

BOROUGH OF BALDWIN

3344 Churchview Avenue

Pittsburgh, PA 15227



POLICE OFFICER APPLICATION

Physical Agility –& Written Examination
Tuesday, August 12, 2025; 9:00 am

Completed Applications must be returned by August 1, 2025



BOROUGH OF BALDWIN INSTRUCTIONS

1. There is a \$50.00 application fee due upon application submittal. A full refund will be provided to those applicants appearing for the physical agility testing. The applicant is responsible for verification of interest and meets qualifications for employment as an entry level officer with the Borough. Failure to meet minimum requirements will automatically preclude employment.
2. Candidates must meet the following requirements;
 - a. Applicant must have reached twenty-one (21) years of age, before the deadline for submitting the application, August 1, 2025.
 - b. Possess a high school diploma or a graduate equivalency diploma (GED)
 - c. Be a United States Citizen
 - d. Be physically and mentally fit to perform the full duties and responsibilities of a police officer
 - e. Possess a valid motor vehicle license and be eligible to legally operate a motor vehicle in the Commonwealth of Pennsylvania.
 - f. Meet either Tier 1, Tier 2 or Tier 3 of the educational/certification qualifications listed below;

Tier 1 – Be Pennsylvania Act 120 Certified and have completed 4,000 hours as a Police Officer in Pennsylvania, no higher education requirement.

Tier 2 – Be Pennsylvania Act 120 or have successfully completed training and passed the final exam. Successful completion of Act 120 must be achieved prior to the certification of the eligibility listing. Candidate must possess a minimum of an associates degree from an accredited college or university at the time of application.

Tier 3 – Possess a bachelor's degree from an accredited college or university at the time of application.

3. If applicable, satisfactory proof of Military Service and honorable discharge.
4. Note, there is no residence requirement to be a police officer in the Borough of Baldwin.
5. Completed applications are to be returned to the Borough of Baldwin, 3344 Churchview Avenue, Pittsburgh, PA 15227, no later than *3:00 pm on Friday August 1, 2025*. Applications may be mailed or delivered in person. Applications will not be accepted if received after the deadline. Please be sure to submit the following items;
 - a) The completed and signed application
 - b) The Signed Applicant's release

BOROUGH OF BALDWIN INSTRUCTIONS (cont).

- c) Proof of Act 120 Certification & Passing Score MPO Certification Examination
 - d) Proof of college credits (Associates or Bachelor's Degree), a diploma and/or transcript are acceptable (if applicable)
 - e). Proof of Military Service (if applicable)
 - f). \$50.00 Application Fee (Check or Money Order Only)
6. Incomplete application packets will result in automatic disqualification.
7. Providing false or inaccurate information will subject the applicant to immediate disqualification.
8. NOTE – A fillable Employment Application is available on line at www.baldwinborough.org under the Your Government Tab and clicking on the Job Opportunities tab.
9. TESTING INFORMATION – PLEASE SEE REMINDER NOTICE

Physical Agility Testing is scheduled for *Tuesday, August 12, 2025, 2025.*

- 9:00 am, candidates must arrive prior to 8:45 am.
- *LOCATION – The testing will take place at the Allegheny County Police Academy, 700 W. Ridge Road, Allison Park, PA 15101*
- Identification containing the applicant's photograph will be required at the test site to be admitted to the test(s).
- *ONLY candidates who successfully complete the physical agility testing will be eligible to proceed to the next step in the process, the written examination.*
- *ALL* candidates that appear for the physical agility testing will be refunded the \$50.00 application fee.

The Written Examination will be held immediately following the physical examination, August 12, 2025.

10. Physical Agility/Fitness Test – is scored Pass/Fail manner. The applicant must pass all elements of the physical agility test to be eligible to take the written exam. Failure of any one of the events in the physical agility/fitness test is a failure of the entire test. If one event is failed, testing is terminated for the applicant at that point.

The Physical Agility Testing is the modified Cooper Standard Entrance Fitness Test; Order of testing is as follows; one (1) minute sit-up; 300-meter run; Maximum push-up and 1.5 mile run.

