

**CIVIL SERVICE APPLICATION  
CITY OF WILKES-BARRE, PA**

**We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.**

Application for Examination  
Competitive Class

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This blank MUST be carefully and correctly filled out, and the applicant must answer all questions in ink. A line drawn through a blank or ditto mark will not be considered an answer to question. Any Application wherein changes, erasures or interlineations have been made will not be accepted by the Secretary of the Board. The affidavit required hereon must be executed before some person qualified to administer oaths or affirmations. Any false statement made in this application, or in any other papers or blank forms to be filled out and filed in connection therewith will disqualify the applicant for examination, eligibility, or subsequently for appointment.

***After this blank is properly and completely filled out and executed, it must be filed with The Office of the City Clerk, before deadlines set by the Board. Office hours of the City Clerk are between 9:00 A.M. and 4:30 P.M., Monday through Friday.***

To the Applicant:

Your signature to this application indicates that you desire to be a competitor, with a view to entering the service of the City of Wilkes-Barre, in the examination scheduled for the position named below.

**At the time of filing application, you must include copies of any discharge papers from any of the military services and any College Diploma or Certificates.**

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1. What is your full name? \_\_\_\_\_  
Last First MI
2. Where do you reside at present? \_\_\_\_\_  
Number and Street  
\_\_\_\_\_  
City State Zip Code
3. Telephone Number \_\_\_\_\_ Social Security No. \_\_\_\_\_  
E-mail address \_\_\_\_\_
4. Valid Motor Vehicle Operators Number \_\_\_\_\_
5. State exactly for what position you are applying \_\_\_\_\_  
What Department? \_\_\_\_\_
6. Are you a citizen of the United States? \_\_\_\_\_

7. For **Fire Fighter** applicants: You must be at least eighteen (18) years of age to take the test.

Are you at least eighteen (18) years of age? \_\_\_\_\_ Yes

For **Police Officer** applicants: You must be at least twenty-one (21) years of age to take the test.

Are you at least twenty-one (21) years of age? \_\_\_\_\_ Yes

8. Where, when and for what period have you attended school? \_\_\_\_\_

High School \_\_\_\_\_ How long? \_\_\_\_\_ Graduated? \_\_\_\_\_

Academy or College \_\_\_\_\_ How long? \_\_\_\_\_ Graduated? \_\_\_\_\_

9. State your employment for the five years prior to filing this application

Date/Month/Year	Name and Address of Employer	Wage	Position	Reason for Leaving
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				

10? State your residence for the five years prior to filing this application

Year _____	Residence _____
Year _____	Residence _____
Year _____	Residence _____
Year _____	Residence _____
Year _____	Residence _____

11. In making application state your experience that is appropriate for the position for which you are applying. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Have you ever been in the employ of the City of Wilkes-Barre? If so, in what position? \_\_\_\_\_

Give date you commenced work \_\_\_\_\_ Date of termination \_\_\_\_\_

13. Have you served in any of the Military Forces of the United States? \_\_\_\_\_  
\_\_\_\_\_

Give date of discharge. \_\_\_\_\_

State nature of discharge \_\_\_\_\_

Have you ever been in the non-military service of the United States? \_\_\_\_\_

If so, explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Have you ever been convicted of any crime? \_\_\_\_\_ If so, what crime, and when and where convicted? \_\_\_\_\_

15. Are you currently an illegal drug user? \_\_\_\_\_

16. Give names and addresses of three personal references.

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

**I certify that answers given herein are true and complete to the best of my knowledge.**

**I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.**

**This application for employment shall be considered active for a period of time not to exceed the deadline for applications for the next examination. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.**

**I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with his organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by an authorized executive of this organization.**

**In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.**

(Signature of Applicant) \_\_\_\_\_

(Address and Zip Code) \_\_\_\_\_

## AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize any Agent or other authorized representative of the City of Wilkes-Barre bearing this release, or copy hereof, to obtain any information in your files pertaining to my criminal, employment, military, credit or educational record including, but not limited to, academic, achievement, attendance, athletic, personal history, and disciplinary records; medical records, and credit records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Wilkes-Barre to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and any school, college university, or other educational institution, hospital, or other repository of medical agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages or 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. Should there be any question as the validity of this release, you may contact me as indicated below.

