

HOMESTEAD BOROUGH POLICE DEPARTMENT

POLICE OFFICER APPLICATION INSTRUCTIONS

Thank you for your interest in employment with the Homestead Borough Police Department. Please read these instructions carefully before completing your application.

APPLICATION INSTRUCTIONS

1. Complete the application in its entirety. Answer every question. If a question does not apply, write "**N/A.**" Do not leave any required fields blank.
2. Print or type clearly in blue or black ink. If additional space is needed, attach separate sheets and identify the section to which the information applies.
3. All information provided must be complete, accurate, and truthful. False statements, omissions, or misrepresentations may result in disqualification from the hiring process or termination of employment if discovered after appointment.
4. Include all documents required by the application announcement. Incomplete applications may be rejected.
5. Paper applications must be **received** at the Homestead Borough Office no later than **4:00 p.m. on the application closing date**. Applications received after the deadline will not be considered unless otherwise authorized by the Civil Service Commission.
6. It is the applicant's responsibility to ensure the application is received by the deadline. The Borough is not responsible for applications delayed or lost in the mail or by any delivery service.
7. During the hiring process, applicants must notify Homestead Borough in writing of any changes to their mailing address, email address, telephone number, or other contact information.
8. Applicants are responsible for following all instructions contained in this application packet and the official employment announcement. Failure to do so may result in disqualification.

QUESTIONS

Questions regarding the application process should be directed to:

Homestead Borough Chief of Police
221 East 7th Avenue
Homestead, PA 15120

Phone: (412) 461-1340 ext. 121

Email: jeffrey.luptak@homesteadpd.org

Subject: *Police Application*

Homestead Borough Application for Police Officer Released August 2026

For Official Use Only

Date received by Borough Office:

Time received:

Fee included? YES / NO / Waived

Check/Money Order Number:

Received by: _____
Signature

Signature Received by Police Chief: _____
Signature Time Date

HOMESTEAD BOROUGH

POLICE OFFICER APPLICATION PACKAGE

APPLICATION INCLUDES:

Questionnaire

APPENDIX A: Notification Procedure Release

APPENDIX B: Waiver and Release for Background Investigation

APPENDIX C: Description of Essential Duties of a Police Officer

APPENDIX D: Affidavit

GENERAL INSTRUCTIONS: This application consists of several sections: a questionnaire; a Notification Procedure Release; a Waiver and Release for Background Investigation; and a Description of Essential Job Functions. Each one of these sections must be completed in order for the Borough of Homestead to accept the application as complete. Print (do not type) an answer to each question. If a particular question does not apply to you, so state with N/A. If space available is insufficient, use reverse side and proceed with the number of the referenced block. DO NOT MISSTATE OR OMIT MATERIAL FACT SINCE THE STATEMENTS MADE HEREIN ARE SUBJECT TO VERIFICATION TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT.

QUESTIONNAIRE

1. _____
Last Name First Name Middle Name
2. _____
Social Security Number
3. _____
Alias(es), Nickname(s) Maiden Name, Other Changes in Name
4. _____
Telephone Number
5. _____
Email Address
6. _____
Present Residence Address Street/City/State/Zip Code
7. _____
U.S. Citizen: Native (Yes/No) Naturalization No. Date Place Court
8. _____
Residence: List all for the past ten years beginning with current

Month & Year		Address	With whom did you live? Where are they now?
From	To		

8. FAMILY. List in order given showing relationship, parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, stepbrothers and stepsisters. Include any others with whom you have resided or with whom a close relationship existed or exists.

Relationship	Name	Address If Living
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Father _____

Mother _____

9. VEHICLE OPERATOR'S LICENSE. Give the following information concerning any vehicle operator's license you have held or now hold.

Type of License	Number	Issuing Authority	Expiration
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Have you ever had a license suspended or revoked?

10. CONVICTION OF CRIME.

Have you ever been convicted of a misdemeanor, felony or greater criminal violation? (Yes/No) If yes, state violation, court of jurisdiction and date of conviction.

11. FINANCIAL STATUS.

Do you have any income from any source other than your principal occupation? (Yes/No) How much? _____
How often? _____ The source(s) _____

Do you have or have you had any financial account (savings, checking, loans, stocks, bonds, etc.)? List all accounts during the past seven (7) years.

Name and Address of Financial Institution:	Type of Account:

12. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS.

