



CITY OF HAZLETON ANNOUNCEMENT

THE CITY OF HAZLETON IS RECRUITING APPLICANTS TO
ESTABLISH A CIVIL SERVICE POLICE OFFICER ELIGIBILITY LIST

TITLE:

POLICE OFFICER

REQUIREMENTS:

- Be a citizen of the United States
- Be at least 20 years old when filing an application and at least 21 years old when appointed to the position of Police Officer
- Possess a high school or a graduate equivalency diploma
- Possess a valid motor vehicle operator's license

SALARY:

(Approximate)

2025	\$54,507.06 + Shift Differential and Overtime
2026	\$60,152.01 (Assuming 3% contractual raise)
2027	\$64,162.60 (Assuming 3% contractual raise)
2028	\$68,172.26 (Assuming 3% contractual raise)
2029	\$72,182.92 (Assuming 3% contractual raise)
2030	\$76,193.08 (Assuming 3% contractual raise)

BENEFITS:

- Health/Dental/Vision
- Pension
- Longevity Increases
- Sick Leave, Monthly Holidays, Paid Vacation
- Overtime opportunities
- Initial issue gear
- Yearly clothing allowance
- Deferred Compensation Program
- Training Opportunities
- Deferred Retirement Option Plan (D.R.O.P.)

HOW TO APPLY:

Download an application from our website at www.hazletoncity.org or in-person at: Hazleton City Police Department, 780 North Church Street, Hazleton, Pa 18201

Applications must be received at Hazleton City Police Department, 780 North Church Street, Hazleton, PA 18201.

The Civil Service Board Rules regarding hiring procedures which includes a listing of Automatic Eligibility Disqualifications can be found in the following pages.

Under no circumstances shall this application packet constitute a contract, an offer of employment or the solicitation of an offer of employment. (An Equal Opportunity Employer)

GENERAL INFORMATION AND QUALIFICATION REQUIREMENTS FOR THE POSITION OF POLICE OFFICER

THE HAZLETON POLICE DEPARTMENT REQUIRES active, intelligent men and women who are conscientious and possess the highest moral character and personal integrity.

Police Officers work under undesirable and demanding conditions. You should be aware of these conditions and be willing to accept them. Ask yourself the following questions to assist you in making your personal determination as to your qualifications to become a Hazleton Police Officer:

1. Are you willing to have your personal background thoroughly investigated?
2. Can you undergo an intense physical training program?
3. Are you willing to work long, irregular hours and endure unusual hardships and danger in the performance of your duty?
4. Are you willing to abide by the rules and regulations of a law enforcement agency and to impartially enforce the law?
5. If you served in the armed forces of the United States, do you have an Honorable Discharge?

IN ADDITION:

1. You must be a citizen of the United States of America.
2. You must establish residency within twenty (20) air miles or a half an hour driving time to the City boundary.
3. You must have attained the age on twenty-one (21) years by time of appointment.
4. You must possess a valid motor vehicle operator's license.
5. You must be a high school graduate or have an accredited G.E.D. Certification.
6. The minimum acceptable standard of visual acuity shall be corrected to 20/20 in each eye.
7. You must submit to a Voice Stress Analysis or Polygraph Test.

If you answered "yes" to all of the aforementioned questions, the Hazleton Police Department is interested in having you apply.

POLICE OFFICER

NOTICE TO APPLICANT

Current active cadets presently enrolled in an Act 120 program who have passed their MPOETC Physical Performance Test within the last 90 days may report directly for the written exam. Your academy scores will serve as a waiver for the Physical Performance Test.

Non-ACT 120 Certified Applicants will be provided a location to report for the physical performance test.

Applicants who successfully complete the physical performance test or are granted a current Academy Waiver will be permitted to take the written examination. Applicants will be notified when they complete the physical performance test whether they have passed or failed the test. Those applicants who have passed the physical performance test may proceed to the written examination phase. No applicant will be permitted to take either test if they do not meet the basic requirements for eligibility as established by the Hazleton Police Civil Service Commission. Wear old clothes and bring sneakers.

