



# Haverford Township Police Department

INTEGRITY - PROFESSIONALISM - SERVICE



## POLICE OFFICER APPLICATION - Part 1 Equal Opportunity Employer

**General Instructions:** This application consists of several sections: Every section must be completed in order for the Township to accept the application as complete. Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment. The top fifty applicants with the highest written score will continue with the hiring process and will be required to complete a detailed supplemental application form. **PLEASE PRINT LEGIBLY or TYPE.**

<b>1.</b>				<b>2.</b>
Last Name	First	Middle	Date of Birth	
				(must be 21 by date of appointment)

<b>3.</b>			
Current address	Street	City	State/Zip

<b>4. a.</b>	<b>b.</b>	<b>c.</b>
Home telephone	Work telephone	Cellphone

<b>d.</b>			
E-Mail Address			

**5. a.** U.S. Citizen                      Yes \_\_\_ No \_\_\_

**b.** Naturalized?                      Yes \_\_\_ No \_\_\_

Naturalization No. \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_ Court \_\_\_\_\_

**6. Education:**

a. Do you have a high school diploma or a graduate equivalency diploma? Yes \_\_\_ No \_\_\_

b. Pennsylvania Act 120 Graduate? Yes \_\_\_ No \_\_\_                      Date \_\_\_\_\_

(Note: Act 120 IS NOT required to apply to HTPD)

Location \_\_\_\_\_                      Certification Number \_\_\_\_\_

**7. Military Status:**

a. Have you ever served in the U.S. Armed Forces? Yes \_\_\_ No \_\_\_

Honorable Discharge Yes \_\_\_ No \_\_\_

**8. Vehicle Operator License:**

Do you possess a valid vehicle operator's license? Yes \_\_\_ No \_\_\_

**Essential Job Functions (are functions actually performed on the job that are applied universally to all employees in this particular job function and if removed would fundamentally alter the job.):**

1. Have regular and predictable attendance
2. Exercise rational judgment
3. Qualify with firearms and other offensive and defensive weapons
4. Use physical force when necessary to control and arrest law violators
5. Drive emergency vehicles safely under stressful conditions.
6. Maintain the confidence and trust of peers, superiors, and citizens
7. Work independently of direct supervision
8. Work alone or closely with others
9. Observe patrol area for suspicious, disorderly or illegal activities, missing persons and hazardous conditions
10. Prepare detailed and accurate reports, criminal complaints and accident reports
11. Interview witnesses, complainants, and suspects
12. Interact with members of the business community and the public.
13. Carry/Move injured or ill persons or accident victims
14. Administer first aid
15. Investigate; traffic crashes, crime scenes, public complaints, and emergency situations
16. Mediate domestic and neighborhood disputes
17. Respond to alarms, other emergency calls for service

I have reviewed the above list of essential job functions for a Haverford Township 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.

\_\_\_\_\_

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

## Notification Procedure Release

It may become necessary to contact the applicant in the event they are being given further consideration for the position of police officer with Haverford Township.

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 responsibility of the applicants to notify the Haverford Township Police Department, in writing, of any address change. By affixing your signature to this form, you acknowledge that you have read and understood the contents of this procedure.

---

### Verification

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all entries on this application for employment and attachments are true and complete, and I agree and understand that any falsification of information herein, material half-truths, material misstatements or omissions regardless of their time of discovery, may cause forfeiture on my part to any employment with the Haverford Township. I understand that this application has been completed subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

---

(Signature)

---

(Date)

*For Commission Use Only:*

Fee Received: \$ \_\_\_\_\_ By \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(No fee for promotional examination)

## Applicant Checklist

- Application must be completed, returned and received by Human Resources no later than Wednesday, February 22, 2023 at 3:00 p.m. with the \$45.00 application fee.
- Applications can be filled online, mailed, or returned in person 1014 Darby Rd., Havertown, PA 19083.
- **AN INDIVIDUAL IS NOT CONSIDERED AN APPLICANT** until the complete application is returned (No admission to test)
- Applicants should review the recruitment brochure and Salary & Benefits sheet.
- The written test is Saturday, March 11, 2023 at 9:00 a.m. at the Haverford High School cafeteria (200 Mill Rd., Havertown, PA 19083).
- **No cell phones or any other electronic devices will be allowed into the testing site.**
- All successful applicants must undergo a pre-employment drug screen and extensive background investigation.
- All questions should be directed to Deputy Chief Joseph Hagan (610) 853-1298 ext 1248 or [policerecruiting@havpd.org](mailto:policerecruiting@havpd.org)

## Applicant Reminders

- Check application for completeness.
- Visit our website - [havtwp.org/HTPD\\_Recruitment.html](http://havtwp.org/HTPD_Recruitment.html) for additional information.