Full Name \_\_\_\_\_  
(Print)

Full Name \_\_\_\_\_  
(Signature)

Social Security # \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Sworn and subscribed to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_ (SEAL)

NOTARY PUBLIC

\_\_\_\_\_  
MUNICIPALITY COUNTY ZIP CODE

\_\_\_\_\_

## FOR OFFICE USE ONLY

Personally appeared \_\_\_\_\_, the above applicant, who being duly sworn deposes and says that each of the foregoing statements subscribed by him are true; except such as are upon information or belief, and as to those he verily believes the same to be true.

Sworn and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20 \_\_\_\_\_

Signature of Applicant  
(must be made in the presence of the City Clerk)

\_\_\_\_\_  
City Clerk

Application No. \_\_\_\_\_

Department \_\_\_\_\_

Date Received \_\_\_\_\_

Time of Filing \_\_\_\_\_

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Application for Examination  
Competitive Class

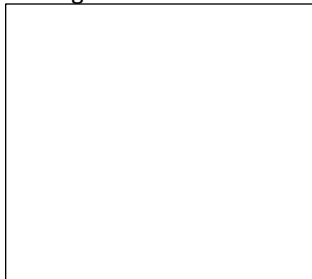
\_\_\_\_\_  
Name of Applicant

Address: \_\_\_\_\_

\_\_\_\_\_  
Position \_\_\_\_\_

Military Service \_\_\_\_\_

Right Thumb Print



## INSTRUCTIONS FOR POLICE CIVIL SERVICE APPLICATIONS

### PLEASE READ IN FULL

- Filing of Application: Applications for any position in the Police Department may be received between the hours of 9:00 a.m. and 4:30 p.m. in the Office of the City Clerk (4<sup>th</sup> Floor).
- **Before submitting the application**, it MUST be accompanied by an application fee (non-refundable) of \$100.00. **The filing fee is to be paid in the Tax Office located on the 1<sup>st</sup> floor.**
- Applications **MUST BE NOTARIZED before** filing with the City Clerk's Office.
- Applications **MUST BE FILED IN PERSON** in order to have a thumb print taken.

### **General Qualifications:**

Each applicant for any position in the Police Department, shall be a citizen of the United States, shall have graduated from an accredited high school or shall have the equivalent such as a G.E.D. education.

Each applicant shall be medically and psychologically fit for the performance of the duties of a police officer; of good moral character and licensed to operate a motor vehicle in the Commonwealth of Pennsylvania.

At the time of application, no applicant for any position in the Police Department shall be less than twenty-one (21) years of age.

All applicants understand that, upon hiring, each must comply with the then applicable residency requirement as set forth through the Collective Bargaining Agreement with the City of Wilkes-Barre or any superseding City Ordinance. The current requirement is that all members of the Wilkes-Barre Police Department must reside within the city limits of Wilkes-Barre or within a thirteen and half (13.5) mile radius of the City.

## INSTRUCTIONS FOR FIRE CIVIL SERVICE

### PLEASE READ IN FULL

- FILING INSTRUCTIONS: Applications for any position in the Fire Department may be received between the hours of 9:00 a.m. and 4:30 p.m. in the Office of the City Clerk (4<sup>th</sup> floor)
- **Before submitting the application**, it MUST be accompanied by an application fee (non-refundable) of \$50.00. **The filing fee is to be paid in the Tax Office located on the 1<sup>st</sup> floor.**
- Applications **MUST BE NOTARIZED** before filing with the City Clerk's Office.
- Applications **MUST BE FILED IN PERSON** in order to have a thumb print taken.

### **GENERAL QUALIFICATIONS:**

At the time of application, no applicant for any position in the Fire Department shall be less than eighteen years of age. All applicants shall present satisfactory evidence of their date of birth.

Each applicant for any position in the Fire Department shall be a citizen of the United States and shall have graduated from an accredited high school or have an equivalent education, such as GED equivalent or an accredited correspondence school.