



City of Bethlehem

Police Officer Application



Application Deadline: 3:00 p.m., March 23, 2018 (Applications sent via mail must be postmarked no later than March 23, 2018)

Application Fee: \$50.00 payable by certified check or money order, no personal checks, cash or credit cards. Non-refundable.

Written Exam Date: April 28, 2018, 9:00 AM, Liberty High School, 1115 Linden St. Bethlehem, PA 18017

Type or print legibly, use black ink

Personal Data	<ul style="list-style-type: none"> ➤ Applicants must be a United States Citizen for at least five years, if foreign born produce naturalization papers ➤ Applicants shall provide copies of their birth certificate, driver's license and social security card ➤ Applicants must have reached the age of twenty-one (21) by the application deadline (March 23, 2018) 					
Name:		E-Mail Address:				
Home Address:		City:	State:	Zip Code:		
Contact Phone:		Operator's License number & State:		Is license current and valid: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Educational Information:	<ul style="list-style-type: none"> ➤ Applicants must have at least 60 credits from no more than two (2) accredited colleges/universities ➤ Applicants may waive the educational requirement if they have fulfilled 4,000 hours of active police service ➤ Applicants may waive the educational requirement for military experience, see below for conditions ➤ Applicants shall provide copies of diplomas for all completed programs ➤ Applicants shall provide copies of transcripts for all college/university programs 					
High School Name, City & State:		Course of Study (i.e.: College prep, science, arts, vo-tech):		Degree Received: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Community College / Other associate degree program:		Course of Study:		Degree Received or Credits Earned		
				<input type="checkbox"/> Associates	Number of Credits Received:	
Community College / Other associate degree program:		Course of Study:		Degree Received or Credits Earned		
				<input type="checkbox"/> Associates	Number of Credits Received:	
College / University:		Course of Study:		Degree Received or Credits Earned		
				<input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral	Number of Credits Received:	
College / University:		Course of Study:		Degree Received or Credits Earned		
				<input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral	Number of Credits Received:	
Military Experience	<ul style="list-style-type: none"> ➤ A DD-214 shall be provided for all military service. ➤ Applicants using the military waiver for the educational requirement must have served two years of active service or six years of reserve service and received an honorable discharge. ➤ To claim veteran's preference, applicants must have served a minimum of two years of active service or six years of duty in the reserves and received an honorable discharge. 				Do you claim Veteran's Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> N/A						
Active Duty	Duration of Service - Active Duty:		Reserve Duty	Duration of Service - Reserve Duty:		Type of Discharge:
<input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Marines <input type="checkbox"/> Navy <input type="checkbox"/> National Guard	Date Entered	Date Discharged	<input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Marines <input type="checkbox"/> Navy <input type="checkbox"/> National Guard	Date Entered	Date Discharged	<input type="checkbox"/> Honorable <input type="checkbox"/> General <input type="checkbox"/> Medical <input type="checkbox"/> Other than honorable <input type="checkbox"/> Dishonorable





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NAME:

Police Experience	<ul style="list-style-type: none"> ➤ Include all police agencies you have worked for or completed internships for, list any additional police agencies on a separate sheet of paper and attach it to this application ➤ Applicants using the 4,000 hour waiver to the educational requirement shall provide a copy of their Act 120 certificate and proof of 4,000 hours of service from the respective Department and/or Human Resources ➤ For out of state officers wishing to use the certification waiver to the educational requirement, applicants must be certified and employed as a municipal police officer, fulfill the 4,000 hour requirement, and provide a copy of their certificate and proof of 4,000 hours of service from the respective Department and/or Human Resources 		
<input type="checkbox"/> N/A			
Municipal Police Academy training and certification (Act 120) - (Include Academy Name, County and State):			
Police Agency Name:		Agency Phone number:	
Agency Address:	City:	State:	Zip:
Commissioner/Chief:	Position / Assignment / Rank:	Start Date:	End Date:
Reason for leaving (Provide a reason even if you are currently employed by this department):			<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time
References	Provide three (3) references that are <u>not</u> relatives or current/former employers/supervisors (Co-workers who are not supervisors are acceptable). Provide name, address and phone number for each. Do not use the same people as used in the Civil Service Voucher.		
Reference #1			
Name:			
Street Address, City, State, Zip:			
Contact Phone Number:			
Relationship (How do you know this person?):			
Reference #2			
Name:			
Street Address, City, State, Zip:			
Contact Phone Number:			
Relationship (How do you know this person?):			
Reference #3			
Name:			
Street Address, City, State, Zip:			
Contact Phone Number:			
Relationship (How do you know this person?):			





