

# *Conneaut Lake Regional Police Department*



Serving:

Conneaut Lake  
Boro,  
Sadsbury Twp.,  
N. Shenango  
Twp.

9878 State Highway 285  
Conneaut Lake, PA 16316  
(814) 382-4364 / F (814) 382-4365  
[clrpd@zoominternet.net](mailto:clrpd@zoominternet.net)

Todd Pfeifer  
*Chief of Police*

## **APPLICATION FOR EMPLOYMENT**

Dear Applicant,

Enclosed is an **Application for Employment** with the ***Conneaut Lake Regional Police Department***. Complete the enclosed application for employment in its entirety completely answering all questions as presented. Upon completion, ensure the application is signed and dated in all areas where your signature is required.

Make sure to enclose/attach any and all copies of Law Enforcement and/or Public Safety training certificates. Enclosures/attachments should also include your PA Act 120 Certificate and grade transcript document.

Upon completion, mail or deliver the completed application to the ***Conneaut Lake Regional Police Department*** located at the above address as soon as possible. All applications will be considered in the order of receipt by the ***Chief of Police*** and the ***Conneaut Lake Regional Police Commission***.

Upon review of your ***Application for Employment*** you will be notified of your eligibility for employment and a possible interview date, time and location.

***The Conneaut Lake Regional Police Department is an equal opportunity employer and does not discriminate on the basis of race, sex, color, religion, national origin, ancestry, age, or gender.***



**Application for Employment**  
**Conneaut Lake Regional Police Department**  
**Crawford County, PA**

**Application Includes:**

- Questionnaire
- Notification Procedure Release
- Waiver and Release for Background Investigation
- Description of Essential Duties of a Police Officer

**GENERAL INSTRUCTIONS:** This application consists of several sections: a questionnaire; Notification Procedure Release; Verification; General Waiver; Polygraph Release; and a description of essential job functions. Each one of these sections must be completed in order for the Conneaut Lake Regional Police Department to accept the application as complete. Print (do not type) an answer to each question. If a particular question does not apply to you, state with N/A. If space available is insufficient, use reverse side and proceed with the number of the referenced block. **DO NOT MISSTATE OR OMIT MATERIAL FACT SINCE THE STATEMENTS MADE HEREIN ARE SUBJECT TO VERIFICATION TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT.**

**QUESTIONNAIRE**

1. \_\_\_\_\_  
 Last Name                      First Name                      Middle Name
2. \_\_\_\_\_  
 Social Security Number
3. \_\_\_\_\_  
 Alias(es), Nickname(s), Maiden Name, Other name changes
4. \_\_\_\_\_  
 Telephone Number
5. \_\_\_\_\_  
 Present Residence Address                      Street/City/State/Zip Code
6. \_\_\_\_\_  
 U.S. Citizen:    Native (Yes/No)    Naturalization No.    Date    Place    Court
7. \_\_\_\_\_  
 Date of Birth
8. **List all residences for the past ten years beginning with current residence:**

Month & Year		Address	With whom did you live?
From	To		

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**9. FAMILY AND RELATIONSHIPS.**

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

Relationship	Name	Address if living
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Father \_\_\_\_\_

Mother \_\_\_\_\_

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**10. VEHICLE OPERATOR'S LICENSE.**

Provide the following information concerning any vehicle operator's license you have held or now hold.

Type of License	Number	State	Expiration
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Have you ever had a license suspended or revoked ? (Yes/No) If yes, list reason and dates

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**11. CONVICTION OF CRIME.**

Have you ever been convicted of a misdemeanor, felony or greater criminal violation ? (Yes/No) If yes, state violation, court of jurisdiction and date of conviction.

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**12. FINANCIAL STATUS.**

Do you have any income from any source other than your principal occupation? (Yes/No) \_\_\_\_\_  
How Much? \_\_\_\_\_ How Often? \_\_\_\_\_

The source(s) \_\_\_\_\_

Do you have or have you had any financial account (savings, checking, loans, stocks, bonds, etc.)?  
List all accounts during the past seven (7) years.

Name and Address of Financial Institution:	Type of Account:
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**13. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS.**

Name	Address/Zip	Type (Social, Fraternal, Professional, etc.)	Office Held	Membership Dates From	To
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**14. SUBVERSIVE ORGANIZATIONS.**

(Yes/No)

\_\_\_\_\_ Are you now or have you ever been a member of any organization, association, movement, group or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by any unconstitutional means?