Applicants will be provided the location of the written examination.

All applicants who sit for and pass the written examination may proceed to the oral examination. The date of the oral examination will be announced at the time of the written examination, and they will be held at Hazleton City Police Department, 780 North Church Street Hazleton, PA 18201. Only those applicants with a minimum score of 70% will be allowed to proceed through to the oral examination.

After the completion of the oral examination, the Commission shall compile a list of all candidates who have successfully completed the preceding stages in the selection process. The list shall be comprised of the current eligible candidates for the position of probationary police officer. The number of candidates on the eligibility list may vary according to the needs of the department. A thorough background investigation will be conducted on those candidates. The successful candidates will be required to undergo a medical and psychological examination at a time and place designated by the Civil Service Commission at no cost to the candidate.

**CIVIL SERVICE COMMISSION APPLICATION FOR POSITION
OF POLICE OFFICER**

NOTICE TO APPLICANTS: Read the following instructions carefully before completing the application.

GENERAL INSTRUCTIONS:

THE INFORMATION THAT YOU INCLUDE IN THIS APPLICATION WILL BE USED TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT.

It is therefore important that you supply all information and material requested and that you answer all questions fully and accurately. Failure to do so may cause a rejection of your application and a loss of employment opportunity. If more space is required, attach as many sheets of 8-1/2" x 11" white paper as may be required. Number the comments accordingly. More than one comment may be placed on a page.

- A. In completing the application, please PRINT clearly in your own handwriting. Each applicant shall complete their own application.
- B. All applications must be notarized before filing.
- C. All completed applications must be returned to:
Hazleton City Police Department
780 North Church Street
Hazleton, Pennsylvania 18201
- D. All completed applications must be accompanied by the following documents at the time of filing:
 - 1. Birth Certificate
 - 2. Copy of Current Driver's License
 - 3. Military discharge and DD214 for applicants with Honorable Discharge.
 - 4. High School Diploma or equivalency certificate.
 - 5. If a naturalized citizen, submit proof of naturalization.
 - 6. If Act 120 Certified, copy of MPOETC Card.
 - 7. Personal Injury Waiver CS-4 (Notarized).
 - 8. Statement of Physical Capability CS-5 (Signed by Doctor).
 - 9. Notification Procedure.
 - 10. Information Release CS-6 (Notarized).
 - 11. Completed APPLICATION FOR POSITION OF POLICE OFFICER
 - 12. Completed and notarized LE-003 Waiver Form (Notarized).

NOTE: Copies of items 1 through 4 should be provided.
DO NOT SUBMIT ORIGINAL DOCUMENTS.

(An Equal Opportunity Employer)

City of Hazleton Civil Service Board Rules Governing Appointment of Police Officers

Automatic Eligibility Disqualifications

The Board shall not examine an applicant or, after examination, shall not place an applicant upon the eligibility list or certify the applicant for employment if it determines that one or more of the following disqualifications applies to the applicant:

- a) Does not meet any of the established preliminary requirements or has not filed all the documents listed in the preceding sections.
- b) Does not meet the standards established by the Municipal Police Officers' Education and Training Commission.
- c) Was dishonorably discharged from any branch of the military service.
- d) Failed to register with the Selective Service System.
- e) Intentionally falsified, omitted, concealed or misrepresented any material information during any portion of the current or any prior employment application process for a position with the Hazleton Police Department, including, without limitation, polygraph, voice stress, and interview.
- f) Has been convicted in any state of an offense for which more than one year in prison can be imposed as a punishment.
- g) Has been convicted of False Swearing (18 Pa.C.S. § 4903), Unsworn Falsification to Authorities (18 Pa.C.S. § 4904) or an equivalent offense in another state.
- h) Has been convicted in any state of an offense that results in a prohibition against possession of a firearm.
- i) Has engaged in the following drug usage:
 - 1. Any use of Marijuana within (1) year preceding their date of application for employment, regardless of the location of use (even if marijuana usage was legal in that jurisdiction). "Marijuana" is defined as any form of marijuana containing tetrahydrocannabinol (THC), including without limitation, cannabis, hashish, and hash oil, in either synthetic or natural forms.
 - 2. The sale, distribution, manufacture or transport of any illegal drug or controlled substance for profit, without legal authorization since reaching the age of 18.
 - 3. A pattern of abuse of a prescription drug considered a controlled substance, without a prescription, that occurs at any time within five (5) years preceding their date of application.
 - 4. The use, at any time, of methamphetamine, heroin, cocaine or any derivative of these drugs.
 - 5. The use of an anabolic steroid without a prescription within five (5) years preceding their date of application for employment.
 - 6. The illegal use of any other drug or controlled substance not mentioned above within five (5) years preceding their date of application for employment.

