

**OFFICIAL APPLICATION
CIVIL SERVICE COMMISSION
COMPETITIVE EXAMINATION FOR POLICE OFFICER
FOR THE BOROUGH OF ECONOMY**

To be completed by Borough Staff

Application Number 2026- _____

Date Received _____

Time Received _____

Name _____

Address _____

Primary Telephone: _____ Cell _____ or Home _____

Alternate Telephone: _____ Cell _____ or Home _____

Can We Text You? Yes _____ No _____

Email Address _____

Social Media Accounts [Facebook; Twitter, etc. _____

ALL APPLICATIONS MUST BE:

- Filled out completely and correctly. If space available is insufficient, attach a separate sheet of paper and proceed with the number of the referenced block.
- Must be printed in ink. Applications that are incomplete or illegible will be rejected.
- Completed and filed at the Borough Office **[2856 Conway Wallrose Road, Baden, PA 15005]** no later than 3:00 PM, **May 22nd**, and must include the following:
 - A. Application Questionnaire – Sign on Page 7
 - B. Releases – Sign on Page 9
 - C. Background Information Waiver and Release – Sign on Page 10
 - D. Description of Essential Job Functions – Sign on Page 12
- Accompanied by a cashier's check or money order in the amount of **\$50.00**, payable to the "Borough of Economy," to cover the cost of the written examination.

TESTING PROCEDURES

The Physical Agility will be administered at the Economy Borough building starting promptly at 8:30 AM, on June 11, 2026. The written test will follow right after the physical agility testing.

PHYSICAL AGILITY TEST

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Those who pass the physical agility test will remain for the written examination.

WRITTEN TEST

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ORAL INTERVIEW

All applicants who pass both the physical agility and written tests will be given an oral interview at the Economy Borough Police Department, at a date and time to be announced.

All applicants will be given written pass/fail notification regarding the oral interview.

PRELIMINARY ELIGIBILITY LIST

Applicants who have successfully passed all three of the above tests will be placed on a preliminary list in order ranked by overall test score [with any veterans preference factored in].

Once Borough Council makes a decision to hire, top ranking applicants will be subjected to a background investigation and polygraph/Computer Voice Stress Analyzer testing. If selected to receive a conditional offer of employment, the applicant will be required to submit to the Chief of Police, MPOETC Form LE-003 Waiver Form once notarized, which will then be submitted to MPOETC (Required by PA Act 57 of 2020). After confirmation from MPOETC, the candidate must then pass a medical and psychological examination.

**BOROUGH OF ECONOMY POLICE DEPARTMENT
POLICE OFFICER APPLICATION**

GENERAL INSTRUCTIONS: This application consists of several sections: an Application Questionnaire; a Physical Agility Test Release; a Personal Injury Waiver; a Notification Procedure Release; a Verification; a General Waiver; a Consent to Polygraph Release; a Medical and Psychological Examination Consent; a Description of Essential Job Functions; and a Personal Characteristics Verification of Understanding. Every one of these sections must be completed in order for the Borough of Economy to accept the Application as complete. Print (**do not type**) an answer to every question. If a particular question does not apply to you, so state with N/A. If space available is insufficient, attach separate sheet 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. _____ 2. _____
 Last Name First Name Middle Name Social Security No.

3. _____
 Alias(es), Nickname(s), Other Changes In Name:

4. Are you a U.S. Citizen? Yes _____ No _____

5. RESIDENCES: List all for past five (5) years beginning with current [attached additional page if necessary].

From - To Month and Year	Address

6. FAMILY: List in order given showing relationship, parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, step-brothers and step-sisters. Include any other with whom you have resided or with whom a close relationship existed or exists, (i.e. spouse, children)

Relationship	Name	Address [If Living]
Father		
Mother		

7. 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

Have you ever had a license suspended or revoked? Explain:

8. 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.

9. SUBVERSIVE ORGANIZATIONS:

(Yes/No)

_____ Are you now or have you ever been a member of the Communist Party U.S.A. or any Communist organization anywhere?

_____ Are you now or have you ever been a member of a fascist organization?

_____ 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 individuals, 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: contribution(s) to, attendance at or participating in any organizational, social, or other activities of said organizations 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. If associations have been with individuals who are members of these associations, then list the individuals and the organization with which they were or are affiliated.

10. EDUCATION:

A. List all senior high schools attended.

Name	Address	City	Zip	Years Completed	Graduated Yes/No	Date

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

School	City	Zip	Credit Hours Semester/Quarter	Degree Type Received	Date

Higher Education (Cont.) Major and Minor Courses:

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

11. SPECIAL QUALIFICATIONS AND SKILLS:

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

B. Special qualifications not covered in application: (For example, public speaking, membership in professional or scientific societies, honors and awards received, etc.)

