



# Conewago Township Police Department

Adams County, Pennsylvania

## Application for Employment – Police Officer

Application Control Number: \_\_\_\_\_  
(Official Use Only)

Dear Applicant,

Thank you for your interest in becoming a Conewago Township Police Officer. Please pay close attention to the following:

- Carefully read and review all of these documents/forms—you are encouraged to make a copy of your application for your records—as you must return all of the pages for your application to be considered
- **You must hold a valid Act 120 certification for this hiring process**
- The Automatic Disqualifiers page must be signed
- The Essential Job Functions of a Police Officer page must be signed
- The final page of the application must be signed
- Return the completed Application for Employment – Police Officer to: The Conewago Township Police Department, 541 Oxford Ave., Hanover, PA 17331; Attn: Application Processing
- The application must arrive no later than 3:30 p.m. on the following date: June 25, 2024.
- You will receive information via mail on the additional steps in the hiring process if qualified.

Remember, official communication from the Conewago Township Police Department regarding the hiring process will be by first-class mail; thus, please ensure we have your correct mailing address

All applicants will be notified in writing of their testing status and eligibility. All applicants not passing any portion of the hiring process may reapply for any future hiring process.

All inquiries concerning the hiring process should be made to Gary L. Baumgardner- Chief of Police, (717) 637-7361, extension 310.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER  
WOMEN AND MINORITY APPLICANTS ARE ENCOURAGED TO APPLY

## AUTOMATIC DISQUALIFIERS

1. Criminal conviction of Misdemeanor-2 or higher
2. Criminal behavior—regardless if arrested or detected—for admissions by the applicant, which would be graded as a Felony
3. Criminal behavior—regardless if arrested or detected—for admissions by the applicant, which would be graded as a Misdemeanor-1 within the past 10 years from date of application
4. Any section listed in the Uniform Firearms Act, Brady Law and/or any other federal law and amendments prohibiting possession of a firearm by the applicant
5. Manufacturing of controlled substances or prescription drug
6. Sale or delivery of controlled substances for any type of gain or profit
7. Drug admissions – (Usage prior to the age of 18 does not automatically disqualify a candidate)
  - a. Usage of marijuana: No usage of any form—synthetic and natural—within the three (3) years prior to filing an application, there is zero tolerance for usage after the age of 25
  - b. Usage of Any Illegal Drug: No usage of any illegal drug, excluding marijuana, within ten (10) years prior to filing an application; there is zero tolerance for usage after the age of 25
  - c. Specifically—Usage of non-prescribed steroids within five (5) years of filing an application
  - d. Usage of a medicinal prescription for the sole purpose of recreational use within five (5) years of application
8. Driving Under the Influence charge (DUI) one (1) year prior to filing an application, two (2) DUI charges within ten (10) years prior to filing an application, or any DUI charge after filing an application
9. Dishonorable discharge from the Military
10. Any criminal activity while in a law enforcement, or like position—regardless of grading
11. Intentional falsification or omission of information on the formal application for employment

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Any rejected applicant may request reconsideration of the decision by writing to the Chief of Police within ten (10) days of the notice of rejection. The requirements listed in this section are subject to change at any time.

## **ESSENTIAL JOB FUNCTIONS OF A POLICE OFFICER**

1. Obtain and maintain the Pennsylvania Act 120 certification through the Municipal Police Officers' Education and Training Commission
2. Pursue fleeing suspects on foot or vehicle, address emergencies—to include encountering persons that have been killed or injured, and perform rescue operations which may involve quickly entering and exiting police vehicles; directing traffic for long periods of time; lifting, carrying, and dragging heavy objects; climbing over and pulling oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches, and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers
3. Effect an arrest—forcibly if necessary; use handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons, and resort to the use of hands and feet and other approved weapons in self-defense
4. Provide emergency medical aid, initial hazardous materials emergency response and initial fire scene emergency response
5. Prepare and write various types of reports, including sketches; using appropriate grammar, symbols and mathematical computations. Use, and learn to use, various types of computers and like devices
6. Exercise independent judgment in determining reasonable suspicion to detain, probable cause to search and arrest, and when to use force and to what degree
7. Have regular and predictable attendance and work various/rotating shifts
8. Withstand prolonged exposure to extreme weather conditions
9. Drive emergency vehicles under stressful conditions. Operate a law enforcement vehicle during both the day and night, including emergency situations involving speeds in excess of posted limits, in congested traffic, and during unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow
10. Communicate effectively and coherently over law enforcement radio channels, initiating and responding to radio communications, while operating a police vehicle
11. Qualify and show proficiency with handling various firearms, and other offensive and defensive weapons—under conditions of stress that may justify the use of deadly force, and at levels of proficiency prescribed in certification standards
12. Ability to protect and/or; collect, package and submit evidence from scenes

