

**Southwest Regional Police Department**  
**APPLICATION FOR EMPLOYMENT**

Southwest Regional Police is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race color, religion, national origin, sex, non-job related disabilities or age (40 and over). 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.

**Instructions:** This application must be completed in its entirety.  
Please print in ink or type.  
If because of a disability, you need assistance in completing this application for, please notify the Southwest Regional Police.

Return completed application to Southwest Regional Police 10 Main Street,  
Belle Vernon, PA, 15012 (724)-929-8484. FAX: (724) 929-6523  
E-Mail: [swrp@verizon.net](mailto:swrp@verizon.net) or visit us on the web @ <http://www.swrpd.us>

Position Applied For: POLICE OFFICER # \_\_\_\_\_ Full time  Part Time

\_\_\_\_\_  
Last Name First Name Middle Name

\_\_\_\_\_  
Address City State Zip Code

(\_\_\_\_)\_\_\_\_-\_\_\_\_ (\_\_\_\_)\_\_\_\_-\_\_\_\_ \_\_\_\_-\_\_\_\_-\_\_\_\_  
Phone Number: Day Phone Number: Night Social Security Number Driver's License Number & State

Are You At Least Eighteen (18) Years Old?  Yes  No

If No Do You Have A Work Permit?  Yes  No

Are You A United States Citizen?  Yes  No

(Proof of Citizenship or Immigration Status will be required upon Employment.)

Have You Ever Filed An Application with Southwest Regional?  Yes  No

If Yes, Give Date: \_\_\_\_\_

Have You Ever Been Employed by Southwest Regional?  Yes  No

If Yes, Give Date: \_\_\_\_\_

May We Contact Your Current Employer?  Yes  No

If No, Please Identify Someone Familiar with Your Performance for Your Current Employer That We May Contact.

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Can You Work Daylight?  Yes  No

Can You Work Evenings?  Yes  No

Can You Work Nights?  Yes  No

Can You Work Weekends?  Yes  No

Can You Work Holidays?  Yes  No

## EMPLOYMENT HISTORY

# \_\_\_\_\_

List All Employment For the Past Ten (10) Years, Beginning with Current or Most Recent Position.

If you need more space, please attach a separate sheet of paper.

Employer: _____	Dates Employed: From _____ To _____
Employer Address: _____	Phone Number: _____
Your Job Title: _____	Hourly Rate/Salary: _____
Description of Duties: _____	
Supervisor's Name: _____	Reason for Leaving: _____
Will This Supervisor/Employer Give a Good Job Reference?	
If No, explain: _____	
Were you:	
Discharged or Asked to Resign by this Employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever Disciplines (Written Warning, Suspended, Denied a Pay Increase, etc.) By this Employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever Counseled or Warned About Excessive Absenteeism or Tardiness by this Employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes To Any of the Above, Explain: _____	

Employer: _____	Dates Employed: From _____ To _____
Employer Address: _____	Phone Number: _____
Your Job Title: _____	Hourly Rate/Salary: _____
Description of Duties: _____	
Supervisor's Name: _____	Reason for Leaving: _____
Will This Supervisor/Employer Give a Good Job Reference?	
If No, explain: _____	
Were you:	
Discharged or Asked to Resign by this Employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever Disciplines (Written Warning, Suspended, Denied a Pay Increase, etc.) By this Employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever Counseled or Warned About Excessive Absenteeism or Tardiness by this Employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes To Any of the Above, Explain: _____	

Employer: _____	Dates Employed: From _____ To _____
Employer Address: _____	Phone Number: _____
Your Job Title: _____	Hourly Rate/Salary: _____
Description of Duties: _____	
Supervisor's Name: _____	Reason for Leaving: _____
Will This Supervisor/Employer Give a Good Job Reference?	
If No, explain: _____	
Were you:	
Discharged or Asked to Resign by this Employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever Disciplines (Written Warning, Suspended, Denied a Pay Increase, etc.) By this Employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ever Counseled or Warned About Excessive Absenteeism or Tardiness by this Employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes To Any of the Above, Explain: _____	

