

Notice
Civil Service Examination
POLICE OFFICER

The Borough of Coraopolis hereby gives notice of its intent to conduct a competitive Civil Service examination for the position of a full-time Police Officer. This examination is for the purpose of establishing an eligibility list from which all hiring for the position of Police Officer is made. The eligibility list will be valid for one year. Applicants must meet the following qualifications:

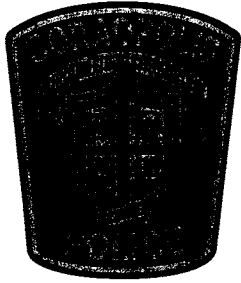
1. Must be a citizen of the United States of America as of the application due date, evidenced by a birth certificate, U.S. Passport, or Naturalization Papers
2. Minimum age requirement: twenty-one (21) years
3. Act 120 certification, or a graduate of a certified police academy by the time of employment. In addition, the applicant must have passed the MPOETC Certification exam and said certification must be current at the time of employment.
4. High school graduate or GED
5. Applicant must possess a valid driver's license.
6. Successful candidates will be required to pass a physical and psychological examination, drug and alcohol screening, physical agility test, and background screening.

Copies of requirements 1, 2, 4, and 5 must be submitted with the application.

Applications are available at the Coraopolis Police Department, 1301 Fourth Avenue Coraopolis, PA 15108, Monday through Friday, 8:00 AM - 4:00 PM. Applications are also available on the Borough's website, www.coraopolispa.com. All applications will need to be returned in person to the Coraopolis Police Department. Completed applications must be returned by 4:00 p.m. on August 7, 2026. There will be no mail-ins accepted. The written test and physical agility test will be administered at 9:00 a.m. on Tuesday, August 11, 2026, at the Allegheny County Police Training Academy, 700 W Ridge Rd, Allison Park, PA 15101.

PLEASE NOTE: NO ONE WILL BE PERMITTED ENTRY TO THE EXAM AFTER THE CIVIL SERVICE TESTS HAVE BEEN DISTRIBUTED.

BOROUGH OF CORAOPOLIS IS AN EQUAL OPPORTUNITY EMPLOYER



CORAOPOLIS BOROUGH POLICE DEPARTMENT POLICE OFFICER EMPLOYMENT APPLICATION PACKET

Official Employment Application

1301 Fourth Avenue
Coraopolis, PA 15108

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1. Applicant Instructions

Complete every question. If a question does not apply, write N/A. Attach copies of all requested documents. Incomplete applications may not be considered.

2. Applicant Checklist

- ☐ Completed application
- ☐ Resume
- ☐ Copy of driver's license
- ☐ High school diploma/GED
- ☐ College transcripts (if applicable)
- ☐ Act 120 certification (if applicable)
- ☐ Military DD-214 (if applicable)
- ☐ Professional certifications

3. Personal Information

Position Applied For: _____

Full Name: _____

Address: _____

City/State/ZIP: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Date of Birth: _____

Driver License Number: _____

Emergency Contact: _____

4. Position Information

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Have you previously applied with this department? ☐ Yes ☐ No

Have you previously worked for this department? ☐ Yes ☐ No

Can you perform the essential functions of the position with or without reasonable accommodation?
☐ Yes ☐ No

5. Education

High School

Institution: _____

Degree/Certification: _____

Dates Attended: _____

Graduated: _____

College/University

Institution: _____

Degree/Certification: _____

Dates Attended: _____

Graduated: _____

Police Academy

Institution: _____

Degree/Certification: _____

Dates Attended: _____

Graduated: _____

Other Training

Institution: _____

Degree/Certification: _____

Dates Attended: _____

Graduated: _____

6. Employment History

List your last four employers beginning with the most recent.

Employer 1

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position: _____

Dates Employed: _____

Reason for Leaving: _____

Duties: _____

Employer 2

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position: _____

Dates Employed: _____

Reason for Leaving: _____

Duties: _____

Employer 3

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position: _____

Dates Employed: _____

Reason for Leaving: _____

Duties: _____

Employer 4

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position: _____

Dates Employed: _____

Reason for Leaving: _____

Duties: _____

7. Military Service

Branch: _____

Dates of Service: _____

Rank: _____

Discharge Type: _____

Specialized Training: _____

8. Police Experience

Current/Previous Agency: _____

Dates of Service: _____

Rank: _____

Reason for Leaving: _____

Special Assignments: _____

Awards/Commendations: _____

9. Professional Certifications

Certification	Number	Expiration

10. Traffic History

List all moving violations, suspensions, or DUI arrests within the last ten years.

: _____

: _____

: _____

: _____

: _____

: _____

11. Criminal History

List every arrest, charge, citation, or conviction, regardless of disposition.

