



APPLICATION FOR POLICE OFFICER RECRUIT  
**Examination Number: 09Q16A01**

Applications must be postmarked NO LATER THAN MIDNIGHT April 4, 2008

**CITY OF PHILADELPHIA  
 PERSONNEL DEPARTMENT**

**Mailing Address:**

**EMPLOYMENT APPLICATION  
 CITY OF PHILADELPHIA  
 PERSONNEL DEPARTMENT  
 CUSTOMER SERVICE DIVISION  
 1401 J.F.K. BLVD. – ROOM 1640  
 PHILADELPHIA, PA 19102-1680**

You can complete this form using your computer.  
 Click in the form areas, enter your information, print it out, and mail it to the address indicated.

**SOCIAL SECURITY NUMBER:**

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Applications without a Social Security Number will be rejected.

**DO NOT WRITE IN THIS SPACE  
 For Official Office Use Only**

**RESIDENCY WAIVER**

APPROVED  DISAPPROVED

DATE: \_\_\_\_\_ BY: \_\_\_\_\_

**VETERAN'S PREFERENCE**

APPROVED  DISAPPROVED

DATE: \_\_\_\_\_ BY: \_\_\_\_\_

**NAME: LAST FIRST MIDDLE INITIAL**

**ADDRESS:**

**CITY : STATE: ZIP CODE:**

**BIRTH DATE: MONTH / DAY / YEAR**

/ /

**HOME TELEPHONE NUMBER:**

( )

**ALTERNATE TELEPHONE NUMBER:**

( )

**GENDER:**

FEMALE  
 MALE

**RACE:**

Check ONLY ONE BOX. If you do not make a racial designation or if you check more than one box you will be coded as "Undeclared" for the life of the eligible list.

WHITE  HISPANIC / LATINO  NATIVE AMERICAN  
 AFRICAN-AMERICAN / BLACK  ASIAN / PACIFIC ISLANDER  OTHER

**VETERAN'S PREFERENCE**

Do you claim Veteran's Preference? If "YES", check one of the following boxes. **You MUST attach a photocopy of your DD-214, Member 4:**

As an honorably discharged veteran.  As the spouse of a deceased veteran who served on active duty.  
 As the spouse of a disabled veteran.  I am currently on active duty in the military.

**RESIDENCY WAIVER:**

THE CIVIL SERVICE COMMISSION HAS WAIVED THE USUAL REQUIREMENT THAT CANDIDATES MUST BE RESIDENTS OF THE CITY OF PHILADELPHIA FOR ONE YEAR PRIOR TO THE DATE OF APPOINTMENT. ESTABLISHMENT OF RESIDENCY WILL BE REQUIRED OF EACH NON-RESIDENT HIRED NOT LATER THAN SIX (6) MONTHS AFTER COMPLETION OF THE PROBATIONARY PERIOD.

I am requesting a residency waiver.

**I AM FLUENT IN THE FOLLOWING LANGUAGE(S)**

SPANISH  MANDARIN-CHINESE  JAPANESE  ITALIAN  
 RUSSIAN  CAMBODIAN / KHMER  PORTUGUESE  ARABIC  
 HMONG  CANTONESE-CHINESE  VIETNAMESE  THAI / LAOTIAN  
 KOREAN  FRENCH  POLISH  OTHER: \_\_\_\_\_

I certify that the information provided by me is true, complete and correct to the best of my knowledge and is made in good faith. I understand that if I make any misstatement I am subject to disqualification or dismissal and to such other penalties as may be prescribed by law, ordinance, or Civil Service Regulations.

**SIGNATURE :**

**DATE:**

THE CITY OF PHILADELPHIA IS AN EQUAL OPPORTUNITY EMPLOYER

## APPLICATION PROCESSING FEE: \$35

Applicants must remit, at the time of the application, a non-refundable fee in the amount of \$35.00. Payment may be made by money order or personal check, made payable to "City of Philadelphia". This application fee may be waived for individuals who demonstrate an inability to pay because of certain types of financial need. More information about the Application Fee may be viewed at: <http://www.phila.gov/personnel/>.

## POLICE OFFICER RECRUIT

THIS EXAMINATION IS OPEN COMPETITIVE WHICH MEANS THAT IT IS OPEN TO ALL WHO MEET THE REQUIREMENTS FOR ELIGIBILITY. THIS IS TRAINING LEVEL WORK IN GENERAL DUTY POLICE ACTIVITIES INVOLVING THE PROTECTION OF LIFE AND PROPERTY, ENFORCEMENT OF LAWS AND THE INVESTIGATION OF CRIMES. AN EMPLOYEE IN THIS CLASS RECEIVES FORMAL TRAINING FOR APPROXIMATELY 30 WEEKS PRIOR TO ASSUMING FULL PATROL DUTIES. WORK IS PERFORMED UNDER THE SUPERVISION OF A POLICE SUPERVISOR AND REQUIRES REGULAR EXPOSURE TO HAZARDOUS AND/OR UNPREDICTABLE CONDITIONS. THE WORK REQUIRES FREQUENT EXERCISE OF MODERATE PHYSICAL EFFORT. CALL THE POLICE RECRUITING UNIT AT 215-683-COPS (2677), 215-685-3026 OR 215-685-3027, 215-685-3028 OR VISIT [WWW.PPDONLINE.ORG/CAREER/](http://WWW.PPDONLINE.ORG/CAREER/) FOR ADDITIONAL INFORMATION. **STARTING SALARY: \$38,481**

