



# Southern Clarion County Regional Police Department

**SOUTHERN CLARION COUNTY  
REGIONAL POLICE DEPARTMENT**  
220 Broad St. New Bethlehem, PA. 16242  
P: 814.275.1180 | F: 814.275.2963  
[police@SCCRPD.com](mailto:police@SCCRPD.com) | [www.SCCRPD.com](http://www.SCCRPD.com)

## APPLICATION FOR EMPLOYMENT

Southern Clarion County Regional Police Department (SCCRPD) is an equal opportunity employer. Employment decisions, including all hiring decisions, are made without regard to race, color, religion/creed, sex, national origin, ancestry, age, pregnancy, non-job-related disability, veteran status, possession of a General Education Development Certificate as compared to a high school diploma, or any other trait protected by applicable federal, state, or local laws. We strive to hire the hardest working and most qualified individuals.

Please complete the entire application truthfully. Any falsifications or omissions may be grounds for immediate dismissal. If a given question is not applicable to you, you should answer N/A. An incomplete application will not be accepted. **Please print.**

Last Name		First Name		Middle Initial	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)			E-Mail Address		
Position(s) Applied For			Date You Can Start		

- Are you legally eligible for employment in the United States?  Yes  No
- Are you at least 18 years of age?  Yes  No
- If you are **not** at least 18 years of age, how old are you? \_\_\_\_\_
- Have you ever filed an application with us before?  Yes  No
- If yes, give date \_\_\_\_\_
- Have you ever been employed with us before?  Yes  No
- If yes, give date \_\_\_\_\_
- Are you currently employed?  Yes  No
- If no, how long have you been unemployed? \_\_\_\_\_
- Are you available to work part time (less than 30 hours per week)?  Yes  No
- Are you available to work full time?  Yes  No
- Are you able to perform all of the essential functions of the job that you have applied for with or without a reasonable accommodation?  Yes  No



# Southern Clarion County Regional Police Department

SOUTHERN CLARION COUNTY  
REGIONAL POLICE DEPARTMENT  
220 Broad St. New Bethlehem, PA. 16242  
P: 814.275.1180 | F: 814.275.2963  
[police@SCCRPD.com](mailto:police@SCCRPD.com) | [www.SCCRPD.com](http://www.SCCRPD.com)

-----  
If you answered yes above, please list all crimes of which you have been convicted or pled guilty to and include the date of the offense. Please note that you will not automatically be excluded from consideration based upon a criminal record. Your suitability for the position sought will be evaluated based upon the circumstances in order to determine whether the criminal

Have you ever been convicted of, or pled guilty to, any felony or misdemeanor crime? \_\_\_\_\_ Yes \_\_\_\_\_ No  
record renders you unsuitable for the job. Use the back of the sheet if necessary.

Have you been discharged or fired from any job that you have held within the past 10 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered yes above, please describe the circumstances involved. You may use the back of the sheet if necessary.

Please list the skills and/or qualifications which you feel would especially qualify you for the position for which you have applied.

## **CURRENT EMPLOYMENT**

May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No Current rate of pay \_\_\_\_\_

Employer's name \_\_\_\_\_ Immediate supervisor \_\_\_\_\_

Employer's address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Description of current position and job duties \_\_\_\_\_

Has your employer taken any disciplinary action against you within the last two years? Yes No

If yes, explain the discipline and the reasons in detail. \_\_\_\_\_

## **EDUCATION**

High school \_\_\_\_\_ Number of years completed \_\_\_\_\_

University/college/trade school \_\_\_\_\_ Number of years completed \_\_\_\_\_

Major/Degree \_\_\_\_\_ Other education \_\_\_\_\_



**Southern Clarion County  
Regional Police Department**

**SOUTHERN CLARION COUNTY  
REGIONAL POLICE DEPARTMENT**  
220 Broad St. New Bethlehem, PA. 16242  
P: 814.275.1180 | F: 814.275.2963  
[police@SCCRPD.com](mailto:police@SCCRPD.com) | [www.SCCRPD.com](http://www.SCCRPD.com)

**FORMER EMPLOYERS** (List below your last four employers; do not skip any employers.)

Date Month & Year	Name & Address	Name of Supervisor/ Salary or Wage	Description of Job	Reason for Leaving
From				
To		\$		
From				
To		\$		
From				
To		\$		
From				
To		\$		

**REFERENCES** (List three persons not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted



# Southern Clarion County Regional Police Department

**SOUTHERN CLARION COUNTY  
REGIONAL POLICE DEPARTMENT**  
220 Broad St. New Bethlehem, PA. 16242  
P: 814.275.1180 | F: 814.275.2963  
[police@SCCRPD.com](mailto:police@SCCRPD.com) | [www.SCCRPD.com](http://www.SCCRPD.com)

---

## APPLICANT’S AUTHORIZATION AND CERTIFICATION PLEASE READ CAREFULLY

**I understand that providing false information on an application for employment is grounds for the Southern Clarion County Regional Police Department to refuse to hire me, or to terminate my employment in the event that the misrepresentation is discovered after I have been hired.**

In submitting this application for employment, I authorize Southern Clarion County Regional Police Department to investigate all statements contained in it, and I understand that my current and/or former employers may be contacted to provide information concerning my suitability for employment, background checks may be done and that the references whom I have listed above will be contacted concerning my suitability for employment. I expressly authorize the Southern Clarion County Regional Police Department to conduct such inquiries and I release SCCRPD and any responding parties from any and all liability associated with such inquiries.

I understand that in the event that I am hired, I will be hired as an at-will employee subject to the personnel policy in effect at that time, as otherwise stated and as amended, and my employment may be terminated at any time, without or without cause, at the option of either the Southern Clarion County Regional Police Department or myself. I understand that no representative of the Southern Clarion County Regional Police Department except by act of the SCCRPD Board of Directors has any authority to enter into any legally binding employment agreement.

**I certify that I have read this entire employment application, including all information that I have provided on the application, and the entire statement set forth immediately above. I further certify that all of the information that I have provided on this employment application is true and correct.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_