

APPLICATION FOR THE POSITION OF POLICE OFFICER  
NOTICE TO APPLICANTS

ANY FALSE STATEMENT IN AN APPLICATION, OR ALTERATION OF A VOUCHER OR CERTIFICATE, OR THE PRESENTATION OF A PAPER CONTAINING A FALSE STATEMENT OR ALTERATION IS A VIOLATION OF LAW AND MAY RESULT IN THE FUTURE OF TERMINATION OF EMPLOYMENT.

IMPORTANT INSTRUCTIONS

1. Read carefully the entire application form before writing your answers.
2. Print your answers in your own handwriting, with ink.
3. Answer all questions CAREFULLY and CORRECTLY. If additional space is required, use another sheet of paper, indicate the number of the question, and attach it to the application.
4. Remember that all your answers are under oath.
5. There must be absolutely no discrepancies in the statements made or in the manner of writing your name throughout the application.
6. Avoid all references to religion, politics, or membership in fraternal orders.
7. Return completed application with copies of all required documents to the Monessen Police Department, Public Safety Building, 239 Donner Avenue, Monessen, PA 15062 no later than 4:00 p.m. on Thursday January 4, 2024.

Enclosed is a formal application for the position of Police Officer with the City of Monessen Police Department.

Please read the application carefully, keeping in mind that this document must be notarized.

In addition to the application, you must furnish the following:

- 1 A copy of your high school diploma and college transcripts.
- 2 A copy of your valid Pennsylvania driver's license.
- 3 A copy of your Honorable Discharge and DD214 Form, if you served in the Armed Forces.
- 4 A fingerprint card which may be obtained from this department at the time of application submission or the State Police.
- 5 Act 120 Certificate, Diploma and Grade Sheet (if not completed – must be completed PRIOR to Appointment)
- 6 Any other information relating to Police Officer requirements.
- 7 A Fifty (\$50.00) dollar non-refundable fee payable to the City of Monessen in the form of a check or money order.
- 8 Completed Application and required documentation must be received IN PERSON at the Monessen Police Department, 239 Donner Avenue, Monessen, PA no later than 4:00 p.m. on Thursday, January 4, 2024.

9 RETURN THIS PAGE WITH REMAINDER OF APPLICATION

A physical agility examination for candidates submitting completed applications will be administered followed by the written portion for those who pass the physical agility. The Physical Agility examination will consist of the following:

**300 meter run** — applicant to cover a measured distance of 300 meters within 72 seconds

**PUSH-UPS** - Applicant to complete 21 push-ups (shoulders, hips and legs in same plane, lowering body until upper arms are parallel to the ground and return to starting positions) within one (1) minute

**SIT-UPS** – Applicant to complete 29 sit-ups within one (1) minute (legs at 90 degrees, heels on ground, fingers interlocked behind head, lift body and touch elbows to knees and return to starting position)

**2 Person Stretcher Carry** - Applicants will be required to carry a stretcher with a simulated patient weighing at least 175 pounds over a distance of 100 feet without setting the stretcher down or stopping to rest. Those applicants failing on the first attempt will be permitted to retake the exercise with a person who has successfully completed the exercise.

**Body Drag** — An applicant will be required to drag a weight, simulating a person weighing at least 175 pounds, at least a distance of fifty (50) feet in a period of 15 seconds.

**Trigger Pull** - Within a 30 second time limit, an applicant is required to repeatedly fire and simulate clearing of a jam in a semi-automatic firearm. Applicant must perform this action 10 times with their strong hand and 5 times with their off hand. Applicants shall receive 30 seconds for each hand.

CITY OF MONESSEN  
WESTMORELAND COUNTY, PENNSYLVANIA

Physical Agility Test

PERSONAL INJURY WAIVER

Applicant's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

WAIVER

I, the above-named applicant, hereby release the City of Monessen or any of its officials or authorized representatives from any liability or damage for any physical injury which may result from performing the physical agility test for the position of Police Officer.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Complete Address

AFFIDAVIT

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me personally appeared the said \_\_\_\_\_ who says that he executed the above instrument of his 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

CITY OF MONESSEN  
POLICE OFFICER APPLICATION  
NOTIFICATION PROCEDURE RELEASE

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 City of Monessen.

If conventional methods fail in attempting to contact the applicant a certified-registered letter will be sent to the applicant's address listed on the application. Should the registered letter be returned indicating that it was unclaimed or undeliverable the applicant will be eliminated from further processing and consideration.

It is the applicant's responsibility to notify the City of Monessen, in writing, of the address change. By affixing your signature to this application, the applicant acknowledges that he has read and understood the contents of this procedure.