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### REQUIREMENTS:

#### TO BE ELIGIBLE TO TAKE THE EXAMINATION FOR THE POSITION:

- HIGH SCHOOL DIPLOMA OR GED BY THE TIME OF HIRE

#### TO BE HIRED FOR THE POSITION

- MUST HAVE REACHED NINETEENTH (19<sup>TH</sup>) BIRTHDAY BUT NOT HAVE REACHED FORTIETH (40<sup>TH</sup>) BIRTHDAY BY THE DATE OF APPOINTMENT. CANDIDATES MUST BE WITHIN THESE AGE LIMITS ON THE DATE OF APPOINTMENT. THE DATE OF APPOINTMENT IS THE DATE ON WHICH A PERSON ACTUALLY ENTERS THE POLICE ACADEMY FOR TRAINING.
- A CITIZEN OF THE UNITED STATES
- A VALID DRIVERS LICENSE
- DRUG FREE, INCLUDING MARIJUANA FREE
- GOOD PHYSICAL AND MENTAL HEALTH
- WILLINGNESS TO WORK ROTATING SHIFTS AND WORK IN DANGEROUS SITUATIONS
- PASS **ALL** EXAMINATIONS LISTED BELOW

### EXAMINATIONS:

APPLICANTS MUST PASS AN ENTRANCE EXAMINATION TO BE GIVEN FURTHER CONSIDERATION FOR PROCESSING. APPLICANTS WILL BE PROCESSED IN RANK ORDER, ACCORDING TO SCORE, PLUS APPLICABLE VETERAN'S PREFERENCE POINTS.

<u>TYPE</u>	<u>WEIGHT</u>
WRITTEN EXAMINATION	100%

CANDIDATES MUST ALSO SUCCESSFULLY COMPLETE EACH OF THE FOLLOWING STEPS IN THE SELECTION PROCESS:

- DRUG TEST
- PSYCHOLOGICAL EXAMINATION
- MEDICAL EVALUATION
- READING COMPREHENSION TEST
- BACKGROUND INVESTIGATION
- TRAINING PROGRAM
- ON-THE-JOB PROBATION
- PHYSICAL FITNESS TEST

APPLICANTS WILL BE MAILED A "NOTICE TO APPEAR" LETTER TO THEIR ADDRESS OF RECORD TO TAKE THE EXAMINATION. THIS LETTER WILL PROVIDE THE TIME AND LOCATION OF THE EXAMINATION.

### U.S. VETERAN'S PREFERENCE

TEN POINTS FOR VETERAN'S PREFERENCE WILL BE ADDED TO THE SCORES OF ELIGIBLE VETERANS WHO PASS THE WRITTEN EXAMINATION. YOU MUST BE HONORABLY DISCHARGED FROM THE U.S. ARMED FORCES. **ATTACH A DD214, MEMBER 4**, TO YOUR APPLICATION IF YOU WISH YOUR ELIGIBILITY TO BE REVIEWED. SPOUSES OF DISABLED OR DECEASED VETERANS MAY ALSO BE CONSIDERED.

### RESIDENCY WAIVER

THE CIVIL SERVICE COMMISSION HAS WAIVED THE USUAL REQUIREMENT THAT CANDIDATES MUST BE RESIDENTS OF THE CITY OF PHILADELPHIA FOR ONE YEAR PRIOR TO THE DATE OF APPOINTMENT. ESTABLISHMENT OF RESIDENCY WILL BE REQUIRED OF EACH NON-RESIDENT HIRED NOT LATER THAN SIX (6) MONTHS AFTER COMPLETION OF THE PROBATIONARY PERIOD.

### APPLICATION PROCEDURE

INTERESTED PERSONS MUST COMPLETE THE APPLICATION ON THE REVERSE SIDE AND MAIL OR DELIVE IT TO THE EMPLOYMENT APPLICATION CENTER, CITY OF PHILADELPHIA PERSONNEL DEPARTMENT, CUSTOMER SERVICES DIVISION, 1401 J.F.KENNEDY BOULEVARD, APPLICATIONS CENTER, CONCOURSE LEVEL, PHILADELPHIA, PA 19102.

**APPLICATIONS MUST BE POSTMARKED NO LATER THAN MIDNIGHT APRIL 4, 2008**

**THE EXAM IS TENTATIVELY SCHEDULED FOR SATURDAY, MAY 31, 2008.**