\_\_\_\_\_ Are you or have you ever been affiliated or associated with any organization of the type described above, as an agent, official or employee ?

\_\_\_\_\_ Are you now associating with, or have you associated with, any individual, including relatives, who you know or have reason to believe are or have been members of any of the organizations identified above ?

\_\_\_\_\_ Have you ever been engaged in any of the following activities of any organization of the type described above: Distribution(s) to, attendance at or participating in any organizational, social or other activities of said organizations or of any projects sponsored by them; the sale, gift or distribution of any written, printed or other matter, prepared, reproduced or published by them or any of their agents or instrumentalities ?

If yes to any of the answers above, describe the circumstances. Attach additional sheets for a fully detailed statement. If associated with any of these organizations, specify nature and extent of association with each, including office or position held. Also include dates, places and credentials now or formerly held. If associations have been with individuals who are members of these organizations then list the individuals and the organization with which they were or are affiliated.

**15. EDUCATION.** List all elementary, junior high and high schools attended.

Name	Address/City/Zip	Graduated Yes/No
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**16. SPECIAL QUALIFICATIONS AND SKILLS**

**A.** Indicate type of any special licenses, showing licensing authority and where the license was first issued and date current license expires.

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**B.** Special skills you possess and machines and equipment you can use. (For example: computer programmer, polygraph operator, vehicle inspection mechanic, scientific or professional devices.)

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**C.** Approximate number of words per minute:

Keyboard or typing: \_\_\_\_\_ Shorthand: \_\_\_\_\_

**D.** Special qualifications not covered in this application. (For example; your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowships received, etc.)

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**17. FOREIGN LANGUAGE.** Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing
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**18. FOREIGN TRAVEL.** Exclude trips of less than 30 days to Canada or Mexico and travel as a direct result of U.S. Military duties.

Dates	Country	Purpose of Travel

**19. HOBBIES AND SPORTS.**

Hobby/Sport	Length of Participation	Level of Proficiency

**20. EMPLOYMENT.** Begin with your most recent job and list your work history for the past 10 years, including part-time, temporary or seasonal employment and all periods of unemployment.

From Date	Name and Address of Employer	Job Title	Reason for leaving
		Description of Duties	
To Date			
Salary	Name of Supervisor	Name of Co-Worker	



From Date	Name and Address of Employer	Job Title	Reason for leaving
		Description of Duties	
To Date			
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From Date	Name and Address of Employer	Job Title	Reason for leaving
		Description of Duties	
To Date			
Salary	Name of Supervisor	Name of Co-Worker	

**If additional employer blocks are needed, attach requested information on separate sheet.**

**20(a).** 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. List name and address of employer, approximate date and reasons in each case.

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**20(b).** Have you ever resigned after being informed your employer intended to discharge you for any reason? If yes, explain. List name and address of employer, approximate date and reasons in each case.

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**21. MILITARY STATUS.**

Yes

No

Have you ever served in the U.S. Armed Forces?  
(If yes, attach photo copy of discharge or separation papers, DD214.)

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Do you claim veterans' preference?

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While in the military service, were you ever convicted for any crime graded as a misdemeanor, felony or greater offense? If yes, list date, place, law enforcing authority or type of court of court martial, charge and action taken for each incident. Use a separate sheet to record this information.

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Are you presently a member of a U.S. Reserve or State Guard organization/unit ?

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If yes, complete the following:

Grade and Service Number: \_\_\_\_\_

Service and Component: \_\_\_\_\_

Organization and Station or Unit and Address: \_\_\_\_\_

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Indicate reserve status and obligation, if any: \_\_\_\_\_

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**22. SELECTIVE SERVICE.**

Last classification: \_\_\_\_\_

Selective Service No.: \_\_\_\_\_

Date: \_\_\_\_\_ Local Board: \_\_\_\_\_

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

**23. CHARACTER REFERENCES.** List only character references that have definite knowledge of your qualifications for the position of application. List five character references. (Do not list relatives, former employers or persons living outside the United States.)

Name	Address	Home Phone	Work Phone	Years Known
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**24.** Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation ? If yes, provide details.

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25. Have you ever applied for a position with any other governmental agencies? If yes, provide details.

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I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers, and that the above entries made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further acknowledge by signature that I am subject to the penalties as afforded in 18 Pa.C.S.A. 4904 Unsworn Falsification to Authorities for any false information provided.

