

APPLICATION INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING AND BE SURE TO ATTACH ALL REQUIRED DOCUMENTS. DO NOT DELAY THE PROCESSING OF YOUR APPLICATION BY FAILING TO PROVIDE COMPLETE RESPONSES AND OMITTING REQUIRED DOCUMENTS! YOUR COMPLETED APPLICATION PACKAGE MUST BE TYPED [1]...

To be eligible for employment, you must successfully pass a background investigation. This application is an investigative tool used by the Moosic Borough Police Department (MBPD) to begin this process. When completed print this document as **one (1) sided** (do not print front and back) and have it notarized (page 7). In addition, you must comply with the following instructions:

1. Be absolutely truthful when completing each section of the application. Misrepresentation or falsification may be grounds to disqualify you from further consideration in the application process. If a question/section in the package does not apply to you, notate "NOT APPLICABLE" or "N/A" in the respective area. Unanswered questions or incomplete responses may result in your disqualification.
2. If additional space is needed to complete a response(s) for any question/section, use section 20 and notate the page number and question/section number with the corresponding answer.
3. **There are places on the application that require your signature and/or initial.** When you print out the application, be sure to sign and/or initial in the spaces provided **(each page of the application requires that you initial the bottom left-hand corner)**.
4. **There is one document at the end of the application that MUST be completed:** The "Authorization for Release of Information." You will not be afforded an oral interview if all information in this application is incomplete
5. ~~Application~~ **MUST be NOTARIZED.**
6. Attach to the application photocopies of the following documents:
 - Driver's License **OR** DMV issued Identification Card
 - DD-214 **OR** Photocopy of Active Duty Military ID (Copy of DD-214 required after separation)

You will be required to show the originals of these documents to your background investigator when you enter the background investigative phase.

Submit the application to the Moosic Borough Administrative Office,
715 Main St. Moosic, PA 18507. ****Late applications will not be accepted.**

[1] If you do not own a personal computer, you may wish to visit your local public library. Should you have any questions or concerns call 570-457-5480 immediately.