

## Is a background check required?

Yes. A background investigation is performed and completed. Subjects of the investigation may include and are not limited to:

- Criminal History
- Credit Report
- Driving Record
- Employment History
- School Records
- Military Records
- Personal Interviews
- Neighbors
- Teachers
- Friends
- Co-workers
- Family

## Will I be required to have a personal interview?

Yes. Each applicant is personally interviewed by key staff members of the Township of Whitehall prior to appointment.

## Will there be a probationary period?

Yes. Whitehall Township Bureau of Police has a probationary period of 12 months from the date of graduation from the designated police training school or the date of appointment.

## WHITEHALL TOWNSHIP Pennsylvania

*"Business and Community Working Together"*



For information regarding hiring and benefits,  
contact:

**Susan Christoff**  
Human Resource Officer  
Whitehall Township Municipal Building  
3219 MacArthur Rd.  
Whitehall, Pa 18052  
(610) 437-5524 ext. 150

Questions regarding the Bureau of Police, call or  
send your written correspondence to:

Whitehall Township Bureau of Police  
3731 Lehigh St.  
Whitehall, Pa 18052  
(610) 437-3042

## WHITEHALL TOWNSHIP BUREAU OF POLICE



## POLICE OFFICER

## ENTRY LEVEL EMPLOYMENT PROCESS

## **TESTING CRITERIA AND REQUIREMENTS**

### **How do I apply?**

Applications are available through the Whitehall Township Civil Service Commission approximately every two years as advertised or upon exhaustion of the current eligibility list.

### **What are the qualifications required to apply?**

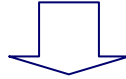
- U.S. Citizenship is required.
- Valid Pennsylvania Vehicle Driver's License or an eligibility to obtain a Pennsylvania Driver's License.
- Possess an Associates Degree, or sixty (60) credit hours from an accredited College or University, or two years of service as a full-time Police Officer as of the deadline for submitting application.
- Be physically and mentally fit to perform the essential duties of a Police Officer.
- Be twenty-one (21) years old before the deadline for submitting the completed application.
- Must be able to meet the Township residency requirement of 10 miles within six months of hire.

### **What are the testing requirements?**

Applicants must first pass a Civil Service written examination, oral examination, and physical agility test according to standards set by Civil Service Rules and Regulations.

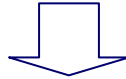
### **WRITTEN TEST**

- **SCORE 70%** to pass, or a percentage set by the testing agency and approved by the Civil Service Commission.
- **SCORE** within the top fifty (50) applicants.



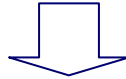
### **ORAL TEST**

- **MUST SCORE 70%** to Pass.



### **PHYSICAL FITNESS TEST**

- **PASS / FAIL** Only



### **COMBINED OVERALL SCORE**

- **MUST SCORE 70%** overall. The overall score is based on the allocation of 65% of written score and 35% of oral score.

#### **Example:**

**65%** of **90** written test results plus,  
**35%** of **80** oral test results equal,  
**100%** for a combined **86.50** score.

### **How many points are given for Veteran's preference?**

Ten (10) points will be added to the overall score, to qualified applicants.

### **Is there a requirement to have a Medical and Psychological evaluation and voice stress analyzer examination?**

After a conditional offer of employment is made to the applicant for hiring, applicants must have a medical, psychological, and voice stress analyzer examination.

### **What is the eligibility list?**

At the completion of the examination process, including a written test, oral interview and physical fitness test, the Civil Service Commission ranks all passing applicants. Applicants are listed in ranked order on an eligibility list. The eligibility list expires after two years. A current list is available at all times.

### **When is my name submitted from the eligibility list for hiring?**

At the request of the appointing authority, three names are certified by the Civil Service Commission as eligible to be hired.

This pamphlet and the information contained herein is accurate as of the date hereof (March 1, 2012) and is subject to change without amendment or prior notice. All information contained herein may be verified by contacting the Chief of Police at Whitehall Township Bureau of Police 3731 Lehigh St. Whitehall, Pa 18052 (610) 437-3042. Under no circumstances shall this pamphlet constitute an offer of employment or the solicitation of an offer of employment.