Automatic Eligibility Disqualifications

(Continued)

- j) Has two or more convictions for driving under the influence of alcohol or controlled substance, or an equivalent offense in another state.
- k) Has been convicted within five years of the application date of driving under the influence of alcohol or controlled substance, or an equivalent offense in another state.
- l) Has been placed on Accelerated Rehabilitative Disposition (or equivalent disposition in another state) within one year of the application date for driving under the influence of alcohol or controlled substance, or an equivalent offense in another state.
- m) Has at any time had his or her driver's license revoked in any state.
- n) Has at any time incurred three or more suspensions of his or her driver's license (including a combination of suspensions in any state), excluding suspensions based upon non-payment of parking tickets.
- o) Has within three years of the application date incurred a second suspension of his or driver's license (including a combination of suspensions in any state), excluding suspensions based upon non-payment of parking tickets.
- p) Displays or demonstrates anti-government, racist or hate related ideologies, or maintains membership in a group that displays or demonstrates anti-government, racist or hate related ideologies.
- q) Must be of Sound Character and Reputation
Has been disqualified on two (2) prior occasions when applying for a Civil Service Position with the City of Hazleton Police Department.
- r) In addition to any of the other Automatic Eligibility Disqualifications, has two or more convictions of any of the following offenses (or equivalent offenses in another state) within seven years of the application date:
 - 1. Accidents involving damage to attended vehicle or property (75 Pa.C.S. §3743).
 - 2. Driving without lights to avoid identification or arrest (75 Pa.C.S. §3734).
 - 3. Drivers required to be licensed (75 Pa.C.S. §1501).
 - 4. Required financial responsibility (75 Pa.C.S. §1786).
 - 5. Obedience to authorized persons directing traffic (75 Pa.C.S. §3102).
 - 6. Meeting or overtaking school bus (75 Pa.C.S. §3345(a)).
 - 7. Maximum speed limit (31 miles per hour and over) (75 Pa.C.S. §3362).
 - 8. Racing on highway (75 Pa.C.S. §3367).
 - 9. Reckless driving (75 Pa.C.S. §3736).
 - 10. Accidents involving damage to unattended vehicle or property (75 Pa.C.S. §3745).
 - 11. False reports (75 Pa.C.S. §3748).

City of Hazleton Position Description

Class Title: Patrolman
Department: Police
Union: FOP

GENERAL PURPOSE

Performs a variety of duties as outlined below.

SUPERVISION RECEIVED

Works under the supervision of the Corporals, Sergeants, Lieutenants, Captains, and the Chief of Police.

SUPERVISION EXERCISED

May exercise supervision over civilians and/or para-police employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of a police supervisor, works from department policies and procedures to accomplish the following tasks, including, but not limited to:

- Enforce all laws and ordinances for which the Department is responsible; protect the lives and property of all persons; and maintain peace and order within the City of Hazleton.
- Develop and maintain a working knowledge of the appropriate federal, state and local laws, statutes and ordinances in order to ensure action in accordance with the legal requirements.
- Develop and maintain a working knowledge of judicial case law in the areas of self-incrimination; right to counsel; arrest, search and seizure; interrogation and confessions; and the collection and preservation of evidence in order to ensure action in accordance with current court decisions.
- Operate a police vehicle within assigned geographic area at the direction of supervisor or own discretion according to standard police techniques and strategies in order to deter and detect criminal activity.
- Investigate the activities of suspicious persons as encountered or upon citizen complaint using standard police techniques and in conformance with the legal requirements in order to determine the identity, activity, and reason for the presence of the suspicious person.
- Remain alert to the emergency needs of citizens and take the appropriate action to protect life and property.
- Issue citations for violations of the Pennsylvania Vehicle Code and local ordinances as observed or determined in conformance with legal requirements and Department policies and procedures in order to ensure conformity with traffic laws and to prevent traffic accidents.
- Direct vehicular traffic as required in order to ensure a safe, orderly flow of traffic.
- Execute warrants in conformance with legal requirements and Department policies and procedures in order to comply with court order.

- Interrogate suspects in accordance with legal requirements and Department policies and procedures using standard interrogation techniques and strategies in order to obtain information and/or a confession in reference to criminal activity.
- Search individuals and their personal property after taking them into custody in compliance with legal requirements and Departmental policies and procedures using standard police search techniques to ensure the safety of the officer, other Department personnel, and arrested persons.
- Incarcerate arrested persons as required in accordance with legal requirements and Department policies and procedures using standard police techniques in order to detain arrested persons pending further investigation and/or processing through the criminal justice system.
- Counsel juveniles and adults and when deemed appropriate refer them to the person or agencies where they can obtain further assistance.
- Strive to maintain self in good health and physical condition.
- Assist any other officer in the preliminary or follow-up investigation of a case.
- Assist prosecuting attorneys in the preparation of court cases and, when required, testify at all judicial trials and hearings.
- Assist and comply with the procedures of the Luzerne County Courts, Prison, Detention and Juvenile Probation Office.
- Maintain a professional decorum and display a proper attitude in all dealings with citizens, superiors, and other Department personnel.
- Promptly and properly prepare and submit the required reports obtained as a result of any official assignment or investigation.
- Attend training courses upon assignments to increase and enhance professional knowledge and skill levels.
- Make presentations and speeches to community organizations and groups, as assigned.
- Assist in the securing of crime scenes and in the gathering and processing of evidence.
- Maintain an open relationship with area law enforcement officers/agencies in order to exchange information and to facilitate cooperative efforts.
- Work with youth in Hazleton to help them understand and comply with laws and set examples for youth.
- Provide any service that is necessary for the furtherance of the Department's mission and objectives.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

General:

- (A) Citizen of the United States.
- (B) Be at least 21 years old to be appointed to the position.
- (C) Valid motor vehicle operator's license.
- (D) Physically and mentally fit to perform the essential duties of a Patrol Officer.

Education and Experience:

- (A) High school diploma or Graduate Equivalency Diploma.
- (B) Fulfill the written, physical, and oral examination requirements of the Hazleton Police Civil Service Board for entry-level applicants.
- (C) Maintain Act 120 Certification.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- (A) Some skill in operating the tools and equipment listed below.
- (B) Ability to learn the applicable laws, ordinances, and department rules and regulations.
- (C) Performs work requiring good physical condition.
- (D) Ability to communicate effectively orally and in writing.
- (E) Establish and maintain effective working relationships with subordinates, peers and supervisors.
- (F) Exercise sound judgment in evaluating situations and in decision making.
- (G) Ability to follow verbal and written instructions.
- (H) Ability to handle stressful situations.
- (I) Meet specific attendance and scheduling requirements.

TOOLS AND EQUIPMENT USED

Requires the daily use of Police car and Police radio, handgun and other weapons as required, handcuffs, tasers, and first aid equipment. Also requires intensive daily use of personal computer and networked computer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to stand, walk, use hands to operate tools, or controls, reach with hands and arms, climb or balance, kneel, crouch, or crawl.