**EDUCATION**

# \_\_\_\_\_

Last High School Attended: \_\_\_\_\_ Location: \_\_\_\_\_  
 Highest Grade Completed: 9 10 11 12 (Circle One)  
 Do You Have a High School diploma or G.E.D. Certificate?       Yes  No

List Colleges, Universities, Trade or Technical Schools attended below.  
 Name: \_\_\_\_\_ Location: \_\_\_\_\_  
 Number of Months/Years Attended: \_\_\_\_\_ Degrees/Credits/Licenses: \_\_\_\_\_  
 Name: \_\_\_\_\_ Location: \_\_\_\_\_  
 Number of Months/Years Attended: \_\_\_\_\_ Degrees/Credits/Licenses: \_\_\_\_\_

**MILITARY**

Branch of Service: \_\_\_\_\_ Length/Service: \_\_\_\_\_  
 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 You For The Position:  
 \_\_\_\_\_  
 \_\_\_\_\_

**BACKGROUND**

Have You Ever Been Convicted of a Misdemeanor?      Yes       No   
 If Yes, Explain: \_\_\_\_\_

Have You Ever Been Convicted of a Felony?      Yes       No   
 If Yes, Explain: \_\_\_\_\_

**REFERENCES**

Please List Three (3) References Other than Relatives or Former Employers:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Please Attach A Resume, If Available.**

**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 Southwest Regional Police 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 Southwest Regional Police may solicit from it or them. I further authorize Southwest Regional Police 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, Southwest Regional Police will so advise me.”

“I hereby release all law enforcement agencies, my former employers, all educational institutions and program and every other person identifies by me on this for or in my resume form liability for any damage or injury to me arising out of the release of information requested by Southwest Regional Police.”

“I understand and agree that Southwest Regional Police acceptance of this employment application does not constitute any promise, express or implied, that I will be hired. I further understand that Southwest Regional Police does not guarantee anyone my employment may be terminated by either me or by Southwest Regional Police at any time without notice or cause.”

“I further understand and agree that any offer of employment Southwest Regional Police may make to me (and, if I an 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 Southwest Regional Police 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.”

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Southwest Regional Police is an Equal Opportunity Government

## **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 the Southwest Regional Police Department.

If conventional methods fail in attempting to contact 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 undelivered the applicant will be eliminated from further processing and consideration.

It is the applicant's responsibility to notify the Southwest Regional Police, in writing, of the address change. By affixing your signature to this form the applicant acknowledges that you have read and understood the contents of this procedure.

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Date

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Signature

# POLICE OFFICER APPLICATION

## ESSENTIAL DUTIES OF A POLICE OFFICER

1. Running for several hundred yards;
2. Climbing over obstacles;
3. Crawling;
4. Pushing motor vehicles;
5. Pulling or carrying accident, fire, or crime victims;
6. Using physical force to apprehend and subdue arrestees;
7. Withstanding prolonged exposure, as long as eight hours, to extreme weather conditions;
8. Withstanding prolonged periods of standing and sitting;
9. Withstanding frequent exposure to stress-producing situations such as encountering injured or killed by accidents, crimes or suicide;
10. Dealing with domestic disputes;
11. Dealing with verbal and physical abuse of the officer, including taunts, insults and threats to the officer, family members, or fellow police officers;
12. Communicating effectively with individual suffering from trauma;
13. Operating a motor vehicle for long periods of time;
14. Using a firearm effectively; and
15. Filling out written reports in a clear and concise manner.

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

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

\_\_\_\_\_ I can perform all duties but only with the following accommodations for the duties specified: \_\_\_\_\_

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## VERIFICATION

I understand that this Application has been subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

Date: \_\_\_\_\_