C. FOREIGN LANGUAGE: Enter language and indicate fluency with "x".

Language	Speaking	Reading	Understanding	Writing

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

Country	Dates	Purpose of Travel

13. EMPLOYMENT: Begin with your most recent job and list your work history for the past ten years, including part-time, temporary or seasonal employment, and all periods of unemployment. If additional employer blocks are needed, please attach requested information on a separate sheet.

	Employer #1	Employer #2	Employer #3
Employer			
Address			
Phone #			
From Date			
To Date			
Job Title			
Supervisor			
Why Did You Leave?			

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:

14. MILITARY STATUS [Attach DD214 if discharged] :

- A. Have you served in the U.S. Armed Forces? Yes _____ No _____
- B. If yes, type of discharge? _____
- C. Are you the spouse of a deceased service member, or the spouse of a veteran who has been classified by the United States Department of Veterans Affairs' Veterans Benefits Administration as having a permanent total disability. Yes _____ No _____
- D. Do you claim veteran's preference? Yes _____ No _____
- E. While in the military service, were you ever convicted for any crime graded as a misdemeanor, felony or greater offense? Yes _____ No _____
 If yes, give date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident, using separate sheet to record this information: _____
- F. Are you presently a member of a U.S. Reserve or State Guard organization? Yes _____ No _____
 If yes, complete the following:
 Service and Component: _____ Grade: _____ Status: _____
 Organization and Station or Unit and Address: _____

 Indicate reserve obligation, if any: _____

15. CHARACTER REFERENCES: List only character references who have definite knowledge of your qualifications for the position of police officer. List three (3) character references. (Do not list relatives, former employers, or persons living outside the United States.)

	Reference #1	Reference #2	Reference #3
Name			
Address			
Home Phone			
Cell Phone			
Email Address			
Years Known			

I hereby certify that statements made herein are true and correct to the best of my knowledge, information and belief and are made subject to the provisions of 18 Pa. C.S.A. 4904 relating to false swearing. I also understand that I am subject to the administration or a polygraph examination at the direction of the Civil Service Commission of the Borough of Economy. If I should fail said examination, I understand that I may be subject to either non certification or non appointment as the result of failing that examination.

 Signature of Applicant Printed Name Date

PHYSICAL AGILITY TEST

To assure that each police officer candidate is physically fit for police duty, the below physical agility events will be administered by certified physical trainers to Economy Borough police candidates. The Physical Agility Test will consist of three (3) events and will be graded by sex and age according to the Cooper Standard Test scores published at: [Cooper Standards \(stpete.org\)](http://stpete.org). All candidates must successfully pass all of these events. **Failure of any event will disqualify the candidate.** Minimum passing scores by age and sex are below:

300 Meter Run (Time below in seconds):

Age 20-29		Age 30-39		Age 40-49	
Male	Female	Male	Female	Male	Female
62.1	75.0	63.0	82.0	77.0	106.7

Sit-ups

Age 20-29		Age 30-39		Age 40-49	
Male	Female	Male	Female	Male	Female
35	30	32	22	27	17

Push-ups

Age 20-29		Age 30-39		Age 40-49	
Male	Female	Male	Female	Male	Female
26	13	20	9	15	7

RELEASES

NOTIFICATION:

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 Economy. If conventional methods fail in attempting to contact the applicant, a certified letter will be sent to the applicant's address listed on the application. Should the certified 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 Economy Police Chief and the Borough Secretary, in writing, of the address change. By affixing your signature to this form, the applicant acknowledges that they have read and understand the contents of this procedure.

PHYSICAL AGILITY TEST RELEASE:

I have read and understand the requirements of the Physical Agility Tests and knowing this, I believe myself to be in good health and am physically fit to participate in this test. I therefore release the Borough of Economy, their employees, agents and/or representatives and the Civil Service Commission from any damages that may be incurred from any injuries sustained by me while participating in this test.

CONSENT TO POLYGRAPH/COMPUTER VOICE STRESS ANALYZER TEST:

I hereby, freely consent to undertake a polygraph or computer voice stress analyzer test as a part of my application for a law enforcement position with the Borough of Economy. I understand that with this consent, I waive any rights I may have to contest this polygraph or computer voice stress analyzer test under any federal or state law and specifically PA Title 18, C.S.A. Section 7321. I have read the above language and understand that with my consent to said polygraph or computer voice stress analyzer test, I am waiving any claim I may have to contest this test.