Applicants shall have visual acuity of at least 20/70, uncorrected in the stronger eye, correctable to at least 20/20; and at least 20/200, uncorrected in the weaker eye, correctable to at least 20/40. In addition, the applicant shall have normal depth and color perception and be free of any other significant visual abnormality. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview; background check, credit, and reference check; psychological examination and medical evaluation, including drug panel screening required after employment offer; other job-related tests may be required.

SELECTION GUIDELINES (Continued)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PHYSICAL PERFORMANCE TEST POLICE OFFICER

1. All applicants should bring sneakers and gym suit or old clothes. Women should wear an athletic bra and men an athletic supporter.
2. All applicants should arrive promptly and bring proof of identification with them, i.e., a valid driver's license.
3. Applicants who fail to present proof of identification or have not submitted the Waiver of Liability and Statement of Physical Capability signed by a Doctor, will not be allowed to enter the selection process.
4. It is the responsibility of each applicant to possess an acceptable level of physical readiness which insures that the applicant is, at all times, at a level of physical readiness necessary to perform the essential tasks of a police officer.
5. In order to insure that each applicant can perform his/her duties safely and effectively without undue risk to themselves or the public, the applicant is required to take the Physical Fitness Tests as part of the selection procedures. This test was designed using the guidelines of the "American College of Sports Medicine" and the "Cooper Institute for Aerobics Research."
6. The following physical exercises may be used on the Physical Performance Test.
Applicants must successfully complete all of the selected exercises, or they will be eliminated from the selection process. The Hazleton Police Civil Service Commission does not limit the Physical Performance Test to these exercises.

Test battery consisting of:

MPOETC Physical Fitness Assessment Standards Entrance to and Retention in the Police Academy

	Male Standards by Age					Female Standards by Age				
30% Standards	18-29	30-39	40-49	50-59	60+	18-29	30-39	40-49	50-59	60+
Sit Ups (1 Min Reps)	35	32	27	21	17	30	22	17	12	4
300 Meter Run (Time)	62.1	63	77	87	87	75	82	106.7	106.7	106.7
Push Ups (1 Min Reps)	26	20	15	10	10	13	9	7	7	7
1.5 Mile Run (Time)	13:15	13:44	14:34	15:50	15:50	15:46	16:42	17:29	19:10	19:10

Each test is preceded by a warm-up or rest period, with a mandatory cool-down period at the conclusion of the tests.

REMINDER

These physical exercises may be used in part or in whole on the Physical Performance Test. The Hazleton Police Civil Service Commission does not limit the Physical Performance Test to these exercises.

**APPLICATION FOR POSITION OF POLICE OFFICER
HAZLETON, PENNSYLVANIA**

This application **MUST** be carefully and correctly filled out, and all questions must be answered in ink by the applicant.
A line drawn through a blank or a ditto mark will be considered unacceptable.

PLEASE PRINT

Name _____
First Middle Last

Current Address _____
Number Street City State Zip

List previous addresses if your residence has changed within the last 10 years.

Address	From	To

Date of Birth: _____

Social Security Number _____

Cell Telephone Number _____

Telephone Number _____

Email Address _____

Do you currently possess a current and active Act 120 Certification? Yes ☐ No ☐

If you are not currently Act 120 Certified, do you possess a current and active certification for Police Officer in another state? Yes ☐ No ☐

Name of Police Academy that you attended: _____

Years Attended: _____

Are you a citizen of the United States? Yes ☐ No ☐

Do you have a valid Driver's License? Yes ☐ No ☐

Driver's License Number _____ State of issue _____

☐ Operator ☐ Commercial (CDL) A ☐ B ☐

EDUCATION

Name the schools you attended. Please provide the date you graduated and course of study. (If you did not graduate, list last date attended.)

TYPE OF SCHOOL	NAME OF SCHOOL	ADDRESS	Number of Years Completed	Major & Degree
High School				
College				
Business or Trade School				
Professional School				

List any Police related experience and/or education. _____

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, provide the name. Attach additional sheets if necessary.

