

**APPLICATION**  
**FOR THE POSITION**  
**OF**  
**POLICE OFFICER**  
**WITH THE**  
**BOROUGH OF WHITEHALL**  
**POLICE DEPARTMENT**

**POLICE OFFICER  
BOROUGH OF WHITEHALL**

The Civil Service Board of the Borough of Whitehall is seeking applicants interested in careers as Borough Police Officers.

**BASIC QUALIFICATIONS:**

- Minimum age of 21
- Citizen of the United States
- High school Diploma or equivalent education acceptable to Civil Service Commission
- A minimum of 60 college credits preferred, but not required
- Physically fit for police duty
- Good moral character
- Valid license to operate motor vehicle
- Has not engaged in conduct unbecoming of an officer
- Successfully submits to and completes a credit and background check, along with physical, psychological examinations, drug testing and may include a polygraph examination.
- Must be able to wear all department uniforms without visible tattoos or piercings.

**COMPETITIVE EXAMINATION WILL INCLUDE:  
(Subject to Police Civil Service Rules and Regulations)**

- Written Test
- Job-related Physical Ability Test
- Oral Test

Application forms are available at the Borough of Whitehall Municipal Building, between the hours of 8:00 AM and 4:30 PM, Monday through Friday. A **\$50.00 non-refundable application fee must accompany** an application in the form of check or money order only, made payable to the Borough of Whitehall. Applications must be received at the address indicated on Page 3 of this packet no later than **4:00 PM, March 26, 2021**. Written test will be administered **9:00 A.M., Saturday, April 3, 2021 at the Harrison Middle School, 129 Windvale Drive, Pittsburgh, PA 15236.**

For additional information, please call the Borough of Whitehall at 412-884-0505.

Equal Opportunity Employer

**Borough of Whitehall  
Civil Service Board**

**Entry Level 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 entry-level police officer with the Borough of Whitehall.

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, indication that it was unclaimed or undeliverable; the applicant will be eliminated from further processing and consideration.

It is the applicant's responsibility to notify the Borough Manager, 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CIVIL SERVICE BOARD**

<b>Application No.</b> _____	<b>Veterans</b>
<b>Credit</b> _____	
Date Received _____	Written Test Score _____
Time Received _____	Oral Exam Score _____
Received By _____	Weighted Total Score _____
Medical Exam ____ Passed ____ Failed	Rank on Eligible List _____
Physical Ability Test ____ Passed ____ Failed	

***DO NOT WRITE ABOVE THIS LINE***

**APPLICATION FOR EXAMINATION**

Name of Applicant	_____
Address	_____
City, State, Zip	_____
Telephone Number(s): Day _____ Night _____ Cell _____	
Email Address:	_____

**After you have completed the entire application, mail or deliver it to the:**

BOROUGH OF WHITEHALL  
CIVIL SERVICE BOARD  
OFFICE OF THE BOROUGH MANAGER  
100 BOROUGH PARK DR.  
PITTSBURGH, PA 15236

**Borough of Whitehall**  
**Application for the position of:**  
**POLICE OFFICER**

**Notice to Applicants**

ANY FALSE STATEMENT IN AN APPLICATION, OR ALTERATION OF A VOUCHER OR CERTIFICATE, OR THE PRESENTATION OF A PAPER CONTAINING A FALSE STATEMENT OR ALTERATION IS A VIOLATION OF LAW AND SUBJECT TO DISQUALIFICATION OF THE APPLICANT FROM EXAMINATION AND/OR REMOVAL FROM THE ELIGIBLE LIST AND/OR REMOVAL FROM THE POLICE DEPARTMENT.

Important Instructions

1. Carefully read the entire application form before writing your answers.
2. **PRINT YOUR ANSWERS LEGIBLY IN YOUR OWN HANDWRITING IN YOUR OWN A BLUE INK PEN.**
3. Answer all questions **carefully** and **correctly**. If additional space is required, use another sheet of paper, indicate the number of the question, and attach it to the application. Do not leave any blank spaces. **If a question does not apply, mark the space N/A. OMISSIONS AND/OR FAILURE TO INCLUDE REQUIRED DOCUMENTS WILL FORFEIT YOUR ELIGIBILITY TO TAKE THE WRITTEN EXAM.**
4. Remember that **all** your answers are under oath.
5. There must be absolutely no discrepancies in the statement made or in the manner of writing your name throughout the application.
6. Avoid all references to religion, politics, or membership in fraternal order.
7. Have completed application sworn to before a Notary Public or District Judge, as indicated on Page 19.
8. Completed application must be submitted, with all required documents, in a sealed 10 X 13 envelope.