11. Written Examination – is graded on a 100-point scale, with a minimum score of eighty-five percent (85%) in order to qualify for the oral examination. Written tests will NOT be scored the date of the testing, but instead will be sent to an

**BOROUGH OF BALDWIN
INSTRUCTIONS (cont).**

independent testing agency for scoring. Applicants will be notified of their scores by email

12. Oral Examination – is graded on a 100-point scale with a minimum score of eighty-five percent (85%) or higher necessary for passing.
*You will be notified when the scheduled Oral Examinations will be conducted at the Baldwin Borough Municipal Building. **The date will be provided the date of the physical and written examination, early September 2025.***
13. Veterans' Preference Points – any applicant who qualified as a military veteran under this Act, shall receive an additional ten (10) points added to their final score if the applicant qualifies. Applicants claiming veterans' preference shall submit satisfactory proof of service and honorable discharge.
14. Receiving a passing score on all tests does not guarantee employment but qualifies applicants for inclusion on the Civil Service Commission Eligibility Listing in accordance with the Borough's Civil Service Rules and Regulations and/or hiring practices and policies.
15. The Borough of Baldwin is an Equal Opportunity Employer.
16. **PLEASE NOTE - THE DATES FOR THE PHYSICAL AGILITY & WRITTEN TESTING YOU WILL NOT RECEIVE A REMINDER!!!**

PLEASE BRING PHOTO IDENTIFICATION TO TESTING SITES!!!

Borough of Baldwin

3344 Churchview Avenue, Pittsburgh, Pennsylvania 15227, 412-882-9600



APPLICATION FOR EMPLOYMENT

The Borough of Baldwin is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, ancestry, sex, non-job related disabilities, or age. All the information of this application form is solicited for the purpose of determining the abilities and skill required for proper job placement and to facilitate verification of the information request.

INSTRUCTIONS: This application must be completed in its entirety. Please print in ink, type, or fill out online and print out. If, because of a disability, you need assistance in completing this application form, please notify the Borough Managers office at 412-882-9600. Use page 5 of this form if more space is needed.

Section 1: Position			
Police:	<input type="checkbox"/>	Road Dept (Must have CDL):	<input type="checkbox"/>
Admin Staff:	<input type="checkbox"/>	Janitor:	<input type="checkbox"/>
Full Time:	<input type="checkbox"/>	Other (Describe position):	<input type="checkbox"/>
Part Time:	<input type="checkbox"/>		
Section 2: Personal			
1. Full Name:			
First:	Middle:	Last:	
2. Other names you have used or been known by (include maiden name and nicknames)			
3. Address where you live			
Number / Street:		Apt / Unit:	
City:	State:	Zip Code:	
4. Mailing address, if different from above (for example, po box)			
5. Contact numbers			
Home:	Cell:	Work:	
6. Contact Email			
7. Social Security Number		8. Drivers License / State	9. Length at Residence
Section 3: Background			
10. Have you ever been convicted of a criminal offense involving dishonesty; breach of trust; offenses against children; use, possession, distribution, sale, or manufacture of drugs, violence or threats of violence or use of weapons for which you have not been pardoned or which has not been expunged? NOTE: Criminal convictions are not necessarily a bar to employment; all relevant circumstances will be considered. (IF YOU ANSWER YES, PLEASE EXPLAIN)			
YES: <input type="checkbox"/> NO: <input type="checkbox"/>			
11. Have you ever filed an application for employment with the Borough of Baldwin (If "YES" provide date/position)			
YES: <input type="checkbox"/> NO: <input type="checkbox"/>			
12. Are you a citizen of the United States or authorized to work in the United States		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
13. Are you at least 18 years of age or will you be upon anticipated start date		YES: <input type="checkbox"/>	NO: <input type="checkbox"/> N/A: <input type="checkbox"/>
14. If you answered "NO" to question #13, do you have a work permit		YES: <input type="checkbox"/>	NO: <input type="checkbox"/> N/A: <input type="checkbox"/>
15. Are you available to work shifts (Check all that you can work):		Days: <input type="checkbox"/>	Evenings: <input type="checkbox"/> Nights: <input type="checkbox"/> Weekends: <input type="checkbox"/>

