



# BOROUGH OF TARENTUM

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Telephone: 724-224-1818

318 Second Avenue

Tarentum, PA 15084

[www.tarentumboro.com](http://www.tarentumboro.com)

## General Qualifications for Police Officer Applicants

### Section 3.5 of the Civil Service Rules and Regulations

Every applicant for any position in the Police Department shall possess the following minimum qualifications:

- A. must possess a diploma from an accredited high school or a graduate equivalency diploma.
- B. must be a United States citizen.
- C. shall be physically and mentally fit to perform the full duties of a police officer.
- D. prior to appointment, shall possess a valid motor vehicle operator license issued by the Commonwealth of Pennsylvania.
- E. shall be of good moral character.
- F. shall have no record of conviction of a felony.
- G. shall have successfully completed the Pennsylvania State Act 120 training.
- H. shall have worked 2,080 hours (Resolution 24-05) as a policeman for a state police force, a bona fide municipal police department, or a county-level police department.
- I. Veterans and military members must provide a copy of their DD214.



# Tarentum Borough

318 Second Avenue  
Tarentum, PA 15084  
724.224.1818

## Employment Application

### Applicant Information

Position Applied for: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Are you over 18 years of age? YES ☐ NO ☐

Have you ever been convicted of a felony or misdemeanor? YES ☐ NO ☐

If yes, explain: \_\_\_\_\_

Does Tarentum Borough employ any relative or cohabitant of yours? YES ☐ NO ☐ If yes, give name/relationship: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES ☐ NO ☐

College: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Technical skills or other training: \_\_\_\_\_

Certificates or other trades you possess: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

## Military Service (If Applicable)

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

*You are required to sign and date your application. Falsification or omission of information will result in rejection of the application or dismissal if you are employed by Tarentum Borough. Your signature also authorizes Tarentum Borough to request employment and educational information/verification from your existing and previous employers and educational institutions. For all non-union employment, it is on an "at-will" basis, which means that you may resign your position at any time and Tarentum Borough can terminate your employment at any time, with or without cause.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TARENTUM BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, AGE, GENDER, NATIONAL ORIGIN OR DISABILITY.**

### Background Information Release Authorization

*I hereby authorize the release to Tarentum Borough, or its authorized representative, any and all personnel information about me, which is maintained by your institution/agency/company. This release pertains to records maintained in your files with regard to: employment history; credit history; educational achievement; criminal conviction record; examination and/or treatment for diagnostic, medical, surgical, psychological or psychiatric reasons and any other information which might reflect upon my character or any observations or opinions.*

*I further request that such records be provided and/or forwarded to Tarentum Borough or its authorized representative, for inclusion in my background investigation to ascertain my qualifications and fitness for employment with Tarentum Borough.*

*I acknowledge by this authorization that I release all parties concerned from any and all obligations or liabilities in the disclosure of the contents of such files and the observations and opinions therein.*

*I further understand that in consideration for said release, Tarentum Borough regards all information so obtained as confidential and shall not make any secondary dissemination of the information obtained to any third party without first obtaining my express written consent.*

*I certify that a copy of this authorization to obtain said information is as valid as the original signed by me.*

*I certify that I have read fully and understand the foregoing statements and have signed this document voluntarily without threat or coercion. are required to sign and date your application. Falsification or omission of information will result in rejection of the application or dismissal if you are employed by Tarentum Borough. Your signature also authorizes Tarentum Borough to request employment and educational information/verification from your existing and previous employers and educational institutions. For all non-union employment, it is on an "at-will" basis, which means that you may resign your position at any time and Tarentum Borough can terminate your employment at any time, with or without cause.*

**Full Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Last First M.I.

**Signature:** \_\_\_\_\_