Return completed application with copies of all required documents to the BOROUGH OF WHITEHALL, CIVIL SERVICE BOARD, OFFICE OF THE BOROUGH MANAGER, 100 BOROUGH PARK DR., PITTSBURGH, PA 15236 by the date and time indicated in the advertisement in notices of examination.

**Borough of Whitehall  
Application for the position of:  
POLICE OFFICER**

**PHYSICAL ABILITY EXAM**

- The Physical Ability Exam consists of four (4) tasks that must be completed as explained on the Release Form that is in the application packet.
- Each test will be judged as Pass or Fail.
- If any applicant fails to complete anyone (1) of the four (4) tests, they will be deemed to have failed and will not advance.
- The applicant will hand his score sheet to the monitor at each test station prior to beginning the test. If you pass the test, the monitor will sign the score sheet, return it to you and you will move on to the next test station.
- If you fail, the monitor will keep your score sheet and you will not be permitted to continue.
- If you have any questions about the test to be performed, you are to ask the monitor prior to beginning the test.

CIVIL SERVICE APPLICATION PACKET

NOTICE

THE WRITTEN EXAMINATION WILL BE CONDUCTED AT **9:00 AM Saturday , April 3, 2021** AT THE **HARRISON MIDDLE SCHOOL, 129 WINDVALE DRIVE, PITTSBURGH, PA 15236.**

ON THE DATE OF THE EXAM YOU **MUST** BRING PHOTO IDENTIFICATION FOR ADMISSION. YOU **MUST** WEAR A FACE MASK THE ENTIRE TIME ACCORDING TO CDC GUIDELINE. **NO** CELL PHONES OR OTHER DEVICES ARE ALLOWED IN THE EXAM AREA.

BEFORE ADMISSION TO THE TEST AREA YOUR TEMPERATURE WILL BE TAKEN PER COVID-19 PROTOCOL.

THE TOP TWENTY SCORERS WILL BE ELIGIBLE TO PARTICIPATE IN A PHYSICAL ABILITY EXAM AT **THE ALLEGHENY COUNTY POLICE TRAINING ACADEMY AT NORTH PARK.** THE CIVIL SERVICE COMMISSION WILL NOTIFY THE TOP TWENTY OF THE DATE AND TIME OF THE PHYSICAL ABILITY TEST.

**ORAL EXAMS WILL BE GIVEN TO THE TOP TEN CANDIDATES THAT SUCCESSFULLY PASS THE PHYSICAL ABILITY TEST. THE ORAL EXAM WILL BE CONDUCTED AT THE WHITEHALL BOROUGH ADMINISTRATION BUILDING.**

EACH CANDIDATE MUST HAVE SUBMITTED A COMPLETE APPLICATION, INCLUDING AN EXECUTED WAIVER OF LIABILITY FOR THE PHYSICAL ABILITY TEST AND CREDIT AND BACKGROUND CHECK AUTHORIZATION.

YOU MUST RETURN THE COMPLETED APPLICATION FORM BY 4:00 P.M., MARCH 26, 2021.

**FAILURE TO RETURN THE PROPERLY COMPLETED APPLICATION FORM WILL ELIMINATE YOU FROM PARTICIPATING IN THE COMPETITIVE EXAMINATION.**

**APPLICANT'S RELEASE**  
*PHYSICAL ABILITY TEST*

In order to achieve a passing score, the **Applicant must meet or exceed the 30<sup>th</sup> percentile for Age and Gender Adjusted Rankings for the below tests.**

As an applicant for the Civil Service Examination for entry-level Police Officer, I understand that I will be required to undergo a Physical Ability Test consisting of the following:

**300 METER RUN**

Cover the required distance of 300 meters.

**SIT- UPS**

With legs bent at a 90-degree angle, heels on the mat or ground, fingers interlocked behind the head, lift the body, touch elbows to knees, and return to the starting position, shoulders touching the mat or ground, 30 times within one (1) minute. Feet may be together or apart and may be held but not knelt upon by another. Fingers must stay interlocked behind the head throughout the event. The back cannot be arched and the buttocks cannot be lifted from the mat.

**1.5 MILE RUN**

Cover a measured distance of 1.5 miles.

**BENCH PRESS**

Complete one repetition = Body Weight X Ratio as listed in the Municipal Police Officers' Education and Training Commission 30<sup>th</sup> Percentile Age & Gender Adjusted Ranking chart for "Entry Level Standards."

*I have read and understand the requirements of the Physical Ability 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 The Borough of Whitehall, their agents, their elected officials, their appointed officials, their respective Civil Service Commissions and their 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.*

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed/Printed Name)

\_\_\_\_\_  
(Date)



## CIVIL SERVICE BOARD

Dear Applicant:

Attached is an application for the position of entry-level Police Officer with the Borough of Whitehall Police Department. Please read the application carefully, keeping in mind that this document must be notarized.