Section 4: Education

16. Name and location of last High School attended

17. Highest Grade Completed

9: ☐ 10: ☐ 11: ☐ 12: ☐

18. Do you have a High School Diploma or GED

YES: ☐ NO: ☐

19. Colleges, Universities, Trade or Technical Schools or Apprenticeship Programs

Name	Location	Number of years/months	Degrees/Credits/Certificates

Section 5: Military

20. Did you serve any branch of the military (if YES answer questions 21-22)

YES: ☐ NO: ☐

21. Military service details

Branch	Length of Service	Rank at Separation	Reserve Requirements

22. Specialized Training

Section 6: Employment

23. List all employment for the past ten years, beginning with the current or most recent

23.1	Employer Name	Dates Employed		Job Title
		From:	To:	
	Employer Address (Street number/name, city, state, zip, suite, etc)			
	Supervisors Name / Title			Supervisors Phone Number
	Description of Duties			
	Reason for Leaving		Hourly Rate/Salary	
			Start:	End:
	Will Supervisor /Employer give a good reference		YES: <input type="checkbox"/> NO: <input type="checkbox"/>	
	If "NO", please explain:			
	Where you ever discharged or asked to resign		YES: <input type="checkbox"/> NO: <input type="checkbox"/>	
	If "YES", please explain:			
	Where you ever disciplined (written, verbal, suspended, etc)		YES: <input type="checkbox"/> NO: <input type="checkbox"/>	
	If "YES", please explain:			
	Where you ever counseled or warned about excessive absenteeism		YES: <input type="checkbox"/> NO: <input type="checkbox"/>	
23.2	Employer Name	Dates Employed		Job Title
		From:	To:	
	Employer Address (Street number/name, city, state, zip, suite, etc)			

Supervisors Name / Title		Supervisors Phone Number	
Description of Duties			
Reason for Leaving		Hourly Rate/Salary	
		Start:	End:
Will Supervisor /Employer give a good reference		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
If "NO", please explain:			
Where you ever discharged or asked to resign		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
If "YES", please explain:			
Where you ever disciplined (written, verbal, suspended, etc)		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
If "YES", please explain:			
Where you ever counseled or warned about excessive absenteeism		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
23.3	Employer Name	Dates Employed	Job Title
		From:	To:
Employer Address (Street number/name, city, state, zip, suite, etc)			
Supervisors Name / Title		Supervisors Phone Number	
Description of Duties			
Reason for Leaving		Hourly Rate/Salary	
		Start:	End:
Will Supervisor /Employer give a good reference		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
If "NO", please explain:			
Where you ever discharged or asked to resign		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
If "YES", please explain:			
Where you ever disciplined (written, verbal, suspended, etc)		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
If "YES", please explain:			
Where you ever counseled or warned about excessive absenteeism		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
23.4	Employer Name	Dates Employed	Job Title
		From:	To:
Employer Address (Street number/name, city, state, zip, suite, etc)			
Supervisors Name / Title		Supervisors Phone Number	
Description of Duties			
Reason for Leaving		Hourly Rate/Salary	
		Start:	End:
Will Supervisor /Employer give a good reference		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>

If "NO", please explain:	
Where you ever discharged or asked to resign	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
If "YES", please explain:	
Where you ever disciplined (written, verbal, suspended, etc)	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
If "YES", please explain:	
Where you ever counseled or warned about excessive absenteeism	YES: <input type="checkbox"/> NO: <input type="checkbox"/>

Section 7: Other Qualifications

24. Describe the types of equipment you are capable of operating (machines, vehicles, computers, office equipment, etc)

25. List any trade, professional or skills certificates you hold (police must have Act 120, Public Works must have CDL)

26. Summarize special skills, abilities or experiences which qualify you for this position

Section 8: References (Please attach resume if available)

27. Please list three references other than relatives or former employers

Name	Address	Phone	Relationship

Section 9: CERTIFICATION, AUTHORIZATION AND AGREEMENT

I certify that the information supplied by me on this application, and in my resume, if any, is true and complete and does not contain any falsifications, omissions, or concealment of material fact. I authorize the Borough of Baldwin to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize any school, employer, person and agency identified by me on this form or in my resume any and all verifying information Baldwin Borough may solicit from it or them.

