



For personnel department use only

Date received _____

Applicants name _____

Arrange interview Yes No

**ERIE REGIONAL AIRPORT AUTHORITY POLICE DEPARTMENT
APPLICATION INSTRUCTIONS**

Application for POLICE OFFICER must be received in the Administration Managers Office (in a sealed envelope) – Erie International Airport; Tom Ridge Field – Erie Regional Airport Authority - 4411 West 12th Street – Erie PA 16505-3091, the position will be open until filled.

The applicant should read Job Description thoroughly and complete the following:

- | | |
|---|--------|
| ⇒ PERSONAL INFORMATION | Page 3 |
| ⇒ RESIDENTIAL HISTORY | Page 4 |
| ⇒ EDUCATION HISTORY | Page 5 |
| ⇒ EMPLOYMENT HISTORY | Page 6 |
| ⇒ CHARACTER REFERENCES | Page 7 |
| ⇒ Have application notarized prior to submission | Page 8 |

Enclose copies of the following documents:

- ⇒ **High School Diploma or G.E.D., College degrees and certificates.**
- ⇒ **Certificate of completion of ACT 120 Training and grade sheet or**
- ⇒ **Pennsylvania State Police waiver of ACT 120 training.**
- ⇒ **Attach a copy of your current MPOTEC certification if you are an active Law Enforcement Officer.**
- ⇒ **Advanced First Aid/Emergency Medical Technician Certificates/AED training, ASP Certification, Pepper Spray training, and any other training certificates**

JOB DESCRIPTION- POLICE OFFICER

DUTIES: Under the direction of the Chief of Police, prevent and detect violations of the Airport Security Plan. Perform vehicle and foot patrols. Respond to and handle security problems in compliance with the security plan and TSAR's 1542, 1544 regulations. Provide escorts to contractors, vendors, media, etc. Conduct tours and other public relations events. Provide information and services such as unlocking car doors, delivering notices, picking up supplies, giving directions, answering phones, paging, etc. Investigate suspicious activity; detain and arrest as appropriate, and appear in court as required. Operate a snow desk during inclement weather. Conduct airport safety checks, detecting and reporting problems to appropriate personnel; retrieve FOD, traffic control and parking enforcement. Provide "First Response" within the airport emergency plan. Administer first aid, investigate accidents, and issue identification badges. Enforce federal, state, local and airport laws, rules and regulations. Record information concerning facility usage for revenue and control purposes (i.e. landing fee receipts, customs usage, etc) write reports, oversee safety aspects of construction, and handle lost and found items. Protect public property and persons, coordinate airport activities with tenants. Occasional snow shoveling and cleaning support and additional miscellaneous duties as required.

WORKING CONDITIONS

Rotational shift work with frequent public contact under potentially adverse conditions; Work outside in all types of weather; sitting and standing for lengthy periods; the ability to physically restrain people of all sizes; walking and running on uneven surfaces; the ability to climb stairs and to work effectively at heights of 25 feet above ground. Must be able to lift objects; must maintain passing weapons qualification scores; maintain weight proportionate to height, and high levels of physical fitness throughout their employment. There will be periodic evaluations of the officer's work performance (retention of the officer after any evaluation should not be construed as guaranteed permanent employment).

MINIMUM QUALIFICATIONS

Completion of Pennsylvania Act 120 Municipal Police Officers training or equivalent training with a Pennsylvania State Police Act 120 waiver. Candidate should have excellent interpersonal and public relations skills; ability to read and write English fluently; physical stamina to lift persons, equipment, and/or operate them, and fulfill other job duties. Possess good character; judgment; ability to handle stress; willingness to use force including deadly force if necessary; ability to shoot accurately, and hold a current Pennsylvania State Driver's License. Officers must pass an extensive background check, physical examination, drug and alcohol screening, psychological examination, and a polygraph examination.

DESIRED QUALIFICATIONS

A two year Associates Degree in Criminal Justice or related field is preferred and a four-year Bachelors Degree in Criminal Justice or related field is desired. One-year or more experience in a position that required extensive public contact under potentially adverse conditions. Current Advanced First Aid and/or Emergency Medical Technician Certification. A current ASP Certification is desired, pepper spray training, and the ability to speak a foreign language.