**Errors or omissions will disqualify this application.**

**In addition to the application, you must furnish the following:**

1. A copy of your high school diploma or GED diploma.
2. A copy of your college diploma and certified college transcript.
3. A copy of your Act 120 diploma and transcript, if applicable.
4. A copy of your valid driver's license.
5. If you served in the Armed Forces, a copy of your Honorable Discharge certificate and a copy of your DD 214 form indicating type of separation and character of service found in Box 23 and 24.
6. A copy of your birth certificate (minimum age for applicants is 21 years of age).
7. A personal resume of your background.
8. A clear and visible photograph of yourself (can be snapshot style).
9. A completed authorization to perform a credit and background check (see attached).

## Police Officer Application for Employment

The Borough of Whitehall is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, natural 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 the abilities and skills required for the essential functions of this position.**

### INSTRUCTIONS

- This application must be completed in its entirety by the applicant.
- Do not leave any blank spaces, if a question does not apply mark the space with N/A.
- **Please handprint in blue ink.**
- If because of a disability you need assistance in completing this application form, please notify the Borough of Whitehall at 412.884.0505 during the following times: M-F 8:00 AM-3:30 PM.

Return Completed Application to:                      BOROUGH OF WHITEHALL  
    CIVIL SERVICE COMMISSION  
    OFFICE OF THE BOROUGH MANAGER  
    100 BOROUGH PARK DR.  
    PITTSBURGH, PA 15236

Last Name:	First:	Middle:
Street Address, City, State, Zip Code:		
Day Phone:	Night Phone:	Cell Phone:
Social Security Number:		

Has your Driver's License ever been suspended or revoked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you at least twenty-one (21) years old?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you successfully completed the Act 120 training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a United States citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever filed an application for employment with the Borough of Whitehall?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
May we contact your current employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
Can you work evenings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you work nights?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you work weekends?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you work holidays?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### ***Employment History***

List all employment for the past ten (10) years, beginning with the current or most recent position.

**If you are currently a Police Officer: Indicate Full Time  Part Time**

Employer:	Address:		
Employed: From:	To:	Telephone Number:	
Job Title:	Hourly Wage or Salary:		
Description of Duties:			
Reason for Leaving:		Supervisor's Name:	
Will this Supervisor/Employer give a good job reference?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No, Explain:			
Were you discharged or asked to resign by this employer?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were you ever disciplined (written warning, suspended, denied a pay increase) by this employer?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were you 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:			

### **Employment History Continued**

Employer:	Address:		
Employed: From:	To:	Telephone Number:	
Job Title:	Hourly Wage or Salary:		
Description of Duties:			
Reason for Leaving:		Supervisor's Name:	
Will this Supervisor/Employer give a good job reference?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No, Explain:			
Were you discharged or asked to resign by this employer?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were you ever disciplined (written warning, suspended, denied a pay increase) by this employer?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were you 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:			

### Employment History Continued

Employer:	Address:		
Employed: From:	To:	Telephone Number:	
Job Title:	Hourly Wage or Salary:		
Description of Duties:			
Reason for Leaving:	Supervisor's Name:		
Will this Supervisor/Employer give a good job reference?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If No, Explain:			
Were you discharged or asked to resign by this employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Were you ever disciplined (written warning, suspended, denied a pay increase) by this employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Were you 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:			

### Employment History Continued

Employer:	Address:		
Employed: From:	To:	Telephone Number:	
Job Title:	Hourly Wage or Salary:		
Description of Duties:			
Reason for Leaving:	Supervisor's Name:		
Will this Supervisor/Employer give a good job reference?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If No, Explain:			
Were you discharged or asked to resign by this employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Were you ever disciplined (written warning, suspended, denied a pay increase) by this employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Were you 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:			

### Employment History Continued

Employer:	Address:	
Employed: From:	To:	Telephone Number:
Job Title:	Hourly Wage or Salary:	
Description of Duties:		
Reason for Leaving:	Supervisor's Name:	
Will this Supervisor/Employer give a good job reference?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No, Explain:		
Were you discharged or asked to resign by this employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were you ever disciplined (written warning, suspended, denied a pay increase) by this employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were you 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:		