Name	Address	Zip	Type (Social, Fraternal, Professional, etc.)	Office Held	Membership Dates From To

13. SUBVERSIVE ORGANIZATIONS.

(Yes/No)

_____ Are you now or have you ever been 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 their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by any unconstitutional means?

_____ Are you or have you ever been affiliated or associated with any organization of the type described above, as an agent, official or employee?

_____ Are you now associating with, or have you associated with, any individual, including relatives, who you know or have reason to believe are or have been members of any of the organizations identified above?

_____ Have you ever been engaged in any of the following activities of any organization of the type described above: Distribution(s) to, attendance at or participating in any organizational, social or other activities of said organization or of any projects sponsored by them; the sale, gift, or distribution of any written, printed or other matter, prepared, reproduced, or published by them or any of their agents or instrumentalities?

If yes to any of the answers above, describe the circumstances. Attach additional sheets for a fully detailed statement. If associated with any of these organizations, specify nature and extent of association with each, including office or position held. Also include dates, places and credentials now or formerly held. If associations have been with individuals who are members of these organizations, then list the individuals and the organization with which they were or are affiliated.

14. EDUCATION.

A. List all elementary, junior high and high schools attended. .

Name	Address	City	Zip	Graduated Yes/No

B. Higher Education. List all colleges or universities attended. Attach transcript from last institution.

Name	City	Zip	Years Attended	Credit Hours Semester/Quarter	Degree Rec'd

Major and Minor Courses.

C. Other Schools or training (trade, vocational, military). List for each the name and location of school, years attended, subjects studied, certificate earned, and any other pertinent data. Include complete mailing address.

15. SPECIAL QUALIFICATIONS AND SKILLS.

A. Indicate type of special license such as pilot, radio operator, etc., showing licensing authority, where the license was first issued and date current license expires.

B. Special skills you possess and machines and equipment you can use. (For example, computer programmer, polygraph operator, vehicle inspection mechanic, scientific or professional devices.)

C. Approximate number of words per minute: Keyboard or typing _____ Shorthand _____

D. Special qualifications not covered in application. (For example, your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowships received, etc.)

16. FOREIGN LANGUAGE. Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing

17. FOREIGN TRAVEL. Exclude trips of less than 30 days to Canada or Mexico and travel as a direct result of U.S. military duties.

Dates	Country	Purpose of Travel

18. HOBBIES AND SPORTS.

Name	Length of Participation	Level of Proficiency

19. EMPLOYMENT. Begin with your most recent job and list your work history for the past 10 years, including part-time, temporary or seasonal employment and all periods of unemployment.

From Date	Name and Address of Employer	Job Title	Reason for leaving
To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

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To Date		Description of Duties	
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To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

If additional employer blocks are needed, attach requested information on separate sheet.

Have you ever been discharged, asked to resign, furloughed, or put on inactive status for cause, or subject to disciplinary action while in any position (except military)? If yes, state reason.

Have you ever resigned after being informed your employer intended to discharge you for any reason? If yes, explain. List name and address of employer, approximate date and reasons in each case.

20. MILITARY STATUS.

Yes No

Have you ever served in the U.S. Armed Forces?

If yes, attach photostatic copy of discharge or separation papers.

Do you claim veterans' preference?

If yes, include a copy of your DD 214.

A. While in the military service, were you ever convicted for any crime graded as a misdemeanor, felony or greater offense? If yes, list date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident. Use separate sheet to record this information.

B. Are you presently a member of a U.S. Reserve or State Guard organization? If yes, complete the following:

Grade and Service No.: _____

Service and Component: _____

Organization and Station or Unit and Address:

Indicate reserve obligation and status, if any.

21. SELECTIVE SERVICE. (Please provide a copy of your Discharge Papers – DD 214)

Last Classification: _____

Selective Service No.: _____

Date: _____ Local Board: _____

Address: _____

22. CHARACTER REFERENCES. List only character references that have definite knowledge of your qualifications for the position of application. List five character references. (Do not list relatives, former employers or persons living outside the United States.)

Name	Address	Home Phone	Work Phone	Years Known

23. 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? If yes, provide details.

24. Have you ever applied for a position with any other governmental agencies? If yes, provide details.

Verification

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers and that the information I have provided in the application is true and correct to the best of my knowledge, belief and are made in good faith. I understand that any false statement contained therein is subject to the penalties prescribed by 18 PA. C.S.A. § 4904, relating to unsworn falsification to authorities.

