Borough of Chambersburg

A full service municipality in Franklin County celebrating over 65 years of consumer owned natural gas service
over 100 years of community electric and a
regional wastewater, water, and municipal solid waste
utility

CLOSING DATE FOR APPLICATION:
5:00 P.M., Friday, February 19, 2016

Applications **MUST** be returned by mail or in person to the Office of The Borough Secretary Borough of Chambersburg 100 South Second Street, (2nd Fl.), Chambersburg, PA 17201 before Friday, February 19, 2016 at 5:00 PM.

NOTE: A $25.00 fee is required when applications are submitted. The check or money order for $25.00 should be made payable to the Borough of Chambersburg. The application will not be accepted if the fee is not paid. Also, note that your application and background require notarization to be accepted.

DATE, TIME AND LOCATION OF WRITTEN EXAMINATION:
Wednesday, March 2, 2016 - 5:30 PM

To be conducted in Chambersburg Recreation Center (Bard Hall - downstairs) 235 South Third Street, Chambersburg, PA.

All applicants will need to get a score of at least 70% on the written exam to take the second part of the testing process which is the physical agility test (a pass/fail test). Physical agility testing information is included within the application packet.

Applications are also available on our webpage at: www.chambersburgpolice.com

ELIGIBILITY EXAMINATION FOR
POSITION OF POLICE OFFICER IN
THE CHAMBERSBURG POLICE DEPARTMENT

The purpose of the examination is to develop an eligibility listing for the position of Police Officer in the event of a vacancy. Veterans will be given preference in accordance with law.

You must be 18 years of age or older, in good physical condition, of good moral character and must pass a written examination and a physical agility test to be placed on the eligibility list.

You must be a high school graduate or have equivalent experience or training.

You must reside within 15 air miles of the Borough of Chambersburg prior to completion of your probationary period and continue within that range thereafter while you are employed.

You'll start at $50,773.00 annually (2016) and have the opportunity for advancement increases up to a maximum for Patrolman XI of $66,830.00 annually (2016). Promotion to higher ranks could earn you more.

Opportunities may be available for a fluent Bilingual English-Spanish Police Officer Appointment should one become available. If such positions are available, the applicant will indicate on their application that they are fluent in both Spanish and English.

OBTAIN APPLICATION AT:

Chambersburg Police Headquarters - 116 South Second Street, Chambersburg, PA (or by calling 717-261-3201).
For more information – www.chambersburgpolice.com

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DATE, TIME AND LOCATION OF WRITTEN EXAMINATION: Wednesday, March 2, 2016 at 5:30 pm

To be conducted in Chambersburg Recreation Center (Bard Hall - downstairs) 235 South Third Street, Chambersburg, PA.

EQUAL OPPORTUNITY EMPLOYER:

THE BOROUGH OF CHAMBERSBURG DOES NOT DISCRIMINATE ON THE BASIS OF AGE, GENDER, MARITAL STATUS, RACE, COLOR, CREED, NATIONAL ORIGIN, POLITICAL AFFILIATION, RELIGION OR DISABILITY. ANY PERSON WHO NEEDS AN ACCOMMODATION IN ACCORDANCE WITH THE AMERICAN'S WITH DISABILITIES ACT DURING THE APPLICATION PROCESS SHOULD CALL 261-3201 (TDD 261-3227).

In case of inclement weather, at the discretion of the Borough of Chambersburg, the makeup will be Monday, March 7, 2016 at 5:30pm

BOROUGH OF CHAMBERSBURG

POLICE CANDIDATE

PHYSICAL AGILITY TEST

WILL BE HELD EITHER MARCH 23, 2016 OR MARCH 24, 2016

If you pass the Written Exam, you will be informed of the exact date of the Physical Agility Testing. These are minimum standards for all applicants. This is a pass/fail test. Failure on two (2) of the tests will result in the applicant being disqualified.

1. Pushing a vehicle for a distance of nineteen (19) feet using a standard vehicle.

2. Obstacle run covering 600 yards with six, four (4) foot obstacles in three (3) minutes.

3. Sitting shotput throwing a nine (9) pound ball for a distance of 125 inches.

4. Wall climb going up and over a wall from a "full hang position".

5. Long distance run/walk covering 1.5 miles must be completed in the following times:

Age 20 to 29		Age 30 to 39		Age 40 to 49	
Male	Female	Male	Female	Male	Female
13:08	15:56	13:48	16:46	14:33	18:26

Age 50 to 59		Age 60+	
Male	Female	Male	Female
16:16	20:17	18:39	22:34

If you pass the Chambersburg Police Department Written Exam and the Agility Test, move forward in the hiring process, and are offered a police officer position you will be required to pass additional physical agility testing to enter the HACC police academy. The testing and standards for those tests are available on the following website www.mpoetc.state.pa.us. Look at Officer Certification and then physical fitness chart and physical fitness protocols. It explains the testing and the standards you must attain.

