

Dear Applicant,

Thank you for your interest in becoming a Police Officer in the City of Sunbury. The Sunbury Police Department prides itself on the quality of its members. We hold our officers to a high standard of service and expect them to serve with dignity and distinction.

In this application, you are asked to provide information on yourself that will be used in an investigation to evaluate your suitability for employment. Your cooperation will aid in this investigation and expedite the results. The application shall be fully completed. Failure to do so may result in the rejection of your application. It is to your advantage to respond openly and honestly.

The same standard applies in the hiring and selection process. If you are untruthful, dishonest, knowingly omit, falsify, conceal or obscure required information, or engage in any similar misconduct or deception during any part of the application or hiring process, you may be permanently disqualified from being employed.

Make certain you fully complete each section of the application, including Military and Selective Service portion. Even if you have not served in the Military, there are certain questions within this section that you are required to complete.

**Requirements:**

1. You must be a Citizen of the United States of America.
2. All applicants must possess a high school diploma or a G.E.D. certification at the time of application.
3. You must be 21 years of age on or before the date of the Police Civil Service Commission's examination.
4. Applicants must have completed the Act 120 training and be certified by the Municipal Police Officer's Education and Training Commission (MPOETC).
5. An applicant may not apply for employment and will be disqualified during any background investigation for the following criminal behavior:
  - Criminal conviction of Misdemeanor 2 or higher
  - Criminal conviction of any section listed in the Uniformed Firearms Act, Brady Law, Megan's Law, or any other federal law or amendment prohibiting possession of a firearm.
6. You must possess a valid motor vehicle operator's license.
7. **Any person convicted of the following over the past 36 month period will not be hired:**
  - Driving while license is suspended or revoked
  - Homicide or any assault by a vehicle
  - Failure to stop or report involvement in an accident.
  - Driving under the influence

You are **required** to submit photocopies of the following documents with this packet:

1. Photocopy of High School Diploma or G.E.D. Certificate
2. Official college transcripts, all educational transcripts should be mailed directly to the City Clerk's Office at 225 Market Street Sunbury, PA 17801 in an officially sealed envelope from the school or attached to the application.
3. Naturalization or Citizenship papers (if applicable)
4. All marriage licenses and divorce decrees
5. DD 214 (if served in the Military)
6. Name change documents
7. Copy of MPOETC certification card or ACT 120 Academy Certificate (if applicable)
8. MPOETC transcripts (if applicable)
9. Current Credit Report obtained from Trans Union, Equifax, or Experian.
10. Current Pennsylvania Child Abuse Clearance obtained from the PA. Department of Welfare (form CY 113)

Three documents require the witness of a Notary. They are the Certification and Penalty, the Authorization for release of Credit Information, and the Release of Records and Information. **You will be required to produce your Driver's License when you turn in your application.** Incomplete application will be rejected.

### **Police Officer Applicant Processing Procedure**

An individual interested in testing must complete the attached application in his/her own handwriting, obtain proper notarization, and return the application to the City Mayor's Office with the \$25.00 processing fee on or before **January 4, 2019 by 4pm.**

**Sunbury Mayor's Office  
225 Market Street  
Sunbury, PA 17801**

Note: Processing fee paid by check or money order, made payable to the "*City of Sunbury*"

#### **1. PHYSICAL FITNESS TEST**

Each applicant desiring appointment as a Police Officer must successfully pass all requirements of the of the physical fitness test established by the Civil Service Commission of the City of Sunbury. These standards will be provided to each applicant and with this application and are weighted by age and sex. Failure to meet the minimum physical fitness standard for any event will constitute automatic dismissal from the application process.

The date and time of the test will be **January 12, 2018 at 10:00am.** The test will be conducted at the Shikellamy High School at 600 Walnut Street Sunbury, PA at the Football Stadium. If the weather does not cooperate, we will do the run at the Sunbury YMCA.

**The physical fitness test will be as follows:**

- 1. 300 Meter Run (MPOETC Standard)**
- 2. Sit ups (MPOETC Standard)**
- 3. Bench Press (MPOETC Standard)**
- 4. Push ups (MPOEC Standard)**
- 5. Body Drag (City Standard which is drag 165 lb for 32 feet in a minute)**

**Attire:** Appropriate physical training attire: shorts or sweatpants, t-shirt or swat shirt, and running sneakers.

Note: *Applicants must have physician complete and sign the "Physical Fitness test-Physician Form" included in the application. The applicant will not be allowed to participate if not completed and eliminated from the hiring process.*

#### **2. WRITTEN EXAMINATION**

Applicants who successfully pass the Physical Fitness test will e invited to participate in the written examination in the same afternoon. In the written examination, applicants will be required to demonstrate aptitudes and skills in accomplishing tasks representative of duties of the position. The minimum passing score for the written examination is 70%. Qualifying veterans of military service will, upon successful completion of all portions of the hiring process, will receive additional points on their overall final score. In order to receive the additional points, all veterans must attach a copy of their DD214 to their application in order to receive the additional points.

The date and time of the written exam will be **January 12 at 1pm** at the City Hall located at 225 Market Street Sunbury, PA 17801 (Career Link Building) .Applicants must provide photo ID to be permitted into the testing site.

Thank you for your interest in becoming a police officer in the City of Sunbury, PA.