Name of Employer: Address: City, State, Zip Code: Phone Number:	<i>Name of Last Supervisor</i>	<i>Employment Dates</i>	<i>Hourly Rate or Salary</i>
City, State, Zip Code: Phone Number:	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	From: To:	Start: Final:
Your last job title:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of Employer: Address: City, State, Zip Code: Phone Number:	<i>Name of Last Supervisor</i>	<i>Employment Dates</i>	<i>Hourly Rate or Salary</i>
City, State, Zip Code: Phone Number:	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	From: To:	Start: Final:
Your last job title:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of Employer: Address: City, State, Zip Code:Phone Phone Number:	<i>Name of Last Supervisor</i>	<i>Employment Dates</i>	<i>Hourly Rate or Salary</i>
		From: To:	Start: Final:
	Your last job title:		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer? Yes ☐ No ☐

Have you ever been dismissed or asked to resign from a position? Yes ☐ No ☐

If so, please explain. _____

Have you ever been employed by the City of Hazleton? Yes ☐ No ☐

If yes, in what capacity and when? _____

Have you ever been convicted of a crime, pleaded guilty to a crime, pleaded nolo contendere to a crime, or been placed on Accelerated Rehabilitative Disposition or its equivalent? (Conviction will not necessarily disqualify you from employment) Yes ☐ No ☐

If yes, explain number of conviction (s), nature of offense (s) leading to conviction (s), how recently such offense (s) was/were committed, sentence (s) imposed, and type (s) of rehabilitation.

MILITARY

Have you ever been in the Armed Forces? Yes ☐ No ☐

Are you now a member of the National Guard? Yes ☐ No ☐

Specialty _____ Date entered _____ Discharge Date _____

Did you receive an Honorable Discharge? Yes ☐ No ☐

REFERENCES

List names and addresses of three references other than relatives, previous employers, or current/former City employees.

Name _____
Position _____
Company _____
Address _____
Telephone (____) _____

Name _____
Position _____
Company _____
Address _____
Telephone (____) _____

Name _____
Position _____
Company _____
Address _____
Telephone (____) _____

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by the City of Hazleton, (hereinafter called "the City"), except where collective bargaining agreements exist, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other City practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the City of Hazleton, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned. Both the undersigned and the City of Hazleton may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the City may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the City permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the City from any liability as a result of such contract.

I also understand that (1) the City has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the City may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the City will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the City shall be probationary for a period of three hundred sixty (360) days, and further that at any time during the probationary period, or thereafter, my employment relation with the City is terminable at will for any reason by either party.

Signature: _____ Date: _____

If referred by a Hazleton Police Officer, please list their name here: _____



CITY OF HAZLETON

EQUAL EMPLOYMENT OPPORTUNITY DATA

The City of Hazleton has a moral and legal commitment to provide equal employment opportunity and nondiscrimination in employment policies and practices on the basis of race, color, religion, sex, gender identity, sexual orientation, veterans status, political opinions or affiliations, lawful activity in any employee organization, national origin, age, disability, marital status, use of support animals because of physical disability of any individual or independent contractor, or because the user is a handler or trainer of support or guide animals. We are also required to make periodic reports based on these categories and are in violation of the law if we do not make such reports; therefore, we ask that you fill in the information requested below.

This information will not be used in any way to evaluate qualifications for employment or job performance. It will be used for statistical purposes only and will be kept in a confidential file separate from the attached application for employment. Please note that completion of this form is not mandatory.

Thank you for your help in this matter.

Please check where applicable (see other side for explanation of categories):

- | | |
|---|--|
| <input type="checkbox"/> White (Non-Hispanic or Latino) | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> Black (Non-Hispanic or Latino) | <input type="checkbox"/> American Indian or Alaskan Native |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Handicapped or Disabled |

Sex: ☐ Male
☐ Female

Date of Birth: _____

Age: _____

Are you a Veteran? Yes ☐ No ☐

Are you a Disabled Veteran? Yes ☐ No ☐

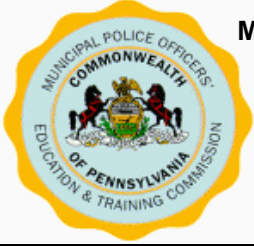
If yes, what is your VA disability rating? ____ %