APPLICATION FOR EMPLOYMENT

Patrolman or Fire Fighter
CIVIL SERVICE COMMISSION
BOROUGH OF CHAMBERSBURG
100 SOUTH SECOND STREET
CHAMBERSBURG, PA 17201
(An Equal Opportunity Employer)

POSITION APPLIED FOR: _____ DATE: _____

Name:_____ Phone # _____
Last First Middle

Present Address: _____
Street City State Zip

Social Security # : _____ U.S. Citizen? Yes _____ No _____

Date of Birth: _____ Place of Birth: _____

Do you have a current vehicle operator's license? Yes _____ No _____ License # _____

NOTARY REQUIRED

STATE OF :
SS
COUNTY OF :

_____, being duly (sworn upon oath) (affirmed according to law) deposes and says that he/she is the above named applicant, and that the facts stated in the foregoing application are true and correct to the best of his/her knowledge and belief.

_____
Affiant

Sworn and subscribed to me before me this _____day of _____, _____.

_____
Notary Public

EMPLOYMENT HISTORY: (starting with present or last job, give employment for the past five (5) years)

From (Mo/Yr) To (Mo/Yr)	Employer	Address/Phone#	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do we have hour permission to contact your present employer about your work? Yes _____ No _____

MILITARY SERVICE: Yes _____ No _____

_____

Branch From (Mo/Yr) To (Mo/Yr)

Serial # _____ Kind of Discharge: Honorable _____ Other _____

Do you claim Veteran's Preference? (If yes, attached your DD214 to your application) Yes _____ No_____

**NOTE: You must have a DD214 in order to claim Veteran's Preference

RESIDENCY HISTORY: (Starting with present residence, give residences for past five (5) years)

From (Mo/Yr) To (Mo/Yr)	Number and Street Address	City and State
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: Please attach additional paper if necessary for Employment History or Residency History

EDUCATION AND TRAINING:

Circle last grade completed: Grammar School 1 2 3 4 5 6 7 8

High School 9 10 11 12

Other education (College, Business, Correspondence, Vocational or Technical School)

_____

_____

Specialized Training (Licensed and/or Certification): _____

_____

Experience and/or Training related to desired position(s) _____

_____

REFERENCES: (Not related to you)

Name	Address/Phone #	Yrs Acquainted
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PERFORMANCE:

Can you perform the essential functions of the position applied for? Yes _____ No _____

MISCELLANEOUS:

Have you ever been convicted of a crime? Yes _____ No _____
(If yes, give details on a separate sheet and attach to Application)

State reasons why you are applying for this position: _____

_____

_____

ATTACHMENT TO APPLICATION
CIVIL SERVICE COMMISSION
BOROUGH OF CHAMBERSBURG

This attachment is considered a part of the application for employment as a Patrolman or Fire Apparatus Operator with the Borough of Chambersburg. Please read this form carefully. Answer accurately #3 below. This form must be attached to your application when it is returned to the Office of the Borough Secretary. If it is not attached, you may not be eligible to take the examination.

1. Each applicant for a position in the Police and Fire Departments shall be at least eighteen (18) years of age, a citizen of the United States (in cases of foreign born applicants, evidence satisfactory to the Commission shall be produced showing a person to be a naturalized citizen), and shall have graduated from an accredited high school or have an equivalent education acceptable to state standards. Any applicant who is physically disabled and unfit for the performance of the duties of he position to which he seeks employment, or who is addicted to habitual use of intoxicating liquors or narcotic drugs, or who has been guilty of any crime involving moral turpitude or of infamous or notorious disgraceful conduct or who has been dismissed from public service for delinquency or misconduct of office or who is affiliated with any group whose policies or activities are subversive to the form of government set forth in the Constitution and laws of the United States and Pennsylvania will not be eligible to take the examination.

2. Vacancies are filled by Borough Council through a conditional appointment of a qualified candidate who is certified by the Civil Service Commission. This appointment is conditioned on the candidate's successful passage of a physical exam, including drug screening, a psychological appraisal and a fitness assessment. Additionally, candidates for police officer will be subject to a polygraph examination for verifying the accuracy and completeness of the information furnished on the application form, statements of personal history or during interviews and background investigations. This examination will be completed only after the written examination and the physical agility test are successfully passed.

3. When certifying names to Borough Council from the Eligible List, the Commission will note whether or not the applicant is a user or non-user of tobacco products. A user of tobacco products is an individual, who at the time of application, is a user of tobacco products at least once per week. Tobacco products are cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and any other similar product made from tobacco. Based on the above, please check one:

( ) User of Tobacco Products

( ) Non-user of Tobacco Products

_____ _____

Date Signature

- - - -

BOROUGH OF CHAMBERSBURG
100 SOUTH SECOND STREET
CHAMBERSBURG, PA 17201

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____, having made application with the Chambersburg Police Department, and desiring that organization to be informed of my previous record and character, hereby authorize an investigation of my background, and the obtaining of any and all information which may concern my record and character, whether the said records are of a public, private, or confidential nature, including the results of any polygraph test; and, further, I hereby release all persons whomsoever, from any charge or civil suit resulting from furnishing of said information.

I intend this authorization to include, among other records from any other sources, release to the Borough of Chambersburg by the National Personnel Records Center, or other custodian of my military record, of information or photocopies from my military personnel and related medical records.

I understand that if and when I am hired, I may be terminated from employment with the Borough of Chambersburg immediately and without cause, if any response that is received from my background investigation is not acceptable to the Borough of Chambersburg. I further realize the Borough of Chambersburg will not disclose to me or my agents, any documents or information that they receive while conducting my background investigation, nor do I have to be told a reason why I was not hired.

By my signature, I attest that I have read and understand the intent and use of this document and authorize its use, of my own free will. I further release the Borough of Chambersburg, its employees and agents from any claim and liability in the use of this document, or the collection of any information concerning me.

A photocopy of this form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

Date _____

_____
Print Full Name of Applicant

SSN _____

Date of Birth _____

_____
Signature of Applicant (Affiant)

NOTARY REQUIRED

State of _____

SS:

County of _____

_____, being duly (sworn upon oath) (affirmed according to law) deposes and says that he/she is the above named applicant, and that the facts stated in the foregoing are true and correct to the best of his/her knowledge and belief.

Sworn to and Subscribed before me this _____ day of _____, _____

My Commission Expires: _____

_____
Notary Public

BOROUGH OF CHAMBERSBURG
ESSENTIAL DUTIES OF A POLICE OFFICER

1. Running for several hundred yards or more;
2. Climbing over walls and other obstacles;
3. Crawling;
4. Pushing motor vehicles;
5. Pulling or carrying accident, fire or crime victims;
6. Using physical force to apprehend and subdue arrestees;
7. Withstanding prolonged exposure, as long as eight hours, to extreme weather conditions;
8. Withstanding prolonged periods of standing and sitting;
9. Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accidents, crimes or suicide;
10. Dealing with domestic disputes;
11. Dealing with verbal and physical abuse of the officer, including taunts, insults, and threats to the officer, family members, or fellow police officers;
12. Communicating effectively with individuals suffering from trauma;
13. Operating a motor vehicle in emergency situations and for long periods of time;
14. Using a firearm effectively; and
15. Filling out written reports in a clear and concise manner.

I have read the above list of Essential Job Functions for a Borough of Chambersburg Police Officer and believe that: (Check one)

_____ I can fully perform all duties without accommodation.

_____ I can fully perform all duties but only with the following accommodations:

_____

_____

_____ I cannot fully perform all duties even with accommodations.

NAME: _____ (Please Print)

SIGNATURE: _____

DATE:_____

Borough of Chambersburg

Celebrating 50 years of consumer owned gas service
and over 100 years of consumer owned electric service

Attachment to Civil Service Commission Application
Fluent Bilingual English Spanish Police Officer/Firefighter

Applicants for examination may elect to indicate their ability to converse in English and Spanish.

YES	NO	
☐	☐	Are you fluent and bilingual in conversational English and Spanish?
☐	☐	Do you wish to be considered for a Fluent Bilingual English-Spanish Police Officer/Firefighter appointment should one become available? **You will be required to pass a proficiency test**.

100 S 2nd Street, Chambersburg, Pennsylvania 17201-2512
Telephone (717) 264-5151 • Fax (717) 264-0224
http://borough.chambersburg.pa.us