Put on and operate a gas mask in situations where chemical munitions are being deployed.
19. Extinguish small fires by using extinguisher and other appropriate means.
20. Read and comprehend legal and non-legal documents, including the preparations and processing of such documents as citations, affidavits and warrants.
21. Process arrested suspects to include taking photographs and obtaining a legible set of inked fingerprint impressions.

NOTE: The successful applicant must be able to perform ALL of the above essential job functions of an experienced police officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

Crafton Borough is an Equal Opportunity Employer

**Borough of Crafton  
Civil Service Commission**

**PERSONAL CHARACTERISTICS**

Since police officers are required to enforce the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a “business necessity “ that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill and integrity.

Additionally, police officers are frequently placed in a position of physical harm and mental stress. Therefore, a history of mental or physical disability may be grounds for denying employment: or, these factors might be a consideration in the hiring process. Applicants posing a substantial risk of injury to themselves, other officers, and the public are at a substantial disadvantage in the hiring process.

I have reviewed the above list of essential job functions for a police officer and believe that:

\_\_\_\_\_ I can fully perform all duties without reasonable accommodations.

\_\_\_\_\_ I can fully perform all duties but only with the following reasonable accommodations;

---

---

---

---

---

---

---

---

\_\_\_\_\_ I cannot fully perform all duties even with reasonable accommodations.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Borough of Crafton  
Civil Service Commission**

**APPLICANT'S RELEASE  
PHYSICAL AGILITY TEST**

As an applicant for the Civil Service Examination for entry level police officer, I understand that I will be required to undergo a Physical Agility Test consisting of the following:

1.     **Stretcher Carry.** Applicants will be paired off and required to carry a stretcher with a simulated patient weighing approximately two hundred (200) lbs. over a distance of one hundred (100) feet. Those applicants failing on the first attempt will be allowed to retake the exercise with a person who has successfully completed the exercise.
  
2.     **Body Drag.** An applicant is required to drag a simulated motor vehicle operator weighing approximately two hundred (200) lbs. to a point fifty (50) feet from the motor vehicle, within 15 seconds.
  
3.     **Quarter Mile Run.** An applicant is required to run a distance of one quarter (1/4) mile on a pre-measured course in less than one hundred and ten (110) seconds.
  
4.     **Window Climb.** An applicant is required to climb through a six (6) foot high level window without assistance onto a three (3) foot level platform on the other side of the window, and then to the ground. Applicants must then circle around a marker twenty (20) feet beyond the window and return up the three (3) foot high platform and out the window onto the ground below.
  
5.     **30-Second Trigger Pull.** Within a 30-second time limit per hand, an applicant is required to repeatedly pull thirty (30) times with the dominant/strong hand and fifteen (15) times with the opposite/weak hand the trigger of a double action nonfunctional revolver with arms horizontally extended.

*I have read and understand the requirements of the Physical Agility Test set forth above and knowing this, I believe myself to be in good health and physically fit to participate in this test. I represent that to the best of my knowledge and belief I have no physical condition that would likely cause physical injury, disability, or illness as a result of attempting to perform the elements of the test as described above. In consideration of processing my application, and intending to be legally bound, I hereby release, indemnify and hold harmless Crafton Borough, their agents, their elected officials, their appointed officials, their Civil Service Commission and its members, and the owners, custodians, directors and employees of the property on which the test is given from all claims, demands and suits which may arise or result from any injury or illness which is caused by or results from taking or attempting to take the test as set forth above.*

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

(TO BE RETURNED WITH APPLICATION)

Crafton Borough is an Equal Opportunity Employer