TOWNSHIP OF

HAVERFORD

DELAWARE COUNTY
1010 DARBY ROAD
HAVERTOWN, PA 19083-2551
(610) 853-1298 EXT. 1211

July 13, 2026

Dear Applicant:

Please complete the attached Preliminary Application. A registration fee of $45.00 is required at the time of submission, payable by cash or money order made payable to Haverford Township.

Cash payments must be submitted in person, Monday through Friday, from 9:00 a.m. to 3:00 p.m., to:
Human Resources
1014 Darby Road
Havertown, PA 19083

Money orders can be mailed or hand-delivered to the same address.

All submissions must be received on or before Friday, September 4, 2026, at 3:00 p.m. No applications will be accepted after the deadline, regardless of postmark. Please note that the registration fee is nonrefundable.

Prior to appointment you must be 21 years of age. Also, applicants must have a valid driver's license and high school diploma or GED.

The written test will be given on Wednesday, September 09, 2026 at the Haverford High School Cafeteria, 200 Mill Road, Havertown, PA 19083 at 6:00 p.m. Registration will begin at 5:00 p.m. Doors will close at 5:50 p.m. This is the only notification you will receive for the written test.

The top fifty (50) applicants with the highest written score will continue with the hiring process. Final applicants will have to pass an oral, physical and agility test, a psychological, polygraph examination and a background investigation.

If you have any questions, call Haverford Police Department 610-853-1298, extension 1211 or email policerecruiting@havpd.org

Haverford Township Civil Service Commission

HAVERFORD TOWNSHIP POLICE DEPARTMENT

INTEGRITY - PROFESSIONALISM - SERVICE

POLICE OFFICER APPLICATION - Part 1
Equal Opportunity Employer

General Instructions: This application consists of several sections: Every section must be completed in order for the Township to accept the application as complete. Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment. The top fifty applicants with the highest written score will continue with the hiring process and will be required to complete a detailed supplemental application form. **PLEASE PRINT LEGIBLY or TYPE.**

1. _____ **2.** _____

Last Name First Middle Date of Birth (must be 21 by date of appointment)

3. _____

Current address Street City State/Zip

4. a. _____ **b.** _____ **c.** _____

Home telephone Work telephone Cellphone

d. _____

E-Mail Address

5. **a.** U.S. Citizen Yes____No____

b. Naturalized? Yes____No____

Naturalization No._____ Date _____ Place_____ Court _____

6. Education:

a. Do you have a high school diploma or a graduate equivalency diploma? Yes ____ No ____

b. Pennsylvania Act 120 Graduate? Yes ____ No ____ Date _____
(Note: Act 120 IS NOT required to apply to HTPD)

Location _____ Certification Number _____

7. Military Status:

a. Have you ever served in the U.S. Armed Forces? Yes ____ No ____

Honorable Discharge Yes ____ No ____

8. Vehicle Operator License:

Do you possess a valid vehicle operator's license? Yes ____ No ____

Essential Job Functions (are functions actually performed on the job that are applied universally to all employees in this particular job function and if removed would fundamentally alter the job.):

1. Have regular and predictable attendance
2. Exercise rational judgment
3. Qualify with firearms and other offensive and defensive weapons
4. Use physical force when necessary to control and arrest law violators
5. Drive emergency vehicles safely under stressful conditions.
6. Maintain the confidence and trust of peers, superiors, and citizens
7. Work independently of direct supervision
8. Work alone or closely with others
9. Observe patrol area for suspicious, disorderly or illegal activities, missing persons and hazardous conditions
10. Prepare detailed and accurate reports, criminal complaints and accident reports
11. Interview witnesses, complainants, and suspects
12. Interact with members of the business community and the public.
13. Carry/Move injured or ill persons or accident victims
14. Administer first aid
15. Work a rotating 12 hour shift
16. Available to work nights and weekends
17. Investigate; traffic crashes, crime scenes, public complaints, and emergency situations
18. Mediate domestic and neighborhood disputes
19. Respond to alarms, other emergency calls for service

I have reviewed the above list of essential job functions for a Haverford Township Police Officer and believe that:

___ I can fully perform all duties without reasonable accommodations.

___ I can fully perform all duties, but only with the following reasonable accommodations:

___ I cannot fully perform all duties even with reasonable accommodations.

_____ _____

(Signature) (Date)

Notification Procedure Release

It may become necessary to contact the applicant in the event they are being given further consideration for the position of police officer with Haverford Township.

If conventional methods fail in attempting to contact the applicant, a certified - registered letter will be sent to the applicant's address listed on the application. Should the registered letter be returned indicating that it was unclaimed or undeliverable; the applicant will be eliminated from further processing and consideration.

It is the responsibility of the applicants to notify the Haverford Township Police Department, in writing, of any address change. By affixing your signature to this form, you acknowledge that you have read and understood the contents of this procedure.

Verification

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all entries on this application for employment and attachments are true and complete, and I agree and understand that any falsification of information herein, material half-truths, material misstatements or omissions regardless of their time of discovery, may cause forfeiture on my part to any employment with the Haverford Township. I understand that this application has been completed subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

_____ _____

(Signature) (Date)

For Commission Use Only:

Fee Received: $_____ By _____ Date: _____ Time:_____
(No fee for promotional examination)

Applicant Checklist

- Application must be completed, returned and received by Human Resources no later than Friday, September 4, 2026 at 3:00 p.m. with the $45.00 application fee.

- Applications can be filled on-line, downloaded and either mailed, or returned in person 1014 Darby Rd., Havertown, PA 19083.

- **AN INDIVIDUAL IS NOT CONSIDERED AN APPLICANT** until the complete application is returned (No admission to test)

- Applicants should review the recruitment brochure and Salary & Benefits sheet.

- The written test is Wednesday, September 09, 2026 at 6:00 p.m. at the Haverford High School cafeteria (200 Mill Rd., Havertown, PA 19083)

- Written test scores will be sent via email by Friday, September 18th; if you do not receive an email, please contact 610-853-1298 ext. 1211. Important information regarding the next steps in the hiring process will be included in the email. Failure to follow up and missing the physical agility test will result in disqualification.

- No cell l phones or any other electronic devices will be allowed into the testing site.

- All successful applicants must undergo a pre-employment drug screen and extensive background investigation.

- All questions should be directed to (610)853-1298 ext 1211 or policerecruiting@havpd.org

Applicant Reminders

- Check application for completeness.

- Visit our website - havtwp.org/HTPD_Recruitment.html for additional information.