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DATE

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SIGNATURE

## Police Officer Application for Employment

The City of Monessen is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, natural origin, sex, non job related disabilities or age (40 and over). All information requested on this application form is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

### Instructions

This application must be completed in its entirety by the applicant. Please print in ink. Answer all questions completely. All information in this application is subject to verification. Any false, misleading or incomplete information will result in your application being eliminated from consideration.

Return Completed Application To: Monessen Police Department  
239 Donner Avenue  
Monessen, PA 15062

Last Name	First Name	Middle Name
Address	City	State Zip

Phone No.	Birth Date	Social Security No	OLN # & State
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Has your driver's license ever been suspended or revoked? Yes No

Are You At Least Twenty-one (21) Years Old? Yes No

Have you successfully completed Act 120 Training? Yes No

Are you currently enrolled in Act 120 Training? Yes No  
 If Yes, Give Graduation Date:

Are You A United States Citizen? Yes No  
(Proof Of Citizenship or Immigration Status Will Be Required Upon Employment)

Have you ever filed an application with the City of Monessen? Yes No  
 If Yes, Give Date:

May We Contact Your Current Employer? Yes No  
If No, Please Identify Someone Familiar with Your Performance for Your Current Employer That We May Contact.

Name	Telephone No
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Can You Work 12 Hour Shifts? Yes No  
DAY – 6 AM to 6 PM  
NIGHT – 6 PM to 6 AM

Can You Work Weekends? Yes No

Can You Work Holidays? Yes No

### FAMILY HISTORY

List in order given showing relationships, parents, guardians, stepparents, foster parents, brothers, sisters, step-brothers and step sisters. Include any others with whom you have resided with or whom a close relationship existed or exists.

Relationship	Name	Address if Living	Phone No.
Father			
Mother			

### EMPLOYMENT HISTORY

List All Employment For The Past Ten (10) Years, Beginning With Current or Most Recent Position

Employer \_\_\_\_\_ Dates Employed: From To

Employer's Address \_\_\_\_\_ ( ) - \_\_\_\_\_ Telephone No

Your Job Title \_\_\_\_\_ Hourly Rate/Salary

Description Of Duties \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Reason For Leaving

Will This Supervisor/Employer Give A Good Job Reference? Yes No

If No Explain: \_\_\_\_\_

WERE YOU:

Discharged or Asked To Resign By This Employer? Yes No

Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer? Yes No

Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer? Yes No

If Yes To Any Of The Above, Explain: \_\_\_\_\_



**EMPLOYMENT HISTORY**  
continued from page 2

_____ Employer	_____ Dates Employed: From To
_____ Employer's Address	_____ ( ) - Telephone No
_____ Your Job Title	_____ Hourly Rate/Salary
_____ Description Of Duties	
_____ Supervisor's Name	_____ Reason For Leaving
Will This Supervisor/Employer Give A Good Job Reference?	Yes No
If No Explain: _____	
WERE YOU:	
Discharged or Asked To Resign By This Employer?	Yes No
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes No
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes No
If Yes To Any Of The Above, Explain: _____	

_____ Employer	_____ Dates Employed: From To
_____ Employer's Address	_____ ( ) - Telephone No
_____ Your Job Title	_____ Hourly Rate/Salary
_____ Description Of Duties	
_____ Supervisor's Name	_____ Reason For Leaving
Will This Supervisor/Employer Give A Good Job Reference?	Yes No
If No Explain: _____	
WERE YOU:	
Discharged or Asked To Resign By This Employer?	Yes No

Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer? Yes No

Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer? Yes No

If Yes To Any Of The Above, Explain: \_\_\_\_\_

**EMPLOYMENT HISTORY**  
continued from page 3

\_\_\_\_\_  
Employer Dates Employed: From To

\_\_\_\_\_  
Employer's Address Telephone No

\_\_\_\_\_  
Your Job Title Hourly Rate/Salary

\_\_\_\_\_  
Description Of Duties

\_\_\_\_\_  
Supervisor's Name Reason For Leaving

Will This Supervisor/Employer Give A Good Job Reference? Yes No

If No Explain: \_\_\_\_\_

WERE YOU:

Discharged or Asked To Resign By This Employer? Yes No

Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer? Yes No

Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer? Yes No

If Yes To Any Of The Above, Explain: \_\_\_\_\_

\_\_\_\_\_  
Employer Dates Employed: From To

\_\_\_\_\_  
Employer's Address Telephone No

\_\_\_\_\_  
Your Job Title Hourly Rate/Salary

\_\_\_\_\_  
Description Of Duties

Supervisor's Name	Reason For Leaving
Will This Supervisor/Employer Give A Good Job Reference? If No Explain: _____	Yes      No
WERE YOU:	
Discharged or Asked To Resign By This Employer?	Yes      No
Ever Disciplined (Written Warning, Suspended, Denied A Pay Increase) By This Employer?	Yes      No
Ever Counseled Or Warned About Excessive Absenteeism Or Tardiness By This Employer?	Yes      No
If Yes To Any Of The Above, Explain: _____	