MEDICAL & PSYCHOLOGICAL EXAMINATION CONSENT:

I hereby, freely, consent to undertake a complete physical examination and psychological profile examination as a part of my application for a law enforcement position with the Borough of Economy. Cost of both examinations to be paid by Economy Borough

By signing, below, I agree to the releases detailed on this page.

Signature of Applicant: _____

Printed Name of Applicant: _____

Date: _____

**Waiver, Release for Background Information, and
Authorization to Obtain Information**

I hereby give **Economy Borough Police Department** the right to make a thorough investigation into my background, previous employment, credit history, social media accounts, education, and references in order to ascertain my suitability for service as a police officer. I release from all liability and claims any and all persons, companies and corporations (public and private) supplying any information whatsoever to representatives of the **Economy Borough Police Department**. This includes and is not limited to parties with whom I have entered into a written or oral agreement which contains a confidentiality clause. I release, indemnify and hold harmless **Economy Borough**, its officials, officers and employees from and against any and all liability which might result from conducting such an investigation.

I hereby authorize the release to the **Economy Borough Police Department**, or its representative, any and all personnel and/or personal information about me, which is maintained by your institution/agency/company. This release pertains to records maintained in your files with regard to: Employment History; Education; Financial Records; Criminal Arrest and/or Conviction; Examination and/or Treatment for Diagnostic, Medical, Surgical, Psychological or Psychiatric Reasons; and any other information, including character, observations, or opinions.

I further request that such records be provided and/or forwarded to the **Economy Borough Police Department** for inclusion with my application for employment with this Department to ascertain my qualifications and fitness for appointment to the **Economy Borough Police Department**.

I acknowledge, by signing this authorization, that I release all parties concerned from any and all obligation or liability in the disclosure of the contents of such files and the observations or opinions contained therein.

I further understand that in consideration for said release, the **Economy Borough Police Department** will regard all information obtained as confidential and shall not release the same to any other person without express written consent, except under the following circumstances: (1) when necessary to conduct the proper review of my qualifications for employment with the Economy Borough Police Department; (2) to the appropriate criminal justice agencies for use in the performance of their official duties; (3) to any law enforcement agency provided with a signed release for these records; and/or (4) to my current employer, if they are a federal, state, or local governmental entity, or a security firm, where I am employed in a position of trust.

I additionally certify that a copy of this Authorization to Obtain Information is as valid as the original as signed by me.

I certify that I have read and fully understand the foregoing statements.

Signature of Applicant: _____

Printed Name of Applicant: _____

Date: _____

**BOROUGH OF ECONOMY
POLICE OFFICER
ESSENTIAL JOB FUNCTION**

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations using both desk top computers and in car lap-top computers.
3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest when force may be used and to what degree.
4. Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly running after a suspect or quickly entering and exiting law enforcement patrol vehicle; lifting, carrying and dragging heavy objects or persons; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
8. Load, unload, aim and fire from a variety of body positions, handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods of time which may require standing, sitting and confinement in unusual, tight or uncomfortable spaces.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol for extended periods and physically checking the doors and windows of buildings to ensure they are secure.
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
13. Demonstrate communication skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions. Be able to attend autopsies and gather evidence from same.
15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.

18. Put on and operate a gas mask in situations where chemical munitions are being deployed. Perform essential job functions during deployment.
19. Extinguish small fires by using extinguisher and other appropriate means.
20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
21. Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
22. Effectively manage situations that require the handling and/or disposing of domestic and wild animals.
23. Perform all job functions under extreme weather or climate conditions.

NOTE: The successful applicant must be able to perform ALL of the above essential job functions of a police officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

PERSONAL CHARACTERISTICS

Police officers maintain a position that involves the highest degree of public trust. Therefore, it is imperative and a “business necessity” that officers maintain - and have a history of honesty, reliability, integrity, high moral character, the ability to manage personal finances and interpersonal skills.

Additionally, police officers are frequently placed in a position of physical and mental stress. Therefore, if the applicant poses a significant risk of substantial harm to himself/herself, other officers and the public and the significant risk of substantial harm cannot be eliminated or reduced to an acceptable level with reasonable accommodation, the applicant may be at a disadvantage in the hiring process.

VERIFICATION OF UNDERSTANDING OF ESSENTIAL DUTIES & CHARACTERISTICS

I have reviewed the above list of essential duties and characteristics for a Borough of Economy police officer and believe that **[Initial Your Response and Sign Below]**:

- _____ I can fully perform all duties without reasonable accommodations.
- _____ I can fully perform all duties but only with the following reasonable accommodations.

- _____ I cannot fully perform all duties even with reasonable accommodations.

Signature of Applicant: _____

Printed Name of Applicant: _____

Date: _____

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