

MACUNGIE POLICE DEPARTMENT
HIRING INFORMATION

The Borough of Macungie, Lehigh County, PA, is currently hiring for the positions of part-time and 30-hour police officers. Applicants must be at least 21 years of age, have a high school diploma or equivalent, valid Pennsylvania driver's license and Act 120 Certification. Experience is required. Lehigh County experience is preferred. Hourly wage is \$19.08/hr. (part-time) and \$20.06/hr. (30-hour). Applications are available on the Borough website at www.macungie.pa.us or Macungie Borough Hall. Applications will be accepted until positions are filled. Send your resume and/or application to the Borough Manager, 21 Locust Street, Macungie, PA, 18062. EOE

Chris L. Boehm
Borough Manager

MACUNGIE POLICE DEPARTMENT

21 Locust Street
610-966-2222

APPLICATION FOR EMPLOYMENT POLICE OFFICER

Date: _____

Name: _____
Last, First, Middle

Address: _____
Present Residence Address, Street/City/State/Zip

U.S. Citizen Yes () No () Naturalization No.: _____ Date: _____

Social Security No. _____ Telephone Number: _____

Residences: List all for past ten years beginning with current.

Month/Year From	To	Number and Street	City	State
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(If you need additional space, use supplemental sheets and attach)

Vehicle Operator's License:

Type of License: _____ Number: _____

Issuing Authority: _____ Expiration: _____

Have you ever had a license suspended or revoked? Yes () No ()

Have you ever been convicted of a misdemeanor, felony? Yes () No ()

If yes, state violation, court of jurisdiction, and date of conviction: _____

Employment: Begin with your most recent job and list your work history for the past ten years, including part-time, temporary or seasonal employment, and all periods of unemployment.

Employer's Name: _____

Employer's Address: _____

Phone Number: _____

From Date: _____ To Date: _____

Job Title: _____

Description of Duties: _____

Salary: _____ Name of Supervisor: _____

Employer's Name: _____

Employer's Address: _____

Phone Number: _____

From Date: _____ To Date: _____

Job Title: _____

Description of Duties: _____

Salary: _____ Name of Supervisor: _____

Employer's Name: _____

Employer's Address: _____

Phone Number: _____

From Date: _____ To Date: _____

Job Title: _____

Description of Duties: _____

Salary: _____ Name of Supervisor: _____

Employer's Name: _____

Employer's Address: _____

Phone Number: _____

From Date: _____ To Date: _____

Job Title: _____

Description of Duties: _____

Salary: _____ Name of Supervisor: _____

Employer's Name: _____

Employer's Address: _____

Phone Number: _____

From Date: _____ To Date: _____

Job Title: _____

Description of Duties: _____

Salary: _____ Name of Supervisor: _____

Employer's Name: _____

Employer's Address: _____

Phone Number: _____

From Date: _____ To Date: _____

Job Title: _____

Description of Duties: _____

Salary: _____ Name of Supervisor: _____

Do you have any employment other than your principal occupation? Yes () No (). If yes, explain employer, type of work, hours, any pertinent information which could affect your employment with the Borough of Macungie Police Department: _____

Have you ever been discharged, asked to resign, furloughed or put on inactive status for cause, or subject to disciplinary action while in any position (except military)? _____ If yes/ state reason:

Have you ever resigned after being informed that your employer intended to discharge you for any reason? _____ If yes, explain giving name and address of employer, approximate date, and reasons in each case.

If presently employed, may your present employer be contacted about your work? Yes () No ()

Have you served in the U.S. Armed Forces? Yes () No ()
Are you presently a member of a U.S. reserve or State Guard organization? _____ If Yes, Indicate:

Education:

Name and Location of High School: _____

Dates Attended: _____

Degrees Received: _____

Name and Location of College or University: _____

Dates Attended: _____

Degrees Received: _____

Name and Location of College/University/Academy: _____

Dates Attended: _____

Degrees Received: _____

Any special training or other schools attended, attach list.

References:

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

List any word processing or other computer skills: _____

I certify that the statements made by me in this application contain no falsifications, omissions, or concealment of material fact, and that the entries made by me above are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant

Date

GENERAL WAIVER AND AUTHORIZATION FOR
RELEASE OF INFORMATION AGREEMENT

To whom it may concern: I, _____, am an applicant with the Borough of Macungie Police Department, located in the Borough of Macungie, Lehigh County, PA. 18062. The Police Department needs to thoroughly investigate my employment and personal history to evaluate my qualifications to hold the position for which I have applied. All relevant information concerning my personal and employment history, moral character, professional reputation and fitness for the position of Police Officer shall be disclosed to the above Department. I agree to give any further information which may be required. I understand that I will not receive and am not entitled to a copy of the investigation or to know its contents and I further understand that the contents are privileged.

This release, when presented by a duly authorized representative of the Macungie Police Department, constitutes my consent and authority to examine and obtain copies and abstracts of records and to receive statements and information regarding my background.

Specifically, I authorize the release of the following data or records to the Macungie Police Department: Employment, Educational, Medical, Psychological; Selective Service; Police and Criminal; Motor Vehicle and Driving; Financial and Credit; Polygraph Examinations; and the UNDELETED copy of my military separation document and medical records from the appropriate Military Records Center and Department of Veterans Affairs.

This authorization is given in connection with a background investigation being conducted relative to my application for, or continued employment with, the Borough of Macungie Police Department. The intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing an investigation, which may provide pertinent data for the Macungie Police Department, to consider my suitability for employment.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part upon this release authorization, will be considered in determining my suitability/eligibility for employment by the Borough of Macungie Police Department. I understand that all materials pertaining to this background investigation become the property of the Macungie Police Department and will not be returned to me.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records, your organization, 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 such information upon request of a representative of the Borough of Macungie Police Department regardless of any agreement I have made with you previously to the contrary.

For and in consideration of the Borough of Macungie Police Department accepting and processing my application for employment, I agree to hold your organization, its agents and employees, the Macungie Police Department, the Borough of Macungie and its agents and employees, harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Borough of Macungie Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

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

I agree to indemnify and hold harmless the person or organization to whom this request is presented to and their 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.

I understand that in the event the investigating agency finds conduct that is illegal or unbecoming of a Police Officer and I am currently serving in the capacity of a Police Officer in any jurisdiction, the investigating agency has my permission to disclose the information to the Police agency I am currently serving.

A photocopy or FAX copy of this release form will be valid as the original thereof; although said photocopy or FAX copy does not contain an original of my signature.

This waiver is valid for three (3) years from the date of my signature.

Signature _____ Printed Name _____

Date _____

Witness _____