



PHILADELPHIA POLICE OFFICER RECRUIT  
**Applicant Registration**

Use this form to register your interest in becoming a Philadelphia Police Officer and pre-apply for the position.

**CITY OF PHILADELPHIA  
POLICE DEPARTMENT**

**Mailing Address:**

**PHILADELPHIA POLICE DEPARTMENT  
POLICE RECRUITMENT UNIT  
APPLICANT REGISTRATION  
22<sup>nd</sup> & Hunting Park Avenue  
PHILADELPHIA, PA 19140**

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 disabled veteran.  
 As the spouse of a deceased veteran who served on active duty.

**MILITARY RESIDENCY WAIVER**

To claim Military Residency Waiver you must be able to check one of the following:

I am currently on active duty in the military.  
 I have been discharged from active duty in the military no longer than six months before the date of the examination announcement.

**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

PHILADELPHIA POLICE DEPARTMENT  
APPLICANT REGISTRATION FORM INFORMATION

## SEND NO MONEY

Applicant registrants will be contacted when an examination is announced with instructions for submitting their application fee. More information about the Application Fee may be viewed at: <http://www.phila.gov/personnel/>.

## POLICE OFFICER RECRUIT APPLICANT REGISTRATION

THIS APPLICANT REGISTRATION IS USED TO COLLECT PRELIMINARY DATA AND REGISTER PERSONS IN OUR DATABASE WHO ARE INTERESTED IN APPLYING FOR THE POSITION OF PHILADELPHIA POLICE OFFICER. APPLICANTS WHO REGISTER USING THIS FORM WILL BE CONTACTED WHEN AN EXAMINATION FOR THIS POSITION IS ANNOUNCED AND WILL BE REQUIRED TO COMPLETE THE APPLICATION FOR POLICE OFFICER RECRUIT WHEN THEY ARE MADE AVAILABLE.

ONCE AN EXAMINATION IS ANNOUNCED, ACCEPTANCE OF THIS FORM WILL BE SUSPENDED AND ONLY AN APPLICATION FOR POLICE OFFICER RECRUIT WILL BE ACCEPTED. DO NOT USE THIS FORM AFTER AN EXAMINATION IS SCHEDULED. THIS FORM IS ONLY FOR USE WHEN WE ARE NOT ACTIVELY HIRING. CALL THE POLICE RECRUITMENT UNIT AT 215-685-3026, 215-685-3027 OR 215-685-3028 OR VISIT <http://www.ppdonline.org/career/> FOR ADDITIONAL INFORMATION.

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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.
- PHILADELPHIA RESIDENT FOR ONE YEAR PRIOR TO HIRE OR GRANTED A MILITARY RESIDENCY WAIVER.
- A CITIZEN OF THE UNITED STATES
- A VALID PENNSYLVANIA 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.

### MILITARY RESIDENCY WAIVER

THE REQUIREMENT THAT POLICE OFFICER RECRUITS MUST BE RESIDENTS OF THE CITY OF PHILADELPHIA FOR ONE YEAR PRIOR TO APPOINTMENT HAS BEEN WAIVED FOR MILITARY SERVICE PERSONNEL WHO ARE ON ACTIVE DUTY AND FOR THOSE MILITARY SERVICE PERSONNEL WHO HAVE BEEN DISCHARGED FROM ACTIVE DUTY NO LONGER THAN SIX MONTHS BEFORE THE DATE OF THIS EXAMINATION ANNOUNCEMENT. POLICE OFFICER RECRUITS HIRED UNDER THIS WAIVER MUST ESTABLISH AND MAINTAIN BONA FIDE RESIDENCY WITHIN THE CITY OF PHILADELPHIA NO LATER THAN SIX MONTHS AFTER APPOINTMENT.

### APPLICANT REGISTRATION PROCEDURE

INTERESTED PERSONS MUST COMPLETE THE APPLICANT REGISTRATION ON THE REVERSE SIDE AND MAIL OR DELIVER IT TO THE PHILADELPHIA POLICE DEPARTMENT RECRUITMENT UNIT, APPLICANT REGISTRATION, 22<sup>ND</sup> & HUNTING PARK, PHILADELPHIA, PA 19140.