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NAME: _____

CIVIL SERVICE APPLICANT QUESTIONNAIRE

- A. Do you agree to accept the decision of the Civil Service Board if rejected? Yes No
- B. Are you at least 21 Years of Age? Yes No
- C. Have you ever applied to the City of Bethlehem Police Department before? Yes No

If yes, how far did you get in the process?

- | | |
|---|---|
| <input type="checkbox"/> 1. Written Application
<input type="checkbox"/> 2. Written Exam
<input type="checkbox"/> 3. Physical Fitness Test
<input type="checkbox"/> 4. Background Investigation
<input type="checkbox"/> 5. Oral Interview
<input type="checkbox"/> 6. Certification by Police Civil Service Board | <input type="checkbox"/> 7. Polygraph Exam
<input type="checkbox"/> 8. Psychological Exam
<input type="checkbox"/> 9. Medical Exam
<input type="checkbox"/> 10. Offered a position
<input type="checkbox"/> 11. Hired |
|---|---|

- D. Have you ever been convicted of a criminal act? Yes No

(If yes, provide an explanation on a separate sheet of paper and attach it to this application)

- E. Have you ever been convicted of a traffic offense? Yes No

(If yes, provide an explanation on a separate sheet of paper and attach it to this application)

*****READ CAREFULLY*****

Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that falsified statements on this application shall be considered sufficient cause for dismissal. In consideration of employment, I authorize the City of Bethlehem to make any investigation of my personal history, financial and credit record, or any other relevant information through applicable sources. (Note: The provisions of the Fair Credit Reporting Act may be applicable if a credit report is obtained and considered.)

Applicant Signature: _____
(Sign and Date)





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EQUAL EMPLOYMENT OPPORTUNITY DATA

The City of Bethlehem has a moral, as well as legal, commitment to provide equal employment opportunity and nondiscrimination in employment policies and practices on the basis of race, religion, color, sex, national origin, age or disability. We are also required to make periodic reports based on these categories, and are in violation of the law if we do not make such reports; therefore, we ask that you fill in the information requested below.

THIS IS STRICTLY VOLUNTARY. DO NOT WRITE YOUR NAME ON THIS SHEET OF PAPER.

This information will not be used in any way to evaluate qualifications for employment, or any job performance. It will be used for statistical purposes only, and will be kept in a confidential file separate from the attached application for employment.

Thank you for your help in this matter.

Please check where applicable (see next page for explanation of categories).

- | | |
|---|--|
| <input type="checkbox"/> White (Non-Hispanic) | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> Black (Non-Hispanic) | <input type="checkbox"/> American Indian or Alaskan Native |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other (Please specify): |

Disabled: Yes No

Sex: Male Female

Age:

How did you learn about this position?

- | | | |
|--|---|-----------------------------------|
| <input type="checkbox"/> College referral | <input type="checkbox"/> E-mail inquiry | <input type="checkbox"/> Job Fair |
| <input type="checkbox"/> Military Referral | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Television | <input type="checkbox"/> Recruiter | <input type="checkbox"/> Website |

Bethlehem Police Officer (Please specify) _____

Other (Please Specify) _____





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There are no clear cut scientific definitions of race that can be used for these categories. For these reporting purposes, a person may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging to. However, no person should check more than one race/ethnic category. General definitions are as follows:

- A. The category “White” (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- B. The category “Black” (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- C. The category “Hispanic”: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture of origin, regardless of race.
- D. The category “Asian or Pacific Islander”: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- E. The category “American Indian or Alaskan Native”: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation of community recognition.
- F. The category “Other”: All persons who do not fall into a category mentioned above.

The definition to be used for “Disabled” is as followed:

An individual with a disability is any person who has a physical or mental impairment which substantially limits one or more of the person’s major life activities; who has a record of such impairment, or is regarded as having such impairment.

