

# **BOROUGH OF WHITEHALL**

## **EMPLOYMENT APPLICATION FOR THE POSTION OF POLICE OFFICER 2023**



**An Equal Opportunity Employer**

**BOROUGH OF WHITEHALL**  
**Civil Service Commission**  
**Minimum Qualifications and Competitive Examination Process**  
**for Police Officer**

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

**Minimum Qualifications:**

- Minimum age of 21.
- Citizen of the United States.
- Valid license to operate motor vehicle.
- 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.
- Has not engaged in conduct unbecoming of an officer.
- Must be able to wear all Department uniforms without visible tattoos, brandings, body piercings, or surgical body modifications.

**Competitive Examination Process for Police Officer includes:**

- A written examination administered at Harrison Middle School, 129 Windvale Drive, Pittsburgh, PA 15236 at **9:00 am on Saturday, April 15, 2023**
- A physical agility exam will be administered to the applicants who achieve the top twenty (20) scores on the written examination. This exam will occur at the Allegheny County Police Training Academy in North Park at **9 am on Tuesday, May 2, 2023**.
- An oral examination will be administered to the remaining top ten applicants who successfully pass the physical agility exam. This exam will occur at the Whitehall Borough Municipal Building, 100 Borough Park Drive, Pittsburgh, PA 15236 at **a date and time determined by the commission**.

**In addition, successful applicants will be asked to successfully:**

- Complete Consumer Credit and Background Investigations.
- Complete Pre-Employment Medical Examination and Drug Testing.
- Complete Pre-Employment Psychological Examination.
- Complete a poly-graph examination (if deemed necessary).

**Completed applications, including \$25.00 non-fundable check or money order made payable to the Borough of Whitehall and required documents, must be received at the Whitehall Borough Municipal Building, 100 Borough Park Drive, Pittsburgh, PA 15236 no later than 4:00 PM on April 7, 2023. Failure to include all required documents and payment will eliminate you from the competitive examination process for police officer.** For additional information, please call the Borough of Whitehall at 412-884-0505.

**BOROUGH OF WHITEHALL**  
**Employment Application for Police Officer**  
**Section 1**

**INSTRUCTIONS FOR COMPLETING EMPLOYMENT APPLICATION PACKET**

1. This application packet contains several sections: **1** - Questionnaire, **2** - Notification Procedure Release, **3** - Consent for Consumer Credit and Background Investigation, **4** - Certification, Authorization, and Agreement, **5** - Description of Essential Duties of a Police Officer, and **6** - Physical Agility Waiver Form.
2. Each section must be completed in order for the Borough of Whitehall Civil Service Commission to accept the application as complete. Please read the entire application carefully, keeping in mind that this document must be notarized. Errors or omissions will disqualify this application.
3. Answer all questions carefully and correctly. Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications and eligibility for employment as a police officer with the Borough of Whitehall.
4. Any false statement in the application, or alteration of a voucher or certificate, or the presentation of paper containing false statements or alterations is a violation of law and subject to disqualification of the applicant from examination and/ or removal from the eligibility list and/or removal from the police department.
5. Print your answers legibly in your own handwriting using a blue ink pen. If additional space is required, use another sheet of paper, indicate the section of the application, and attach it to the application. Do not leave any blank spaces. If a question does not apply, mark the space N/A.
6. There must be absolutely no discrepancies in the statement made or in the manner of writing your name throughout the application. **Errors or omissions will disqualify this application.**
7. Avoid all references to religion, politics, or membership in fraternal order.
8. The completed application must be sworn to before a Notary Public or District Judge.
9. You must furnish the following required documents with your application:
  - A copy of your high school diploma or GED diploma.
  - A copy of your valid driver's license.
  - If you are claiming Veteran's Preference, a copy of your Honorable Discharge certificate, DD214 Form, and/or 256 Form indicating type of separation and character of service must be included.
  - A copy of your birth certificate.
  - A clear and visible photograph of yourself (can be snapshot style).
10. Successful applicants will be asked to provide additional documents (i.e. educational transcripts, professional certificates, professional licenses, financial records, and other documents) for the background investigation. It is strongly suggested that you begin acquiring these documents to not cause unnecessary delays in the hiring process.
11. Completed application packet, required documents, and **\$25.00 non-refundable check or money order** must be submitted in a sealed 10 X 13 envelope. They should be mailed or delivered to:

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

**BOROUGH OF WHITEHALL**  
**Employment Application for Police Officer**  
**Section 1**

**NOTICE:** Do not misstate or omit material fact since these statements made herein are subject to verification to determine your qualifications for employment.