I hereby release all law enforcement agencies, former employers, all educational institutions and programs and any other person identified by me from liability.

Print Name	Signature	Date

Please note question number additional information is related to

Baldwin Borough Police Department
Physical Agility Test - August 12, 2025



Testing Order:

- 1 Minute Sit-up - 29 repetitions in less than one minute
- 300 Meter Run - run distance within 72 seconds
- Maximum Push Ups - 21 repetitions of push ups; with no time limit
- 1.5 Mile Run - pre measured course in less than 16 minutes 28 seconds

This is a cumulative test and all events must be completed within two (2) hours.

All applicants should be afforded a minimum rest time of five (5) minutes between events.

Applicants are required to pass the Physical Agility Test based upon the guidelines on each event testing.

This is a pass/fail test. If an applicant is unsuccessful in any event, testing is immediately ended (failure) and no other events can be attempted at that time.

I have read and understand the requirements of the Physical Agility/ Fitness Test set forth above and knowing this, I believe myself to be in good health and physically fit to participate in this test. I represent that to the best of my knowledge and belief, I have no physical condition that would likely cause physical injury, disability, or illness as a result of attempting to perform the elements of the test as described above. In consideration of processing my application, and intending to be legally bound, I hereby release, indemnify and hold harmless the Borough of Baldwin and their agents, elected officials, appointed officials, Civil Service Commission and their members, owners, custodians, directors, and employees of the property on which the test is given from all claims, demands, and suits which may arise or result from any injury or illness which is caused by or results from taking or attempting to take the test as set forth above.

Date: _____ Printed Name: _____

Signature: _____



BALDWIN BOROUGH POLICE APPLICANT

PLEASE NOTE - THE DATES FOR THE PHYSICAL AGILITY & WRITTEN TESTING . THIS PAGE WILL BE THE ONLY REMINDER!!!

PLEASE BRING PHOTO IDENTIFICATION TO TESTING SITES!!!

****TUESDAY, AUGUST 12, 2025 – Physical Agility
9:00 AM Please arrive prior to 8:45 am and bring a photo ID.
Allegheny County Police Academy, 700 W. Ridge Road, Allison
Park, PA 15101***

**WRITTEN EXAMINATION WILL BE HELD *IMMEDIATELY*
*FOLLOWING PHYSICAL EXAMINATION.***

***Only candidates who successfully complete the physical agility
Testing will be eligible to proceed to the next weep in the process.***

***REMINDER - Candidates who appear for the physical examination
on August 12, will be provided a refund of the \$50.00 application fee
(pass or fail).***



Entry Level Testing Process – ANTICIPATED TIMELINE

1. Physical Agility Test/ Written Examination: Tuesday, August 12, 2025
2. Oral Examination: Week of September 8, 2025 (only those that pass both physical agility/ written exams)
3. Background Investigations: September 15th through October 31, 2025 (begin with top 5 candidates only)
4. Council Interviews: November 2025 in the evening. (top 3 candidates)
5. Council Appointment: December 2025.
6. Physical and Psychological Examination: January 2026 (only selected candidates)
7. Expected Start Date: After physical and psychological examination have been completed and successfully passed both. Hire Date dependent on Tier of Applicant.

The timeline is subject to change due to unforeseen circumstances. Every effort will be made to notify the candidates affected by any changes.



The Borough of Baldwin Police Department utilizes candidate mentoring during the entire testing process. Members of the department will maintain weekly contact with each candidate to offer guidance throughout this process.

The police department has two (2) daylight crews beginning at 7:00 AM and two (2) night turn crews beginning at 7:00 PM.

1. CANDIDATE NAME: _____
2. CANDIDATE CELL PHONE: _____

I prefer to be contacted by a 7:00 AM crew _____

I prefer to be contacted by a 7:00 PM crew _____

Each candidate should expect to receive a phone call from a member of the department within 1 week of application submission.

******* RETURN THIS FORM WITH YOUR APPLICATION PACKET *******