Erie International Airport Police Department
Personal Information

General Instructions: This application consists of several sections: a questionnaire, a notification procedure release, verification, a general waiver, and a job description. Every one of these sections must be completed in order for the Airport to accept the application as complete. Print or type an answer to every question. If a particular question does not apply to you, answer with N/A. If more space is needed use reverse side of page. Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment. The Erie Regional Airport Authority is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, ethnic origin, age, sex, veteran status or disability.

All applicants are subject to a background investigation. Complete and accurate information is critical. False or intentional misrepresentation in response to these questions will disqualify you from consideration or cause for termination if discovered after employment.

Name Last First Middle
Address
City State Zip code
Telephone (Home) (Cell)
Email

Are you authorized to work in the US? Yes No Naturalization#
Current Law Enforcement Officer? Yes No Certification number
Are you currently enrolled in or have completed ACT 120 Training? Yes No
Do you hold a valid driver's license? Yes No State
Operators License Number

Residential History

List all addresses beginning with the most recent for the past 10 years; use actual street address. Include temporary and military addresses.

Current Address _____

From _____ City _____ State _____ Zip code _____

To _____ Address _____

To _____ City _____ State _____ Zip code _____

From _____ Address _____

To _____ City _____ State _____ Zip code _____

From _____ Address _____

To _____ City _____ State _____ Zip code _____

From _____ Address _____

To _____ City _____ State _____ Zip code _____

From _____ Address _____

To _____ City _____ State _____ Zip code _____

From _____ Address _____

To _____ City _____ State _____ Zip code _____

From _____ Address _____

List any gaps in information _____

Education History

Erie Regional Airport Authority

Attach copies of diploma (high school/college/trade), GED, PA Act 120 grade sheet and certificate (or waiver) any other degrees and or transcripts

High school graduate Yes No Date obtained _____
If no, do you hold a G.E.D. Certificate? Yes No Date obtained _____

Post high school education

School _____

Address _____

Dates attended _____ Credit hours _____

Post high school education

School _____

Address _____

Dates attended _____ Credit hours _____

Post high school education

School _____

Address _____

Dates attended _____ Credit hours _____

Give additional information regarding your education or professional experience such as certificates, scholastic honors, memberships in professional societies, or positions requiring state licensing or certification.

Employment history

List your employment history for the past ten (10) years to present. Include temporary, self-employment and military. Begin with the most recent. Identify and periods of unemployment or other gaps in employment. If self-employed attach a copy of your business license/insurance/tax records.

Current **Employer** _____

From _____ Address _____

City _____ State _____ Zip _____ Phone _____

Job title _____ Immediate supervisor _____

To **Employer** _____

From _____ Address _____

City _____ State _____ Zip _____ Phone _____

Job title _____ Immediate supervisor _____

Reason for leaving _____

To **Employer** _____

From _____ Address _____

City _____ State _____ Zip _____ Phone _____

Job title _____ Immediate supervisor _____

Reason for leaving _____

To **Employer** _____

From _____ Address _____

City _____ State _____ Zip _____ Phone _____

Job title _____ Immediate supervisor _____

Reason for leaving _____

Explain any gaps in employment _____

Have you ever been terminated or asked to resign from a job? Yes No

If yes please provide details on a separate sheet

Have you ever resigned after being informed that your employer intended to discharge you for any reason? Yes No

If yes please provide details on a separate sheet

Miscellaneous questions

Have you served in the military Yes No Length of service _____
Rank at separation _____

Attach a copy of discharge or separation papers

Have you ever applied at another government or police agency? Yes No
If yes, please list agencies and dates of applications. _____

Character references

List only individuals that have a definite knowledge of your qualifications for this application. Provide five (5) references, do not use relatives, former employers of individuals living outside the United States.

Name _____ Phone _____

Address _____

Relationship _____ Years known _____

Name _____ Phone _____

Address _____

Relationship _____ Years known _____

Name _____ Phone _____

Address _____

Relationship _____ Years known _____

Name _____ Phone _____

Address _____

Relationship _____ Years known _____

Name _____ Phone _____

Address _____

Relationship _____ Years known _____

Disclosure

I attest that all information on this application is truthful and that I have personally completed this application. I understand that any false or misleading statements may lead to criminal charges (per false reports to law enforcement PA Crimes Code Section 4906(b)).

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 45 days. 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 this 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 or without cause. It is further understood that this "at will" employment relationship can only be changed by a written document issued by an authorized representative of the Erie Regional Airport Authority.

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

Applicants signature _____ Date _____

Sworn and subscribed to me this _____ day of _____ year _____

Notary Signature _____ Notary printed name _____