Signature of Applicant

Date

APPENDIX A

APPLICANT ACKNOWLEDGMENT

I understand that it is my responsibility to submit a complete, accurate, and truthful application and to provide all information requested by Homestead Borough.

I understand that I am responsible for carefully following all application instructions, including submission requirements and deadlines. Unless otherwise specified in the application announcement, paper applications must be received by the Homestead Borough Office no later than **4:00 p.m. on the application closing date**. Applications received after the deadline or submitted in a manner that does not comply with the application instructions may be rejected at the discretion of the Civil Service Commission.

I understand that Homestead Borough is not responsible for identifying missing, incomplete, or inaccurate information in my application and is under no obligation to contact me to obtain omitted information or correct deficiencies. An incomplete application may be rejected or removed from further consideration.

I certify that all statements and information provided in my application and any supporting documents are true and complete to the best of my knowledge. I understand that any false statement, misrepresentation, omission, or failure to disclose requested information may result in the rejection of my application, removal from the eligibility list, or, if employed, disciplinary action up to and including termination.

I understand that it is my responsibility to notify Homestead Borough, in writing, of any change to my mailing address, email address, telephone number, or other contact information during the hiring process.

I understand that Homestead Borough will use the contact information I provide for all communications related to the hiring process. If Homestead Borough is unable to contact me using the information I have provided, or if correspondence sent to my address of record is returned as undeliverable or unclaimed, I may be removed from further consideration.

I further understand that submitting an application does not guarantee employment and that I must successfully complete all phases of the selection process to be considered for appointment.

Applicant Name: _____

Signature: _____

Date: _____

APPENDIX B

Waiver and Release for Background Investigation

I, _____, am presently applying for employment as a police officer with Homestead Borough, 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 Homestead Borough.

By this release, I hereby authorize any representative of all of 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 Homestead Borough. 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 Homestead Borough, 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 Homestead Borough 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 Homestead Borough to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by Homestead Borough in determining my suitability for employment as a police officer. It is my specific intent to provide Homestead Borough 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, then-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, its 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 Homestead Borough, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give Homestead Borough the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a Homestead Borough employee. I release and hold harmless Homestead Borough, 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 Homestead Borough 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 Homestead Borough 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's fees, arising out of or by reason of complying with this request.

Date_____ Signature_____

APPENDIX C

Essential Duties of a Police Officer

1. Running for several hundred yards;
2. Climbing over 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 twelve (12) 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 injure 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. Communicate effectively with individuals suffering from trauma;
13. Operate a motor vehicle for long periods of time;
14. Use a firearm effectively;
15. Fill out written reports in a clear and concise manner; and
16. Follow both written and verbal instructions and procedures.

I have reviewed the above list of essential job functions for a Homestead Borough Police Officer and believe that:

_____ I can fully perform all duties with or without reasonable accommodations.

_____ I cannot fully perform all duties even with accommodations.

Date: _____

Signature: _____

APPENDIX D

Homestead Borough Physical Admission Form and Waiver

Candidate's Name: _____

This signed form and your current valid Pennsylvania Driver's License must be brought to the testing site.

Location, Date, and Time: TBD

Both testing and day-of contact details will be emailed to you no later than 7 days before the scheduled test. To ensure that you receive that communication, please add the following email address to your safe sender list:

jeffrey.luptak@homesteadpd.org

- All applicants should be at the testing site no later than 15 minutes before. The physical agility test begins promptly at the scheduled time.
- Wear appropriate clothing to be able to participate in the Physical Agility Test.
- Applicants must successfully complete the Homestead Borough Physical Fitness Assessment.

I have read and understand that the Physical Agility Test will be administered in accordance with the current Homestead Borough Physical Fitness Assessment guidelines. I believe I am in good health and physically able to participate. To the best of my knowledge, I have no condition that would likely result in injury or illness while participating in the test.

In consideration of my application being processed, I release and hold harmless Homestead Borough, its elected and appointed officials, Civil Service Commission, employees, agents, and the owners or operators of the testing site from any claims for injury or illness arising from my participation in the Physical Agility Test.

Signed: _____ Date: ____/____/____

APPENDIX E

AFFIDAVIT

Commonwealth of Pennsylvania

County of _____

Before me, the undersigned notary public, this day, personally appeared _____ who says that he/she executed the above police officer application of his/her own free and accord, with full knowledge of the purpose thereof.

Signature of Affiant

Sworn to and subscribed in my presence this _____ day of _____, 20____.

Notary Public