APPLICANT INFORMATION		
Last Name:	First:	Middle:
Street Address:		
City	State	Zip Code
SSN:		Maiden Name:
Cell Phone:	Home Phone:	Other Phone:
Email:		
GENERAL QUESTIONS		
Are you at least twenty-one (21) years old?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a Citizen of the United States?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a High School Diploma or GED?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do have a valid driver's license to operate a motor vehicle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever applied for employment with the Borough of Whitehall? If so: when and what position?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you completed Act 120 training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you currently working as or have you worked as Police Officer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you work daylight, evenings, and 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"/>
Are you available for emergency call out?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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DRIVER'S LICENSE		
Operator's License Number:	State of Issuance:	
License Expiration Date:	License Class:	
Have you ever had your driver's license suspended or revoked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

CRIMINAL HISTORY		
Have you ever been charge with, convicted of, or pled guilty to a summary, including traffic violations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been charge with, convicted of, or pled guilty to a misdemeanor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been charged with, convicted of, or pled guilty to a felony?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

EDUCATION HISTORY		
High School Name	City / State	Graduation Year
College, University, Trade, or Technical School	City / State	Graduation Year
Course of Study		Degree or Certificate
Colleges, Universities, Trade, or Technical School	City / State	Graduation Year
Course of Study		Degree or Certificate

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**Section 1**

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<b>EMPLOYMENT HISTORY</b>	
Most Recent Employer:	Employment Dates:
Street Address:	
City:	State: Zip Code:
Job Title:	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Description of Duties:	
Supervisor's Name:	Phone: Email:
Will this Supervisor / Employer give a good job reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If NO, please explain:	

<b>MILITARY SERVICE</b>	
Are you a member of the U.S. Military?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Start Date:	End Date:
Branch:	
Rank:	Type of Discharge:
If other than Honorable Discharge, please explain:	

**If you are claiming Veteran's Preference, a copy of your Honorable Discharge certificate, DD214 Form, and/or 256 Form indicating type of separation and character of service must be included.**

**BOROUGH OF WHITEHALL**  
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**Section 1**

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**SPECIAL QUALIFICATIONS AND SKILLS**

List any type of special skills or licenses or you possess, any foreign language skills and level of proficient, or any special equipment you can use:

**LAW ENFORCEMENT STANDARDS OF CONDUCT**

1. Are you physically fit to perform the duties of a police officer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Do you have a good moral character?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Have you engaged in conduct considered unbecoming of a police officer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Do you have any tattoos, piercings, or scarifying ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Are there any incident in your life not mentioned herein which may reflect your suitability to perform the duties of a police officer?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**If you answered yes to questions 4 and or 5, please explain:**

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**Section 2**

**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 Borough of Whitehall Police Department.

If conventional methods fail in attempting to contact the applicant a certified or 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 the Borough of Whitehall Police Department, in writing, of the address change. By affixing your signature to this form, the applicant acknowledges reading and understanding the contents of this procedure.

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Signature

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Date





**BOROUGH OF WHITEHALL**  
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**Section 4**

**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 may be administered to candidates reaching the interview phase of testing. I further authorize every school, employer, person, and agency identified by me on this employment application for police officer, required documents, personal background questionnaire, or in my personal 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 employment application for police officer, required documents, personal background questionnaire, 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, 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 for police officer 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.**

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

SWORN to and subscribed before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_.

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

**BOROUGH OF WHITEHALL**  
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**Section 9**

**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, working holiday and weekends, walking on foot patrol, physically checking doors and windows of buildings to ensure that they are secure, and available for emergency call outs when off-duty.
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.

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**Duties of Police Officer (cont.)**

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

**BOROUGH OF WHITEHALL**  
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**PHYSICAL FITNESS STANDARDS EXAM**

- The Physical Fitness Standards Exam consists of four (4) tasks that have to 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 any 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.

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**APPLICANT'S RELEASE**  
**PHYSICAL FITNESS STANDARDS 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 Borough of Whitehall Civil Service Examination for Police Officer, I understand that I will be required to undergo a Physical Agility 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.
  
- **PUSH-UPS**  
Listed in the Municipal Police Officers' Education and Training Commission 30<sup>th</sup> Percentile Age & Gender Adjusted Ranking chart for "Entry Level Standards."

Push-ups - Males Ages	18-29	26 push-ups in one minute
	30-39	20 push-ups in one minute
	39-49	15 push-ups in one minute
Push-ups - Females Ages	18-29	13 push-ups in one minute
	20-39	9 push-ups in one minute
	39-49	7 push-ups in one minute

*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)

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

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

**BOROUGH OF WHITEHALL**  
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**Section 9**

## **Qualifications for Veteran's Preference**

To qualify for veteran's preference you must meet the definition of a "soldier" as indicated in the Pennsylvania Military Code, 51 Pa. C.S. Sec. 7101. Individuals in any of the following categories are considered veterans for the purpose of veterans' preference:

1. Individuals who have served in the armed forces of the United States, or in, any women's organization officially connected therewith, during any war or armed conflict, including National Guard and Reserves serving on active duty for other than training, and were released from such active duty under honorable conditions; or
2. Individuals who have served in the armed forces of the United States, including the National Guard and Reserves since July 27, 1953 or otherwise completed military commitments prior to July 27, 1953, and completed basic training, completed their initial military service obligation, and received a discharge under honorable conditions; or
3. Individuals in the National Guard or Reserves who have completed basic training, completed the initial military service obligation, and continue to serve.

Reservists are issued a DD Form 256 when they separate from the military. Veterans who served in the National Guard or Air National Guard may also be issued NGB Form 22 or NGB Form 22-a. Former National Guard members may also have other forms of proof of service, such as discharge paperwork from their state. The NGB Form 22 is the generally accepted form for proof of service