





**8. FAMILY:**

All applicants must provide complete information concerning their relatives. Include parents, legal guardians or stepparents, foster parents, parents-in-law, brothers, sisters, stepbrothers, and stepsisters.

Relationship	Last Name	First Name	Middle Name	Address	Phone Number

**9. MARRIAGE INFORMATION:**

Spouse Last Name                      First                      Middle                      Maiden

**10. VEHICLE OPERATOR’S LICENSE:**

List the following information for **ALL** vehicle operators’ licenses you have held or now hold.

License Number	Class	State of Issuance	Expiration Date

Have you ever had a driver’s license suspended or revoked?                      Yes      No  
 If yes, please provide a date and an explanation for each incident.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**11. CRIMINAL HISTORY:**

- |   |     |    |
|---|-----|----|
| A. Have you ever been arrested for a Felony or Misdemeanor offense?     | Yes | No |
| B. Have you ever been convicted of any Felony or Misdemeanor offenses?  | Yes | No |
| C. Have you ever pled guilty to any Felony or Misdemeanor offenses?     | Yes | No |
| D. Do you currently have Felony or Misdemeanor offense charges pending? | Yes | No |

If you answered "Yes" to any of the above questions, you must provide the following information for each offense.

Offense: \_\_\_\_\_

Date of offense: \_\_\_\_\_

City and State where offense occurred: \_\_\_\_\_

Disposition or sentence for offense: \_\_\_\_\_

Additional information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Offense: \_\_\_\_\_

Date of offense: \_\_\_\_\_

City and State where offense occurred: \_\_\_\_\_

Disposition or sentence for offense: \_\_\_\_\_

Additional information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Offense: \_\_\_\_\_

Date of offense: \_\_\_\_\_

City and State where offense occurred: \_\_\_\_\_

Disposition or sentence for offense: \_\_\_\_\_

Additional information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**12. FINANCIAL:**

A. Do you have sources of income other than your principal occupation or that of your spouse?    Yes    No

Amount	Frequency	Source

B. Do you have or have you had any financial accounts to include but not limited to savings, checking, loans, stocks, or bonds?    Yes    No  
 If yes, list all accounts for the past seven years.

Name of Financial Institution	Address	Type of Account

**13. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS:**

A. Are you a currently a member or have you previously been a member of any organization?    Yes    No

Name	Address	Type-Social, Fraternal, Professional etc.	Office Held	Membership Dates-From-To

B. Are you now or have you been within the past five years, 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 of their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by an unconstitutional means?    Yes    No

If yes, describe the circumstances to include the nature and extent of your association with each organization, office or position held, dates, places, and credentials now or formerly held.

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**14. LICENSES, CERTIFICATES, SPECIAL QUALIFICATIONS AND/OR SKILLS:**

A. List licenses, certificates, special qualifications or skills that directly relate to the qualifications of the position for which you are applying. (Provide license/certificate numbers and expiration dates, if applicable).

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B. Special skills you possess and machines/equipment you can use. (For example, computer, typewriter, polygraph, etc.).

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**15. FOREIGN LANGUAGE:**

Indicate any foreign language skills you have and indicate your level of knowledge for each.

Language	Reading			Speaking			Understanding			Writing		
	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair

**16. EDUCATION:**

Training	Name and Address	Did You Graduate	Type of Degree/Certificate Received	Major and Minor Course of Study
High School		Yes No		
Technical, Business or Other School		Yes No		
College, University or Professional		Yes No		
Police Academy Act 120 Training		Yes No		
Additional School (s)		Yes No		

**17. EMPLOYMENT HISTORY:**

A. Beginning with your most recent job, list your entire work history including full-time, part-time, temporary and seasonal employment and all periods of unemployment.

From	Name of Employer	Name of Supervisor	Telephone No.
To	Address (Street, City, State, Zip Code)		
Your Title	Ending Salary	Reason for Separation	
Description of Duties			

From	Name of Employer	Name of Supervisor	Telephone No.
To	Address (Street, City, State, Zip Code)		
Your Title	Ending Salary	Reason for Separation	
Description of Duties			

From	Name of Employer	Name of Supervisor	Telephone No.
To	Address (Street, City, State, Zip Code)		
Your Title	Ending Salary	Reason for Separation	
Description of Duties			

From	Name of Employer	Name of Supervisor	Telephone No.
To	Address (Street, City, State, Zip Code)		
Your Title	Ending Salary	Reason for Separation	
Description of Duties			

From	Name of Employer	Name of Supervisor	Telephone No.
To	Address (Street, City, State, Zip Code)		
Your Title	Ending Salary	Reason for Separation	
Description of Duties			

From	Name of Employer	Name of Supervisor	Telephone No.
To	Address (Street, City, State, Zip Code)		
Your Title	Ending Salary	Reason for Separation	
Description of Duties			

B. Have you ever been fired, asked to resign, suspended for cause, or subjected to disciplinary action while in any position?    Yes            No  
If yes, explain the circumstances.

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**19. CHARACTER REFERENCES:**

Provide five (5) character references that have known you for at least five (5) years and have definite knowledge of your qualifications for the position you are applying for. DO NOT list relatives, former employers, current employers, or persons living outside the United States.

Name, Last, First, MI	Address	Home Telephone	Work Telephone	Years Known
1.				
2.				
3.				
4.				
5.				

20. 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?      Yes      No  
 If yes, provide details:

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21. Have you ever applied for a position with any other governmental agencies?      Yes      No

Agency	Address	Position Applied For	Date of Application	Current Status

**22. ADDITIONAL COMMENTS:**

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**NOTIFICATION PROCEDURE RELEASE**

In the processing procedure required for applicants, it may be necessary to contact the applicant in the event he/she is being given further consideration for the position of Police Officer with Altoona Police Department.

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 Altoona Police Department, in writing, of any change in current address or telephone number. By affixing your signature to this form, the applicant acknowledges that he/she has read and understands the contents of the procedure.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

**VERIFICATION**

I understand that this application has been completed subject to the penalties of 18 Pa. C. S. Section 4904 relating to Unsworn Falsification to Authorities.

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries made by me above are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

I further agree and consent to this application being rejected without cause or hearing if any of the above information contains any misrepresentation, falsification, or if any material information has been omitted.

**NOTICE TO APPLICANT**

THIS APPLICATION WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES DEPARTMENT UNLESS ALL REQUIREMENTS ARE MET PURSUANT TO THE RULES AND REGULATIONS OF THE CIVIL SERVICE COMMISSION WHICH ARE APPLICABLE TO THE POSITION OF POLICE OFFICER.

**THIS APPLICATION MUST BE NOTARIZED PRIOR TO BEING RETURNED TO THE HUMAN RESOURCES DEPARTMENT.**

\_\_\_\_\_  
PRINT NAME OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF APPLICANT-MUST BE SIGNED IN PRESENCE OF NOTARY

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name is subscribed to this document, and acknowledged that he/she executed the same for the purpose therein contained.

In witness thereof, I have hereunto set my hand and seal.

\_\_\_\_\_

**SEAL**

My commission expires: \_\_\_\_\_