There are no clear-cut scientific definitions of race that can be used for these categories. For these reporting purposes, a person may be included in the group to which she or he appears to belong, identifies with, or is regarded in the community as belonging to; however, no person should check more than one race/ethnic category. General definitions are as follows:

- a) The category "White" (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- b) The category "Black" (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- c) The category "Hispanic": All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- d) The category "Asian or Pacific Islander": All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, this area includes China, Japan, Korea, the Philippine Islands, and Samoa.
- e) The category "American Indian or Alaskan Native": All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

The definition to be used for "Handicapped or Disabled" is:

"A person with a handicap or disability is any person who has a physical or mental impairment which substantially limits one or more of the person's major life activities, who has a record of such impairment, or who is regarded as having such an impairment."



MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION

8002 Bretz Drive

Harrisburg, Pennsylvania 17112-9748

<http://www.psp.pa.gov/MPOETC>

AUTHORIZATION AND RELEASE FORM

REQUEST FOR EMPLOYMENT INFORMATION

The release of Employment Information to a prospective employing law enforcement agency during a background investigation is authorized by 44 Pa. C.S., Chapter 73 (relating to law enforcement background investigations and employment information). Requests for employment information must be in writing, accompanied by an original Authorization and Release Form signed by an applicant and an authorized representative of the law enforcement agency.

OFFICER LAST NAME	OFFICER FIRST NAME	OFFICER MIDDLE NAME/INITIAL	TELEPHONE	
OFFICER MAILING ADDRESS		CITY/BORO	STATE	ZIP CODE
OFFICER SSN		OFFICER DATE OF BIRTH	OFFICER DRIVERS LICENSE NUMBER	

REQUESTOR

LAW ENFORCEMENT AGENCY NAME	SIGNATURE OF AGENCY HEAD OR REPRESENTATIVE		
AGENCY ADDRESS	CITY/BORO	STATE	ZIP CODE

AUTHORIZATION TO RELEASE RECORDS

I hereby authorize the law enforcement agencies listed below to release ALL employment and separation records related to my previous employment as a law enforcement officer to the requester as required in 44 Pa. C.S., Chapter 73.

AGENCY NAME _____

AGENCY NAME _____

AGENCY NAME _____

I hereby authorize the law enforcement agencies listed below to release ONLY those employment and separation records which are NOT protected by a confidentiality or non-disclosure agreement related to my previous employment as a law enforcement officer to the requester as required in 44 Pa. C.S., Chapter 73.

AGENCY NAME _____

OFFICER SIGNATURE	DATE
WITNESS SIGNATURE	DATE
WITNESS PRINTED NAME	TITLE

POLICE CIVIL SERVICE COMMISSION

NOTIFICATION PROCEDURE

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 Hazleton Police Department.

It is the applicant's responsibility to notify the Hazleton Civil Service Commission, of an address and phone number where he/she can be reached day or night.

By affixing his/her signature to this form, the applicant acknowledges that he/she has read and understood the contents of this procedure.

SIGNATURE OF APPLICANT

DATE SIGNED

POLICE CIVIL SERVICE COMMISSION

CS-4: PERSONAL INJURY WAIVER

Applicant's Name: _____

Social Security #: _____ - _____ - _____

WAIVER

I, THE ABOVE-NAMED APPLICANT, HEREBY, for myself, my heirs, Executive Administrators and Assignees, forever release and discharge the City of Hazleton or any of its officials, authorized representatives, the servants of any or all of these, and Wilkes University and those facilities that are being used for this test, from any and all manner of actions, suits, proceedings, judgments, claims, damages, and demands whatsoever in law or in equity which I ever had or may have against the City of Hazleton, Pennsylvania, its Officers, Agents, or employees by or for the reason of any injuries, damages, and/or loss to myself as a result of said test. I assume the risk of all dangerous conditions of the premises of said test, and waive away any and all specific notices of the existence of such conditions.

