

BRADDOCK HILLS POLICE DEPARTMENT
1300 Brinton Road
Braddock Hills, PA 15221

EMPLOYMENT APPLICATION

Name: _____
Last
First
MI
Maiden Name-if applicable

Address: _____ Home Phone: _____

_____ Cell Phone: _____

PA Driver's License #: _____ Social Security Number: _____

Have you ever been employed by the Borough of Braddock Hills before? Yes No

If YES, please explain (give dates, capacity, etc.) _____

Are you currently employed? Yes No

Are you certified under PA Act 120? Yes No

May we contact your current employer? Yes No

Are you a United States citizen? Yes No

Are you a veteran of the Armed Services? Yes No

(If YES, please attach a copy of your DD-214)

Have you ever been convicted of a crime? (Other than minor traffic violation) Yes No

If YES, please explain: _____

EDUCATION

| School Name/Address | Dates Attended | Area of Study | Degree/Diploma Earned |
|---------------------|----------------|---------------|-----------------------|
| High School: | | | |
| Police Academy: | | | |
| College: | | | |
| Other: | | | |

Please list any/all certificates, special training, equipment that you are certified to use below:

(Attach any/all certificates including PA Act 120, First Aid, CPR, Taser, Firearms Qualification, and any additional certificates)

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EMPLOYMENT

Please list all past/present employment for the past ten (10) years, beginning with your most recent. All times must be accounted for, including periods of unemployment. Attach additional pages if necessary.

| Company Name | Dates Employed | Reason for Leaving | Name of Supervisor |
|--------------|----------------|--------------------|--------------------|
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PERSONAL REFERENCES

Please list the names of three (3) personal references:

| | | |
|-------------------|----------|---------------|
| Name: | Company: | Phone: |
| Address: | | Relationship: |
| City, State, Zip: | | |
| Name: | Company: | Phone: |
| Address: | | Relationship: |
| City, State, Zip: | | |
| Name: | Company: | Phone: |
| Address: | | Relationship: |
| City, State, Zip: | | |

All applications will be kept on file for a period of one year from the date of application.

Applicant's Signature: _____ **Date:** _____

Please attach your PA Act 120, First Aid, CPR, Taser, Firearms Qualifications, and any additional certificates.

WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION

I, _____, am presently applying for employment as a police officer with the Borough of Braddock Hills, which I acknowledge and understand, must thoroughly investigate my employment background, criminal history, personal background, education and references in order to evaluate my qualifications for a position as a police officer. I understand that it is in the public's interest that all relevant information in this regard, including my personal and employment history with my current and former employers, be disclosed to the Borough of Braddock Hills.

By this release, I hereby authorize any representative of all of my former employers, which have been fully disclosed and identified in my employment application, to divulge any information in its files pertaining to my employment records and history, and I further authorize the release of such information upon request to any representative of the Borough of Braddock Hills. I also authorize all former employers identified in my employment application to permit a review and full disclosure of all records, or any part thereof, concerning myself and my employment with those former employers, by and to any duly authorized agent of the Borough of Braddock Hills, whether said records are of public, private or confidential nature.

The intent of this authorization is to permit all former employers identified in my employment application to provide, and for the Borough of Braddock Hills to obtain, full and free access to the background and history of my personal life and my employment history and performance, for the specific purpose of permitting the Borough of Braddock Hills to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by the Borough of Braddock Hills in determining my suitability for employment as a police officer. It is my specific intent to provide the Borough of Braddock Hills with access to personal information, however personal or confidential in may appear to be.

I authorize all former employers, which may have been fully disclosed and identified in my employment application, to release any and all public and private information that it may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including my arrest record(s) and records compiled during or as the result of a criminal investigation(s) of me, efficiency ratings, other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had, an interest, attendance records, polygraph examinations, and any internal affairs investigation and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release all former employers identified in my employment application, and, if applicable, their elected and appointed officials, employees and agents and all others from liability or damages that my result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release all former employers identified in my employment application and, if applicable, its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct all former employers identified in my employment application to release such information upon request of the duly accredited representative of the Borough of Braddock Hills, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give the Borough of Braddock Hills the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a Borough of Braddock Hills employee. I release and hold harmless the Borough of Braddock Hills, its elected and appointed officials, agents and employees from and against any and all liability which might result from conducting such an investigation, including any damages of whatever kind which may at any time result to me, my heirs, family or associates because of such investigation.

I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished by any former employer will be used by the Borough of Braddock Hills in conjunction with employment procedures.

I understand that if a former employer refused to cooperate with this investigation by failing to provide full disclosure of any and all relevant information about me, then the Borough of Braddock Hills may disqualify me from further consideration for employment as a police officer.

A photocopy or facsimile of this release form will be valid as an original thereof, even though the said photocopy or facsimile does not contain any original writing of my signature. This waiver is valid for a period of one year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on my employment application.

I agree to indemnify and hold harmless the person to whom this request is presented, as well as his/her agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Signature of Applicant

Date