

## How do I apply?

Applications are available through the Whitehall Township Civil Service Commission approximately every two years as advertised.

## What are the qualifications required to apply?

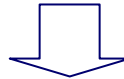
- U.S. Citizen.
- Valid Pennsylvania Vehicle Driver's License or eligible to obtain Pennsylvania license.
- Possess an Associates Degree, or sixty (60) credit hours from an accredited College or University, **OR** two years of service as a full-time Police Officer as of the deadline for submitting application.
- 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 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 Civil Service Rules and Regulations.

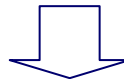
### WRITTEN TEST

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



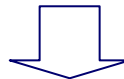
### ORAL TEST

- Must Score 70% to Pass



### PHYSICAL FITNESS TEST

- Pass/Fail



### OVERALL SCORE

- Must score 70% Overall. The overall score based on allocation of 65% of written score and 35% of oral score.

*Example:*  
 $(65\%) \times (90) + (35\%) \times (80) = 86.50$  overall score).

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

Ten points added to overall score, if qualified.

## 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, a written test, oral interview and physical fitness test, the Civil Service Commission ranks all passing applicants receiving the lowest passing score at the bottom of 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.

## Is a background check required?

Yes. A background investigation is completed, including:

- Criminal History
- Credit Record
- Driving Record
- Previous Employment Record
- 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 the appointing authority and other staff members.

## Do I have a probationary period?

Yes. Whitehall Township has a probationary period of 18 months from the latter date of graduation from police training school or the date of appointment.

# WHITEHALL TOWNSHIP PENNSYLVANIA

*"Business & Community Working Together"*



Questions on Police Department  
Contact  
Police Chief at  
Whitehall Township Bureau of Police  
3731 Lehigh Street  
Whitehall, PA 18052  
(610) 437-3042, ext. #201

Visit us at our Website  
[www.whitehallpd.com](http://www.whitehallpd.com)

Questions on Benefits  
Contact  
Personnel/Benefits Coordinator at  
(610) 437-5524, ext. #150

# WHITEHALL TOWNSHIP BUREAU OF POLICE



# EMPLOYMENT PROCESS ENTRY LEVEL POLICE OFFICER