DATE

APPLICANT'S SIGNATURE

APPLICANT'S COMPLETE ADDRESS

AFFIDAVIT

State of _____
County of _____

Before me personally appeared the said _____, who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose thereof.

Sworn to and subscribed in my presence this _____ day of _____, 20_____.

NOTARY PUBLIC

MY COMMISSION EXPIRES _____

POLICE CIVIL SERVICE COMMISSION

CS-5: STATEMENT OF PHYSICAL CAPABILITY

I, _____ M.D. /D.O.,
(Print Doctor's name) Hereby

certify that:

(Print applicant's name)

As applicant for the position of Probationary Police Officer with the Hazleton Police Department, has consulted me with regard to his/her taking a Physical Performance Test conducted by the Hazleton Police Civil Service Commission. I understand that this test may be strenuous, but is required to ascertain the applicant's ability to perform job-related law enforcement duties, and therefore state that he/she is physically capable of undertaking such a test.

DATE

Doctor's Signature

BUSINESS ADDRESS:

(STREET)

(CITY)

(STATE)

(PHONE INCLUDING AREA CODE)

POLICE CIVIL SERVICE COMMISSION

CS-6: INFORMATION RELEASE

DATE: _____

To Whom It May Concern:

I, _____, have made application for the position of Police Officer in the Hazleton Police Department, Hazleton, Pennsylvania. This letter shall constitute formal authorization for you to disclose to the City of Hazleton or its duly authorized employees or agencies, any and all information which they may request concerning my employment, background or any and all other information which they may deem appropriate.

This authorization or photocopy hereof is the authority to furnish any information requested.

Your assistance in providing them with this information is sincerely appreciated.

Sincerely,

Signature: _____

AFFIDAVIT

State of _____

County of _____

Before me personally appeared the said _____ who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose thereof.

Sworn to or affirmed and subscribed in my presence this _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires _____



MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION

8002 Bretz Drive

Harrisburg, Pennsylvania 17112-9748

<http://www.psp.pa.gov/MPOETC>

WAIVER FORM

REQUEST FOR SEPARATION RECORDS

The release of Separation Records to a prospective employing law enforcement agency when a conditional offer of employment has been made or to a law enforcement officer requesting their own record is authorized by 44 Pa. C.S., Chapter 73 (relating to law enforcement background investigations and employment information). Requests for separation records must be in writing, accompanied by a Waiver Form signed by the applicant and an authorized representative of the law enforcement agency. A request by an officer for their records do not require an agency signature.

APPLICANT LAST NAME	APPLICANT FIRST NAME	APPLICANT MIDDLE NAME/INITIAL	TELEPHONE	
APPLICANT MAILING ADDRESS		CITY/BORO	STATE	ZIP CODE
APPLICANT SSN	APPLICANT DATE OF BIRTH	APPLICANT DRIVERS LICENSE NUMBER		

REQUESTOR

SELF	PROSPECTIVE EMPLOYING LAW ENFORCEMENT AGENCY (MUST PROVIDE DATE OF HIRE OR DATE EMPLOYMENT WAS OFFERED)	DATE OF HIRE/OFFER OF EMPLOYMENT	
LAW ENFORCEMENT AGENCY NAME (OR BLANK FOR SELF)	SIGNATURE OF AGENCY HEAD OR REPRESENTATIVE	PRINT NAME OF AGENCY HEAD OR REPRESENTATIVE	
AGENCY ADDRESS	CITY/BORO	STATE	ZIP CODE

AUTHORIZATION TO RELEASE RECORDS

I hereby authorize the Municipal Police Officers' Education and Training Commission to release to the requestor all records retained by the Commission regarding my current or former employment as a law enforcement officer.

APPLICANT SIGNATURE	DATE
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COUNTY OF _____

On this, the _____ day of _____, _____ before me, _____,

the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name and signature appear above, and acknowledged that they executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Notary Public

Printed Name: _____

My Commission Expires: _____