I further acknowledge that additional documents as required by PA Act 57, Title 44 Chapter 73 may be required to be completed prior to employment as required by the Municipal Police Officers Education and Training Commission and the Act.

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Signature of Applicant

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Date

**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 Conneaut Lake Regional Police Department.

If conventional methods fail in attempting to contact the applicant a certified or registered letter will be sent to the applicant's address as 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 Conneaut Lake Regional Police Department, in writing, of any changes in address. By affixing your signature to this form, the applicant acknowledges reading and understanding the contents of this procedure.

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Signature of Applicant

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Date

CONNEAUT LAKE REGIONAL POLICE DEPARTMENT

**AUTHORIZATION FOR RELEASE OF INFORMATION**

Carefully read this authorization to release information about you, then sign and date in ink and certify the document before a Notary Public.

I authorize any investigator or other duly accredited representative of the Conneaut Lake Regional Police Department conducting my background investigation to obtain any information relating to my activities from individuals, schools, residential management agents, employers, criminal justice agencies, credit bureaus, consumer reporting agencies, collection agencies, retail business establishments or other sources of information. This information may include, but is not limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment history, criminal history record information, financial and credit information. I authorize the Conneaut Lake Regional Police Department to disclose the record of my background investigation to the Conneaut Lake Regional Police Commission for the purpose of making a determination of suitability or eligibility for employment as a police officer.

I understand that for financial or lending institutions, medical institutions, hospitals, healthcare professionals and other sources of information, that separate specific releases may be needed and that I may be contacted for such releases at a later date.

I authorize any investigator or other duly accredited representative of the Conneaut Lake Regional Police Department to request and obtain criminal history record information about me from criminal justice agencies for the purpose of determining my eligibility for the position of police officer. I understand that I may request a copy of such records as may be available to me under the law.

I authorize custodians of records and other sources of information pertaining to me to release such information upon the request of the investigator or other duly accredited representative of the Conneaut Lake Regional Police Department regardless of any previous agreement to the contrary.

I understand that the information released by such records custodians and sources of information is for official use by the Conneaut Lake Regional Police Department only for the purpose of consideration for employment as a police officer as required by M.P.O.E.T.C. and PA Act 57 Title 44 Chapter 73.

Photocopies of this authorization bearing my signature are valid. This authorization shall remain in effect so long as I remain a candidate for employment or am employed for the position of police officer in the Conneaut Lake Regional Police Department.

Signature <i>(Sign in ink)</i>		Full Name <i>(Type or print legibly)</i>		Date Signed
Other names used			Date of Birth	Social Security No.
Current Street Address	Apt#	City	State	Zip Code
				Home Telephone No.

\_\_\_\_\_ Dated

\_\_\_\_\_  
Notary Public

**POLICE OFFICER**  
**ESSENTIAL JOB FUNCTIONS**

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers, weapons or resort to the use of hands and feet or other approved methods of self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and/or mathematical computations.
3. Exercise independent judgement in determining when there is reasonable suspicion to detain or probable cause exists to search and arrest or 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 speed limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and/or snow.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and/or responding to radio communications.
6. Gather information in police investigations by interviewing and obtaining the statements of victims, witnesses, suspects and/or confidential informants.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and/or 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 handguns, shotguns and any other agency firearms from a variety of body positions under 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/or persons.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such duties 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 process.
13. Demonstrate communication skills in court and other formal proceedings.
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 the 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 fire extinguishers or other appropriate means.
20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, criminal complaints, affidavits and warrants.
21. Process arrested suspects to include taking of photographs and obtaining a legible set of fingerprint impression documents.

***NOTE: The successful applicant must be able to perform all of the above essential job functions, unassisted, and all at a pace and level of performance consistent with the actual job performance requirements.***

### **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 skills and integrity.

Additionally, police officers are frequently placed in a position of physical 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/or the public are at a substantial disadvantage in the hiring process.

**I have read and understand the Essential Job Functions and Personal Characteristics of a police officer. I hereby acknowledge by signature that should I be given a conditional offer of employment with the Conneaut Lake Regional Police Department, I will be subject to a medical and psychological examination as well as a drug screening test. I further acknowledge that the results of any of these examinations will affect the conditional offer of employment extended to me. I further consent to these examinations.**

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Name

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Signature

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Date