### EDUCATION

Last High School Attended	Dates Attended: From/To
Location	9 10 11 12 (Circle One) Highest Grade Completed
Do You Have A High School Diploma or G.E.D. Certificate?	Yes      No
List Colleges, Universities or Trade or Technical Schools attended:	
School Attended	Dates: From - To
Location	Degree/Credits/Licenses
School Attended	Dates: From - To
Location	Degree/Credits/Licenses
School Attended	Dates: From - To
Location	Degree/Credits/Licenses

### MILITARY

Branch Of Service		Dates of Service:	From - To

Rank At Separation

Reserve Requirements

Specialized Training \_\_\_\_\_

### OTHER QUALIFICATIONS

Describe Any Equipment You Can Operate (Machines, Computers etc.)

List Any Trade, Professional or Skills Certificates You Hold.

Special Skills, Abilities or Experiences Which Qualify You For The Position.

### BACKGROUND

Have You Ever Been Convicted Of A Misdemeanor? Yes No  
If Yes Explain: \_\_\_\_\_

Have You Ever Been Convicted Of A Felony? Yes No  
If Yes Explain: \_\_\_\_\_

### REFERENCES

Please List Three (3) References Other Than Relatives or Former Employers:

\_\_\_\_\_ Relationship Reference (1)  
Reference's Address ( ) - Telephone No

\_\_\_\_\_ Relationship Reference (2)  
Reference's Address ( ) - Telephone No

\_\_\_\_\_ Relationship Reference (3)  
Reference's Address ( ) - Telephone No

Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties of a police officer which might require further explanation? If yes, give details.

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**ADDITIONAL INFORMATION**

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**Please Attach Resume, If Available**



## **Certification, Authorization and Agreement**

"I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsification, emissions, or concealment of material fact. I authorize the City of Monessen to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize every school, employer, person and agency identified by me on this form or in my resume to release any and all verifying information the City of Monessen may solicit from it or them. I further authorize the City of Monessen to investigate my criminal history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in a criminal history records report, the City of Monessen will so advise me."

"I hereby release all law enforcement agencies, my former employers, all educational institutions and programs and every other person identified by me on this form or in my resume from liability for any damage or injury to me arising out of the release of information requested by the City of Monessen."

"I understand and agree that the City of Monessen acceptance of this employment application does not constitute any promise, expressed or implied, that I will be hired. I further understand that the City of Monessen does not guarantee anyone employment for any specific length of time.

I further understand and agree that any offer of employment the City of Monessen may make to me (and, if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and may be contingent upon my taking and passing physical and psychological examinations and drug tests."

"I certify that I am not a party to any contract or other obligation which would limit, interfere with or restrict my ability to work for the City of Monessen in any way."

"I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form."

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**The City of Monessen is an Equal Opportunity Government**

## **INEXPERIENCED POLICE OFFICER ESSENTIAL JOB FUNCTIONS**

1. Effect an arrest, forcibly if necessary, using 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
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest when force may be used and to what degree.
4. Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up 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.
8. Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking doors and windows of buildings to ensure they are secure.
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
13. Demonstrate communication skill in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions, and that indicate the presence of dangerous conditions.
15. Endure verbal and mental abuse when confronted with hostile views and opinions of suspects and other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
18. Put on and operate a gas mask in situations where chemical munitions are being deployed.
19. Extinguish small fires by using extinguisher and other appropriate means.
20. Read and comprehend legal and non-legal documents, including the preparations and processing of such documents as citations, affidavits and warrants.
21. Process arrested suspects to include taking photographs and obtaining a legible set of inked fingerprint impressions.

NOTE: The successful applicant must be able to perform ALL of the above essential job functions of an experienced police officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.



### PERSONAL CHARACTERISTICS

Since police officers are required to enforce the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a "business necessity" that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill and integrity.

Additionally, police officers are frequently placed in a position of physical harm and mental stress. Therefore, a history of mental or physical disability may be grounds for denying employment: or, these factors might be a consideration in the hiring process. Applicants posing a substantial risk of injury to themselves, other officers, and the public are at a substantial disadvantage in the hiring process.

I have reviewed the above list of essential job functions for a police officer and believe that:

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

\_\_\_\_\_ I can fully perform all duties but only with the following reasonable accommodations;

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE