



TOWNSHIP OF
HAVERFORD
DELAWARE COUNTY

POLICE CIVIL SERVICE COMMISSION
James Knapp, *Chairman*
Bernard McCabe, *Vice Chairman*
Janet Boccella, *Administrator*

2325 DARBY ROAD HAVERTOWN, PA 19083-2251
610-446-1000 EXT. 2231

September 29, 2017

Dear Applicant:

Please complete the attached Preliminary Application. There is a registration fee of \$45.00 to be made payable to Haverford Township at the time your application is submitted. Application and registration fee must be submitted Monday through Friday, 9:00 a.m. to 3:00 p.m. to Human Resources, 2325 Darby Road, Havertown, PA 19083 on or before **Wednesday, November 8, 2017**. No applications will be accepted after the deadline regardless of the post mark. Registration fee is nonrefundable.

Prior to appointment you must be 21 years of age. Also, applicants must have a valid driver's license, high school diploma or GED and completed Act 120.

The written test will be given on **Saturday, November 18, 2017** at the Haverford Middle School, 1701 Darby Road, Havertown, PA 19083 at **9:00 a.m.** Registration will begin at 8:00 a.m. Doors will close at 8:50 a.m. This is the only notification you will receive for the written test.

The top fifty (50) applicants with the highest written score will continue with the hiring process. Final applicants will have to pass an oral, physical and agility test, a psychological, polygraph examination and a background investigation.

If you have any questions, call Human Resources, 610-446-1000, ext. 2233 or the Haverford Police Department 610-853-1298, extension 1211.

Haverford Township
Civil Service Commission

Haverford Township Civil Service Commission

Preliminary Application for Written Examination

For Commission Use Only:

Fee Received: \$ _____ by _____ Date: _____ Time: _____
 (No fee for promotional examination)

Instructions: This application is to be used by applicants for both entry level and promotional written examinations. **ALL** applicants shall complete Sections I and IV. Entry level applicants shall complete Section II. Promotional applicants shall complete Section III. Preliminary Applications shall be filed in accordance with the Notice of Examination. **The applicant must be a citizen of the United States of America. Fee is nonrefundable. There is no residency requirement.** The essential functions of a police officer and various job descriptions concerning police department positions are available for inspection at the Township Offices during normal business hours.

Section I *(All Applicants Complete)*

Name _____			
Last	First	Middle	Sr./Jr.
Address: _____			
Number	Street	Apt.	
Address: _____			
City	State	Zip Code	
Email: _____			
Telephone: Home: (____) _____ - _____ . Cell: (____) _____ - _____ .			
Social Security Number: _____ - _____ .			
Date of Birth: _____			Age _____
Month	Day	Year	(Must be 21 by date of written exam.)
Operator's License: _____			
State		Operator Number	

Section II (Only Entry Level Applicants Complete)

High School Attended: _____ Dates _____

GED Diploma: Yes No Date Received: _____

College Attended: _____ Dates _____

Date of Graduation: _____ Major: _____

Municipal Police Officer Education and Training Commission Act 120 Certification
 Certificate of completion or currently enrolled

Section III (Only Promotional Applicants Complete)

Date of Hire: _____

Length of Service: _____ Years _____ Months

List any disciplinary action resulting in suspension from duty taken against you within the two (2) years immediately prior to the deadline for submitting this application:

Section IV (All Applicants Complete)

Verification: I, _____, hereby verify that the information provided in the foregoing Preliminary Application is true and correct to the best of my knowledge, information and belief. I understand that this information is provided to the Haverford Township Civil Service Commission subject to the penalties of 18 Pa. C. S. § 4904 relating to Unsworn Falsification to Authorities. In addition, I understand that any material misrepresentation may constitute grounds for disqualification under Section 3.1(c) of the Haverford Township Civil Service Commission Rules and Regulations.

Signature: _____ Date: _____