### *Education*

Last High School Attended:	Dates Attended: From:	To:
Location:	Highest Grade Completed (Circle): 9 10 11 12	
Do you have a high school diploma or GED Certificate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
List Colleges, Universities, or Trade or Technical Schools attended:		
School Attended:	Dates Attended: From:	To:
Location:	Degree/Credits/License:	
School Attended:	Dates Attended: From:	To:
Location:	Degree/Credits/License:	
School Attended:	Dates Attended: From:	To:
Location:	Degree/Credits/License:	

## *Military*

Branch of Service:	Dates of Service: From:	To:
Rank at Separation:	Type of Discharge (attached DD Form 214):	
Service Serial Number:		
Reserve Requirements:		
Specialized Training:		
List duties and places served with US Armed Forces:		

## *Other Qualifications*

Describe any equipment you can operate (machines, computers, etc.):
List any trade, professional, skills, certificates or licenses that you hold or have held:
Special skills abilities or experiences which qualify you for the position:

## *Background*

Have you ever been convicted of or plead guilty to a misdemeanor or summary offense? No <input type="checkbox"/>	Yes <input type="checkbox"/>
If yes, explain, including the date, charge, sentence, State and County of conviction/plea:	
Have you ever been convicted of or plead guilty to a felony? If yes, explain, including the date, charge, sentence, State and County of conviction/plea:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hobbies and Sport Activities:	
List three (3) <b>credit</b> references:	
Name:	Phone Number:
Name:	Phone Number:
Name:	Phone Number:

### ***References***

Please list three (3) references other than relatives or former employers.

1. Name: Address:	Relationship: Phone Number:
2. Name: Address:	Relationship: Phone Number:
3. Name: Address:	Relationship: Phone Number:

Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties of a police officer which might require further explanation?

Yes       No

**If yes, Explain:**

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**Additional Information:**

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## Duties of Police Officer

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 that 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 skills 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.
22. Be able to wear both the winter and summer police uniforms without visible tattoos or piercings.
23. Must have competent computer skills.

I have reviewed the 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:

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- I **cannot** fully perform all duties even with reasonable accommodations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CONSENT TO BACKGROUND CHECK AND PROCUREMENT OF CONSUMER CREDIT REPORT

I understand that, as a part of my application for employment with the Borough of Whitehall, that I authorize the Borough and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for purposes of appointment to the police force. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal history, personal interviews, DMV records, and any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.

I hereby authorize and consent to the Borough’s procurement of such a report. I understand that, pursuant to the Federal Fair Credit Reporting Act, the Borough will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making a decision regarding my fitness for employment as a police officer with the Borough. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report.

I hereby authorize and request any law enforcement agency and driver’s licensing agency/entity to furnish bearer with criminal history, identity check and driver’s history information in their possession regarding me in connection with my application.

I am willing that a photocopy of this authorization be accepted with the same authority as the original. I understand this authorization is to be part of the written employment application which I sign.

I understand that I must provide my date of birth to adequately complete said screening, including the procurement of driving history information, and acknowledge that my date of birth will not affect any hiring decisions.

Name (Print) \_\_\_\_\_

First Middle (full name) Last Maiden

Print All Former Names Used:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Sex: \_\_\_\_\_ D/O/B: \_\_\_\_\_

Current Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Current Drivers License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

List all states where you have been issued a drivers license in the past 10 years:

\_\_\_\_\_  
\_\_\_\_\_

**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, omission, or concealment of material facts. I authorize the Borough of Whitehall to investigate the truth of this information and of any other information I may supply during a pre-employment interview and understand that a polygraph test will be administered to candidates reaching the interview phase of testing. 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 that the Borough of Whitehall may solicit from it or them. I further authorize the Borough of Whitehall 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 report, the Borough of Whitehall will so advise me."

"I hereby release all law enforcement agencies, my former employers, all educational institutions and programs 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 Borough of Whitehall."

"I understand and agree that the Borough of Whitehall acceptance of this employment application does not constitute any promise, expressed or implied, that I will be hired. I further understand that the Borough of Whitehall does not guarantee anyone employment for any specific length of time."

"I further understand and agree that any offer of employment of the Borough of Whitehall 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, psychological and polygraph 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 the Borough of Whitehall 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."

"I am aware that should investigation disclose any willful misstatement, falsification or concealment, my application will be rejected, my name removed from the eligible list and, if already appointed, I may be dismissed from service."

**BEFORE SIGNING THIS APPLICATION, CHECK IT OVER TO MAKE SURE THAT YOU HAVE ANSWERED ALL QUESTIONS CORRECTLY AND MAKE CERTAIN THAT YOU HAVE NOT OMITTED ANYTHING.**

Signature of the Applicant:

\_\_\_\_\_  
(Sign name in ink in the presence of a Notary Public)

SWORN to and subscribed before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**The Borough of Whitehall is an Equal Opportunity Employer**