I have reviewed the above listed essential job functions and believe that (check one):

\_\_\_: I can fully perform all duties without reasonable accommodations

\_\_\_: I can fully perform all duties with reasonable accommodations

\_\_\_: I cannot fully perform all duties even with reasonable accommodations

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## MINIMUM QUALIFICATIONS

1. The applicant must possess a diploma from an accredited high school or a Graduate Equivalency Diploma.
  2. The applicant must be a United States citizen, and be twenty-one (21) years of age.
  3. The applicant must be able to effectively read, write and comprehend the English language.
  4. The applicant must possess a valid driver's license issued by any state of the United States. If necessary, the applicant must obtain a valid motor vehicle driver's license issued by the Commonwealth of Pennsylvania within the time limits established in any conditional offer of employment.
  5. The applicant must possess hearing correctable to levels considered normal for an average adult in both ears; and must possess vision correctable to 20/20 in both eyes, or any like standard as established by the Pennsylvania Municipal Police Officers Education and Training Commission (MPOETC), whichever is more stringent.
  6. Hold, or have the ability to obtain and maintain, the Pennsylvania Act 120 certification through the Municipal Police Officers' Education and Training Commission (NOTE: Depending on Departmental needs, an applicant may be required to hold the PA Act 120 certification prior to application.)
  7. The applicant must be free of tattoos and decorative markings on the hands/fingers, face, ears, neck or head—when the hair is so short that it reveals such tattoos or decorative marks. Tattoos or decorative markings on the arms are permitted, providing they are not objectionable (as determined by the Chief of Police) and are not visible when wearing the long sleeve police uniform shirt or a long sleeve plain clothes shirt.
- Note: Applicants who have non-objectionable tattoos or decorative markings on their arms, which are visible when wearing a short sleeve police uniform shirt or a short sleeve plain clothes shirt, will not be rejected, but they may be required to wear a long sleeve police uniform shirt or a long sleeve plain clothes shirt—year round.
8. Have allowed, or be willing to authorize, the Department to conduct a background investigation, consisting of research into general background, educational background, military service record (if applicable), employment record, personal references, credit rating, criminal history, driving record, polygraph examination (if applicable) and other miscellaneous information. All information obtained through the background investigation shall be treated as confidential in nature.
  9. The applicant must be physically and mentally fit, and able to perform the functions of the job as listed within the job description, or required by MPOETC, with or without reasonable accommodations.

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

General Instructions: Please type or neatly print (black or blue ink). All questions must have a response. If a question does not apply to you, enter "N/A." An incomplete application may be cause for its rejection. Attach additional sheets of paper, clearly labeled, to provide complete answers where there is insufficient space on this form.

REMEMBER—READ THE ENTIRE APPLICATION CAREFULLY

General Applicant Information

Last Name	First	M.I.	Date of Birth
Street Address			Apt./Unit #
City		State	Zip Code
Home Phone #		Cell Phone #	
E-mail Address			

BACKGROUND INFORMATION

On what date would you be available for work?		
Have you ever worked for this Township? ( ) Yes or ( ) No	If so, when?	
Have you ever filed an application with our Department in the past? ( ) Yes or ( ) No	If so, when?	
Are you a U.S. Citizen? ( ) Yes or ( ) No	Are you a legal resident of Pennsylvania? ( ) Yes or ( ) No	
Driver's License #:	State:	Expires:
Class of License:	Endorsement/s:	# of years driving experience:

Employees may be required to work more than forty hours per week as assigned. The Township provides overtime payment in compliance with the Federal Fair Labor Standards Act for non-exempt employees. Are you willing to work in excess of forty hours per week?  
( ) Yes or ( ) No

It is the policy of the Township not to hire in any full-time capacity within the same department the spouse, child, parent, sibling, aunt, uncle, niece, or nephew of any existing full-time employee. Do you have any such relatives currently working for the Township? ( ) Yes or ( ) No - If "Yes," provide name(s) and relationship(s):

The Township adheres to the tenets of the Drug Free Workplace Act and has zero tolerance for the use of unlawful drugs in the workplace. Do you understand what this means?  
( ) Yes or ( ) No

It is the Township's policy that full-time Township employment shall be the main job of all full-time employees. If hired in a full-time capacity, will the Township job be your main job?  
( ) Yes or ( ) No

The Township does not attempt to prohibit employees from engaging in secondary employment. However, it is the position of the Township that secondary employment cannot interfere with the effective performance of municipal duties, and that secondary employment cannot be of a type that would reflect adversely upon the Township's public image. Do you have secondary employment? ( ) Yes or ( ) No - If yes, please state employer and position:

Do you understand that it is against the Department's policy for any employee to seek, accept election or hold public office of any position within Conewago Township; or to any governmental jurisdiction that conducts business inside Conewago Township (e.g., a District Magisterial Judge)—unless first resigning from employment with the Township or accepting an unpaid leave of absence? ( ) Yes or ( ) No

Are you an active member of any civic or charitable organization? ( ) Yes or ( ) No If yes, please explain:

CREDIT HISTORY

Are you timely and current in the payment of your real estate and income taxes; utility bills, including municipal water and sewage bills; and other debts? ( ) Yes or ( ) No If no, please explain:

Has full, complete and timely payments of taxes and bills been consistent in the past? ( ) Yes or ( ) No. If no, please explain:

Do you own any property; or have an interest in a partnership, corporation or other entity that owns property presently subjected to a tax lien? ( ) Yes or ( ) No. If yes, please explain:

Have you ever declared bankruptcy? ( ) Yes or ( ) No. If yes, indicate date of filing and any final disposition:

CRIMINAL HISTORY

*(you may omit juvenile convictions for which disclosure is not permitted and any conviction which has been expunged by a court of law)*

Have you been convicted of a felony or misdemeanor? ( ) Yes or ( ) No. If yes, provide complete details of each case, including disposition (*a conviction does not necessarily cause disqualification from employment*):

Have you been arrested, or issued a summons or citation, for any traffic or non-traffic violation? ( ) Yes or ( ) No? If yes, provide complete details of each case, including disposition:

Have you ever been subject to a finding of child or spousal abuse (domestic violence)? ( ) Yes or ( ) No

Are you now, or have you ever been, subject to a Protection From Abuse order ("PFA")? ( ) Yes or ( ) No

Have you ever been subjected to a finding of sexual harassment? ( ) Yes or ( ) No
Are you presently a user of illegal drugs? ( ) Yes or ( ) No
Have you ever used illegal drugs? ( ) Yes or ( ) No If yes, when is the last time you used illegal drugs? _____ If yes, please explain the circumstances: _____

PLACES OF RESIDENCE	
<i>(list all places you have resided in the past five years)</i>	
Address:	Dates:
Address:	Dates:
Address:	Dates:
Address:	Dates:
Address:	Dates:



<b>EDUCATION</b>			
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High School:	Address:	Course of Study:	Diploma (yes/no):

College:	Address:	Course of Study:	Degree:

Credits Earned:	GPA:	Honors/Awards:

Graduate College:	Address:	Course of Study:	Degree:

Credits Earned:	GPA:	Honors/Awards:

Other:	Address:	Course of Study:	Degree:

Credits Earned:	GPA:	Honors/Awards:

<b>MILITARY SERVICE</b>	
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Branch:	Military ID No.:

Dates of Service:	Commanding Officer:

Address of Unit:	Telephone Number:

**EMPLOYMENT EXPERIENCE**

Current Employer:	Address:	Telephone Number:	Date Hired:
Job Title:	Starting Pay:	Final Pay:	Supervisor:
Work Performed:			
Reason for Leaving:		May we contact this employer? ( ) Yes or ( ) No	
Are you currently on "lay-off" status and subject to recall? ( ) Yes or ( ) No			

1 <sup>st</sup> Past Employer:	Address:	Telephone Number:	Date Hired:
Job Title:	Starting Pay:	Final Pay:	Supervisor:
Work Performed:			
Reason for Leaving:		May we contact this employer? ( ) Yes or ( ) No	
Are you currently on "lay-off" status and subject to recall? ( ) Yes or ( ) No			

2 <sup>nd</sup> Past Employer:	Address:	Telephone Number:	Date Hired:
Job Title:	Starting Pay:	Final Pay:	Supervisor:
Work Performed:			
Reason for Leaving:		May we contact this employer? ( ) Yes or ( ) No	
Are you currently on "lay-off" status and subject to recall? ( ) Yes or ( ) No			

3 <sup>rd</sup> Past Employer:	Address:	Telephone Number:	Date Hired:
Job Title:	Starting Pay:	Final Pay:	Supervisor:
Work Performed:			
Reason for Leaving:		May we contact this employer? ( ) Yes or ( ) No	
Are you currently on "lay-off" status and subject to recall? ( ) Yes or ( ) No			

4 <sup>th</sup> Past Employer:	Address:	Telephone Number:	Date Hired:
Job Title:	Starting Pay:	Final Pay:	Supervisor:
Work Performed:			
Reason for Leaving:		May we contact this employer? ( ) Yes or ( ) No	
Are you currently on "lay-off" status and subject to recall? ( ) Yes or ( ) No			

MISCELLANEOUS EMPLOYMENT INFORMATION
Have you ever been fired from any job? ( ) Yes or ( ) No If yes, please state the employer and explain the circumstances:
Have you ever quit a job after being notified that you would be fired? ( ) Yes or ( ) No If yes, please state the employer and explain the circumstances:
Describe any specialized work-related training or apprenticeships:

### SPECIALIZED SKILLS

*(please indicate if you have skills with, or are familiar with, any of the following)*

Typing (wpm):	Computers:	Copiers:
Microsoft Word:	Microsoft PowerPoint:	Microsoft Excel:
Data Bases:	Accounting:	Other:
Other:	Other:	Other:

List any experience with other job related equipment, machines, processes or skills that are not listed above:

### REFERENCES

*(do NOT include family members)*

Name:	Telephone Number:
Address:	How do you know this person:
Name:	Telephone Number:
Address:	How do you know this person:
Name:	Telephone Number:
Address:	How do you know this person:

<b>FAMILY MEMBERS</b>		
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<i>(list living relatives; to include spouse, children, father, mother, siblings, father-in-law and mother-in-law)</i>		
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Name:	Relationship:	Telephone Number:
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Address:
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Name:	Relationship:	Telephone Number:
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Address:
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Name:	Relationship:	Telephone Number:
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Address:
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Name:	Relationship:	Telephone Number:
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Address:
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Name:	Relationship:	Telephone Number:
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Address:
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Name:	Relationship:	Telephone Number:
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Address:
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**NEED FOR REASONABLE ACCOMMODATION**

*NOTE TO APPLICANT: Do not answer this question unless you have received and read the job description for the position you are seeking.*

Do you have the ability to perform the Essential Job Functions of the position you are seeking, with or without reasonable accommodations? ( ) Yes or ( ) No

If reasonable accommodations are necessary, please provide particulars:

I have reviewed this application. I certify that my answers are true and complete to the best of my knowledge and belief; and are made in good faith. I understand that any discrepancies, misstatements, omissions, and/or falsifications will be cause for disqualification from the hiring process; or if hired by the Conewago Township Police Department, any discovery of discrepancies, misstatements, omissions, and/or falsifications may be the basis for dismissal from the Conewago Township Police Department even if it is discovered long after you have been hired. You are also subject to the penalties of Title 18 Pa.C.S. 4904, relating to unsworn falsification to authorities.

Do you understand? ( ) Yes or ( ) No

Printed Name: \_\_\_\_\_

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