: _____

: _____

: _____

: _____

: _____

: _____

: _____

: _____

12. Drug & Alcohol Questionnaire

Have you ever illegally used a controlled substance? ☐ Yes ☐ No

Have you ever sold illegal drugs? ☐ Yes ☐ No

Have you used marijuana within the past 12 months? ☐ Yes ☐ No

Explain any prior illegal drug use:

: _____

: _____

: _____

: _____

: _____

13. References

Reference 1

Name: _____

Relationship: _____

Phone: _____

Email: _____

Reference 2

Name: _____

Relationship: _____

Phone: _____

Email: _____

Reference 3

Name: _____

Relationship: _____

Phone: _____

Email: _____

Reference 4

Name: _____

Relationship: _____

Phone: _____

Email: _____

14. Personal Statement

Why do you want to become a police officer with the Coraopolis Borough Police Department?

[illegible]

Verification

The information I have provided in the foregoing Application is true and correct to the best of my knowledge, belief and understanding. I understand that any false statement contained therein is subject to the penalties prescribed by 18 Pa. C.S.A. § 4904, relating to unsown falsification to authorities.

Date: _____

Signature: _____

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

BOROUGH OF CORAOPOLIS.

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 Borough of Coraopolis Police, in writing, of the address change. By affixing your signature to this form, the applicant acknowledges that you have read and understood the contents of this procedure.

Date: _____

Signature: _____

Waiver and Release for Background Investigation

I, _____, am presently applying for employment as a police officer with the BOROUGH OF CORAOPOLIS, which I acknowledge and understand must thoroughly investigate my employment background, criminal history, personal background, education and references in order to evaluate my qualifications for a position as a police officer. I understand that it is in the public's interest that all relevant information in this regard, including my personal and employment history with my current and former employers, be disclosed to the BOROUGH OF CORAOPOLIS.

By this release, I hereby authorize any representative of all my former employers, which have been fully disclosed and identified in my employment application, to divulge any information in its files pertaining to my employment records and history, and I further authorize the release of such information upon request to any representative of the BOROUGH OF CORAOPOLIS. I also authorize all former employers identified in my employment application to permit a review and full disclosure of all records, or any part thereof, concerning myself and my employment with those former employers, by and to any duly authorized agent of the BOROUGH OF CORAOPOLIS, whether said records are of public, private, or confidential nature.

The intent of this authorization is to permit all former employers identified in my employment application to provide, and for the BOROUGH OF CORAOPOLIS to obtain, full and free access to the background and history of my personal life and my employment history and performance, for the specific purpose of permitting the

BOROUGH OF CORAOPOLIS to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by the BOROUGH OF CORAOPOLIS in determining my suitability for employment as a police officer. It is my specific intent to provide the BOROUGH OF CORAOPOLIS with access to personnel information, however personal or confidential it may appear to be.

I authorize all former employers, which have been fully disclosed and identified in my employment application, to release any and all public and private information that it may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including my arrest record(s) and records compiled during or as the result of a criminal investigation(s) of me, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had, an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release all former employers identified in my employment application, and, if applicable, their elected and appointed officials, employees and agents and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release all former employers identified in my employment application, and, if applicable, their officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct all former employers identified in my employment application to release such information upon request of the duly accredited representative of the BOROUGH OF CORAOPOLIS, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give the BOROUGH OF CORAOPOLIS the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a

BOROUGH OF CORAOPOLIS employee. I release and hold harmless the BOROUGH OF CORAOPOLIS, its elected and appointed officials, agents and employees from and against any and all liability which might result from conducting such an investigation, including any damages of whatever kind which may at any time result to me, my heirs, family or associates because of such investigation.

I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished by any former employer will be used by the BOROUGH OF CORAOPOLIS in conjunction with employment procedures.

I understand that if a former employer refused to cooperate with this investigation by failing to provide full disclosure of any and all relevant information about me, then the BOROUGH OF CORAOPOLIS may disqualify me from further consideration for employment as a police officer.

A photocopy or facsimile of this release form will be valid as an original thereof, even though the said photocopy or facsimile does not contain an original writing of my signature. This waiver is valid for a period of one year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on my employment application.

I agree to indemnify and hold harmless the person to whom this request is presented, as well as his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney fees, arising out of or by reason of complying with this request.

Date: _____

Signature: _____

Equal Employment Opportunity

The Coraopolis Borough Police Department is an Equal Opportunity Employer.

Department Use Only

Application Received: _____

Interview Date: _____

Background Investigator: _____

Chief's Recommendation: _____

Conditional Offer: _____

Final Disposition: _____